

MINUTES
PLANNING COMMITTEE MEETING
OF McHENRY COUNTY COLLEGE

A Meeting of the Planning Committee of the Board of Trustees of McHenry County College was held on Tuesday, December 14, 2010 in the Board Room, Room A217, in Building A on the Campus. Chair Larson called the meeting to order at 2:03 p.m. When Ms. Larson called the roll, the following were present:

Ms. Larson
Mr. Lowe
Mr. Parrish
Mr. Sheriff

Dr. DeWitt was absent. Also present were Dr. Smith, Chair Miller, Mr. Manke, Mr. Evans, Ms. Stejskal, Dr. Butler and Dr. Miksa.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES, October 26, 2010

The minutes of the Facilities Planning Committee of October 26, 2010 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Board.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

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No one signed in to address the Board.

FACILITY CONDITION ANALYSIS

Dr. Smith spoke about the consensus received to send out an RFP for the Facility Condition Analysis at the October meeting of the Facilities Planning Committee. The results have been received and a recommendation has been made for a company to do the analysis. Dr. Smith asked if there were any questions about this item. Mr. Parrish stated the Board Report provided sufficient information; Ms. Larson stated this analysis was a good way to keep track of College equipment. Dr. Smith explained that

once this analysis is completed, a plan will be in place to keep the facilities up to speed. A Capital Improvement Plan could be done once the facilities are assessed. The information gathered through this analysis will be placed into a database and then into a software program that will generate a report that lists the conditions of major infrastructure issues, life cycles of those infrastructures, and prioritizes those items in order of importance, by project, including Chicago metro area costs. Exterior infrastructure will also be analyzed. Dr. Smith stated that this was a very good value for the money. Ms. Larson inquired when the analysis would be conducted; Dr. Smith responded that teams will be on campus after the first of the year. Mr. Manke stated that this analysis would help the College to plan and budget for repairs.

WATER MAIN DISCUSSION

Mr. Manke spoke about a meeting with the City of Crystal Lake to discuss the water main. He stated that future water needs must be taken into consideration and analyzed, and stated that a contingency plan must be created. He and Mr. Evans will begin to put together an emergency plan. Discussion followed on whether a Request for Proposals should be sent out to determine whether the current water mains could handle increased water pressure and future growth.

BUILDING B ALTERATIONS

Mr. Evans distributed handouts for review. Dr. Smith explained that the second year culinary students must move to campus, and there is no space for the program. Mr. Manke stated that cafeteria space could be reconfigured to allow space for the culinary classes. Space is available near the loading dock area for freezer and cooler units. Several staff members worked together to resolve space and equipment issues; the first year program will continue to meet in the space at Woodstock North High School. Discussion followed on relocating several offices and sending out an RFP for an architectural firm. Dr. Smith spoke about a consultant who has designed major culinary arts school kitchens. Ms. Miller spoke about the need for a new architectural firm.

Dr. Smith spoke about obtaining Board approval to spend \$2,200.00 for this consultant to develop a concept for the culinary arts area and determine the cost for making changes. MCC design technology instructor Robert Mihelich spoke about BIM (Building Information Modeling) and Ms. Larson introduced Mr. Alan Eley from DLA Architects. Discussion followed on the use of the Employee Dining Room two

nights a week as a restaurant run by the culinary students. Grant money will be used to purchase additional equipment for the student restaurant. Reconfiguring the space used by the student lounge was then discussed; it was suggested that Student Trustee Sheriff could form a student committee to provide input into relocating the lounge. Mr. Wilske spoke about the ICCB approval process when changing the use of College space. After discussion, Dr. Smith stated that staff will start developing an RFP to be brought to the February Board meeting for review. The Facilities Planning Committee will meet next in February. Mr. Manke will talk about the Architectural RFP under Committee Reports.

SUMMARY COMMENTS BY BOARD MEMBERS

There was no discussion.

CLOSED SESSION

At 3:47 p.m., Mr. Parrish 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.* Mr. Lowe seconded the motion. There was no discussion. The roll was called and Ms. Larson, Mr. Lowe, Mr. Parrish and Mr. Sheriff voted in favor. The motion carried. The motion carried. Closed Session began at 3:50 p.m.

At 4:03 p.m., Mr. Lowe moved to come out of Closed Session. Mr. Sheriff seconded the motion. There was no discussion. A voice vote was taken and all were in favor. The motion carried. Closed Session ended at 4:05 p.m.

FUTURE AGENDA ITEMS

Request for Proposals for Architectural Services was asked for as a discussion item.

ADJOURNMENT

Hearing no further business, Chair Larson adjourned the meeting at 4:06 p.m.