

MINUTES
ORGANIZATIONAL MEETING
of MCHENRY COUNTY COLLEGE

An Organizational Meeting of the Board of Trustees of McHenry County College was held on Thursday, April 25, 2013 in the Board Room, Room A217, in Building A on the Campus. Chair Miller called the meeting to order at 10:54 p.m. When Ms. Liddell called the roll, the following were present:

Ms. Kissar
Ms. Liddell
Mr. Parrish
Ms. Miller

Attorneys Daniel Curran and Nanci Rogers were present as legal counsel.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Mr. Cal Skinner addressed the Board; he stated that the person who called the meeting to found McHenry County College was his father. He noted that politics was involved in founding this College; he cautioned the Board about negative publicity.

INSTALLATION NEW STUDENT TRUSTEE

Ms. Miller asked Ms. Lambert to come up for the Oath of Office; she asked Ms. Lambert to raise her right hand and administered the Oath. Ms. Miller welcomed Ms. Lambert to the Board; those present applauded.

OATH OF OFFICE

Ms. Miller asked Mr. Jenner, Ms. Walsh and Mr. Wilbeck to come up for the Oath of Office; they raised their right hands and Ms. Miller administered the Oath of Office to all three. Ms. Miller welcomed them to the Board, they were greeted by applause and were then seated at the Board table.

ELECTION OF CHAIR, VICE CHAIR AND SECRETARY

Ms. Miller asked for nominations for nominations from the Board members. Ms. Miller first asked for nominations for Board Chair and stated that if more than one person was nominated the Board would go to secret ballot. Ms. Miller read aloud the duties of the Chair. Mr. Jenner nominated Mr. Parrish for Chair and Mr. Wilbeck seconded the motion. Ms. Liddell nominated Ms. Kisser and Ms. Miller seconded the motion. Ms. Miller announced that nominations were closed. Paper ballots were filled out and collected by Ms. Kriegermeier, who tallied the ballots and came back to Chair Miller noting that the Student Trustee vote is advisory and there was no way to tell which vote belonged to the Student Trustee. Paper ballots were filled out again and the Student Trustee placed her initials on the ballot. The ballots were tallied; Mr. Parrish received four votes and Ms. Kisser received three votes. Mr. Parrish was elected Board Chair.

Ms. Miller read the duties of the Vice Chair. Mr. Jenner nominated Mr. Wilbeck and Mr. Parrish seconded the motion. Ms. Kisser nominated Ms. Liddell and Ms. Miller seconded the motion. Paper ballots were filled out and collected; Ms. Kriegermeier tallied the ballots and announced that Ms. Liddell received four votes and Mr. Wilbeck received three votes. Ms. Liddell was elected Vice Chair.

Ms. Miller read the duties of the Board Secretary. Mr. Wilbeck nominated Mr. Jenner and Ms. Kisser seconded the motion. There were no other nominations. The roll was called and all voted in favor; Mr. Jenner was elected Secretary. All moved into their positions at the Board table.

RESOLUTION TO CONTINUE RULES, REGULATIONS AND POLICIES

Mr. Parrish announced the Resolution to Continue Rules, Regulations and Policies. Ms. Kisser moved to approve the resolution and Ms. Miller seconded the motion. There was no discussion. Mr. Jenner called the roll and all were in favor; the motion carried.

RESOLUTION TO SET BOARD MEETING DATES AND TIMES

Mr. Parrish announced that meetings are generally held the fourth Thursday of each month, except for November and December when meetings are held on the third Thursday.

He asked whether the 6:30 p.m. starting time would still be appropriate; all agreed on the time.

The roll was called and all were in favor; the motion carried.

APPOINTMENT OF TREASURER

Mr. Parrish assumed that Mr. Tenuta should continue as Treasurer. Ms. Liddell moved that Mr. Tenuta be appointed as Treasurer and Mr. Wilbeck seconded the motion. During discussion Ms. Liddell stated that Mr. Tenuta does an outstanding job. The roll was called and all were in favor; the motion carried and Mr. Parrish announced that Mr. Bob Tenuta will be Treasurer for the coming year.

APPOINTMENT OF BOARD ATTORNEY

Mr. Parrish explained that Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. is retained as the Board attorney for one year to handle litigation, Freedom of Information Act requests, bargaining unit contract negotiations advice, and issues concerning education law, and that Campion, Curran, Lamb & Cunabaugh, P.C. be retained for one year to handle attending Board meetings, any local issues related to real estate, county or city issues, and routine advice not dealing with education/school law. Ms. Miller moved to retain Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. For the purposes listed above and to retain Campion, Curran, Lamb & Cunabaugh, P.C. for the purposes listed above. Ms. Liddell seconded the motion. During discussion, Mr. Wilbeck asked whether the motion could be amended; he would like to learn more and table this item for a future meeting. Mr. Jenner noted that a motion had been made and seconded; Ms. Kisser suggested the motion be taken off and the action done in two motions. Ms. Miller withdrew her motion and Ms. Liddell withdrew her second.

Ms. Miller moved to approve Campion, Curran, Lamb & Cunabaugh, P.C. as Board attorney to handle and local issues dealing with real estate, county or city issues, and routine advice not dealing with education/school law. Ms. Liddell seconded the motion.

During discussion, Mr. Jenner asked how long the College had engaged Campion, Curran, Lamb & Cunabaugh, P.C. Dr. Smith replied that the College had engaged the firm for two years. Mr. Jenner asked

how often legal representation is reviewed; Ms. Miller replied that a Request for Proposals is sent every three to four years to local attorneys and any firms interested. The firms are then interviewed. Mr.

Wilbeck asked whether the Request for Proposals was based on a retainer fee; Ms. Miller responded that the Request for Proposals is based on rates, and each firm provided resumes, specialties of the firm, and noted representation of other community colleges and school districts. Mr. Parrish added that the Request for Proposals was done confidentially; firms were not identified as their qualifications were reviewed. Mr. Parrish and Ms. Miller provided further information about the process and Mr. Jenner thanked them. Mr. Wilbeck asked whether the Board was satisfied with this firm's performance; Ms. Miller stated that the Board was very satisfied; Mr. Parrish and Ms. Kisser echoed Ms. Miller's sentiments. The roll was called and all were in favor; the motion carried.

Ms. Miller moved to approve Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. as the Board attorney, as stated previously. Ms. Liddell seconded the motion. During discussion, Mr. Wilbeck asked about the firm's performance, how long they have been retained, if they are on a retainer, and how they charge for services. Ms. Miller replied that the College has been working with this firm for some time, the firm is very well versed in employment law, good with contract negotiations and very accessible. Ms. Miller explained how the Board came to use two law firms; Ms. Kisser stated that it is a pleasure to work with an attorney of this caliber and noted that the depth, quality and clarity of information is excellent. Ms. Liddell added that the firm is recognized at the state and national level. Ms. Rogers explained how the firm's retainer and billing charges work and noted the firm is not just a Chicago firm but has offices throughout the state of Illinois. Mr. Curran stated that it is a pleasure working with Ms. Rogers and noted this arrangement is best for the Board and the College. Mr. Wilbeck asked whether all Freedom of Information Act requests go through the attorney. Ms. Miller replied that Ms. Brown is the FOIA Officer; she handles most requests but difficult matters are handled through the attorney. The roll was called and all were in favor; the motion carried.

APPOINTMENT OF COMMITTEE STRUCTURE

Ms. Walsh asked what Committees the Board has; Ms. Kisser replied that the Finance and Negotiations and the Facilities and Planning Committees were combined with the Committee of the Whole during the past year. The Evaluation and Policies Committee, which systematically reviews College policies on a rolling basis and addresses any particular policy a Board member wishes to have addressed, has met separately. Ms. Kisser stated that this committee works closely with the Internal Board Policy Review Committee and relies on legal counsel to update the College on important policies that must be legally mandated. In addition, this committee reviews the evaluation process and makes recommendations to the Board as to what process will be adopted for evaluations of the Board and the President. Mr. Parrish stated that the Vice Chair leads the Committee of the Whole, which meets on a variety of topics. Ms. Miller explained that the Finance and Negotiations and Facilities and Planning Committees were combined last year with Committee of the Whole to allow all Trustees to attend one meeting in order to receive important updates on negotiations in progress. She emphasized the importance of picking a meeting time which enables all Trustees to attend. Ms. Kisser added that meeting time was spent providing updates to those who were not able to attend morning meetings and expressed her opinion that the Committee of the Whole worked well over the past year.

Mr. Parrish stated that issues are consolidated under the Committee of the Whole. He noted that no vote is taken at Committee of the Whole meetings. He added that the Committee of the Whole does solicit consensus which makes it more convenient to discuss issues and then bring them to the full Board meeting. He noted that morning meetings are very difficult for some Trustees to attend. Ms. Liddell stated she found the first year as a Trustee difficult if she was not able to attend all meetings, making it difficult to catch up on issues.

Ms. Liddell moved that the Board adopt a committee structure to include Committee of the Whole and Evaluation and Policies Committee and Ms. Walsh seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

Committee appointments were discussed. The Evaluation and Policies Committee will be chaired by Ms.

Kisser; members of the committee will be Mr. Jenner and Ms. Liddell.

APPOINTMENT OF FOUNDATION LIAISON AND ALTERNATE

Ms. Miller volunteered to act as Foundation Liaison and Ms. Walsh volunteered to act as Foundation Liaison alternate. Ms. Liddell moved that Ms. Miller serve as Foundation Liaison and that Ms. Walsh serve as alternate and Mr. Wilbeck seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

APPOINTMENT OF ICCTA REPRESENTATIVE AND ALTERNATE

Mr. Parrish noted that Ms. Liddell has been ICCTA representative. He added that others have accompanied her to meetings and noted the meetings are extremely valuable, putting the College in contact with other community colleges, legislators and experts in the field. He stated that Ms. Liddell has developed relationships with others in this context which is helpful to the College. Ms. Liddell stated she would be honored to continue to represent McHenry County College in this role. Mr. Wilbeck volunteered to act as ICCTA Alternate. Ms. Walsh moved to appoint Ms. Liddell as ICCTA Representative and Mr. Wilbeck as ICCTA Alternate. Ms. Kisser seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

SCHEDULE OF REGULAR MEETINGS

This item was informational, listing the dates of Board meetings, and no vote was needed.

ADJOURNMENT

Ms. Liddell moved to adjourn and Ms. Walsh seconded the motion. The meeting was adjourned at 11:54 p.m.

Patricia Kriegermeier, Recording Secretary

Chris Jenner, Board Secretary