

MINUTES  
REGULAR BOARD MEETING  
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, June 28, 2012, in the Board Room, Room A217, in Building A on the Campus. Chair Miller called the meeting to order at 6:31 p.m. When Secretary Walters called the roll, the following were present:

Mr. Adams  
Ms. Kisser  
Ms. Larson  
Ms. Liddell  
Ms. Rueda  
Mr. Parrish  
Ms. Walters  
Ms. Miller

Attorney Daniel Curran was present as legal counsel.

PLEDGE OF ALLEGIANCE

Ms. Miller led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee Rueda read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Regular Board Meeting, May 24, 2012 and the Board Retreat, June 16, 2012, were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Board.

BOARD COMMITTEE REPORTS

Ms. Kisser reported on the June 18, 2012 meeting of the Evaluation and Policies Committee meeting, noting that the Committee is moving through Section 3 of the Board Policy Manual Review, will finish the remaining Section 3 items in July and present Section 3 to the Board for adoption in July.

Mr. Adams reported on the June 19, 2012 Committee of the Whole meeting, noting that the Building B renovation is on target, preliminary findings on the Classification and Compensation study were

presented, health care insurance premiums were up 4%, and that the FY13 budget was discussed.

#### ICCTA REPORT

Ms. Liddell noted there was no additional update since the Board retreat; she asked all to note future meeting dates.

#### FRIENDS OF MCC FOUNDATION REPORT

Mr. Parrish reported a change of command in the Foundation Board: Mr. Mike Smith is the new Foundation Board president, Mr. Matt Lemke is the Vice President, Ms. Pam Richard is the Secretary and Mr. Tom Paulsen is the Treasurer. Mr. Parrish noted that the Promise Program has been officially closed; the \$8,000.00 remaining will be assigned to another opportunity. He noted that the Foundation Board has assigned mentors.

#### PRESIDENT'S REPORT

Dr. Smith reported on the Building B renovation; she noted that when the new transformer is installed, all power must be turned off. Dr. Smith hopes this will happen on a weekend, but if that is not possible, the College will be closed one day. She noted also that EnerNoc, the College's energy supplier, conducted an energy audit on June 28, to determine whether the College can reduce its power usage should electricity need to be diverted elsewhere in an emergency. The College exceeded its target of 500 kWh, coming in at 306 kWh and will receive quarterly checks for successful participation in this audit. Dr. Smith reported more good news: the Higher Learning Commission reaffirmed the College's accreditation and the report gave the College high marks. Dr. Smith noted that the fire alarm system is being upgraded, which will make a safer facility for all. Dr. Smith announced that congratulations are in order for Dr. Peter Linden's department, which received a grant of \$175,000.00 from the Illinois Community College Board for career and technical programs. Dr. Smith announced that Mr. Perry Mercuri, Campus Safety Officer, recently graduated from the Chicago Police Academy with a grade of 98%.

COMMUNICATIONS

A. Faculty Report

Mr. Justin Hoy presented the Faculty Report, which included summer faculty activities. Ms. Lindsay Carson is serving as a visiting professor and assistant director of the Costa Rica Study Abroad program at College of DuPage, traveling and working with thirty students, eight of whom are from MCC, to help perfect their Spanish language skills. Mr. Hoy wished the Board a very enjoyable Independence Day.

Adjunct Faculty Report

There was no report.

B. Staff Council Report

Ms. Pat Kallaus presented the Staff Council report and provided samples of the new Staff Council cookbook, featuring heart-healthy recipes. All proceeds from the cookbook benefit student scholarships.

D. Student Trustee Report

Ms. Rueda reported that she attended the Student Assistance Commission meeting, where she spoke with many student leaders and learned leadership strategy, as part of the Illinois Community College Board's campaign, "Community Colleges -- A Million Reasons Why." Ms. Rueda reported that over \$85,000.00 was raised for the American Cancer Society Relay for Life held at the College June 8 and 9. She added that a blood drive will be held June 20 and an orientation program for first year students, "Grub 'n Games," will be held on June 26.

E. Comments from the Board

Chair Miller noted that this is Mr. Manke's last meeting; he leaves McHenry County College this month. She wished Mr. Manke luck on behalf of the Board, stated it was a pleasure to have Mr. Manke here and added that he would be missed. Mr. Manke thanked the Board for the opportunity to be part of the College's administration over the past two and a half years. He stated that good foundations are being laid to build the College to what it has the potential to become. Ms. Walters commented that Mr. Manke has done a marvelous job and has been a tremendous support to President Smith.

F. Attorney Report

There was no report.

APPROVAL OF CONSENT AGENDA

Trustee Adams moved to approve the Consent Agenda minus item G. 4., Compensation Adjustment for Confidential and Security Personnel for FY13, Board Report #12-143, and Trustee Walters seconded the motion. There was no discussion; the roll was called and all were in favor. The motion carried.

**For Approval**

- A. Executive Summary, Board Report #12-120
- B. Financial Statements
  - 1. Treasurer's Report, Board Report #12-121
  - 2. Ratification for Payment of Voucher #1045, Board Report #12-122
- C. Requests to Authorize/Purchase/Ratify/Renew
  - 1. Blackbaud Annual Maintenance Plan Agreement for Raiser's Edge, Board Report #12-123
  - 2. Concrete Pedestal Bases for the Relocated Art Sculptures, Board Report #12-124
  - 3. Desktop Virtualization Environment Management Services, Board Report #12-125
  - 4. Ellucian/Datatel Annual Maintenance, Board Report #12-126
  - 5. Emergency Medical Technician (EMT) Training, Board Report #12-127
  - 6. FY13 Group Health Dental and Vision Insurance Program, Board Report #12-128
  - 7. FY13 Purchasing Prior to Adoption of the College Budget, Board Report #12-129
  - 8. Illinois Community College Trustees Association Membership, Board Report #12-130
  - 9. Insurance Renewal: Cyber Liability Insurance for 2012/13, Board Report #12-131
  - 10. Insurance Renewal: Property and Casualty Insurance for 2012/13, Board Report #12-132
  - 11. Insurance Renewal: Worker's Compensation Insurance for 2012/13, Board Report #12-133
  - 12. Library Database Subscriptions, Board Report #12-134
  - 13. Library Database Subscriptions, Board Report #12-135
  - 14. Library Database Subscriptions, Board Report #12-136
  - 15. Library Materials, Cataloging Records, and Materials Processing, Board Report #12-137
  - 16. Standing Order for Online Books, Board Report #12-138
  - 17. UpToDate Database Subscription, Board Report #12-139
- D. Fiscal Year 2013 RAMP, Board Report #12-140
- E. Renewal of Resolution for Prevailing Wage, Board Report #12-141
- F. Review of Closed Session Minutes, Board Report #12-142
- G. Personnel
  - 1. Personnel Adjustments for Spring 2012 Transfer and Occupational Courses, Bd. Rpt. #11-286, Addendum
  - 2. Personnel Adjustments for Summer 2012 Transfer and Occupational Courses, Bd. Rpt. #12-110, Addendum
  - 3. Continuing and Professional Education Personnel Considerations for Summer 2012, Board Report #12-80, Addendum
  - 4. Compensation Adjustment for Confidential and Security Personnel for FY13, Board Report #12-143
  - 5. Appointment of New Director of Fieldwork - Occupational Therapy Assistant, Board Report #12-144
  - 6. Appointment of New I-CAPS Navigator, Board Report #12-145
  - 7. Appointment of New Records and Curriculum Management Specialist, Board Report #12-146
  - 8. Appointment of New Student Development Advisor, Board Report #12-147
  - 9. ~~Appointment of Replacement Chief Financial Officer/Treasurer, Board Report #12-148~~
  - 10. Appointment of Replacement Development Coordinator, Board Report #12-149
  - 11. Appointment of Replacement Supervisor, Custodial Second/Third Shifts, Board Report #12-150
  - 12. Request for Retirement, Board Report #12-151
  - 13. Request for Retirement, Board Report #12-152
  - 14. Salary Adjustment, Board Report #12-153

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

Mr. Adams moved to approve Board Report #12-143, Compensation Adjustment for Confidential and Security Personnel, and Ms. Walters seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

FOR INFORMATION

- A. Resignation
- B. Update to the Community College Joint Educational Agreement Comprehensive Agreement Regarding the Expansion of Educational Resources (C.A.R.E.E.R.)
- C. ERP Project Update
- D. MCC Branding Update
- E. Distributed Press Releases and MCC Press Clippings

Dr. Butler answered questions from the Board regarding the ERP project. Ms. Miller asked how the financial end of things was coming along and Mr. West noted that progress is being made.

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Adams asked how the Student Affairs reorganization was progressing; Dr. Smith deferred to Dr. Miksa, who stated that search committees are in place, searching and advertising will now begin once results of the Classification and Compensation Study are known.

Dr. Smith spoke about changes in the Foundation office; Ms. Brown stated that the second development coordinator was just hired and will begin July 9. She noted the office is ready to hit the ground running. Ms. Kissler asked about faculty evaluation of administrators mentioned at a previous Board meeting. Mr. Hoy replied that survey results have been collected and an analysis is being conducted. Mr. Hoy anticipates that more information will be forthcoming in July or August, which faculty will discuss with Dr. Smith.

Ms. Miller reminded the Trustees to mark their calendars for the New-Student Convocation on Thursday, August 16, 2012. The ceremony begins at 10:00 a.m. in the multipurpose room, followed by a picnic at noon. The brand launch will also be conducted on August 16.

Ms. Liddell anticipates hearing more about online training; Dr. Miksa will report on online offerings at a future meeting.

Dr. Butler provided an update on the selection of a learning management system. Three vendors have given demonstrations; the process is on track to make a decision this fall and use the new system to transition from the current system. Mr. Adams inquired about the number of Help Desk calls; Dr. Butler reported 11,000 calls have been received since March. Ms. Kisser asked whether there would be a problem with ERP development to maintain an online venue; Dr. Butler replied that all vendors provide password integration and noted that many of the 11,000 Help Desk calls were related to logging in to the current learning management system.

Chair Miller noted the Committee of the Whole meeting is Tuesday, July 17, and asked when the Trustees would receive the final report on the Classification and Compensation study. Dr. Smith replied that the final report is currently in progress and hoped it would be available the week of July 9 to allow time for the Trustees to review.

Ms. Kisser reminded all of a recycling event on July 14, 2012.

Ms. Liddell recently attended a green session with the county and spoke about the calendar of events contained in the Green Guide. She noted that McHenry County has the highest recycling statistics of any county in the state.

Mr. Adams inquired about a physical therapy program; Dr. Smith responded that such a program is being looked into and noted that the Facility Master Plan contains a health and science building as there is no space on campus for labs.

#### FUTURE AGENDA ITEMS

Chair Miller summarized previous discussion and spoke about two future agenda items: a presentation on online information and a tour of the nursing program lab. Ms. Kisser spoke about a general tour of academic program areas, noting how informative she found a tour of the computer science classes.

#### CLOSED SESSION

No Closed Session was held.

ACCEPTANCE OF CLOSED SESSION MINUTES, Regular Board Meeting, May 24, 2012

Mr. Adams moved to accept the May 24, 2012 Closed Session minutes and Ms. Kisser seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

ADJOURNMENT

Hearing no further business, Chair Miller adjourned the meeting at 7:29 p.m.

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Patricia Kriegermeier, Recording Secretary

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Barbara Walters, Board Secretary