

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, December 17, 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
Mr. Parrish
Ms. Tirio
Ms. Walsh
Mr. Smith

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.

COLLEGE MISSION STATEMENT

Student Trustee Memmen recited the Mission Statement for the last time as Student Trustee.

ACCEPTANCE OF AGENDA

The agenda was accepted as amended. Item 7, Installation of Student Trustee, was moved to Item 25.

Item 12.C., Approval of Laboratory, Computer Usage, and Technology Course Fees for FY 2017, was struck from the agenda to allow executive deans more time to look over the fees.

ACCEPTANCE OF MINUTES

The November 18, 2015 Board Meeting minutes were accepted as revised. The minutes of the Special Board Meetings for December 1, December 2, December 3, and December 4, 2015 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Mr. Kyle McCall, Ms. Shari Mayner, and some of the members of the women's volleyball team were recognized: Ms. Britney Adams, Ms. Lexi Smith, Ms. Peyton Velasquez, Ms. Brittney Gundlach, Ms. Sarah Adams, Ms. Kayli Trausch, Ms. Maddy Cysewski, and Ms. Abby Marchewka. Coach McCall noted this was the second best season in MCC history, noted that the team won the Skyway Conference. The team members were greeted by applause. Chair Smith offered the Board's congratulations.

Ms. Susan Jung spoke about a curriculum issue, noting her displeasure of the content of a study skills course her son was required to take.

CONFERRING OF PRESIDENT EMERITUS STATUS

Chair Smith expressed the Board's appreciation to Dr. Vicky Smith for her five and a half years of service to McHenry County College, and conferred upon her the status of President Emeritus. Dr. Smith received a standing ovation.

Chair Smith then presented a plaque to outgoing Student Trustee Mr. Jason Memmen. He noted that Mr. Memmen has served the Board with distinction, thanked him for his military service, and congratulated him on his graduation from McHenry County College. Mr. Memmen was greeted with applause.

STATE OF THE COLLEGE REPORT

Dr. Smith began her report by reciting the College's Mission Statement: "Our Focus is Learning. Student Success is our Goal." In her report, she outlined accomplishments, improvements and progress over the past five and a half years. Her report can be viewed at www.mchenry.edu/Board. Dr. Smith stated that it has been an honor to have been president of McHenry County College and thanked staff, faculty, administration, and the Board and wished them well in the future. She was greeted with applause. Ms. Kisser pointed out the appendix to Dr. Smith's report which featured a lengthy list of savings achieved under Dr. Smith's administration. Dr. Smith pointed out that approximately \$6.5 million was saved, \$3.8 million of efficiencies were realized, and \$21.5 million in grant funding replaced the use of operating funds.

COMMUNICATIONS

A. Faculty Report

Ms. Humphrey had no printed report; she congratulated Dr. Smith on behalf of the faculty and wished her well. She noted faculty are looking forward to working with the College's new president.

B. Adjunct Faculty Report

There was no report.

C. Staff Council Report

Ms. Trimble thanked Dr. Smith for her commitment to the College and wished her enjoyment in her retirement. She announced that Aaron Smith was the recipient of the Staff Council scholarship. She expressed gratitude to the Board for establishing the search process for the next president; she stated that the results of the search are a good example of what can happen when everyone works together for a common goal. She wished all a happy holiday season.

D. Student Trustee Report

Student Trustee Memmen reported on recent events in the Student Life area, and finished his report by reiterating the College's Mission Statement: Our Focus is Learning. Student Success is our Goal.

E. Attorney Report

There was no report.

APPROVAL OF CONSENT AGENDA

Mr. Memmen moved to accept the consent agenda and Ms. Liddell 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 #15-131
 - 1. Treasurer's Report, Board Report #15-132
 - 2. Ratification for Accounts Payable Check Register, Board Report #15-133
- B. Request to Lease/Purchase/Renew
 - a. Annual Citrix Software Licenses, Board Report #15-134
- ~~C. Approval of Laboratory, Computer Usage and Technology Course Fees for FY 2017, Board Report #15-135~~
- D. Approval of New Full-time Faculty Position for the Physics and Engineering Technology Program,

Board Report #15-136

- E. Certificates in Automotive Electrical Systems and Automotive Chassis, Board Report #15-137
- F. Destruction of Closed Session Recordings, Board Report #15-138
- G. Professional Development Strategic Plan 2015-2018, Board Report #15-139
- H. Sustainability Strategic Plan 2015-2018, Board Report #15-140
- I. Personnel
 1. Appointment of Replacement, Executive Director of Adult Education, Board Report #15-141
 2. Appointment of Replacement, Instructor of Mathematics, Board Report #15-142
 3. Appointment of Replacement, Instructor of Nursing, Board Report #15-143
 4. Appointment of Replacement, Librarian, Cataloging/Collection Development, Board Report #15-144
 5. Salary Adjustment/Advance Placement, Board Report #15-145

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

No action was needed.

ADOPTION OF 2015 TAX LEVY, Board Report Number

Mr. Jenner moved to approve Adoption of 2015 Tax Levy, Board Report #15-146, and Ms. Walsh seconded the motion. During discussion, Ms. Kisser stated that at past meetings she has voted for the Board to consider a modest increase. Once the Board has made a decision, Ms. Kisser respects the collective wisdom of the Board, which is why she will vote in favor of the levy. She encouraged all Trustees to take the same tack, even if their individual positions do not prevail, to support the Board as a whole. Ms. Tirio stated she would vote her conscience. The roll was called and all were in favor; the motion carried.

BOARD POLICY MANUAL: SECTION 1, SECOND READING AND APPROVAL, Board Report #15-127

Mr. Jenner moved to approve Board Policy Manual: Second 1, Second Reading and Approval, Board Report #15-127 and Mr. Memmen seconded the motion. During discussion, Mr. Jenner noted that Section 1 was reviewed at the November Board meeting at which time the Board was requested to send any changes to Ms. Kriegermeier by December 3, 2015. As there were none, Mr. Jenner encouraged all to approve this report. He thanked Dr. Miksa and the Internal Board Policy Manual Review Committee for their work on this section. The roll was called and all were in favor; the motion carried.

FINANCING MODEL – SCOPE OF WORK DKA STUDY

Chair Smith noted that the Board requested Mr. Tenuta to come forward with a pricing model. Mr. Tenuta spoke about a consolidated student module, distributed across the different sources of funding, and noted that Phase 1 can happen without going to Phase 2. The infrastructure fee would pay off expenses incurred, and is based on a twenty-year time period. Mr. Tenuta received comments and questions from the Trustees and responded to their questions. He noted that a tour, similar to the one taken by the Board last month, is being scheduled for the Friends of McHenry County College Foundation Board members. Dr. Smith noted that debt certificates, rather than a bond referendum, would be used. She stated that debt certificates could be obtained at a low interest rate right now. Discussion followed regarding demographic trends; Dr. Smith explained that the study was program based, determining the amount of space needed for programs offered, based on national standards. Ms. Kisser pointed out that demographics cannot control classroom size, and Mr. Memmen pointed out that the Veterans Assistance Commission has documented that 5,000 to 7,000 veterans will be returning to the county and may return to school.

Dr. Smith shared with the Board that she has had some conversations with members of the community who are supportive of the total project and are curious to know if they put forth a monetary figure, whether the Board would match that amount with debt certificates. That figure was \$15,000,000.00. Ms. Kisser commented that this was an incredibly good deal for taxpayers and Dr. Smith added that figure was about 32% of the total cost. Chair Smith proposed that this be tabled until the new president is on board, adding that a great deal more conversation must be had with the Foundation Board. He stated that the Board is moving in the right direction, and is still a long way from coming to a final decision. This item will be placed on the January Committee of the Whole agenda for further discussion.

TUITION AND FEES DISCUSSION

Dr. Miksa noted that tuition and fees can be discussed at two more Board meetings; a decision must be made at the February Board meeting. He noted that the initial recommendation is for a \$10.00

Infrastructure Fee which could be used to help pay for deferred maintenance or to start building a fund towards what project the Board may move towards. This fee is expected to generate \$1.1 million a year.

Dr. Miksa then stated that a tuition increase of \$5.00 per credit hour was being suggested; he asked Mr. Tenuta to talk about the financial forecast.

Mr. Tenuta felt that the forecast may involve a 50% reduction in state funding, adding that the figure is not yet known. He noted that once dual credit enrollment is counted, enrollment should be flat.

Dr. Miksa noted that the suggested increase would put McHenry County College at \$125.00 per credit hour; at that rate, the College would rank 21st out of 39 Illinois community colleges at the present time.

Once other schools start posting their tuition rates, that number would likely go down. Ms. Tirio recalled the new President saying now is not the time to raise tuition, and she would like to hear his ideas. Mr.

Parrish asked whether any schools had ever lowered their tuition rates; Mr. Tenuta replied that College of DuPage is the only school that has done so; he has not seen a school reduce tuition.

Mr. Tenuta noted that the Infrastructure Fee funds would be placed in Fund 03 for deferred maintenance, and would not be used for operations. Mr. Tenuta explained his forecast and a brief question and answer session followed.

ICCTA REPORT

Ms. Liddell reported that most community colleges have been implementing cost constraints; ICCTA will hold a conference call in January rather than have members travel to a meeting. She will inform all of the date and time.

FOR INFORMATION

- A. New Employees
- B. Resignations
- C. Committee of the Whole Summary
- D. Engineering Pathways Agreement with University of Illinois at Urbana-Champaign
- E. Friends of McHenry County College Foundation Report
- F. Office of Marketing and Public Relations Update
- G. Office of Resource Development Update
- H. Office of Sustainability Center Update
- I. Upcoming Events

Mr. Memmen commended the College and teams that worked on the Engineering Pathways Agreement.

He noted that McHenry County College is one of the few community colleges offering this opportunity.

Dr. Miksa noted this was a joint effort between Student Services and Academics. Dr. Miksa noted that University of Illinois Urbana-Champaign knows that community college students do better when transferring to a four-year university; he stated it is a good connection for both institutions. Ms. Kisser noted that this means an increased number of students coming to McHenry County College and asked what this would mean for the College's facilities. Dr. Miksa noted that the College has a joint lab for chemistry and physics; the College will continue to be more efficient and innovative in scheduling classes until more space can be obtained.

Mr. Jenner stated he was impressed with the Sustainability report this month.

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Jenner thanked Dr. Smith for her service to the College and offered best wishes. He presented a parting gift for Student Trustee Memmen, a copy of the United States Constitution and Declaration of Independence.

Ms. Kisser spoke of her pride in the four scholarships awarded by the Education to Empowerment group; she noted that three were nursing students and one was an engineering student. She expressed her concern for additional space for these programs.

Ms. Kisser noted that the Finance and Audit Committee would not meet in January to allow the new president more time for orientation. She will consult with Dr. Gabbard and select a new meeting date.

The Committee intends to discuss RAMP funding, and the concept of funding for capital projects, and Tuition and Fees.

Ms. Kisser highlighted a few areas mentioned in Dr. Smith's State of the College Report, noting that Kids in College revenue increased 77% in the last year, and that the Harvard outreach location has served over 400 students since 2012, including GED students and almost 300 credit students. She noted that the College was in competition for the Bellwether Award, and thanked Dr. Smith for all her contributions.

Ms. Walsh congratulated Dr. Smith and thanked her for her service to the College. She thanked Dr. Smith for having a new Sustainability Strategic Plan in place.

Mr. Parrish expressed thanks for the trend of openness and transparency that has been established in the last few years, noting that it has made us a better organization and a better leadership team.

Ms. Liddell expressed thanks, congratulations, and best wishes to Dr. Smith. She noted that Dr. Smith arrived at the College during a time of rapid change; she noted that Dr. Smith represented stability and kept it going for five and a half years. She also noted that Dr. Smith's attention to detail in planning has been good for the College.

Mr. Memmen offered his thanks and congratulations to Dr. Smith. He also noted that there was information misrepresented at the November Committee of the Whole meeting when it was announced that one in five county residents were living in poverty. His research showed that 7.7% of the county residents live below the poverty line, which represents one in fifty residents. He noted that median income is \$76,000.00 per year and median home value is \$220,000.00.

Mr. Memmen stated that serving as Student Trustee has truly been an honor; he spoke about Dr. Loreen Keller who has mentored him, and stated he will never forget his time at McHenry County College.

Chair Smith offered congratulations and best wishes in her retirement; he thanked Dr. Smith for providing stability to the College. He noted that all the success achieved under Dr. Smith's leadership has made the College the institution it is today. He noted that the poinsettias at each Trustee's place are a gift from the Horticulture department, are greatly appreciated, and were grown by the students.

Chair Smith recognized the members of the Presidential Search Committee present at tonight's meeting; he appreciates their work and efforts over the past five months. He recognized Dr. Al Butler, Ms. Elaine Whalen, Ms. Jazmin Rangel, Mr. Jeremy Sacramento, Ms. Linda Liddell, Ms. Molly Walsh, Ms. Pat Kallaus, Ms. Tawnja Trimble, and Dr. Terri Berryman, who were present, and recognized those unable to attend tonight, Ms. Dianna Torman, Mr. Larry Arndt, Mr. Mike Splitt, Ms. Pam Cumpata, Mr. Wes Crain, and Ms. Sarah Sullivan. He also thanked Ms. Pat Kriegermeier, Search Liaison. The group was greeted by applause.

Student Trustee Memmen also recognized Ms. Juletta Patrick and Ms. Megan Scanlan for their support.

FUTURE AGENDA ITEMS

Mr. Jenner noted that the Evaluation and Policies Committee will next meet in February. He noted that the Illinois Association of School Boards had a convention recently, and noted that many school districts who claim to be broke found enough money to send their members to this convention.

Ms. Liddell noted that Board evaluations were put on hold and will be brought to the next Evaluation and Policies Committee meeting.

CLOSED SESSION

At 8:35 p.m., Mr. Memmen 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*, 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. Walsh seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. A break was taken at 8:36 p.m. and Closed Session began at 8:44 p.m.

At 8:52 p.m., Ms. Liddell moved to come out of Closed Session and Mr. Memmen seconded the motion.

There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 8:52 p.m.

APPROVE PRESIDENT'S EMPLOYMENT AGREEMENT BETWEEN McHENRY COUNTY COLLEGE BOARD OF TRUSTEES AND CLINTON E. GABBARD

Chair Smith asked for a motion and second to approve the President's employment contract between the Board of Trustees and Dr. Clinton Gabbard, extending from January, 2016 until December 31, 2017, with an annual salary for 2016 of \$215,000.00, a copy of which previously has been made available in its entirety for public view. Ms. Liddell so moved and Mr. Memmen seconded the motion. There was no

discussion. The roll was called and all were in agreement. The motion carried. Chair Smith offered congratulations to the Presidential Search committee for all their work, which is much appreciated.

APPOINTMENT OF ACTING PRESIDENT

Chair Smith asked for a motion and a second to approve Mr. Bob Tenuta to act as president from January 1, 2016 to the first date of Clinton Gabbard's employment at McHenry County College, projecting to be January 11, 2016. Mr. Parrish so moved and Ms. Tirio seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

INSTALLATION OF STUDENT TRUSTEE

Chair Smith introduced Mr. Jeremy Sacramento, Student Trustee-elect, and asked him to come forward. Chair Smith administered the Oath of Office, and asked all present to welcome Mr. Sacramento, who was greeted with applause. Mr. Sacramento shook hands with each Trustee and assumed his seat at the Board table.

ACCEPTANCE OF CLOSED SESSION MINUTES

Ms. Liddell moved to accept the closed session minutes of the Regular Board Meeting, November 18, 2015, the Special Board Meeting, December 1, 2015, the Special Board Meeting, December 2, 2015, the Special Board Meeting, December 3, 2015, and the Special Board Meeting, December 4, 2015. Ms. Tirio 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 8:58 p.m.

Patricia Kriegermeier, Recording Secretary

Chris Jenner, Board Secretary