

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, July 26, 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. Rueda
Mr. Parrish
Ms. Walters
Ms. Miller

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

Upon reaching a quorum, Chair Miller announced she was looking for a motion and a second to allow Trustee Liddell to participate in the meeting by telephone. Ms. Larson moved to allow Trustee Liddell to participate by telephone and Mr. Adams seconded the motion. Ms. Liddell confirmed that the conversation will be held in confidence. The roll was called; Mr. Adams, Ms. Kisser, Ms. Larson, Ms. Rueda, Mr. Parrish, Ms. Walters and Ms. Miller voted in favor; the motion carried.

The roll was called for attendance, and the following were present:

Mr. Adams
Ms. Kisser
Ms. Larson

At 6:32 p.m. Ms. Liddell was disconnected; she was called back at 6:33 p.m. The roll was then called and the following were present:

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

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

It was noted that item #8, Closed Session, will not be needed. The agenda was accepted as amended.

ACCEPTANCE OF MINUTES

The minutes of the Regular Board Meeting, June 28, 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 July 16, 2012 meeting of the Evaluation and Policies Committee meeting, noting that the Committee hopes to finalize all of Section 3 at the next meeting.

Mr. Adams reported on the June 17, 2012 Committee of the Whole meeting, noting that an update was given on the Building B renovation, a lengthy presentation was given on the Classification and Compensation Study with extensive discussion on that topic. Discussion will be continued at the August Committee of the Whole meeting. Summary numbers were presented for the FY13 budget, and discussion followed on where to put fund balances. The mission statement was discussed and two options were placed in the July Board packet for discussion at the July Board meeting.

Two items from the Committee of the Whole were discussed in detail.

1) Discussion of the FY13 budget. Ms. Brown spoke about the documents contained in the packet, which provide more detail on each individual fund and object code to understand Illinois Community College Board standards. Discussion followed on ISES projects. Mr. Adams moved to authorize transferring \$2.7 million from Fund 01 to Fund 02 for ISES projects. Mr. Parrish seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

Discussion followed to ask direction from the Board on funding the Compensation and Classification Study; consensus was reached to use contingency funding. Mr. Adams thanked all involved in putting the budget numbers together.

2) Discussion of the College Mission Statement. The following statement emerged from Board discussion: "OUR FOCUS IS LEARNING. STUDENT SUCCESS IS OUR GOAL."

ICCTA REPORT

Ms. Liddell noted there was no update this month.

FRIENDS OF MCC FOUNDATION REPORT

Mr. Parrish reported that exciting dynamics are going on with the Foundation Board. Sixteen employees have signed up to donate by payroll deduction, two new Board candidates are being welcomed, and the "Education to Empowerment" group has been formed, which is an initiative to bring together one hundred women committed to raise \$1,000.00 each for a year to provide scholarships for women students. The Foundation has also generated a series of seminars to help families prepare to send their children to college. Mr. Parrish spoke about new employee Ms. Beatrice Pedersen, who has run the Feed the Children program in Chicago for 26 years and has now come to help McHenry County College.

Mr. Brennan noted that two new scholarships have been established this week, with two others in process; he noted that he is making presentations for the culinary management program.

PRESIDENT'S REPORT

Dr. Smith asked whether the Board would be interested as part of the August Board meeting, to take a tour of the Building B renovation. All were in favor of such a tour.

Dr. Smith stated that in order for Com Ed to connect the transformer, all electrical power must be shut off on Monday evening, August 13. She suggested holding the Evaluation and Policies Committee meeting at the Shah Center; all agreed. The meeting will begin at 6:30 p.m.

PRESENTATION: DEMONSTRATION OF BOARD DASHBOARDS

Mr. Joe Baumann gave a presentation on Board dashboards; he reviewed the contents of this dashboard, answered questions and received comments from the Trustees. Mr. Adams stated the dashboard was impressive and the Trustees agreed it was very helpful.

COMMUNICATIONS

A. Faculty Report

Dr. Christine Grela reported that faculty continue to be busy this summer with courses and professional activities. She noted that evaluation information was provided and hopes it will aid in evaluating and providing greater transparency.

B. Adjunct Faculty Report

Ms. Leslie Dzike reported that adjunct faculty are excited to begin the fall semester.

C. Staff Council Report

Ms. Tawnja Trimble noted there was nothing new to report.

D. Student Trustee Report

Ms. Paola Rueda reported on new rules for Student Senate and noted that many student organizations do not meet over the summer. A few clubs are meeting to prepare for fall semester and for the August 16 New-Student Convocation. Ms. Rueda noted that students met with Democratic candidates for office, held an ice cream social and a film screening intended to be outdoors but moved inside due to weather. She ended by noting that student orientation leaders are preparing tours.

E. Comments from the Board

No comments were made.

F. Attorney Report

There was no report at this time.

APPROVAL OF CONSENT AGENDA

Trustee Walters moved to approve the Consent Agenda and Trustee Larson seconded the motion. There was no discussion; the roll was called and all were in favor. The motion carried.

For Approval

A. Financial Statements

1. Treasurer's Report, Board Report #12-154
2. Ratification for Payment of Voucher #1046, Board Report #12-155

B. Requests to Purchase/Renew

1. Annual ANGEL Maintenance, Board Report #12-156
2. Annual DROA Reporting Maintenance, Board Report #12-157
3. Annual Telephone System Maintenance Agreement, Board Report #12-158

4. Diploma Paper and Covers for Graduates, Board Report #12-159
5. FY13 Public Radio Campaign, Board Report #12-160
6. FY13 Radio Advertising, Board Report #12-161
- C. Destruction of Recording of the Closed Session of the December 13, 2010 Committee of the Whole Meeting, Board Report #12-162
- D. Personnel
 1. Personnel Adjustments for Summer 2012 Transfer and Occupational Courses, Bd. Rpt. #12-110, Addendum
 2. Continuing and Professional Education Personnel Considerations for Summer 2012, Board Report #12-80, Addendum
 3. Appointment of New Building Maintenance Specialist, Plumber, Board Report #12-163
 4. Appointment of Replacement Chief Financial Officer/Treasurer, Board Report #12-164
 5. Appointment of Replacement Credentials Evaluator, Board Report #12-165
 6. Appointment of Replacement Nursing Instructor, Board Report #12-166
 7. Appointment of Replacement Research and Planning Associate, Board Report #12-167
 8. Appointment of Replacement Student Development Advisor, Board Report #12-168
 9. Appointment of Replacement Student Development Advisor, Board Report #12-169
 10. Appointment of Replacement Student Development Advisor, Board Report #12-170
 11. Approval of New Position, IGEN Coordinator, Board Report #12-171
 12. Salary Adjustment, Board Report #12-172

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

No action was necessary.

COMPENSATION ADJUSTMENTS FOR ADMINISTRATIVE PERSONNEL FOR FY13, Board Report #12-173

Extensive discussion followed. Ms. Larson moved to approve Compensation Adjustments for Administrative Personnel for FY13, Board Report #12-173, to include the following:

- a. Increase all administrators' salaries by 2% for those administrators who were in their positions prior to July 1, 2011, excluding those administrators whose salaries would be over the maximum of their range.
- b. Increase the administrative ranges for FY 2012 by the change in the Consumer Price Index-Urban (CPI-U) for the previous fiscal year, which was 1.7%. Item c. Administrators will contribute 25% of the premiums for medical healthcare and insurance for all plans selected, was removed from Board Report #12-173. Mr. Parrish seconded the motion. There was no discussion. The roll was called. Mr. Adams voted against and Ms. Kisser, Ms. Larson, Ms. Liddell, Ms. Rueda, Mr. Parrish, Mr. Walters and Ms. Miller voted in favor. The motion carried.

REQUEST TO INCREASE RENTAL FEES AND INSTITUTE INTERNAL USAGE PRICING, Board Report #12-174

Ms. Larson moved to accept Board Report #12-174, Request to Increase Rental fees and Institute Internal Usage Pricing, and Ms. Kisser seconded the motion. During discussion, internal usage pricing was explained. Certain rooms that could be rented out for revenue have fees attached; other rooms may be used at no charge. The roll was called and all were in favor; the motion carried.

ADOPTION OF THE McHENRY COUNTY COLLEGE MISSION STATEMENT, Board Report #12-175

Ms. Miller moved to adopt “Our focus is learning. Student Success is our goal” as the McHenry County College Mission Statement. Ms. Kisser seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

FOR INFORMATION

- A. ERP Project Update
- B. MCC Branding Update
- C. Office of Resource Development FY12 Grant Summary
- D. Office of Resource Development Update
- E. Quarterly Reports on Grants
- F. Distributed Press Releases and MCC Press Clippings

Dr. Butler stated the overall ERP project is on schedule and on budget. He explained that two modules are currently on hold: online purchasing and web time entry. He noted that a review of purchasing options is now being conducted and that the web time entry is currently on schedule for September.

Ms. Haggerty passed out reports to the Trustees and spoke about work done on redefining the athletic brand identity to align with the institutional identity.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Larson commented on the faculty report and asked that faculty members make presentations at future meetings to report on their activities. Ms. Miller noted that presentations would be separate from the faculty report. Mr. Adams asked about student identification cards that could be used for cafeteria and bookstore, and perhaps employee time cards. Dr. Butler responded that the ATM machine in the atrium has been placed, but the cards have not yet been prepared and sent to students. He noted many items will

roll out as fall semester progresses. Mr. Parrish asked that someone else be appointed as Foundation liaison; he will continue through the summer. Ms. Miller and Mr. Adams will alternate beginning this fall. Ms. Haggerty will provide sound bites from recent MCC radio advertising.

FUTURE AGENDA ITEMS

No future agenda items were proposed.

CLOSED SESSION

At 8:51 p.m., Ms. Larson moved to go into Closed Session to discuss matters covered under Illinois Open Meetings Act 120/2(c) Exception #1, *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel of the public body or against legal counsel for the public body to determine its validity*, and Ms. Rueda seconded the motion.

There was no discussion. The roll was called and all were in favor; the motion carried. A break was taken at 8:53 p.m. and Closed Session began at 9:05 p.m.

At 10:15 p.m., Mr. Adams moved to come out of Closed Session and Ms. Larson seconded the motion.

There was no discussion; a voice vote was taken and all were in favor. The motion carried and Closed Session ended at 10:15 p.m.

PERSONNEL

No action was taken.

ADJOURNMENT

Hearing no further business, Chair Miller adjourned the meeting at 10:16 p.m.

Patricia Kriegermeier, Recording Secretary

Barbara Walters, Board Secretary