

MINUTES  
REGULAR BOARD MEETING  
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, May 23 2013, in the Board Room, Room A217, in Building A on the Campus. Chair Parrish called the meeting to order at 6:30 p.m. When Secretary Jenner called the roll, the following were present:

Mr. Jenner  
Ms. Kisser  
Ms. Lambert  
Ms. Liddell  
Ms. Miller  
Ms. Walsh  
Mr. Wilbeck  
Mr. Parrish

Mr. Daniel Curran and Ms. Nanci Rogers were present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Parrish led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee Lambert read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as revised. Ms. Kisser asked if she wants to remove an item from the agenda, would she do that now or under Approval of Consent Agenda; Ms. Miller replied it would be done under approval of the agenda.

ACCEPTANCE OF MINUTES

Ms. Liddell moved to approve the minutes of the Special Board Meeting, April 16, 2013, the minutes of the Final Meeting of the Retiring Board, April 25, 2013 the minutes of the Organizational Meeting, April 25, 2013 and the minutes of the First Meeting of the Newly Organized Board, April 25, 2013 and Ms. Kisser seconded the motion. During discussion, Mr. Jenner asked it if would be possible to add speakers' positions to the minutes; Ms. Kriegermeier will add whether the speaker spoke in support or against the issue, starting

with the next set of minutes. Ms. Kisser asked whether Trustees who were not at the four meetings covered in the motion could vote to accept the minutes. Ms. Liddell amended her motion to cover the minutes of the Special Board Meeting, April 16, 2013 and the minutes of the Final Meeting of the Retiring Board, April 25, 2013. Ms. Kisser seconded the motion. There was no discussion; a voice vote was taken and all were in favor; the motion carried.

Ms. Kisser moved to approve the minutes of the Organizational Meeting, April 25, 2013 and the First Meeting of the Newly Organized Board, April 25, 2013 and Mr. Jenner seconded the motion. There was no discussion; a voice vote was taken and all were in favor. The motion carried.

#### OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Mr. Chris Lozier, adjunct counselor, addressed the Board regarding Return to Work legislation and the College's decision not to rehire adjunct employees after August 1, 2013. He has already started to work summer hours and spoke with the chief legislator pushing the legislation from the state senate. His comments exceeded the three minute limit and Mr. Parrish asked him to complete his comments and send a letter to the Board.

Ms. Betsy Metzger, adjunct instructor, addressed the Board regarding her concern with changes the College plans to implement for adjunct faculty hours.

Ms. Deborah Skozek addressed the Board regarding the College's planned changes to adjunct faculty schedules. She stated there is time to consider alternate solutions and asked all to work together.

Ms. Jane Collins, community member, addressed the Board with questions about the Board packet, specifically a purchase for 28 software licenses, and asked the Board to work with other colleges receiving TAA grant funds.

Dr. Donald Quirk, retiree and adjunct instructor, addressed the Board regarding the unjust effect the College's decision on limiting adjunct hours will have on employees.

Mr. John Healy, adjunct instructor, addressed the Board with his concerns regarding the limiting of adjunct faculty hours. He asked the Board to invest in reasonable solutions to the one supervisor proposal to allow staff to fulfill the MCC mission statement.

Ms. Linda Rudnik, adjunct instructor, addressed the Board with her concerns about the College's decision not to hire SURS annuitants; she asked the Board to rethink these upcoming decisions.

Ms. Beverly Jackson, adjunct instructor, addressed the Board with her concerns about the one supervisor rule; she asked that alternative options be considered thoroughly.

Mr. Wally Reynolds, Director of Athletics, introduced Mr. Jim Pierscionek, tennis coach, along with players Mr. Matt Miller and Mr. Dylan Clarke. He noted that Mr. Miller has had two successful seasons and maintained a 3.8 grade point average, and that Mr. Clarke has had two successful seasons and maintained a 4.0 grade point average.

Mr. Reynolds also introduced head baseball coach Mr. Jared Wacker and recognized that Mr. Wacker finished the season 40 and 12, earning second place in the conference, winning 16 games in a row, with 9 all-conference selections and 3 all-region selections. He noted that 9 sophomores are moving on to four-year schools, with 7 scholarships received. He introduced Mr. Matt Schmidt, first baseman, who is a two-time all conference and two-time Region 4 gold glove. Mr. Schmidt will attend Division I Chicago State University next year. Mr. Reynolds introduced Mr. Joe Ross, all conference last year, who maintained a 3.77 cumulative grade point average, and will be academic all-American and will attend Chicago State. He introduced Mr. Nick Kostalek, all conference this year, with a 3.4 cumulative grade point average and who will also attend Chicago State. He introduced Mr. Nick Richter, two-time all-conference, first team all region this year, who had 55 stolen bases and has been ranked second in the nation. Mr. Richter maintained a 3.9 cumulative grade point average and will attend Ryder University in New Jersey on a division I baseball scholarship. He noted that all four athletes will finish their associate degrees by the end of summer.

Mr. Dave Hixon, adjunct business instructor, addressed the Board regarding the College's proposed policy on SURS annuitants. He noted that the law does not go into effect until August, 2014 and spoke about other schools' approaches to this issue.

#### BOARD COMMITTEE REPORTS

##### Evaluation and Policies Committee

Ms. Kisser reported on the May 13, 2013 Evaluation and Policies Committee meeting at which the

Committee's function was reviewed, an in-depth presentation was given on SURS legislation, a detailed presentation on Affordable Health Care Act legislation, the SURS requirements were reviewed in terms of the College's obligations and penalties that could be imposed, and heard information presented by Mr. Jenner for revising some Board policies and some ideas to be considered for new policies.

#### Committee of the Whole

Ms. Liddell reported on the May 14, 2013 Committee of the Whole meeting, where the Committee heard an update on the Madigan and Cullerton pension bills, received financial reports showing the College's good financial health, discussed the date for the Board Retreat which was set for July 27, 2013, and heard presentations on SURS affected annuitants and the Affordable Health Care Act. The Committee heard a presentation on reducing costs for custodial services, making them comparable to current commercial rates. in A presentation was given on changes implemented in the Children's Learning Center as well as a discussion of administrative compensation, which will be brought to the June Committee of the Whole meeting. Ms. Liddell noted that Mr. Jenner and Mr. Wilbeck came up with great ideas, several implemented immediately and several started to be implemented. The next Board meeting will be broadcast online.

#### ICCTA REPORT

Ms. Liddell reported that the month's main issues are State University Retirement System pensions, and the Affordable Health Care Act. She noted that although the Department of Education statistics show a slight drop in enrollment this year, 1.6%, the number of degrees is up by 5.1%. Statistics also show that associate degree completion has increased by 8% while bachelor's degrees have increased 4.3%. Ms. Liddell noted that College of DuPage, Illinois' largest community college, has appointed a group of adjunct instructors as "lecturers" who are eligible for health care coverage if they teach 33 credit hours and will begin a one-year trial this fall. College of DuPage has also started a "three plus one" program, where students can earn a bachelor's degree in on campus, offered in conjunction with university partners. Ms. Liddell will attend the ICCTA annual meeting in Chicago in June and asked Trustees to send topics for discussion.

### FRIENDS OF MCC FOUNDATION REPORT

Ms. Miller reported that 442 scholarship applications have been received, far more than in past years. Ms. Miller noted that the golf invitational will be held June 7 at Turnberry Country Club, with 84 golfers currently signed up. She noted that the topic for this month's educational seminar is Buying and Selling Real Estate; the topic for July is What You Should Look For When Selecting a Charity. Ms. Miller stated that the Education to Empowerment group has selected Ms. Erin Smith as their chair. To date, \$29,000.00 has been received toward the \$100,000.00 goal. Ms. Miller noted that the proceeds from the sale of the donated house will come to the Foundation.

### CHAIRMAN'S REPORT

Mr. Parrish noted that he received information from Mr. Tom Paulsen, the Foundation Board Treasurer that scholarships granted over the past ten years total \$225,000.00, with \$108,000.00 granted this year. He noted that in 2002 there were 68 new donors, in 2012 there were 414 new donors, and so far this year there are 26 new donors. In 2007, the Foundation had 801 donors, with 4,045 donors in 2012. Assets in 2002 were \$1.6 million; assets are now \$4.1 million. Mr. Parrish recognized Mr. Bill Brennan for his work with the Foundation. Mr. Parrish noted that Mr. Matt Lemke is the incoming Foundation Board president. Mr. Parrish congratulated new Trustees Chris Jenner, Molly Walsh and Tom Wilbeck. He stated that he invited three newspaper reporters to tonight's meeting and introduced Ms. Tara Mathewson from the *Daily Herald*, Mr. Jeff Engelhardt from the *Northwest Herald*, and Katelyn Stanek from the *Woodstock Independent*. He spoke also about Mr. Cal Skinner and Ms. Iris Bryan, who report College news. He stated that he and Dr. Smith welcome phone calls from reporters to provide clarification on issues.

Ms. Liddell added to Mr. Parrish's report that outgoing Foundation President Mr. Mike Smith served two years and did an awesome job; she is looking forward to the new leadership coming in.

### PRESIDENT'S REPORT

Dr. Smith reported that this week's enrollment update shows 16,400 credit hours which includes adult education; once summer semester starts, the figure should be around 3%. She noted that fall semester enrollment at this time of the year is usually down 18-20%, but at this time, is only down 4.1%. Dr. Smith

attributes this figure to new academic programs and different scheduling patterns to meet the needs of students. Dr. Smith noted that several transparency activities will be implemented; information about FOIA requests will be posted on the website, PowerPoint presentations given at Board meetings have already been posted to the website, and closed session exceptions are noted on the agendas. The number of bargaining unit sessions held will be reported, and she noted that four sessions have been held since the April Board meeting. She noted that Board meeting streaming over the internet should begin with the June Board meeting. Dr. Smith noted that the College is running into some glitches regarding posting email addresses under each Trustee's photo on the website. Dr. Smith noted that the College was notified by IGEN that funding will be provided for solar panels at the Shah Center, to cover 50% of the facility's electrical needs, and there is a possibility that funding may be received to provide for 100% of the electrical needs. Dr. Smith spoke about the Illinois Power Pack Grant, which is part of a pilot to conduct community outreach on how to use photovoltaic power. Dr. Smith added that the College will receive almost \$34,000.00 back from an energy efficiency grant. She noted that spring certificates and degrees were up, with 725 awarded this year, compared to 625 last year. Dr. Smith also shared that the Harvard outreach site has expanded classes and has been very successful.

#### PRESENTATION

Innovative Strategies for Success in Developmental Mathematics, Dr. Amy Maxeiner, Executive Dean of Mathematics, Sciences and Health Professions, and Ms. Marie Robison, Instructor of Mathematics

Dr. Maxeiner and Ms. Robison gave a presentation on strategies developed to help students succeed in mathematics at MCC. College instructors aligned with high school math teachers to make sure that math curricula aligned and a math refresher course was developed. Among the strategies developed are 1) supplemental instruction, where an upper level student, in collaboration with the teacher, meets with students in and out of class; 2) Connect Math, a web program that supplements lectures; and 3) free open math textbooks through My Open Math. These strategies have improved student success and will be continued. The department will schedule an eight-week program next spring using My Open Math.

COMMUNICATIONS

A. Faculty Report

Ms. Anne Humphrey and Ms. Elaine Whalen, new Faculty Association co-presidents, reported that they look forward to the coming year and plan to share news about innovative work done by the faculty. They noted that the results of the 360 evaluation conducted by faculty are being tabulated and will be shared.

B. Adjunct Faculty Report

Mr. Peter Ponzio spoke about the difficulties the College faces on SURS affected annuitants and the Affordable Health Care Act, noted that the Board heard testimony from adjunct instructors about how their lives will be affected by this legislation. He asked that the College and the Board of Trustees consider alternate methods of reporting to avoid cutting adjunct instructors' hours and having employees choose between two jobs.

C. Staff Council Report

Ms. Trimble welcomed the new Trustees and invited them to get to know the Staff Council, which is an asset to the College and an incredible resource. She extended Staff Council support to custodial co-workers, wanted them to know Staff Council appreciates their commitment to the college and asked that the Board remember the enormous negative effect on these employees' lives of the proposed outsourcing of that function at the College.

D. Student Trustee Report

Ms. Lambert reported that the academic year is coming to an end and noted the student award ceremony was held May 1. She spoke about many activities in which students participated over the year, and noted that Student Senate has discussed the direction they want to move in the coming year.

E. Health Sciences Education Building Report

Dr. Miksa reported that at the June 4 meeting, there was a general overview of data received. On campus and off campus locations were looked at, and the search for a site is starting to narrow. Partnerships for a clinic and a fitness center are being looked at: the fitness center could serve the community as well as a lab for the College's fitness curriculum, and a clinic could serve the community as well as provide opportunities for

students to gain clinical experience. Next steps include completing a final draft of the committee's report to be brought to the Board with finance options. In response to Ms. Kisser's questions about an off campus site, Dr. Miksa replied that companies are interested in partnerships for on campus work with students and not interested in partnering if the building was off-campus and Dr. Smith echoed those sentiments. Dr. Smith added that accrediting associations mandate that at an offsite location, services equal to those on campus must be provided to students. Mr. Wilbeck would like to see more metrics and asked how such classes would differ from those offered through outreach at Harvard. Dr. Miksa responded that health professions have a different type of accreditation than general coursework, which is what is offered in Harvard. Dr. Smith added that this information will be provided in the committee's final report to the Board. Dr. Smith stated that there are 900 to 1,000 students in biology courses, which all health professions curriculum want their students to take. She noted that because health care is the second largest economic sector in the county, the College has been aggressively moving forward on developing more degree programs in this area. Health Information Technology will be offered in the Fall, as will the Physical Therapy Assistant program, and health care providers have urged the College to look at Respiratory Therapy Assistant as well. She noted the College does not have space to house these programs, and added that the Illinois Community College Board requires a needs analysis to be done that would include information on the numbers of jobs available and whether students can get those jobs. Dr. Smith stated that the Nursing program began four years ago, with a weekend Nursing cohort added two years ago, and 100% of the graduates have found jobs. She noted that the first cohort of Occupational Therapy Assistant began last year, will finish in December, 2013, and the College has full confidence that these students will find jobs. Mr. Wilbeck asked how many community colleges have clinics attached to their health sciences program; Dr. Miksa will obtain that information. Mr. Jenner asked if numbers on job forecasts and enrollment could be reviewed at the next Committee of the Whole meeting; Mr. Parrish responded that he did not know if that could be reviewed at this time. Dr. Smith stated that the reason the College implemented the Nursing program was due to chargebacks paid for county students to attend nursing programs at other community colleges. She added that this is also the reason the Occupational Therapy Assistant program began. Ms. Walsh asked for cost figures on the cost of remodeling



current labs and what the purpose for which they will be used. Dr. Smith replied that this is one of the aspects of the feasibility study; when the business plan and cost of construction or remodeling is done, that information will be provided.

#### F. Updates on the College's Strategic Plan Development

Ms. Brown was happy to report that work on the Strategic Plan, started at the 2011 Board Retreat, is almost done. A new mission statement resulted from work at the retreat, after which the Board directed staff to form a committee to develop the plan. Twenty-nine people were involved in a cross-functional AQIP team, and three sub-committees completed portions of the strategic plan. A complete draft of the plan will be available in June or July. Ms. Kate Harger, Dean of the Library, is heading a group on metrics and reporting documents. Ms. Brown used an analogy to describe the process: a vision is as you stand at the tee box, this is where the ball is going. The mission is why you're standing in the tee box, and your swing mechanisms get you there. The committee is developing the swing matrix and mechanisms to get us where we want to go. The Board will approve, agree, or tweak the draft plan, and from the plan's objectives, annual action items will be developed and tied to budgets. It is hoped that the goals are lofty enough that there is a good direction. Ms. Walsh thanked Ms. Brown for her report.

#### G. Comments from the Board

Mr. Jenner thanked administration for implementing some of his transparency requests, and for the new microphones.

Mr. Parrish asked for clarification on communication between Trustees and staff and faculty. Dr. Smith responded that Board protocol has been for communication to come through the President. Ms. Miller added that the President knows the workflow and inner workings of the College. If a Trustee asks staff directly, workflow could be interrupted. Ms. Kisser noted this process has worked well for her as well, and that she receives timely answers to her questions. Ms. Liddell stated that she likes that there is one central place when answers come back; answers to Trustees' questions are sent to the entire Board. Extensive discussion followed, and Attorney Rogers spoke about the contractual provision in Dr. Smith's contract that names her as the conduit for communication between Board members and staff, noting that the conduit runs both ways.

Ms. Liddell noted that the Board has only one employee – Dr. Smith. Mr. Parrish stated that he and Dr. Smith have scheduled weekly meetings to discuss issues of concern, and added his concern that the president of a college has a lot of things on their plate. He felt that some of the less challenging questions could be answered by staff. He believes it is his and Dr. Smith's responsibility to talk about an approach that would provide more communication, clarity, and openness. Ms. Miller asked for the perspective of all Board members and noted that the way things have been done has not been a problem. She noted that the language in Dr. Smith's contract is important and must be honored. She asked that this be discussed at the Board retreat. Mr. Parrish replied that the topic will not be brought up until he and Dr. Smith prepare something together.

#### H. Attorney Report

Mr. Curran had no report at this time.

A break was called at 9:12 p.m. and the meeting reconvened at 9:22 p.m.

#### APPROVAL OF CONSENT AGENDA

Ms. Kisser asked to remove item H. 2., The Contract of the College Administrator Holding the Position of Executive Director, Friends of MCC Foundation Shall Be Extended Through FY 2014, Board Report #13-97. Trustees Jenner and Wilbeck asked to remove several items from the agenda; but after clarification provided by Trustee Miller that the items on the consent agenda can be discussed before the vote is held, Mr. Jenner and Mr. Wilbeck rescinded their requests to remove items from the consent agenda Ms. Miller clarified that when the a motion is made and seconded to approve the consent agenda discussion can occur before a vote is taken on the motion.. Items do not have to be removed from the agenda simply for discussion; Ms. Liddell and Mr. Jenner withdrew their request to remove the items cited above.

Ms. Miller moved to approve the consent agenda, minus item H.2., The Contract of the College Administrator Holding the Position of Executive Director, Friends of MCC Foundation Shall Be Extended through FY 2014, Board Report #13-97, and Ms. Liddell seconded the motion. During discussion, Ms. Kisser stated that discussion on Board Report #13-87 is a personnel matter, and has both open and closed meeting components to be discussed.

During discussion, Ms. Liddell asked for clarification on timelines for several Board Reports; Dr. Miksa replied regarding the Curriculum for the Physical Therapist Assistant program, curriculum must be written by early September, with the rest of the documents due January 30, 2014. Dr. Maxeiner added clarification that the courses will be written and the internal system of approval will be followed. Once the Board approves the program, it goes to the Illinois Community College Board and the Higher Learning Commission, when the College starts working with the accrediting body to move the program forward. Dr. Maxeiner stated that with space available, the program could be ready in two years.

Ms. Liddell asked the same question about Item D., Associate of Applied Science Degree in Engineering Technology and Certificate in Computer Numerical Control (CNC) Machining, and Mr. Falco replied the courses are being offered now, students are going through the course sequence, but the College can't give them a certificate. The paperwork has already been sent to the Higher Learning Commission for review. If approved tonight, the College will wait for the Higher Learning Commission's response, and then send to the Illinois Community College Board for approval and then on to the Illinois Board of Higher Education for their approval.

Both Mr. Parrish and Mr. Wilbeck asked about items C.4. and C.5., Ms. Heather Zaccagnini, department chair for applied technology, explained that Mastercam is a parametric solid modeling program, which means the model builds the program that runs the CNC machine. She explained that 22 licenses are for a classroom which runs six sections a day, and all 22 seats are used, over multiple semesters. She added that this is the software used by county manufacturers, who recommend MCC teach the program they use out in the field. Ms. Zaccagnini further clarified that the Robotmaster software has the same functionality as the machine tool version, and integrates robots with machine tools. She noted that the initial cost is higher, and added the cost to renew is \$2,700.00 a year, which includes maintenance and support.

Mr. Jenner questioned several items which had not been bid out. He stated that some of these purchases have good reasons not to go to bid, and asked that the Board take a critical look at purchases that are not bid. Dr. Smith replied that every month, one-third to one-half of the purchases fall under the exemption and do not have to be bid out; Mr. Tenuta added that if there is an opportunity for savings, the College will go out to bid

or get multiple quotes so that the best price is obtained. Ms. Miller commented that the Board has gone out for bid on attorneys, auditors and banking services which are not required to be bid.

Mr. Wilbeck asked for clarification on purchase requests, to provide a summary statement with feature, benefit and value. Ms. Kisser suggested that when Mr. Wilbeck receives his Board packet, he can choose the items he would like clarification on and call or email Dr. Smith. Dr. Smith added that when she receives a request for clarification from a Trustee, she responds to the entire Board so that all are aware of questions asked. In response to a question from Mr. Wilbeck, Dr. Miksa explained the Form 20 procedure for new degrees and certificates. Mr. Walsh asked whether a post-consumer recycling program for food scraps was incorporated into the waste disposal services proposal in Board Report #13-91; Mr. Evans replied that such a program is included in the proposal and will be developed. Ms. Walsh expressed her concern with the five-year length of the contract; Mr. Evans confirmed that the College has an out should there be problems, noting that Attorney Slutzky at Robbins Schwartz refines the contract language before it is signed.

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

**For Approval**

- A. Executive Summary, Board Report #13-77
- B. Financial Statements
  1. Treasurer's Report, Board Report #13-78
  2. Ratification for Accounts Payable Check Register, Board Report #13-79
- C. Requests to Purchase
  1. Copy Paper, Board Report #13-80
  2. Epson Stylus Printers, Board Report #13-81
  3. Furniture for Adult Education, A372 Classroom, Board Report #13-82
  4. Mastercam Educational Suite Software, Board Report #13-83
  5. Mastercam Robotmaster Licenses, Board Report #13-84
  6. MATLAB Student and Instructor Software, Board Report #13-85
  7. Printing Services for the McHenry County College 2013-2014 Student Planner, Board Report #13-86
  8. Professional Services to Write the Physical Therapist Assistant Curriculum, Board Report #13-87
  9. Software and Services for Disaster Recovery. Board Report #13-88
  10. Upgrades to the Fire Alarm System, Board Report #13-89
  11. Upgrades to Ventilation System of Ceramics Studio, Board Report #13-102
  12. Waste Disposal Services, Board Report #13-90
  13. Xerox Phaser Printer, Board Report #13-91
- D. Associate of Applied Science Degree in Engineering Technology and Certificate in Computer Numerical Control (CNC) Machining, Board Report #13-92
- E. Associate in Applied Science Degree in Web Design and Development and Certificates in Web Development, Web Marketing and Advanced Web Techniques, Board Report #13-93
- F. Destruction of Closed Session Recordings, Board Report #13-94

G. Joint Agreement Update between McHenry County College and College of Lake County, Board Report #13-95

H. Personnel

1. Compensation Adjustment for Non-Unit Staff Personnel for FY 2014, Board Report #13-96
2. The Contract of the College Administrator Holding the Position of Executive Director, Friends of MCC Foundation Shall Be Extended Through FY 2014, Board Report #13-97
3. Appointment Replacement Director of Bookstore, Board Report #13-98
4. Salary Adjustment/Advanced Placement, Board Report #13-99

#### ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

Mr. Parrish asked that the Board consider postponing action on the item removed from the agenda until the next meeting, or vote on it tonight. Ms. Kisser asked that the item be moved out of order since it involves a closed session component. The item was moved after item #22 on the agenda, to be discussed in closed session under exception #2(c)1, and follow that discussion with an open session component per Section 3.2.1.2 of the Board Policy Manual.

#### BLACK BOX THEATER AND THREE GENERAL CLASSROOMS ADDITION AND MANUFACTURING SPACE REMODELING, Board Report #13-100

Ms. Miller moved to approve Board Report #13-100, Black Box Theater and Three General Classrooms Addition and Manufacturing Space Remodeling, and Ms. Walsh seconded the motion. During discussion, Ms. Miller noted her excitement about this project. Ms. Liddell stated she appreciated the energy with which the staff reviewed various options and the involvement of different campus groups in the process. Ms. Kisser stated she is all for it. Ms. Walsh thanked Dr. Smith for including energy efficient components in the building. Mr. Wilbeck stated and he and Mr. Parrish visited Sage Products this week and received a plant tour. Sage Products would like the College to hold the course at Sage's facility. Mr. Parrish added that Sage Products has 34 robotics technicians and need more; Sage is eager for MCC to pursue this program. The person Messrs. Parrish and Wilbeck spoke to stated that MCC has not talked to them about this program; they suggested that the College work in a cooperative way with Sage Products so that the Black Box Theatre building project could be a separate project. Ms. Miller stated that the College has been working on this program for a long time, cultivating relationships, and was taken aback by the fact that Messrs. Wilbeck and Parrish took the initiative to try to come up with their own plan. Ms. Walsh stated that manufacturing classes should be held on campus and not at a company. She found it hard to believe that Sage Products was never

approached and asked that Ms. Zaccagnini comment. Ms. Zaccagnini stated that usually an Operations Manager or Human Resources Manager from Sage Products has attended the meetings. She added that Sage and other manufacturers use robotics, and noted that the manufacturing project has two components: robotics and CNC machining, two different industries, one plastic and one metal-specific. She noted that if Sage was not at the table, it was not because they weren't asked. She noted that she has had students from Sage Products, whose classes were paid for by Sage. She stated that the robotics lab would be located at the end of D building, and the CNC machine tool lab would be located where the Black Box Theatre currently is. Dr. Smith noted the classes would have to start this fall. Ms. Zaccagnini stated that the grant runs four years: three years of classes and a fourth year of reporting. Ms. Kisser agreed with Ms. Walsh and stated that she would not want to see the College putting expensive equipment in a third party's property when it should be on campus. She equated this with setting the nursing beds and equipment in a hospital and making students go to the hospital to learn. Ms. Zaccagnini stated that internships are encouraged and are already in place for manufacturing students. She noted the College also teaches manufacturing management onsite for two companies: Scot Forge and Watlow. She emphasized the importance of education before a student touches machinery, noting that manufacturers want students to have classroom experience before they use the company's expensive machine tools or robots.

Ms. Lambert commented that if the program were held elsewhere, the College would be distracting from its mission statement, preventing students from doing what they needed to do.

Mr. Jenner asked if this is approved tonight, whether Sage Products will get the pool of applicants they need; Ms. Zaccagnini explained that a company can "try out" a student for a semester rather than using a temporary agency, which is very low risk. At the end of the internship, the company can offer a job, or say thanks. Mr. Jenner asked whether the construction project would be bid out and Dr. Smith confirmed that it would be. Mr. Jenner asked when the College would know whether estimated tuition profit was what was expected; it was agreed to put an item on the May, 2014 Board meeting agenda to follow up.

The roll was called; Ms. Kisser, Ms. Lambert, Ms. Liddell, Ms. Miller, Ms. Walsh and Mr. Jenner voted in favor; Mr. Wilbeck and Mr. Parrish voted against. The motion carried.

MAIN CAMPUS AND SHAH CENTER CUSTODIAL SERVICES, Board Report #13-101

Ms. Miller moved to approve Board Report #13-101, Main Campus and Shah Center Custodial Services and Ms. Liddell seconded the motion. During discussion, Mr. Tenuta noted that the attorneys are modifying the contract, and will make an amendment to the recommendation with the form of the contract subject to attorney review. Ms. Miller amended her motion and stated she moved to approve Board Report #13-101, Main Campus and Shah Center Custodial Services, with the form of the contract subject to attorney review. Ms. Walsh requested that the College evaluate the service after the first year. Ms. Walsh stated she opposed outsourcing at the Committee of the Whole meeting on May 14, 2013 and realized she was in the minority. She stated that 21 employees will be displaced and asked whether the College will provide outplacement services for the displaced workers. Ms. Castillo replied that displaced employees will have an opportunity to interview and be considered for positions with the new service. She added that services through Counseling and Human Resources will be offered; Human Resources will work with employees on interview skills. Ms. Castillo noted that any displaced employees who end up going through unemployment may take courses and work with counselors at the Illinois Department of Employment Security. The College will cover the cost of any summer classes in which employees are enrolled. Ms. Walsh stated that many custodial employees have worked at the College a long time and therefore have high salaries. She stated that she does not think outsourcing is the way to deal with this problem. Mr. Jenner stated that District 26 went through outsourcing of custodial several years ago and noted that the vast majority of the district's custodians ended up employed by the firm and had jobs with benefits. Mr Jenner suspected the wages are lower and does not know if the company offers benefits.

The roll was called. Ms. Lambert, Ms. Liddell, Ms. Miller, Mr. Wilbeck, Mr. Parrish, Mr. Jenner and Ms. Kissar voted in favor; Ms. Walsh voted against. The motion carried.

FOR INFORMATION

- A. Resignations
- B. Final ERP Project Report
- C. Partnership Agreement with Olivet Nazarene University
- D. Office of Marketing and Public Relations Update
- E. Office of Resource Development Update

- F. Office of Sustainability Update
- G. Transparency and Freedom of Information Summary

Dr. Butler gave a final report on the ERP project. He stated that the ERP has been ongoing for over two years and there is still a good deal of work left to do. However, the College considers the project final. He passed out handouts showing data about the course of the project. Dr. Butler noted that this month, all items originally expected and budgeted will be finished. He noted that there is \$353,000.00 left in the project's budget and was happy to announce that none of the \$500,000.00 contingency budget was used. He announced that the project was completed in two years and three months, and does not know any other school that took less than three years to do a project of this type. This is Dr. Butler's fourth ERP implementation and he can say it is the best one. He noted that the items still to be done are finance accounting and purchasing requisition, items which were not within the original scope of the project. Once those are completed, the project will still come up \$90,000.00 under budget. Dr. Butler stated that those who worked on this project need to be recognized for their determination and the time they spent on the project. He applauded the Director of Application Solutions, Ms. Marilyn Schick, who was the internal project manager. She corralled and got things done, and deserves a lot of credit for the good job she did.

#### SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Kisser asked whether the College could host a celebration for the staff members who worked on this project, put in far more hours than they were paid for. Ms. Schick replied that she and Ms. Devenny, leader of the Core Team, were talking about putting together a celebration of their own and were thinking of an ice cream social for approximately 100 people. Ms. Schick stated that the group would be flattered if the Board came to help the group celebrate.

Ms. Kisser suggested that scholarship alerts be sent to students via text messages, as safety alerts are sent out. She asked whether this has been able to move forward. Ms. Haggerty replied the Office of Marketing and Public Relations has worked with the Foundation office and the Office of Financial Aid and has come up with a process that posts information as soon as the scholarship comes in. The campaign to students and community involves publicity to all media sources, a social media campaign, posting on internal and external



channels, the MyMCC portal and the employee newsletter. The information is also provided to prospective students, workforce network partners, Chambers of Commerce and school districts. Ms. Kisser asked Student Trustee Lambert if she could talk among the students to see if they feel they are getting timely information about scholarships and Ms. Lambert will ask.

Mr. Wilbeck asked Mr. Tenuta why receivables are tied into payables on the check register; Mr. Tenuta noted that each item is tied to an account number and could be on the balance sheet. He will have to look at specific details to answer Mr. Wilbeck's question. Ms. Miller pointed out that these checks are not for customers but are reimbursements of some kind. Ms. Walsh commented on the public comments from adjunct faculty about the one supervisor issue. She asked what is happening with this issue and how it is being addressed. Dr. Miksa explained that a game plan was put together based on input from other colleges, advice from the attorney, after which he talked to the unions, administrative leadership and the Board. Open forums were held, and feedback was gathered and analyzed. A meeting was held today to determine whether there was a way to manage this issue within our system. Dr. Miksa thinks there may be a possibility to start out with one supervisor but have a few exceptions such as the Sage Learning Center, Special Needs and MCC 101 classes, the areas impacted the most. Dr. Miksa wants to make sure the College will be accountable and flexible. Ms. Walsh noted there are two issues: affected annuitants and the Affordable Health Care Act. She noted the regulations haven't come down and we don't know how that's going to impact the College. She asked what the impact would be if the College provided health insurance. Ms. Kisser asked that numbers be gathered. Ms. Kisser asked when the measurement period was and Attorney Rogers answered that the Affordable Health Care Act begins January 1, 2014 to make insurance available to full time employees, and noted that it is difficult to determine for part-time employees. There is a safe harbor, an opportunity to look back between three and twelve months, measure employees over the a period of at least six months, or the length of time you determined, to see if they worked the equivalent of 30 hours a week on average. The measurements taken during that period determine which employees are full time. Ms. Kisser noted that if the College misses even one employee, everyone must be paid \$2,000.00 each. She noted there is the same type of question for State University Retirement System affected annuitants. Dr. Miksa stated the

act takes effect August 1, 2013. An employee becomes an affected annuitant through the 2013-2014 school year and the College would not be penalized until those annuitants are employed during the 2014-2015 school year. Dr. Miksa stated that the College could have annuitants work for another year. He noted that there are reporting requirements and if the College does not report correctly, fines could be assessed.

#### FUTURE AGENDA ITEMS

Ms. Liddell would like to see a big picture view of job creation specification – a chart that shows what the county sees as potential opportunity and how many students will complete programs. Dr. Miksa stated that this information is available on the Illinois Department of Employment Security website. Ms. Liddell clarified that what she wants is to be able to see opportunities the College is creating to show that we can meet employers' employment needs. Dr. Smith stated that Ms. Liddell wants a strategic plan, showing what kind of academic programs the College will put in place and what need those programs will be meeting. Dr. Miksa stated that the College can chart programs that we are looking to move forward with. Mr. Wilbeck stated that at the last meeting, he asked to hear how the College is servicing long-term debt; Mr. Tenuta stated that this information is contained in the Comprehensive Annual Financial Report and noted the auditors will be here next week. Mr. Parrish would like to have a presentation on the College's ethics whistleblower program. Dr. Smith noted that information is being gathered on this subject.

#### CLOSED SESSION

At 11:05 p.m., Ms. Miller moved to go into Closed Session to discuss matters covered under the Illinois Open Meetings Act, 120/2(c), Exception #2, *Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees*; and Exception #21, *Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06*. Ms. Liddell seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. A break was taken at 11:07 p.m.; Closed Session began at 11:13 p.m.

At 12:40 a.m., Ms. Liddell moved to come out of Closed Session and Ms. Walsh seconded the motion. There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 12:41 a.m.

ACCEPTANCE OF CLOSED SESSION MINUTES, Special Board Meeting, April 16, 2013 and Regular Board Meeting, April 25, 2013

Ms. Liddell moved to accept the Closed Session minutes of the Special Board Meeting, April 16, 2013 and the Closed Session minutes of the Final Meeting of the Retiring Board, April 25, 2013 and Ms. Kisser seconded the motion. Ms. Kisser noted that only those who were present at those meetings should vote. The roll was called and Ms. Miller, Mr. Parrish, Ms. Liddell and Ms. Kisser were in favor; the motion carried.

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

Ms. Kisser stated her concern about this item. She noted that Board Policy 3.1.2.2 states that the appointment of full time employees requires the approval of the Board upon recommendation of the College president. She stated that an item was placed on tonight's agenda without the President's recommendation, an item for the extension of the Foundation Executive Director's contract. She is not sure that Board policy allows that and looked to the attorneys for guidance. Ms. Kisser noted that the Chair sets the agenda; she cannot set the agenda and neither can anyone else. She could not place such an item on the agenda if she had a person who had been discussed in closed session and whose contract had not been recommended for renewal. She could not do that and could ask the Chair to do it. She stated that none of us could do what Chair Parrish did by placing this item on the agenda. She does not understand how this could be a workable model and stated that it violates Board policy. She asked for open discussion and looked to the attorneys to talk about this issue. Ms. Rogers stated that the Chair is the final arbiter of what goes on an agenda. When the Board has their discussion, they can decide if it would be a violation of the policy. Chair Parrish had the ability to put this item on the agenda. Attorney Curran noted that the Board would have to waive Board policy before voting on this item. Ms. Kisser asked whether the Board would have to vote whether this is a violation of Board policy, or whether they would vote on the item. Mr. Curran stated that there would have to be waiver of policy first. Ms. Kisser asked whether the Board would have to make a motion to modify or waive the policy

so the Board could vote on this item. Mr. Curran confirmed that is what would have to be done. Ms. Kisser stated she is not willing to make that motion and does not know whether anyone else is. Mr. Parrish announced that the item is not before the Board and fails for lack of a motion.

ADJOURNMENT

Hearing no further business, Chair Parrish adjourned the meeting at 12:46 a.m.

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Patricia Kriegermeier, Recording Secretary

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Chris Jenner, Board Secretary