

MINUTES
FINAL MEETING OF THE RETIRING BOARD
of McHENRY COUNTY COLLEGE

The Final Board Meeting of the Retiring Board of Trustees of McHenry County College was held on Thursday, April 27, 2011, in the Board Room, Room A217, in Building A on the Campus. Chair Miller called the meeting to order at 7:00 p.m. When Secretary Walters called the roll, the following were present:

Mr. Parrish
Ms. Larson
Mr. Lowe
Ms. Walters
Ms. Miller
Mr. Sheriff

Mr. Adams was absent at roll call and arrived at 7:20 p.m. Dr. DeWitt was absent. Attorney Daniel Curran was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Miller led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee Sheriff read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

Special Board Meeting, March 21, 2011
Regular Board Meeting, March 24, 2011

The minutes of the March 21, 2011 Special Board Meeting and the March 24, 2011 Regular Board Meeting were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Board.

BOARD COMMITTEE REPORTS

Committee of the Whole – April 25, 2011

Ms. Larson presented a summary of the Committee of the Whole meeting.

Facilities Planning Committee – April 26, 2011

Ms. Larson presented a summary of the Facilities Planning Committee meeting. She added that the names of architectural firms selected to interview will be released after all firms who responded are notified.

ICCTA REPORT

Mr. Lowe stated there was not much to report; the next ICCTA meeting will be held in Bloomington in June. Mr. Lowe has earned his third Trustee Education Award from ICCTA.

FRIENDS OF MCC FOUNDATION REPORT

Mr. Parrish stated he will be finished with teaching shortly and will resume his Foundation Liaison duties. He deferred to Mr. Lowe, who has been substituting for him. Mr. Lowe asked Mr. Brennan to report. Mr. Brennan reported that the Foundation received a planned gift from a person in Johnsburg last Friday. Mr. Brennan stated that application packets for the Women in Transition Scholarship were sent to all McHenry County social service agencies; the Foundation is looking forward to awarding the scholarship.

PRESIDENT'S REPORT

Dr. Smith reported that the College received on April 14 the second round of the F.A.S.T. (Flexible and Sustainable Training) grant from the United States Department of Labor to develop Advanced CNC Machining, EKG Healthcare Training and Home Health Aide training in partnership with the McHenry County EDC, the Workforce Investment Board, the McHenry County Workforce Network and McHenry County government.

Dr. Smith announced that McHenry County College students will be featured on the May 2, 2011 CBS evening national news, in a series about getting Americans back to work.

Dr. Smith provided an update on the DCEO lighting grant; the project to replace lighting in Building D was started at the beginning of April and finished April 22. \$25,000.00 will be received from the state, with the College's cost totaling \$24,000.00. Grants to replace lighting in other building will be sought.

Dr. Smith reported that a representative from the Federal Emergency Management Agency (FEMA) visited last week to work with Mr. Greg Evans. A claim for close to \$29,000.00 has been filed to offset the \$36,000.00 spent for snow removal during the blizzard of February, 2011.

Dr. Smith reported also on student participation in the Skyway STEM (Science, Technology, Engineering and Math) competition hosted at McHenry County College with help from faculty and staff. Visitors from Moldova came to the Illinois Small Business Development Center to learn more about how the educational process helps to educate entrepreneurs. *The Tartan* student newspaper received three state awards at the 36th Annual Spring Conference of the Illinois Community College Journalism Association. The MCC Forensics team won in three event categories at the recent Phi Rho Pi National Tournament. Dr. Smith announced that \$770,000.00 in state financial aid came to MCC students. As a response to a request made at the April Committee of the Whole meeting; Dr. Smith reported that the original Shah Center debt was \$3,560,000.00 and \$2,415,000.00 remains to be paid. On land purchased in 2008, the original cost was \$3.8 million, with \$3,090,000.00 left to be paid. The Shah Center pledge was originally \$500,000.00 and \$25,000.00 remains to be paid.

PRESENTATIONS

Coca-Cola Community College Academic Team Gold Scholar, Dr. Tony Miksa, Vice President of Academic and Student Affairs and Ms. Kathleen Frailey, MCC Student

Dr. Miksa introduced Ms. Diane Terlep and Ms. Heidi Haegerich, Phi Theta Kappa advisors, and Ms. Kathleen Frailey, Phi Theta Kappa student, Vice President of the MCC chapter, and President for the Illinois regional chapter. Ms. Frailey was one of two students nominated to participate in the All-USA Academic Team competition and received a medallion for her participation. She and Dr. Smith attended the April 13 banquet. Ms. Haegerich was proud to announce that there were 1,600 applications for the Coca-Cola Gold Scholar Award, and that Ms. Frailey was in the top 50 of those 1,600 students. Judging was based on GPA, academic rigor, college and community activities and leadership roles. Ms. Frailey was applauded by those present.

Innovations in Teaching and Learning Grant, Dr. Tony Miksa, Vice President of Academic and Student Affairs

Dr. Miksa spoke about the grants awarded in fall 2010 and introduced Mr. Jim Gould, Instructor of Philosophy and Mr. Ted Hazelgrove, Instructor of English, who then began their presentation.

Mr. Hazelgrove and Mr. Gould thanked the College for funding their grant. Mr. Hazelgrove spoke about the trip to conduct holocaust research, the end goal being to teach a class on the Nazi holocaust to understand the motivations of perpetrators and resisters. Mr. Hazelgrove described the details of their trip and spoke about the sites they visited and the people they met. Mr. Gould spoke about spending an afternoon with Dr. Christoph Kreutzmüller, who explained the details of the Wannsee Conference. Ms. Lauren Wolf, student, spoke about her Learning Communities experience in this class, stating that it was challenging and made her think about how to write a good thesis and incorporate different sources into the thesis. She added she has been able to relate the coursework to modern day examples.

COMMUNICATIONS

A. Faculty Report

Dr. Dow spoke about Founding Faculty scholarships, for which twenty-six applications were received. The winners are Itzamaray Lopez, Nicholas Reichman and Jamie Sacramento. Dr. Dow congratulated Mr. Adams on his election and congratulated Ms. Kisser and Ms. Liddell as new Trustees. She thanked Mr. Lowe and Dr. DeWitt for their service to the College and noted that not many faculty members can recall a time when Mr. Lowe was not on the Board. She thanked Dr. DeWitt for his work on the presidential search committee. She announced that Ms. Christine Grela and Mr. Justin Hoy will be Faculty Association co-presidents and said it was an honor and privilege to serve as MCCFA President the past two years.

B. Adjunct Faculty Report

There was no report.

C. Staff Council Report

Ms. Kivisto announced that the deadline for applications for the Staff Council scholarship is May 14. The recipient will be notified by May 20. Ms. Kivisto also announced that the library celebrated National Library week April 10 through 16, with posters featuring photos of Dr. Smith, Dr. Miksa, Ms. Patrick, and library staff and books written by MCC staff members Todd Culp, Ted Erski and Paula Lauer.

Ms. Kivisto then stated her concern with Board Report #11-76, Administrative Reorganization of the

Business Services and Finance Office. She stated that this reorganization resulted in the elimination of two staff positions that support the entire College in exchange for two Associate Dean positions, which she feels creates an unfair burden on staff members. Ms. Kivisto asked the Board to thoughtfully consider the impact when staff positions are eliminated.

D. Student Trustee Report

Mr. Sheriff reported that the new Student Senate Executive Board was named. Taylor Irish Morrobel was elected Student Trustee. Mr. Sheriff reported on the alternative spring break trip to Tennessee, where students volunteered for Habitat for Humanity. He thanked Emily Smith, Coordinator of Service Learning and Volunteerism for her part in the trip. He spoke about Spring Fling week, which featured a student variety show and many activities for students. Mr. Sheriff and three students attended Student Advocacy Day and met with Senator Pam Althoff. A committee is being formed to inform Senator Althoff of the transfer process.

E. Attorney Report

There was nothing to report.

APPROVAL OF CONSENT AGENDA

Ms. Walters moved to approve the Consent Agenda and Mr. Parrish seconded the motion. Discussion followed on Board Report #11-76. Mr. West responded to the Trustees' questions and elaborated on operational changes made. He spoke about the need for the Controller position to resolve internal control issues. The roll was called and all were in favor; the motion carried.

For Approval

- A. Executive Summary, Board Report #11-58
- B. Financial Statements
 - 1. Treasurer's Report, Board Report #11-59
 - 2. Ratification for Payment of Voucher #1031, \$1,964,802.92, Board Report #11-60
- C. Requests to Purchase
 - 1. 3D Studio Max Entertainment and Creation Suite Software, Board Report #11-61
 - 2. AccuSQL Software Upgrade, Board Report #11-62
 - 3. Apperson Scanning Equipment, Board Report #11-63
 - 4. AppSense Implementation Services, Board Report #11-64
 - 5. Bottomline Technologies License and Software Support Agreement, Board Report #11-65
 - 6. Classroom Stools, Board Report #11-66
 - 7. Datatel Annual Maintenance, Board Report #11-67

8. Elliptical Crosstrainers for the Fitness Center, Board Report #11-68
9. Epson Stylus Pro 9900 Printer, Board Report #11-69
10. Microsoft Forefront Identity Manager Implementation, Board Report #11-70
11. Redundant Cisco ASA Firewall, Board Report #11-71
- D. Request to Increase Rental Fees, Board Report #11-72
- E. Main Campus and Shah Center Vending Services, Board Report, #11-73
- F. Academic Calendar for 2012-2013, Board Report #11-74
- G. Destruction of Recordings of the Closed Sessions of the September 3, September 17, and September 21, 2009 Special Board Meetings and the September 24, 2009 Regular Board Meeting, Board Report #11-75
- H. Administrative Reorganization of the Business Services and Finance Office, Board Report #11-76
- I. Personnel
 1. Personnel Adjustments for Fall 2009 Transfer and Occupational Courses, Board Report #09-193, Addendum
 2. Personnel Adjustments for Spring 2010 Transfer and Occupational Courses, Board Report #10-13, Addendum
 3. Personnel Adjustments for Fall 2010 Transfer and Occupational Courses, Board Report #10-174, Addendum
 4. Personnel Adjustments for Spring 2011 Transfer and Occupational Courses, Board Report #11-12, Addendum
 5. Continuing and Professional Education Personnel Considerations for Spring 2011, Board Report #10-266, Addendum
 6. Continuing and Professional Education Personnel Considerations for Summer 2011, Board Report #11-77
 7. Appointment of New Academic Health Professions Opportunity Grant Advisor, Board Report #11-78
 8. Appointment of New Associate Dean of Humanities and Social Sciences, Board Report #11-79
 9. Appointment of New Director of Online Learning and Educational Technology, Board Report #11-80
 - ~~10. Appointment of Replacement Executive Dean of Mathematics, Sciences and Health Professions, Board Report #11-81~~
 11. Appointment of Replacement Communications Technician, Board Report #11-82
 12. Retirement, Board Report, #11-83
 13. Salary/Advanced Placement Adjustments, Board Report #11-84

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

No action was needed.

FOR INFORMATION

A. Quarterly Report on Grants

There was no discussion.

B. ERP Update

Dr. Butler provided handouts and explained the numbers given. He indicated that it was expected that early costs would be related to software and that so far, the project is on track. He commended Mr. Rob Rasmussen and his team, who have addressed challenges and physical issues in implementing the ERP system. Dr. Butler added that a key piece of hardware, the EqualLogic SAN, comes from Japan and

delivery was delayed slightly by the recent tsunami and earthquake. He noted that all is in place; software installation is beginning.

Dr. Smith complimented Dr. Butler and his crew, and noted that all costs were included in the budgeted figure for this project, which is still on target in terms of costs and payout. Mr. West complimented Mr. Steve Piorkowski, accountant, and Mr. Scott Brasier, programmer, for their stellar job on the chart of accounts.

C. Branding Update

Ms. Christina Haggerty provided an update on the rebranding effort. In March, data collection from key stakeholder groups began. Focus groups with students, employees and community members were held, and presentations have been given at faculty division meetings to explain why the College is conducting the rebranding effort, and how it will fit into the Educational Master Plan and the Facilities Master Plan. A survey was sent out to gauge perceptions about what makes the College strong and how it can improve. The next steps involve pulling together Executive Council, the Brand Facilitating Committee and Stamats to discuss the research findings. The goal is to come up with a final brand plan that includes key brand positioning messages and a brand statement or plan to move forward. It is hoped that the project will be completed by August. Ms. Haggerty will continue to share information as the data is collected.

D. Distributed Press Releases

There was no discussion.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Walters commented that Dr. DeWitt has been an excellent Trustee and wanted to thank him for his many years of service. She expressed appreciation to Mr. Lowe for all the time he has put in, and thanked him for being the ICCTA representative. She stated it would be hard to sit in a Board meeting and not see Mr. Lowe, and invited him to attend Board meetings.

Mr. Sheriff said that he has learned a lot in his two years as Student Trustee and that it has been an honor and privilege to serve. He stated that the Student Trustee position is a great opportunity for students to see what the world is like and thanked the Board.

Mr. Lowe commented that he first came to MCC over thirty years ago, taking classes with instructors Steve Mansfield and Dennis Lundgren, and others. The College had a referendum which failed, and Mr. Mansfield asked Mr. Lowe to attend a meeting. Mr. Lowe noted that the highest number of votes came from Crystal Lake, and in those days it was known as “Crystal Lake’s College.” Mr. Lowe stated this was the first rebranding done. There are flags hanging in the cafeteria representing all the high schools in the district, emphasizing that the College was for the betterment of the whole county, not just Crystal Lake. The next time the referendum was voted on, it passed. Mr. Lowe spoke about bond issues for the library, the gym and the cafeteria. He spoke about the construction of E building, which was aided with efforts by President Bob Bartlett, Vice President John Adelman and Treasurer Paul Dobbins. He spoke about the atrium addition, for which the State of Illinois provided much of the funding. He spoke about the surveys and engineering done for the Health, Wellness and Athletic Complex, which resulted in getting approval for 50% coverage rather than 30% coverage on land in the watershed. Mr. Lowe hoped that the purchase of the next piece of property will go through. He thanked Jim Gray, Deb Patton and Marlene Kopala – he added that without Marlene, the Board would have been lost.

Ms. Larson stated that Mr. Lowe started on the Board in 1993, when gas was \$1.15 a gallon and a movie ticket was \$4.00. She cited a list of current events and popular movies and music for 1993. She noted that Mr. Lowe did not mention he was Board Chair two times – first from 2002 to 2006, and again from 2007-2010. She stated also that Mr. Lowe has received three Trustee Education Awards from the ICCTA, and that he was Chair of the Northeast Region of ICCTA for two years, twice. He also served on the ICCTA Executive and Nominating Committees. He served two years on the ACCT Governance Committee and conducted national training. Ms. Larson spoke particularly about the 2007 national conference where Mr. Lowe and Ms. Kopala gave a presentation on Robert’s Rules for Small Boards to a standing-room only crowd. Ms. Larson stated she will miss Mr. Lowe personally and professionally, wished him luck and thanked him for all his years of service.

Ms. Larson then addressed Student Trustee Sheriff, stating that she has seen him grow on this Board, and admires his willpower and what he has done in his educational endeavors, adding that the way he conducts himself in public is delightful.

Chair Miller presented a plaque to Mr. Sheriff, thanking him for his time, with appreciation from the Board.

Chair Miller presented a plaque to Mr. Lowe, thanking him from the Board for all his years of service.

A plaque was also created for Dr. DeWitt, who was not present tonight.

FUTURE AGENDA ITEMS

No future agenda items were proposed.

CLOSED SESSION

There was no Closed Session.

ACCEPTANCE OF CLOSED SESSION MINUTES

The minutes of the Regular Board Meeting, March 24, 2011 Closed Session were accepted by voice vote.

RESOLUTION

No action was taken.

ADJOURNMENT

Hearing no further business, the meeting adjourned at 8:20 p.m.

Patricia Kriegermeier, Recording Secretary

Barbara Walters, Board Secretary