

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, August 28, 2014, in the Board Room, Room A217, in Building A on the Campus. Chair Parrish called the meeting to order at 9:13 p.m. When Secretary Walsh called the roll, the following were present:

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

Dr. Smith was also present. Attorney Daniel Curran was present as legal counsel.

COLLEGE MISSION STATEMENT

Student Trustee Peters read the Mission Statement.

APPROVAL OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the July 14, 2014 Board Retreat were accepted as presented. The minutes of the July 24, 2014 Regular Board Meeting were accepted as amended..

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Student Draga Cairone spoke to the Board about an idea for increasing revenue, utilizing existing FAFSA and SNAP funds in the cafeteria by incorporating meals plans. Mr. Parrish asked that this information be sent to the Trustees.

CHAIRMAN'S REPORT

Mr. Parrish noted that Mr. Mike Hillstrom has written a new school song. Mr. Hillstrom sang the song through first, and asked all present to join for a second time, which was followed by applause. Dr. Smith

complimented Mr. Hillstrom for the song, and Mr. Reynolds, who worked on the words. She stated it would be sung at next year's convocation.

PRESIDENT'S REPORT

Dr. Smith reported that Senator Dick Durbin toured the manufacturing and robotics labs today; he met with students and MCC's partner companies, and the visit went very well. Dr. Smith spoke about an article from the August/September 2014 *Community College Journal* for which she was interviewed and described the facility condition analysis process the College initiated in 2011. The article documents how the results of the College's Facility Condition Analysis has been used to better plan for the maintenance of the College's facilities. Dr. Smith also spoke about the Harvard outreach site, where this year fifty-nine students are enrolled. Dr. Smith noted that 100% of the nursing program graduates passed their licensure exam, and mentioned numerous other items of interest.

PRESENTATIONS

A. McHenry County College Archaeological Field School

Dr. Judi Cameron, Instructor of Anthropology, gave a presentation about the field school, which is a collaboration with a local firm, Midwest Archaeological Research Services. She noted that the field school provides students with hands-on opportunities to do excavation, learn procedures, along with the history and prehistory of the region. The presentation can be seen at: <http://www.mchenry.edu/board/index.asp>.

COMMUNICATIONS

A. Faculty Report

Ms. Elaine Whalen reported that faculty feedback reports were delivered to the President's Office. She noted that the new Faculty Council officers are Dr. Christine Grela, Ms. Kate Middy, Ms. Cynthia Letteri, and Mr. Bill Brogan.

B. Adjunct Faculty Report

There was no report.

C. Staff Council Report

Ms. Trimble was unable to attend and provided copies of her report. Mr. Parrish spoke about highlights; two deserving applicants received \$500.00 scholarships from the Staff Council.

D. Student Trustee Report

Mr. Peters reported on recent events which included convocation, first day of the new semester, Welcome Week, and his venue for students to meet monthly with him to hear student concerns. He noted that the Student Organization Fair was held this month as well and spoke about student space as a primary concern which is necessary for academic success.

E. Comments from the Board

Mr. Jenner complimented all involved in organizing this year's convocation; he noted that the Sustainability department ensured that nothing went into the dump. Ms. Liddell offered congratulations to the nursing program graduates, all of whom passed the licensure exam. Ms. Kisser thanked all who served on the architectural services/space utilization committee, noting that it was a lot of work and is fully appreciated. Ms. Walsh echoed Ms. Kisser's compliment. Mr. Parrish noted the faculty feedback reports are welcomed and appreciated.

F. Attorney Report

Mr. Curran had nothing to report.

APPROVAL OF CONSENT AGENDA

Ms. Liddell moved to approve the Consent Agenda, and Ms. Miller seconded the motion. During discussion, Mr. Jenner asked to remove item 11. C. 6, Request for Professional Services Agreement Entrance Signage at Main Campus and Shah Center, Board Report #14-153. Ms. Liddell modified her motion to include removal of the item mentioned above and Ms. Miller seconded the modified motion. The roll was called and all were in favor; the motion carried.

For Approval

- A. Executive Summary, Board Report #14-145
- B. Financial Statements
 - 1. Treasurer's Report, Board Report #14-146
 - 2. Ratification for Accounts Payable Check Register, Board Report #14-147
- C. Requests to Purchase/Renew

1. Annual Microsoft Consortia Enterprise Agreement, Board Report #14-148
 2. Annual VMware Licensing and Support Contracts, Board Report #14-149
 3. B Building Chiller Replacement, Board Report #14-150
 4. Nuuo Titan Monitoring System and Security Cameras, Board Report #14-151
 5. SimMan Essential Complete, Board Report #14-152
 6. Request for Professional Services Agreement Entrance Signage at Main Campus and Shah Center, Board Report #14-153
- D. Destruction of Closed Session Recordings, Board Report #14-154
- E. Personnel
1. Workforce and Community Development Personnel Considerations for Fall 2014 Addendum, Board Report #14-139
 2. Appointment of New Manager, Account and Production, Board Report #14-155
 3. Appointment Replacement of Executive Dean of Workforce and Community Development, Bd Rpt #14-156
 4. Salary Adjustment/Advanced Placement, Board Report #14-157

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

Ms. Kisser moved to accept Request for Professional Services Agreement Entrance Signage at Main Campus and Shah Center, Board Report #14-153 and Ms. Liddell seconded the motion. During discussion, Mr. Jenner asked why this was not bid. Dr. Smith responded that professional services are not required to be bid; the College selects a firm and then works out with that firm the scope of the work. The firm then provides a preliminary scope and cost, and the work is negotiated. Mr. Tenuta clarified that architectural services, banking services, investment firms, any firm that has a specialized purpose is considered professional services and is not required to be bid. He noted that the auditing firm is bid out. The roll was called. Mr. Peters, Ms. Liddell, Ms. Miller, Ms. Walsh, Mr. Wilbeck, Mr. Parrish, and Ms. Kisser voted in favor; Mr. Jenner voted against. The motion carried.

BOARD POLICY REVISION 1.8.10 – Receipt and Forwarding of Mail, First Reading, Board Report #14-158

No action was needed; this report will come back for a second reading and approval in September.

BOARD POLICY REVISION 5.5 – Degrees Awarded, First Reading, Board Report #14-159

No action was needed; this report will come back for a second reading and approval in September.

BOARD COMMITTEE REPORTS

A. Evaluation and Policies Committee

Mr. Jenner reported on the August 18, 2014 meeting; highlights include review of Section 6, policies 1.8.10 and 5.5 noted in the item above, a discussion of closed session guidelines, feedback gathered by Dr.

Smith from other colleges on awarding/rewarding employees, and Board involvement in legislative issues, which is to be discussed at the Committee of the Whole. Discussion was held on fund balance policy and on a potential policy on Board requests of staff.

B. Committee of the Whole

Ms. Liddell reported on the August 19, 2014 meeting; highlights include discussion of the September 6 Board Retreat and the budget review process. It was agreed to place an item on each Committee of the Whole agenda for discussion of legislative issues. Mr. Peters spoke about his visit to Kishwaukee College to see student space. Ms. Liddell also noted the planned social event between the Board of Trustees and Foundation Board members.

ICCTA REPORT

Ms. Liddell reported that the next ICCTA event will be September 11-13 in Bloomington, Illinois.

Ms. Liddell asked for volunteers to help at the October ACCT National Congress in Chicago

FRIENDS OF MCC FOUNDATION REPORT

Ms. Haggerty reported that the remaining scholarship money for fall is being awarded. She added that the first official meeting of the alumni association committee was held. She noted that the search for an executive director is continuing, and spoke about the social event planned for the Board of Trustees and the Foundation Board. Ms. Haggerty spoke about the recent “Stand Up and Be Counted” event held at Home State Bank to recognize MCC alumni who work at the bank.

FOR INFORMATION

- A. Resignations
- B. Office of Marketing and Public Relations Update
- C. Office of Resource Development Update
- D. Office of Sustainability Center Update
- E. Upcoming Events

There was no discussion.

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Wilbeck stated that he is moving to another home, which he has found is not in Community College District #528. He tendered his resignation and noted this would be his last Board meeting. He stated it has been his pleasure and honor serving on the Board, and wished all much success.

Ms. Walsh asked what Mr. Wilbeck's resignation involved; Ms. Miller spoke about the process followed the last time a Trustee resigned. Mr. Jenner stated the statute allows sixty days to fill the position or it will be filled by the Illinois Community College Board. He added that if the resignation occurs more than four months before the next election, person appointed serves the rest of the term until a newly elected Board member is seated. Ms. Miller asked that this be placed on the Board Retreat agenda for discussion.

FUTURE AGENDA ITEMS

The next agenda will feature an item on the Board vacancy.

CLOSED SESSION

At 10:32 p.m., Ms. Kisser moved to go into Closed Session to discuss matters covered under the Illinois Open Meetings Act, 120/2(c), Exception #5, *The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.* 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. Walsh seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. A brief break was taken and Closed Session began at 10:36 p.m.

At 10:45 p.m., Ms. Liddell moved to come out of Closed Session and Ms. Miller seconded the motion. There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 10:46 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES: Board Retreat, July 14, 2014 and Regular Board Meeting, July 24, 2014

Mr. Wilbeck moved to accept the closed session minutes of the Board Retreat, July 14, 2014 with one correction, and Ms. Kisser seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. Ms. Miller moved to accept the closed session minutes of the Regular Board

Meeting, July 24, 2014 and Mr. Wilbeck seconded the motion. There was no discussion. The roll was called; Ms. Miller abstained and all others were in favor. The motion carried.

ADJOURNMENT

The meeting was adjourned at 10:47 p.m.

Patricia Kriegermeier, Recording Secretary

Molly Walsh, Board Secretary