

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, November 20, 2014, 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 Walsh called the roll, the following were present:

Mr. Peters
Mr. Jenner
Ms. Kisser
Mr. Smith
Ms. Walsh
Mr. Parrish

Ms. Miller was absent at roll call and arrived at 7:09 p.m.

At 7:51 p.m., Ms. Liddell called in. Mr. Parrish asked for a motion to allow Ms. Liddell to attend via telephone; Ms. Kisser moved to allow Ms. Liddell to attend telephonically as she is on work-related travel and cannot attend the meeting in person. Ms. Miller seconded the motion. A voice vote was taken and all were in favor; the motion carried. Ms. Walsh called the roll and the following were present:

Mr. Peters
Ms. Kisser
Ms. Liddell (by telephone)
Ms. Miller
Mr. Parrish
Ms. Walsh
Mr. Jenner
Mr. Smith

Dr. Smith was also present. Attorney Nanci Rogers was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Parrish led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee Peters read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented. Ms. Kissler asked, for agenda item #16, Tax Levy and Resolution that Attorney Rogers provide a brief refresher of the timetable and procedures that affect board action on that agenda item, and Mr. Parrish agreed.

ACCEPTANCE OF MINUTES

The minutes of the October 20, 2014 Regular Board Meeting were accepted with one correction.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Board.

CHAIRMAN'S REPORT

Chair Parrish spoke about the recent MCC Night and praised the efforts of all who worked on this event. Mr. Parrish noted that this event has been held for ten years, and this year's MCC Night was the best one yet. He urged the Trustees to attend next year's MCC Night event. Mr. Parrish also praised the November 7th Veterans Day celebration, noting it was very nicely done.

PRESIDENT'S REPORT

Dr. Smith announced that the Trustees were invited to the Nurses' Pinning Ceremony on December 13, 2014 at 8:30 a.m., just before the graduation ceremony. Dr. Smith asked Trustees to let Ms. Kriegermeier know if they plan to attend the Association of Community College Trustees 2015 National Legislative Summit in February. She announced that McHenry County College has been nominated for the Bellwether Award, which annually recognizes outstanding and innovative programs and practices that are successfully leading community colleges into the future. A brief video was shown and can be seen at www.mchenry.edu.board. She announced that over 1,200 people attended this year's MCC Night, adding that over 465 applications were submitted. Dr. Smith shared ICCB 2014 Fall Enrollment Survey results; she added that McHenry County College has experienced the least decline in enrollment compared to surrounding community colleges.

PRESENTATIONS

United Way

Mr. Parrish introduced Mr. Steve Otten, Executive Director of the United Way of Greater McHenry County. Mr. Otten thanked McHenry County College for agreeing to collaborate with the United Way this year and spoke about this year's theme: Building Healthy Families. He spoke about how the United Way's programs help community residents in many ways, and spoke about the 2-1-1, 24-hour human service helpline, which has been implemented. Ms. Walsh asked whether an employee campaign would be done; Dr. Smith responded that Ms. Sandra Moll has agreed to chair the effort.

Histology on the Fly: A Digital Learning Tool for Students

Dr. Kelly Fallon, Instructor of Biology, gave a presentation on the website she has developed to assist students taking Anatomy and Physiology I and II and Human Biology classes. Students receive a password, site access is free, and they can use an interactive study guide without the use of a microscope. Dr. Fallon noted that a student in the Digital Media classes put the site together. She showed a sample video which duplicates what would be done in the lab.

Adult Education at McHenry County College

Dr. Pierce presented an overview of Adult Education programs and spoke about big changes made in January, 2014 to the GED test. He noted that the cost of the GED test was increased from \$30.00 to \$120.00 and that the test has shifted from reading and mathematics to a lot more reasoning. Dr. Pierce noted that the McCormick Foundation provided grant funds for laptop computers for GED testing. The Friends of McHenry County College Foundation is working on an endowment for GED test-taking, and community partnerships are being investigated. The "Good Grads" program, which covers the cost of the GED test, was discussed with Goodwill Industries. Trustee Walsh asked whether changes in completion rates were anticipated; Dr. Pierce replied that rates were lower this year than the previous year. Trustee Walsh also asked if there is still emphasis on easing GED students into college credit; Dr. Pierce replied that over 50 students are enrolled this year in the Accelerated Opportunities program that combines ABE and a career certificate and he thinks many will complete.

Update on Illinois Broadband Opportunity Partnership/McHenry County Fiber Optic Project

Dr. Butler provided an update on these two projects. The Illinois Broadband Opportunity Partnership, or IBOP, is funded by a state and federal grant to put a high-speed fiber optic line into the College. The McHenry County Fiber Optic Project is allowing the county to piggyback on the College's line and extend it further into the county, particularly to Woodstock schools and the County building. The project began almost five years ago with ARRA stimulus funds. McHenry County has approved two resolutions totaling \$2.1 million. A consortium of all entities is being put together; each entity will pay its fair share of construction costs to expand fiber into the area. Dr. Butler explained how this project would improve the College's onsite network; the College will benefit by obtaining an alternative redundant path should the main connection be broken. He noted that the Village of Huntley is looking at the same thing. Dr. Smith noted that at the annual meeting of the McHenry County Economic Development Corporation, the Transportation Committee reported that the City of Harvard is looking at bringing broadband to Harvard. Once fiber optics are throughout the county, it will be an economic boon for business and industry.

COMMUNICATIONSA. Faculty Report

Ms. Humphrey reported on faculty activities and projects over the month. Mr. Parrish commented on the new format of the Faculty report, with photos.

B. Adjunct Faculty Report

Ms. Linse was unable to attend the Board meeting.

C. Staff Council Report

Ms. Tawnja Trimble extended an invitation to the Board to see the Fourth Annual Staff Art Show; she listed staff members who participated and wished the Board a happy Thanksgiving.

D. Student Trustee Report

Mr. Peters reported on recent student organization events, and pointed out that the Board of Trustees took fourth prize in the recent Penny Wars event. Pennies collected by student and other organizations will be donated to charities. Mr. Peters' complete report is available to view in the November Board packet online.

E. Comments from the Board

Mr. Jenner stated that he came to campus early tonight to watch the McHenry County College-College of DuPage basketball game; he added that the next few months the games are on the same nights as the Board meeting and encouraged Trustees to arrive early and see the first half of the women's basketball game.

Mr. Smith thanked Dr. Smith, Mr. Tenuta, Dr. Miksa, and Dr. Butler for taking time out of their schedules to meet one on one this past month for Trustee orientation meetings.

F. Attorney Report

Attorney Rogers reported that there is an effort in the current session of the Illinois legislature to override Governor Quinn's veto on Freedom of Information Act revisions; the law will make it easier to provide information. The law passed both houses, the house has voted to override the veto and it is going to the Senate.

APPROVAL OF CONSENT AGENDA

Mr. Parrish asked if any items were to be removed from the Consent Agenda; Mr. Jenner asked to remove Item 12. C. 1., Architectural/Space Utilization Services, Board Report #14-184. Ms. Walsh asked to remove 12. C. 2., Painting and Flooring Replacement for Business Services and Human Resources, Board Report #14-185.

Ms. Miller moved to approve the Consent Agenda minus items C. 1 and C.2 as noted above, and Ms.

Kisser 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 #14-181
- B. Financial Statements
 - 1. Treasurer's Report, Board Report #14-182
 - 2. Ratification for Accounts Payable Check Register, Board Report #14-183
- C. Requests to Purchase/Renew/Lease
 - 1. Architectural/Space Utilization Services, Board Report #14-184
 - 2. Painting and Flooring Replacement for Business Services and Human Resources Offices, Bd Rpt #14-185
- D. Academic Calendar for 2015-2016, Board Report #14-186
- E. Destruction of Closed Session Recordings, Board Report #14-187
- F. Review of Closed Session Minutes, Board Report #14-196
- G. Out-of-District and Out-of-State Tuition and Fees, Board Report #14-188
- H. Personnel

1. Appointment of New Director of Health Information Technology Programs, Board Report #14-189
2. Appointment of Replacement Director of Athletics, Intramurals and Recreation, Board Report #14-190
3. Appointment of Replacement Executive Director of Workforce, Community and Business Program, Board Report #14-191
4. Request for Retirement, Board Report #14-192
5. Salary Adjustment/Advanced Placement, Board Report #14-193

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

Ms. Miller moved to approve Board Report #14-184, Architectural/Space Utilization Services, and Mr. Smith seconded the motion. During discussion, Mr. Jenner stated that the proposal is broken into two phases; Phase 1 at \$80,000.00 and Phase 2 at \$50,000.00. He asked if Phase 1 could be approved tonight and wait to see the results, then discuss approving Phase 2. Dr. Smith replied that spending on Phase 2 depends on what space utilization the firm comes up with. If the result shows that the College has enough space and only needs to remodel, then only one concept would be done. The amount cited in the Board Report is a maximum amount that could be spent. Discussion continued; Dr. Smith stated that before Phase 2 would begin, DKA would consult with the Board to determine whether the College needed to go into Phase 2. The roll was called and all were in favor; the motion carried.

Ms. Miller moved to approve Board Report #14-185, Painting and Flooring Replacement for Business Services and Human Resources, and Ms. Kissler seconded the motion. During discussion, Ms. Walsh asked what Pepper Construction would do in construction management services. Dr. Smith asked Mr. Todd Wheeland, Director of Facilities, Projects, and Contracts, to answer Ms. Walsh's question.

Mr. Wheeland explained that Pepper Construction created the scope of work; a 150-page document breaks down what will be done in the project, how it will be done, and then lists OSHA regulations, insurance regulations, and creates documentation that will support the College. Pepper Construction provides documents for the bidding process, run by the College's Business Services department. Ms. Walsh stated that she thought this was what Mr. Wheeland was hired to do; Dr. Smith explained that Mr. Wheeland had only been at the College a month or so when this was assigned; he will manage these things moving onward. Ms. Walsh asked whether there was an agreement with Pepper Construction as there is with RuckPate; she asked if this document was renewed annually. Dr. Smith explained that her first year at the

College, she shared with the Board that there might be three processes for architect selection: 1) small projects on campus, 2) large projects, and 3) an architect for the Facility Master Plan process. She noted that if at the end of the space utilization study, major design work needs to be done, the College would go through the same kind of Request for Qualifications and selection process to select the architect to do that. Mr. Tenuta stated that the agreement with Pepper Construction involves professional services, which is not the same master agreement as RuckPate Architecture. He said that after the painting and flooring project is finished, there is no obligation to use Pepper Construction and the College can start looking to make sure the best deal is obtained.

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

BOARD POLICY MANUAL New Section 6, Second Reading and Approval, Board Report #14-178

Ms. Walsh moved to accept Board Report #14-178, Board Policy Manual, New Section 6, and Mr. Jenner seconded the motion. During discussion, Mr. Jenner stated that the first reading was last month, and there are no changes. Dr. Miksa stated this was the last section of the Board Policy Manual to be approved and Mr. Jenner complimented Dr. Miksa and the Internal Board Policy Manual Review Committee on their work. The roll was called and all were in favor; the motion carried.

BOARD POLICY REVISION 1.7.3, Vacancies, Second Reading and Approval, Board Report #14-179

Mr. Jenner moved to approve Board Report #14-179, Board Policy Revision 1.7.3, Vacancies, and Ms. Walsh seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

TAX LEVY AND RESOLUTION

- A. Approval of the 2014 Estimated Tax Levy and Adoption of Estimated Tax Levy Resolution, Bd Rpt #14-194
- B. Approval of the 2014 Estimated Tax Levy and Adoption of Estimated Tax Levy Resolution, Bd Rpt #14-195

Mr. Parrish noted that Board Report #14-194 increases the levy by 2.1% and Board Report #14-195 does not increase the levy. Ms. Kissler noted that it is not just a vote on a levy; the Board must approve one of the two reports, or the College doesn't get any money.

Mr. Jenner moved to approve Board Report #14-195, Approval of the 2014 Estimated Tax Levy and Adoption of Estimated Tax Levy Resolution, and Ms. Walsh seconded the motion. During discussion, Ms. Kisser asked that Attorney Rogers explain the Board Report.

Ms. Rogers stated that the tax levy is the amount of revenue the Board expects to receive through real estate property tax. By the last Tuesday in December, the Board must have adopted a levy and file with four county clerks. Tonight the Board is looking at an approval of an estimated tax levy. Illinois has Truth in Taxation laws, such that if the Board expects the levy to be 5% more than last year's levy, a public hearing must be held for the public to provide their input. If the Board does not expect that the levy would be 5% more, no public hearing needs to be held. The Board must pass an estimate of what it believes the levy will be, at least twenty days prior to when the Board takes action to adopt the actual tax levy.

Ms. Rogers stated that neither Board Report provided tonight contains an amount 5% more than the last levy.

Ms. Rogers stated that the amount approved at the December meeting does not have to be the same as the estimated amount approved tonight, which is similar to the estimated and actual budgets the Board approves each year.

The roll was called on the motion and second to approve Approval of the 2014 Estimated Tax Levy and Adoption of Estimated Tax Levy Resolution, Board Report #14-195. Ms. Walsh, Mr. Smith, Mr. Jenner, and Mr. Parrish voted in favor; Mr. Peters, Ms. Kisser, Ms. Liddell and Ms. Miller voted against. The motion carried. Board Report #14-494 was removed from consideration.

BOARD COMMITTEE REPORTS

A. Evaluation and Policies Committee

Mr. Jenner reported on the November 10, 2014 meeting; highlights include proposed fund balance policy, additional discussion on closed session minutes guidelines, semiannual review of closed session minutes which released a number of closed session minutes to the public, review of the new trustee orientation packet, and discussion of when the next Board Policy Manual review will begin. The Internal Committee had good ideas about the numbering system, web links, and the adoption and revision history of each

policy. Mr. Jenner introduced the topic of philosophy policies; Trustees will forward their comments to him on this topic.

ICCTA REPORT

Ms. Liddell thanked all who attended the October ACCT Leadership Congress. Ms. Kissler created a document with comments on the sessions she attended. Mr. Peters learned a lot about things beyond the student trustee position. Mr. Parrish appreciated what he learned at the Congress and made new contacts with whom he will follow up. Ms. Walsh found the Congress useful, as a first-time attendee, and was impressed by the caliber of the sessions. Mr. Jenner stated that he was glad he went, adding that he did not incur a lot of travel and hotel expenses. He attended a presentation with Ms. Walsh on sustainability and commented that McHenry County College has a lot on this subject that we could show at a future conference. Ms. Liddell noted the next meeting is the National Legislative Summit in February; any Trustee interested in attending can work with Ms. Keehn to register.

FRIENDS OF MCC FOUNDATION REPORT

Mr. Smith stated that he has not had the privilege of re-engaging with the Foundation yet. He spoke about the imperative to the College's success in collaborating with the Foundation Board. He emphasized that his point to support the flat tax levy was not intended to infer any criticism about the budgeting process. He stated it is imperative to the College's success to find strategic ways to collaborate with the Foundation more extensively. He spoke of finding solutions to challenges of revenue shortfalls, finding an appropriate replacement for the Foundation's Executive Director, the need to discuss capital campaigns for growth needs. He stated that the College cannot look to the taxpayers as a source for funding. Mr. Smith admired the heroic efforts of the Promise Program; he commented that revising that program is crucial to the College's success.

Ms. Walsh spoke about the call for nominations for the Distinguished Alumni Award, adding that Trustee Miller was a winner this year. Ms. Walsh noted there is an application online to nominate for this award. The application can be found at <http://www.mchenry.edu/alumni/nomination.asp>.

Ms. Walsh stated that the recent Education to Empowerment breakfast event had a good turnout; there are now 54 women who have agreed to donate \$1,000.00 a year toward scholarships.

FOR INFORMATION

- A. Resignations
- B. Retirement
- C. Program Articulation Agreements Southern Illinois University at Carbondale and School of the Art Institute of Chicago
- D. Office of Marketing and Public Relations Update
- E. Office of Resource Development Update
- F. Office of Sustainability Center Update
- G. Upcoming Events

There was no discussion.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Walsh expressed her thanks for the PACE Survey focus groups report; she hopes that dialog continues on some of the issues that have arisen.

Ms. Kisser stated that she was at the College Saturday on Board business, and spoke with some of the attendees at the early learning conference. She stated that she thinks the College needs to think about a capital campaign; she stated that the Board must be united on what the campaign shall be. She agrees that the College needs to move forward, but does not see the Board united on what is needed. She spoke about sessions she attended at the recent ACCT Leadership Congress where community colleges reported on their capital campaigns; she mentioned the possibility that one of these colleges might talk to MCC about how they did it.

Ms. Liddell commented about a presentation at the ACCT Leadership Congress by Mr. Chuck Underwood, author of The Generational Imperative: Understanding Generational Differences in the Workplace, Marketplace, and Living Room, who will be speaking at Elgin Community College; she hoped that Board members could see Mr. Underwood there, or bring him to McHenry County College. Dr. Smith will follow up.

FUTURE AGENDA ITEMS

The Tax Levy will be placed on the December Board agenda for approval.

CLOSED SESSION

At 9:04 p.m., Ms. Kisser moved to go into Closed Session to discuss matters covered under the 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 for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity*, 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*. Mr. Smith seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. A break was taken at 9:05 p.m. and Closed Session began at 9:16 p.m.

At 9:49 p.m., Ms. Liddell moved to come out of Closed Session and Ms. Kisser seconded the motion. There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 9:50 p.m.

APPROVE RESOLUTION AUTHORIZING ISSUANCE OF NOTICE TO REMEDY TO NON-TENURED FACULTY MEMBER

Ms. Kisser moved to approve a resolution authorizing issuance of notice to remedy to non-tenured faculty member and Ms. Walsh seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, October 20, 2014

Ms. Miller moved to accept the closed session minutes of the Regular Board Meeting, October 20, 2014, and Ms. Walsh seconded the motion. There was no discussion. The roll was called; Mr. Peters, Ms. Kisser, Ms. Miller, Ms. Walsh, Mr. Smith and Mr. Jenner voted in favor; Ms. Liddell and Mr. Parrish abstained. The motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 9:52 p.m.

Patricia Kriegermeier, Recording Secretary

Molly Walsh, Board Secretary