

MINUTES
COMMITTEE OF THE WHOLE
OF McHENRY COUNTY COLLEGE

A meeting of the Committee of the Whole of the Board of Trustees of McHenry County College was held on Tuesday, December 10, 2013, in the Board Room, Room A217, of Building A on the Campus. Vice Chair Liddell called the meeting to order at 6:01 p.m.

When Secretary Jenner called the roll, the following were present:

Mr. Jenner
Ms. Kisser
Mr. Parrish
Ms. Liddell

Ms. Miller was absent. Mr. Wilbeck was absent at roll call and arrived at 6:02 p.m. Ms. Walsh was absent at roll call and arrived at 6:31 p.m. Dr. Smith was present. Attorney Daniel Curran was present as legal counsel.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented; Dr. Smith noted that only Exception #21 would be needed for Closed Session.

ACCEPTANCE OF MINUTES

The minutes of the Committee of the Whole meeting, November 12, 2013, were accepted as corrected.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Ms. Katrine Poe, Instructor of English, spoke about student reaction to a presentation given last month on developmental education.

Ms. Marla Garrison, Instructor of Biology, appealed to the Board to update the biology facilities, which she stated have been outdated for some time. She noted that when faculty worked with the architect to determine space needs, they erred on the side of caution. She stated that she does not know a single institution that has ever built a science lab building that has not filled in a very short period of time to capacity, utilized it completely, and needed more space. She stated that due to lack of space, student success is suffering. Ms. Garrison noted that the science area does offer hybrid courses, in conjunction

with hands-on interactive skill labs and the adaptive learning environment of lecture. She added that health profession courses require personal interaction and immediate adaptive response learning. She asked the Board to consider building new facilities that provide students the 100% support they need for their future careers.

Dr. Kelly Fallon, Instructor of Biology, stated that the current biology facilities need to be updated. She explained the schedule needed to set up and take down equipment for specific classes, noting that these items must be removed so that open lab can be held. She noted that models used in class are stored on carts and shuttled between rooms. She noted that she has taught at Waubensee Community College and Triton College, both of which have the space needed for instruction.

Ms. Elaine Whalen, Instructor of Health and Human Performance, thanked the Board for recognizing all that she and Mr. Chapman have done for students. She noted, however, that more space is needed for classes. Ms. Whalen provided handouts showing that the recommendation for space in this area is 11,000 square feet.

Mr. Rob Smith, Instructor of Biology, spoke about enrollment statistics in the biology area. He stated that 882 seats are being offered for Spring 2014 semester, 765 of which are currently filled, leaving 117 openings. He noted that there are currently 175 people on the wait list and added that when classes begin in January, the department will be at a fill rate of 99.8%. He stated that biology majors level courses offer 666 seats, 626 of which are currently filled, leaving 40 seats available. He stated that there are 170 students on the wait list. He noted that four and a half years ago when he took over as biology chair, the College offered 500 seats.

PRESIDENT'S REPORT

Dr. Smith reminded the Trustees that the nurses' pinning ceremony will be held Saturday, December 14, followed by the graduation ceremony. Dr. Smith spoke about conversations she and incoming student trustee, Natalie Diversiev, shared about the importance of attaining a degree at MCC; as a result, Ms. Diversiev will have two degrees by the end of summer 2014.

DISCUSSION OF PRELIMINARY NOVEMBER FINANCIAL REPORTS

Mr. Tenuta explained each of the financial statements, noted that revenue and expenses are tracking quite well, adding that all funds are doing well in terms of total revenue versus total expenditures.

MEMORANDUM OF UNDERSTANDING, FRIENDS OF McHENRY COUNTY COLLEGE FOUNDATION

Foundation Board members Mr. Matt Lemke and Mr. Keith Sloan explained how the original 2008 Memorandum of Understanding was reviewed and revised to work out the relationship between the Foundation and the College. They explained major changes to the MOU, explained that minor changes in the Foundation's bylaws were made, provided an update on the search for an Executive Director, answered questions about the Foundation's reporting structure and Foundation staff, and spoke about fundraising goals and donor stewardship for the coming year.

FEASIBILITY STUDY FOR HEALTH AND SCIENCES EDUCATION BUILDING

Discussion started with the biology/health careers/science area. The College currently has four labs for biology (used for biology, anatomy and physiology, microbiology and non-majors,) and the department is asking for three additional labs. The cadaver room would be separate, with no seats; it was noted that the College has been without a cadaver the past two years; Ms. Garrison explained that the virtual cadaver table was purchased because there was no space or money to buy all the cadavers needed.

The nursing area was next discussed; there are currently two nursing labs and an additional lab is proposed so that the department has a simulated hospital environment. Nursing enrollment statistics were discussed; there are currently 24 students per class and 40 applications for the weekend nursing program. For each seat taken, there are two to three students who applied that could not enroll in the program. If more lab space was available, the program could enroll more students.

Discussion followed on the Occupational Therapy Assistant program, which currently has one lab with 16 students enrolled in the program. The lab doubles as the lecture room; classes are run Monday through Friday where students learn in a simulated home setting of approximately 800 square feet. When both

cohorts are on campus, there is no place to study, work together and practice lab techniques. Projections for new space will increase class size from 16 to 24 students.

Discussion followed on the Physical Therapy and Respiratory Therapy programs, for which there is currently no space. Dr. Maxeiner is working on the curriculum and the College can apply for candidacy when dedicated space is available. The Home Health Aide program currently shares the Occupational Therapy Assistant lab on Friday nights and weekends, using the simulated home setting.

The Emergency Medical Services/Emergency Medical Technician lab was next discussed; this lab is a hybrid with four beds, tables for 32 students and three ambulance bays. The program is asking to have two labs to allow students to stop practicing in the hallways. Mr. Falco noted McHenry County College's Fire Science and EMS programs are some of the best in the country; the programs have enjoyed a partnership with Centegra for over twenty years.

Future build-out space for programs was discussed; when faculty worked with the architect to develop space needs, estimates were very conservative, focusing on 5 to 10 years rather than 20 year growth. Mr. Smith noted that all space would be used immediately. A discussion followed on "shell space," an economical way to allow for later expansion.

Further discussion followed on Computer Lab Space for the Health Information Technology program, General Computer Lab Space, Classroom Spaces, Staff Space and Collaboration Space.

Summary comments were given around the Board table. The topics of discussion at the next meeting will be Financial Projections and Financing Options, including how the Foundation can assist.

DISCUSSION AND PRESENTATION ON STATUS OF MCC'S IT DESKTOP VIRTUALIZATION STRATEGY

Dr. Al Butler, Chief Information Officer, gave a presentation on progress with the College's desktop virtualization implementation; he passed around samples of thin clients and explained the cost savings not only in hardware costs, but also in energy savings. Dr. Butler explained that the College is investing in blade server technology, which gets 60% more dense compaction of computing power in a smaller space and results in lower cooling costs in the Data Center.

DISCUSSION ON WHETHER TO RE-ESTABLISH THE FINANCE AND NEGOTIATIONS COMMITTEE

Mr. Parrish stated that when he originally proposed this re-establishment, he felt it necessary that a group monitor and mentor the financial picture. Since that time, he has decided that the current committees (Evaluation and Policies Committee and Committee of the Whole) have covered a lot of issues, and has changed his mind. Ms. Liddell suggested that once a quarter, one topic area be made a priority during the Committee of the Whole meeting and Mr. Parrish agreed that would be helpful. Ms. Walsh would like to discuss the audit. Mr. Jenner stated that if the College had financial difficulties he would be more persuaded to re-establish the Finance and Negotiations Committee. He noted that he is fine with the opportunity to discuss financials once a month at the Committee of the Whole meeting. Ms. Liddell summarized by stating that once a quarter, a topic such as finance and the audit will be placed on the agenda so discussion can be held.

UPDATE ON COMMUNITY COLLEGE LEADERSHIP FORUM/EDUCATION ADVISORY BOARD MEMBERSHIP

Dr. Smith provided an update on what benefits the College's membership provided: research reports every six weeks on a topic of interest to the College, a webinar on innovation for the senior staff, an on-campus seminar on academic advising, conference attendance on the topic of developmental education, and a wealth of research studies to which the College has access. The Forum has agreed to keep the membership cost the same for the coming year, and to include an opt-out clause and pro-rate the membership cost should the College decide to leave the forum. During discussion, Mr. Wilbeck asked for updates throughout the year illustrating the Forum's value. Ms. Walsh was in favor of renewing the membership as the staff finds value in it. Ms. Liddell noted that the cost of one customized research study, if done by an outside firm, would have been more than the cost of the yearly membership. Mr. Jenner questioned whether this was a lobbying group; Ms. Kisser pointed out that 501(c)3 organizations cannot lobby. Dr. Smith will research this question and share the results with Mr. Jenner. The item will be placed on the December Board agenda for approval.

DISCUSSION OF SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES

Mr. Jenner asked about the process used to conduct the semi-annual review of closed session minutes, done by Ms. Kriegermeier, who makes a recommendation to the Board. Mr. Jenner asked whether someone else could conduct that review. During discussion, it was agreed that the College attorney (either Mr. Curran or Ms. Rogers) would join two Trustees to review the past six months of closed session minutes to determine whether any could be released to the public. Mr. Jenner and Mr. Wilbeck volunteered to review the minutes; the attorney will be consulted with any questions.

FUTURE AGENDA ITEMS

Tuition will be discussed at the December Board meeting; the Board will not be voting on it.

SUMMARY COMMENTS BY BOARD MEMBERS

There were no summary comments.

CLOSED SESSION

No closed session was held.

ACCEPTANCE OF CLOSED SESSION MINUTES, COMMITTEE OF THE WHOLE, November 12, 2013

No action was taken; the minutes will be reviewed at the December Board meeting.

ADJOURNMENT

Hearing no further business, Vice Chair Liddell adjourned the meeting at 9:36 p.m.

Patricia Kriegermeier, Recording Secretary

Chris Jenner, Board Secretary