

**BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528**

Friday, October, 7, 2011
Special Board Meeting
7:00 a.m.

Board Room
8900 U.S. Highway 14
Crystal Lake, IL 60012

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. ACCEPTANCE OF AGENDA
4. PRESIDENT'S REPORT
5. APPOINTMENT OF NEW BUILDING MAINTENANCE SPECIALIST, HVAC, Board Report #11-225
6. ACQUISITION OF DONATED OFFICE FURNITURE, Board Report #11-226
7. CLOSED SESSION
8. SUMMARY COMMENTS BY BOARD MEMBERS
9. ADJOURNMENT



Chair

Appointment of New
 Building Maintenance Specialist, HVAC

Information

At the August 2011 Board meeting, the Board of Trustees approved the new full-time professional position of Building Maintenance Specialist, HVAC. Carl Eichberger has been recommended to fill this position. Mr. Eichberger has a Type I, Type II – EPA Refrigerant Usage Certification. His experience is as follows:

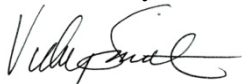
- 1987 – Present Service Technician
 Althoff Industries, Crystal Lake, IL

- 1985 – 1987 Maintenance Technician
 Computer Resources, Inc., Cary, IL

Twenty applications were received, and the search committee interviewed two candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Carl Eichberger to the professional position of Building Maintenance Specialist, HVAC, effective October 24, 2011 at a twelve-month salary of \$72,000.00.



Vicky Smith
 President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
10	\$39,185.00	\$55,838.50	\$72,492.00	Not Applicable	\$72,000.00	Not Applicable

POSITION: **BUILDING MAINTENANCE SPECIALIST, HVAC**

CLASSIFICATION: Professional / Full-time **WORK YEAR:** 12 Months

WORK WEEK: Hours: 7:00 a.m. to 3:30 p.m., occasional weekends and evenings may be required.

PRIMARY PURPOSE: Install, maintain, and repair the College's HVAC systems.

ESSENTIAL JOB FUNCTIONS:

- Install, maintain, and repair the College's HVAC and refrigeration systems.
- Operate multiple building automation systems
- Maintain and repair indoor and outdoor lighting including parking lot lights
- Conduct preventive maintenance and repair College equipment and fixtures: water lines and valves, water pumps, sanitary systems, door systems, etc.
- Handle interior and exterior painting
- Provide vehicle maintenance when necessary
- Repair and install bulletin boards, desks, shelves, and other carpentry work as required
- Conduct daily water DPD test for well and take scheduled samples to be tested by outside source, as required by Illinois Department of Public Health
- Additional duties as assigned by immediate supervisor

SUPERVISION: Directly responsible to the Director of Physical Facilities. Receives daily assignments from the Coordinator of Building Maintenance.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Associate's Degree or equivalent from a technical/trade school with a certificate in Heating, Ventilation and Air Conditioning and/or Stationary Engineering or 10 years related commercial experience; or equivalent combination of education and experience.

EXPERIENCE:

Ten years in related area of commercial HVAC systems.

SKILLS AND ABILITIES:

- Strong knowledge of commercial HVAC systems and practices is required
- Basic knowledge of plumbing and electrical systems is required
- Mechanically inclined
- Comprehension of manuals and instructions
- Ability to read blueprints and schematics
- Ability to work with others

SKILLS AND ABILITIES:

- Responsible, trustworthy, thorough, and committed
- Organizational skills and self-directed
- Ability to work with heights
- Ability to safely move and lift up to 75 lbs., unassisted
- Able to perform all of the essential functions, skills and abilities of the position

LICENSE OR CERTIFICATION:

- Valid state driver's license required
- EPA type 2 Refrigerant usage certification required
- Non-transient, non-community, public water supply operator license preferred

This position is subject to blood borne pathogen legislation.

ISSUED: August 2011 / Range 10

Request to Purchase
Acquisition of Donated Office Furniture

Information

Recently the Foundation was approached about a very large donation of office furniture. Upon inspection of the furniture, it has been decided that the College could benefit financially from the donation of this furniture. There currently are four floors of office furniture in a building that is being demolished within the next 2-3 months. In order to acquire this furniture, the College must act promptly in recovering the furniture. In addition, if the College does not take advantage of this opportunity, the owners of the building may offer it to other non-profit entities. There is an extensive amount of inventory that will be recovered and it will be necessary to store the furniture off campus until it can be installed.

In order to obtain the donated furniture, the College recommends hiring Boss Office Products, Inc. to provide the services of inventorying, disassembling, moving, storing, and installing the furniture. We received three written quotes and Boss Office Products provided the lowest cost estimate to perform the work. The cost of these services will not exceed \$109,900.00.

At an Executive Council meeting, the committee was presented information about the furniture and the scope of the project. Executive Council has agreed that the College would benefit from the donation of the furniture.

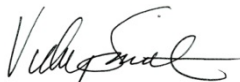
In addition, we contacted the College attorney to provide us advice about under what circumstances a purchase could be exempt from the bid process. The attorney indicated that, since this issue was time sensitive, it could be considered an emergency purchase. Under such circumstances the College could waive the bid process as long as $\frac{3}{4}$ of the members of the Board approved the expenditure.

These services are exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (m) "where funds are expended in an emergency and such emergency expenditure is approved by $\frac{3}{4}$ of the members of the board."

This expense is budgeted in the Operations and Maintenance Fund, Restricted.

Recommendation

It is recommended that the Board of Trustees approves the expenditure not to exceed \$109,900.00 for providing the services of inventorying, disassembling, moving, storing, and installing the donated furniture to Boss Office Products, Inc., Crystal Lake, IL.



Vicky Smith
President