

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 27, 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 Nanci Rogers was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Smith led the group in the Pledge of Allegiance.

Student Trustee Memmen spoke about the passing of student veteran Jason Dahlmann. In Jason's honor, MCC student government will have a memory book in room C122 from August 31 to September 4 so that those who wish can sign their names and leave a note for Jason's family. A Remembrance Ceremony will be held September 9, 2015 at 3:00 p.m. in the Luecht Conference Center. Mr. Memmen asked all to join him in a moment of silence.

COLLEGE MISSION STATEMENT

Student Trustee Memmen recited the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

Ms. Kisser and Mr. Jenner sent corrections for the minutes of the July 28, 2015 Regular Board Meeting and the July 27, 2015 Special Board Meeting to Ms. Kriegermeier. Ms. Kisser moved to accept the

minutes as revised and Ms. Liddell seconded. A voice vote was taken and all were in favor; the motion carried.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Board.

PRESIDENT'S REPORT

Dr. Smith hosted Illinois Community College Board (ICCB) Interim Chair Dr. Laz Lopez today; he has been meeting with community college presidents in regional settings to learn about issues, observations, and priorities for the institutions. Also present were Dr. Mary-Rita Moore from Triton College, Dr. Joi Smith from Oakton Community College, and Dr. Jerry Weber from College of Lake County. Dr. Lopez shared recommendations from the Governor's transition plan, noted the second and sixth recommendations for developing easier transitions from high school to college to four-year universities, and spoke about partnerships to make that happen. Dr. Smith shared with the group MCC's experience with the P-20 Council, and the College and Career Readiness Alliance. Dr. Weber brought the concept of shared services, joining consortiums and partnerships with fellow districts so things can be less costly. Dr. Smith brought up the numerous ICCB reports MCC is required to complete, and noted that it seems like a lot of time, effort, and energy for what the College gets in return, which equals 4% of the budget. Dr. Lopez noted that other presidents have expressed that same concern.

Dr. Smith noted that 208 new students attended the convocation ceremony on August 13. Dr. Smith stated that Governor Rauner announced new Enterprise Zones; the first in the county is Harvard/Woodstock. Dr. Smith shared that next to her report is a research brief from the National Student Clearinghouse Research Center, providing good information on whether students complete a degree or certificate. Dr. Smith noted that MCC students do very well; MCC's completion rate whether full time or part time is 52% compared to the national average of 39%. MCC's total completion rate for full time students is 73% compared to 57% nationally.

Dr. Smith spoke about the recent EnerNOC energy audit, which is done once a year to see if the College can reduce its energy usage below a pre-determined threshold. This year's audit was successful. Dr. Smith shared that the College has received \$71,000.00 over the last four years as a result of this agreement with EnerNOC. She noted that the College has two electric charging stations, one at the Shah Center and one at the main campus. A grant was received, which covered the cost to purchase the stations.

PRESENTATION

Bridging the First Year Experience – A Textbook-Free Initiative

Ms. Zimmerman and Ms. Keyzer's presentation focused on first time, full time students who are required to take MCC 101. Key characteristics of today's students were reviewed, followed by discussion that students often lack academic preparation and adequate study skills. The "Element" approach taken with this class was outlined, followed by a sample lesson entitled, "Think, Pair, Share, Solidify" designed to foster critical thought. After the presentation, Ms. Zimmerman and Ms. Keyzer received questions and comments from the Trustees, who wished to be sent the presentation. The presentation is available to view at www.mchenry.edu/Board.

Ms. Kisser noted for the record that Student Trustee Memmen left the room at 7:05 p.m. and returned at 7:07 p.m.

COMMUNICATIONS

A. Faculty Report

Ms. Elaine Whalen passed out copies of her report and spoke about several of the highlights contained within it.

B. Adjunct Faculty Report

There was no report.

C. Staff Council Report

Ms. Trimble provided a written report for the Trustees.

D. Student Trustee Report

Mr. Memmen noted recent events on campus, among which are Welcome Week activities, recruitment of members by student organizations, the convocation ceremony, and the first meeting of student government. He noted that the memory book for Ms. Kim McMaster would be available to sign through September 4, and reiterated that student space is still a primary concern for the students. He thanked faculty, staff, and administration for their support to student veterans, singling out Ms. Christina Haggerty in particular.

E. Comments from the Board

Mr. Jenner inquired about the status of a response to Representative Jack Franks' request for information on how the Prevailing Wage Act impacts McHenry County College. Mr. Tenuta has gathered information and hopes to report at the September Board meeting.

Mr. Jenner stated that Mr. Parrish would like the Board to consider changing the Regular Board Meeting dates from September to December; Ms. Liddell stated she had responded to Mr. Parrish, and will discuss this under Summary Comments.

Mr. Memmen stated that the Sustainability Office is doing amazing things around campus.

Mr. Smith read aloud a note he received expressing thanks to the Board for their efforts on the pay increase discussion for MCC tutors.

F. Attorney Report

There was no report.

APPROVAL OF CONSENT AGENDA

Ms. Liddell moved to accept the consent agenda and Mr. Memmen seconded the motion.

During discussion, Ms. Tirio asked for clarification on item C.4., Shah Center Monument Sign, Board Report #15-94. Ms. Tirio questioned the cost and Dr. Smith responded that the high cost of bids was a result of the LED panels that had been specified at 16 pixels. The College denied all bids and rebid the project with the specifications for the LED panels at 19 pixels, resulting in a lower cost for the project. Ms.

Kisser asked about the alternatives that were part of the bid packages. Dr. Smith responded that the College believed some of the electrical work could be done in-house. When the bids came in, the cost was extremely close to what the in-house cost would have been, so it was decided to include the electrical work in the project. Ms. Tirio questioned the return on such a high cost; Ms. Kisser noted that the sign's location is a high traffic area and the advertising the sign features would advertise programs. Ms. Kisser noted that Snow Removal, Board Report #15-95, was very confusing as worded. Discussion followed; Dr. Smith explained how the lowest responsible bidder was determined. Ms. Kisser suggested that wording be added to next year's Board Report on snow removal to make it easier to understand. The roll was called and all were in favor; the motion carried.

For Approval

- A. Executive Summary, Board Report #15-88
- B. Financial Statements
 - 1. Treasurer's Report, Board Report #15-89
 - 2. Ratification for Accounts Payable Check Register, Board Report #15-90
- C. Requests to Purchase/Renew
 - 1. Annual Microsoft Consortia Enterprise Agreement, Board Report #15-91
 - 2. Annual VMware Licensing and Support, Board Report #15-92
 - 3. Open Enrollment Instructional Materials, Board Report #15-93
 - 4. Shah Center Monument Sign, Board Report #15-94
 - 5. Snow Removal, Board Report #15-95
 - 6. Traffic Safety School Instructional Materials, Board Report #15-96
- D. Destruction of Closed Session Recordings, Board Report #15-97
- E. Personnel
 - 1. Appointment of New Director of Physical Therapy Assistant Program, Board Report #15-98
 - 2. Request for Retirement, Board Report #15-100

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

No action was needed.

RESOLUTION AUTHORIZING PROPERTY TAX ABATEMENT AGREEMENT, Board Report #15-99

Ms. Kisser moved to approve the Resolution Authorizing Property Tax Abatement Agreement, Board Report #15-99. Ms. Walsh seconded the motion. During discussion, Mr. Jenner asked whether this resolution meant the College would levy \$1,080.00 less each year for the next ten years; Dr. Smith replied that the property's value as it stands is not going to increase very much and noted it would generate more taxes in the long run with the enhancement to the property. Mr. Jenner stated he was concerned

about the precedent being set; what other companies will want a tax break? The roll was called. Mr.

Memmen, Ms. Kissler, Ms. Liddell, Ms. Tirio, Ms. Walsh, and Mr. Smith voted in favor; Mr. Jenner voted against. The motion carried.

UPDATE ON PRESIDENTIAL SEARCH

Mr. Smith thanked Ms. Haggerty for her extraordinary work on this project and noted she has done a wonderful job communicating back and forth with R. H. Perry & Associates. The profile has been posted on the website at www.mchenry.edu/presidentialsearch and an announcement on the home page links to this page. Links have also been provided to the Board webpage so that candidates can review Board meetings and minutes. Mr. Smith noted that each member of the Board should feel welcome to contact Ms. Rocklin or Mr. Thompson directly with any thoughts or concerns.

BOARD COMMITTEE REPORTS

A. Evaluation and Policies Committee

Mr. Jenner reported on the August 24, 2015 Evaluation and Policies Committee meeting, highlights of which included beginning review of Section 1 of the Board Policy Manual, discussion of Board Policy 1.7.4.3, Term of Office to which no change was made, and discussion of posting meeting packets on the College website for special Board meetings.

B. Committee of the Whole

Ms. Liddell reported on the August 18, 2015 Committee of the Whole meeting, highlights of which included monthly financial statement review, a presentation on a request for tax abatement for Fabrik Industries in McHenry, a presentation on MCC's welding program, discussion about the FY2016 final budget, a discussion of selected vendor expenses, a report from Human Resources on position vacancies, an update on the Presidential Search, and a legislative report from Dr. Smith.

ICCTA REPORT

Ms. Liddell noted that this year is the 50th anniversary of the Illinois Community College system. She invited her fellow Trustees to attend the September ICCTA meeting in Springfield, and noted that she had the pleasure of visiting three other community colleges recently and gathered input on student space.

FRIENDS OF MCC FOUNDATION REPORT

Ms. Walsh noted that neither she nor Ms. Tirio was able to attend the most recent meeting. She added that fifty-seven scholarships were awarded this fall, and some are still available.

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 invited all Trustees to attend the September 10 volleyball tri-match tournament, and noted there would be a memorial vigil for Jason Dahlmann on September 9 at 3 p.m.

Ms. Walsh spoke about the Title III grant from the United States Department of Education; she encouraged administration to look at the goals and implement them for academic and student success, and persistence in adult and veteran learners. She asked whether a report could be given on progress with these efforts.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Liddell noted that Mr. Parrish will be attending classes at Northern Illinois University on Thursday nights; Ms. Liddell asked for open conversation on whether meeting dates could be changed to accommodate Mr. Parrish. Trustees provided dates they would be available; the Wednesday before the regularly scheduled Board meetings would work for most Trustees. Attorney Rogers provided information on the process for notifying the public of the rescheduled meeting dates.

Mr. Memmen stated that in speaking with faculty members, the contract allows for a full-time faculty member to take over a class assigned to an adjunct faculty member if the class is not full, with five days'

notice. Mr. Memmen registered for a class because of the specific faculty member who would be teaching the section, and was not made aware that a different faculty member would be replacing that instructor teaching the class. Dr. Miksa replied that scheduling, cancelling, and enrolling is an art and a science; he can look into a process to inform students if there is a change in instructor.

Ms. Tirio asked whether the multipurpose room has been opened for student use yet. Dr. Miksa replied that open time for students is available in the gym throughout the semester and students are notified through The Flush newsletter as well as email. Mr. Memmen stated that he has spoken with Student Life and Student Activities, and they are working out a plan to initiate this program. Dr. Miksa spoke about having equipment out in the open; discussion followed on the possibility of checking out equipment and the costs associated with that. Mr. Memmen will work with Dr. Miksa and his team on this matter.

FUTURE AGENDA ITEMS

Ms. Walsh spoke about the architect focus group meetings; Dr. Smith confirmed those meetings will be held September 9 through 11. Ms. Kriegermeier will inform the Board of session times and locations. If more than two Trustees attend a session, there can be no discussion of College business.

Ms. Walsh asked about tenth day enrollment figures; Dr. Miksa replied that they will be available mid- to late September. Ms. Walsh asked about success and retention rates and Dr. Miksa will send those rates, along with persistence rates, to Ms. Walsh.

CLOSED SESSION

No Closed Session was held.

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

Ms. Liddell moved to accept the June 25, 2015 closed session minutes and Ms. Walsh seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 9:00 p.m.

Patricia Kriegermeier, Recording Secretary

Chris Jenner, Board Secretary