

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, July 23, 2015, in the Board Room, Room A217, in Building A on the Campus. Chair Smith called the meeting to order at 6:30 p.m. When Secretary Jenner called the roll, the following were present:

Mr. Memmen
Mr. Jenner
Ms. Kisser
Ms. Liddell
Ms. Tirio
Ms. Walsh
Mr. Smith

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

PLEDGE OF ALLEGIANCE

Chair Smith led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee Memmen recited the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

Several revisions were noted for the June 25, 2015 Regular Board Meeting minutes. Mr. Memmen moved to accept the minutes, Ms. Kisser seconded the motion and a voice vote was taken. All were in favor; the June 23, 2015 Special Board Meeting minutes were accepted as presented and the June 25, 2015 Regular Board Meeting minutes were accepted as revised.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one addressed the Board.

PRESIDENT'S REPORT

Dr. Smith stated that she and other community college presidents were approached to write articles about issues facing community colleges. She wrote a column dealing with college and career readiness, and

provided a copy of her article from the *Daily Herald*. Dr. Smith also reported that the MET Tower installed last year to gather data on wind will be taken down; the College and the City of Crystal Lake will be provided with a year's worth of data for their use. Dr. Smith provided an update on veterans' activities, and offered kudos to Ms. Sandra Moll, who has been appointed to the Board for the Illinois CUPA-HR – State Chapter, the College and University Professional Association for Human Resources, and to Dr. Flecia Thomas, who will receive an Outstanding Education Recognition Award, offered by Congressman Danny K. Davis in cooperation with the United States Congressional Black Caucus Foundation and Rush University Medical Center. This is a Congressional award presented to an individual who has demonstrated outstanding educational contributions. Updates were also provided from the Workforce and Community Development division.

PRESENTATION

MCC Branding and Survey Results

Ms. Christina Haggerty, Chief Communications Officer, spoke about the high level results of the College's brand survey, which encompassed brand benefits, data-driven brand development, brand pledge and attributes, brand identity/marketing approach, institutional logo, color palette, and brand implementation and management timeline. Ms. Haggerty shared next steps, one of which is the creation of strong message points around the attributes change-ready, community, and quality, for employees to use during discussion and meetings. A website redesign project will be launched, the brand book will be updated with new information and guidelines, and signage standards will be developed. A follow-up survey will be conducted in 2017. Ms. Haggerty then received questions and comments from the Trustees. Mr. Memmen shared that he was wearing an MCC t-shirt today which a store cashier asked about. He noted that the survey showed that 52% of students named MCC as their first choice school.

Service & Strength: Phi Theta Kappa at MCC

Ms. Heidi Boring, Instructor of Mathematics and Phi Theta Kappa Chapter Advisor, introduced two alumni, Ms. Ann Donald, College Project Chair, and Ms. Colleen Duncan, Honors in Action Chair. Ms. Donald and Ms. Duncan spoke about their video project that examined if there is parity in men and women's representation in television. Ms. Boring noted that the McHenry County College chapter

received regional awards for both the College Project and the Honors in Action project. A video of the Honors project can be seen at <https://www.youtube.com/watch?v=S0px3X92NVI&feature=youtu.be>.

Ms. Boring's presentation to the Board can be viewed at www.mchenry.edu/board.

COMMUNICATIONS

A. Faculty Report

Ms. Elaine Whalen noted that Faculty is working with the Board on the presidential search and looks forward to the committee choosing a high quality candidate. Ms. Whalen noted that administrative feedback surveys have been completed and were delivered on Tuesday to Ms. Kriegermeier.

B. Adjunct Faculty Report

There was no report.

C. Staff Council Report

There was no report.

D. Student Trustee Report

Mr. Memmen reported that summer session is coming to an end, and the start of a new academic year is approaching rapidly. He noted that New Student Convocation will be held on August 13, 2015. He reported on numerous activities around campus and invited his fellow Trustees to visit campus during high peak times on Monday, Tuesday, and Wednesday to witness the need for student space.

E. Comments from the Board

There were no comments.

F. Attorney Report

There was no report.

APPROVAL OF CONSENT AGENDA

Mr. Jenner asked to remove item 11. C. 2., Roof Replacement Buildings C and A – Main Campus, Board Report #15-78. Mr. Memmen moved to approve the consent agenda minus that item, and Ms. Walsh seconded the motion. During discussion, Ms. Walsh stated she was happy to see that positions had been filled. She noted that six out of seven were former adjunct faculty, which she felt speaks well to the quality

of adjunct instruction. She asked whether there is something that can be done to fill positions more quickly.

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

For Approval

- A. Executive Summary, Board Report #15-74
- B. Financial Statements
 - 1. Treasurer's Report, Board Report #15-75
 - 2. Ratification for Accounts Payable Check Register, Board Report #15-76
- C. Requests to Purchase/Renew
 - 1. Ferrilli Annual Enterprise Resource Planning, Portal and Business Intelligence Support, Bd Rpt #15-77
 - 2. Roof Replacement Buildings C and A - Main Campus, Board Report #15-78
- D. Addendum to Joint Educational Agreement College of DuPage, Board Report #15-79
- E. Destruction of Closed Session Recordings, Board Report #15-80
- F. Personnel
 - 1. Appointment of Replacement Director of Nursing, Board Report #15-81
 - 2. ~~Appointment of Replacement Instructor of Culinary Management, Board Report #15-82~~
 - 3. Appointment of Replacement Instructor of Health Information Technology, Board Report #15-83
 - 4. Appointment of Replacement Instructor of Mathematics, Board Report #15-84
 - 5. Appointment of Replacement Instructor of Photography, Board Report #15-85
 - 6. Appointment of Replacement Instructor and Program Chair of Business, Board Report #15-87
 - 7. Salary Adjustment/Advanced Placement, Board Report #15-86

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

Ms. Liddell moved to approve Roof Replacement Buildings C and A - Main Campus, Board Report #15-78 and Mr. Memmen seconded the motion. During discussion, Mr. Jenner asked how much square footage this covered; Mr. Wheeland replied that the combined total is 117,000 square feet. Mr. Jenner stated that the square foot cost should be lower. Extensive discussion followed on roofing costs; Dr. Smith added that the firm chosen was the lowest responsible bidder after due diligence was conducted. The roll was called.

Mr. Jenner voted against and all others voted in favor; the motion carried.

UPDATE ON PRESIDENTIAL SEARCH

Mr. Smith thanked all constituencies for their nominations and thanked Ms. Haggerty for her outstanding communication work. Mr. Smith stated he would announce the names of the members of the Presidential Search Committee, followed by discussion and a motion to approve.

Mr. Smith announced the following: from Administration, Dr. Terri Berryman and Dr. Al Butler; from the Board, Ms. Linda Liddell and Ms. Molly Walsh; from the community, Ms. Pam Cumpata, President of McHenry County Economic Development Corporation and Mr. Mike Splitt, owner of InSync Systems;

from the Foundation, Mr. Larry Arndt, General Manager of Healthcare at Mortenson Construction and Ms. Dianna Torman, President of Prairie Community Bank; from adjunct faculty, Ms. Wes Crain; from full-time faculty, Ms. Sarah Sullivan and Ms. Elaine Whalen; from Staff Council, Ms. Tawnja Trimble and Ms. Pat Kallaus; and representing students, Ms. Jazmin Rangel and Mr. Jeremy Sacramento.

Discussion followed on the focus group sessions to be held July 27 and 28 with constituent groups. Ms. Walsh commented that she would like to see more diversity in the selection from administration. Ms. Tirio asked who chose the members of the committee, and Mr. Smith replied that each constituent group was sent a letter asking for nominations. In many cases, each nominated the number of head count that had been allotted for their group.

Mr. Memmen moved to approve the Presidential Search Committee as presented, and Ms. Kisser seconded the motion. The roll was called and all were in favor; the motion carried.

BOARD COMMITTEE REPORTS

A. Finance and Audit Committee

Ms. Kisser reported on the first meeting of the Finance and Audit Committee, held on July 8, 2015. The Committee discussed areas for regular review – audit, tax levy, tuition and fees, budget and expense items. The next meeting is set for October 6, 2015 at 6:30 p.m. for discussion which will focus on details related to auditing, tax levy, tuition and fees, and how that fits into the College's finances. Each meeting will feature discussion of a specific topic; Ms. Kisser stated that her goal as chair is to turn some of the discussion into a document that can be made available to Trustees. She noted that Mr. Parrish suggested picking select expense areas about which the Board would like to know more. Mr. Jenner added that he spoke to Ms. Kisser; he wants the Finance and Audit Committee to look at saving for long-term projects.

B. Committee of the Whole

Ms. Liddell reported on the July 14, 2015 Committee of the Whole meeting, held at the Shah Center. She thanked Mr. Wheeland and Ms. Hankins for the tours of the parking lot, plaza, and solar array. She added that the meeting featured an update on the June financials, an update on the Presidential Search, a presentation by DKA on the Space Utilization Study, Phase 2 – Concept Planning for the Board to provide

input on how to move forward, a report on recent events attended by Trustees, and a request for a future agenda item by Ms. Walsh on space utilization.

1. Discussion of Ideas for Board Retreat

Mr. Smith noted that a suggested topic of discussion, presented to the Board by Mr. Jenner, was a presentation by local economists. Extensive discussion followed; Dr. Smith encouraged the Board to use the retreat to come to consensus on where they would like to see the institution go, and articulate their vision and direction so that the new president can implement it. Further discussion followed on incorporating strategic direction, vision, and economic impact.

ICCTA REPORT

Ms. Liddell provided copies with information about the September ICCTA meeting and spoke about meeting events. She also provided a questionnaire and asked Trustees to provide feedback on activities listed for the upcoming year.

FRIENDS OF MCC FOUNDATION REPORT

Ms. Walsh reported that 58 scholarships were awarded, totaling \$67,050.00. Some scholarships are still available on the website. Four scholarships will be awarded at the July Education to Empowerment event.

Ms. Walsh noted a copy of the Foundation newsletter was at each place tonight.

FOR INFORMATION

- A. New Employees
- B. Resignation
- C. Office of Marketing and Public Relations Update
- D. Office of Resource Development Update
- E. Office of Sustainability Center Update
- F. Quarterly Report on Grants
- G. Upcoming Events

Mr. Memmen noted that Convocation would be held August 13, 2015. He added that the Scots volleyball team will host a bowling fundraiser on August 9 and asked if anyone would be interested in forming a Board team to participate in this fundraiser

Ms. Walsh offered appreciation and thanks to Mr. Mark Dougher for the quarterly reports on grants.

Ms. Tirio noted that a Meet and Greet with Representative Roskam will be held at Park Place on Wednesday, August 26, 2015 at 8:00 a.m.

Mr. Memmen noted that the College will host a multi-chamber mixer on September 22, 2015.

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Jenner asked about holding an Evaluation and Policies Committee meeting in August and Dr. Miksa replied that the Internal Board Policy Manual Review Committee has finished Section 1.

Ms. Kisser commended Mr. Smith's recent meetings with student government. She also thanked First National Bank for their community development grant.

Mr. Memmen has heard comments from the student body that the Board has strayed from student needs and has focused more on taxpayers and the community. Mr. Memmen stated that the Board has two obligations; students and community. Mr. Memmen asked that the Board focus on the current student population, 50 percent of whom said that MCC is their first choice school. During discussion that followed, several ideas were proposed. Mr. Memmen invited the Trustees to visit the College during the semester for a social gathering with students.

Mr. Memmen asked about status of getting stone donated for the monument sign; Dr. Smith stated that as Route 14 will not be finished until the middle of next year, discussion about donations will happen later.

Ms. Walsh stated that the Board needs to look at student space. She feels that the Board has reached consensus on lab space, but has not agreed on student space. Ms. Walsh feels that more discussion is needed.

Mr. Smith stated that three students sent thank-you notes to the Board expressing their gratitude and appreciation as recipients of the Founding Faculty scholarships.

Mr. Smith stated that he received a letter from State Representative Jack Franks, acknowledging receipt of the Board's resolution to legislators to repeal the Prevailing Wage Act. Representative Franks asked that the College provide documentation where Prevailing Wage laws have cost additional funds during the last year.

FUTURE AGENDA ITEMS

Ms. Walsh asked that the Board receive substantive information on the difficulties of filling College positions.

Ms. Liddell would like to have a report on what the College is doing with high school recruitment. Ms.

Liddell also asked if information is available on whether McHenry County College graduates find good jobs. Dr. Miksa will look into what information is available.

Mr. Smith introduced an idea for subsequent discussion: could the Board consider whether a full Board agenda is needed during the summer months? Could the Board and Committee of the Whole meetings be consolidated for June, July, and August?

CLOSED SESSION

At 9:05 p.m., Mr. Memmen 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 120/2(c), 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. Tirio 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 9:15 p.m.

At 9:29 p.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 9:29 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, June 25, 2015

Mr. Memmen moved to accept the closed session minutes of the Regular Board Meeting, June 25, 2015 and Ms. Walsh seconded the motion. There was no discussion. The roll was called; the motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 9:30 p.m.