

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 16, 2010, in the Board Room, Room A217, in Building A on the Campus. Chair Miller called the meeting to order at 7:02 p.m. When Secretary Walters called the roll, the following were present:

Mr. Sheriff
Mr. Adams
Mr. Lowe
Mr. Parrish
Ms. Larson
Dr. DeWitt
Ms. Walters
Ms. Miller

Attorney Nanci Rogers was present as legal counsel.

MISSION STATEMENT

Mr. Sheriff read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Board Retreat, November 11, 2010, the Special Board Meeting, November 15, 2010 and the Regular Board Meeting, November 18, 2010 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Mr. Jack Overcash signed in to address the Board. He stated that this was his last Board meeting and thanked the Board for providing his company and himself an opportunity to become part of the community and family at McHenry County College. He stated that this was the best client experience in his forty-year career. He thanked Ms. Marilyn Schick, Mr. Geary Smith, Mr. Rob Rasmussen and Mr. Dale Naleway for their excellence as managers in the Information Technology organization and praised the IT team. He stated that Dr. Allen Butler is a lucky man to be joining McHenry County College as

Chief Information Officer. Mr. Overcash feels he can leave confident in the knowledge that the IT department and services will be extremely competent and carried out well.

ADOPTION OF 2010 TAX LEVY, Board Report #10-24

Mr. Lowe moved to approve the 2010 Tax Levy and Dr. DeWitt seconded the motion. The roll was called and all present were in favor. The motion carried.

BOARD COMMITTEE REPORTS

Ms. Miller reported on the December 13, 2010 Committee of the Whole meeting. Ms. Larson reported on the December 14, 2010 Facilities Planning Committee meeting.

ICCTA REPORT

Mr. Lowe reported that there was nothing new to report; the next meeting will be the Legislative Summit in February, 2011.

FRIENDS OF MCC FOUNDATION REPORT

Mr. Parrish reported that 250 students began in the Promise program; some students have disqualified themselves for not completing their community service. He then spoke about the recent Foundation audit. Mr. Lowe spoke enthusiastically about the demonstration of a new program that will provide more detailed financial information to donors.

PRESIDENT'S REPORT

Dr. Smith stated that six AQIP teams reported out; she was very impressed with the work done and the recommendations brought forth. After discussion, the Steering Committee decided to look at the feedback report from the Higher Learning Commission on the Systems Portfolio to see how Opportunities and Outstanding Opportunities in three main areas - Student Success, Valuing People and Continuous Improvement – fit with the strategic goals and priorities set last spring and with Dr. Smith's goals and objectives. Dr. Smith provided academic updates. As part of HRT 130, the greenhouse was re-covered with poly film. In PHY 291, students raced cars built with mousetrap springs down the hall to see which would travel furthest. She reported that faculty are expanding on lecture and including hands-on experiential learning activities. Dr. Smith also reported that the MCC Night event held November 3,

2010 resulted in 101 more applications than received at the previous year's event. Financial Aid continues to process forms and has awarded over \$6.6 million to students. Recruitment has made 1,147 contacts in reaching out to the community.

PRESENTATION

Ms. Juletta Patrick, Assistant Vice President of Academic and Student Affairs, spoke about the Priority Registration process improvements. Students surveys reflected 92% satisfaction with the improved process; 97% of the students responding to the survey received their first choice of classes. Ms. Patrick reported that off-campus registration will be available for Intersession, Summer and Fall 2011 terms; the enrollment team is reviewing ways to add more seats in high-demand classes such as BIO 263 and BIO 255. The team is also looking at a priority advising process. Ms. Patrick then answered questions from the Board of Trustees.

COMMUNICATIONS

A. Student Trustee Report

Mr. Sheriff spoke about recent student activities. On November 29, the main topic of his "Ask Cody Anything" session was finals, followed by discussion on newly appointed Trustee Mr. Dennis Adams. He plans to continue these sessions through the summer. He spoke about Student Senate funding of proposals, which include Drama Club's production of "A Night of Laughs," Forensic Team registration for the Kishwaukee tournament, the Veterans' Forum, and a nursing trip to New Orleans. Mr. Sheriff reported that there were thirteen MCC finalists and four students were winners in creative nonfiction, fiction, drama and poetry at the recent Skyway Collegiate Conference at Morton College.

B. Faculty Report

Dr. Dow introduced Ms. Kelly Fallon, temporary Biology instructor. She spoke about the Memorandum of Agreement to reorganize department chairs and lead instructors and thanked Ms. Heather Zaccagnini and Ms. Julie Freelove for their contributions to this faculty-driven process over the past year. She wished all a safe and happy holiday season.

C. Adjunct Faculty Report

Mr. James Campbell reported that negotiations are ongoing, and that progress is being made. A general meeting will be held in January and new members continue to be brought into the unit. He thanked the Board for the opportunity to report.

D. Staff Council Report

Ms. Amy Carzoli acknowledged all staff who worked to prepare students for finals and graduation. She shared that the recent silent auction held raised \$900.00 for a member with a terminal illness, to which was added \$500.00 in cash donations, resulting in a total of \$1,400.00 for the Staff Council member. She wished all a happy holiday season and a healthy and prosperous new year.

APPROVAL OF CONSENT AGENDA

Ms. Miller asked for a motion to approve the Consent Agenda. Ms. Walters moved to approve the consent agenda, items A through G.8., and Mr. Sheriff 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 #10-248
- B. Financial Statements
 1. Treasurer's Report, Board Report #10-249
 2. Ratification for Payment of Voucher #1027 - \$1,480,403.02, Board Report #10-250
- C. Requests to Purchase/Renew
 1. Adobe Term Site License, Board Report #10-251
 2. Apple® iPads, Board Report #10-252
 3. Campus Public Safety Vehicle, Board Report #10-253
 4. CNC Machine, Board Report #10-254
 5. EBSCO Periodicals Subscription Services, Board Report #10-255
 6. Facility Condition Analysis Services, Board Report #10-256
 7. HVAC Compressor, Board Report #10-257
 8. Illinois Community College Trustees Association Dues, Board Report #10-258
 9. Installation and Training Services for Citrix, Board Report #10-259
 10. Kitchen Equipment for Culinary Management, Board Report #10-260
 11. Rotary Lift – Automotive Department, Board Report #10-261
 12. Windows Server 2008 Training Units, Board Report #10-262
- D. 2011-2012 Master Seniority List for Tenured Full-Time Faculty, Board Report #10-263
- E. Minimum Qualifications for Full-Time Faculty 2011-2012 Update, Board Report #10-264
- F. Review of Closed Session Minutes, Board Report #10-265
- G. Personnel

1. Personnel Adjustments for Fall 2010 Transfer and Occupational Courses, Board Report #10-174 Addendum
2. Continuing and Professional Education Personnel Considerations for Fall 2010, Board Report #10-175 Addendum
3. Continuing and Professional Education Personnel Considerations for Spring 2011, Board Report #10-266
4. Appointment of Replacement Instructor of Automotive Technology, Board Report #10-267
5. Appointment Temporary Nursing/Lab Instructor, Board Report #10-268
6. Extension of Appointment Temporary Biology Instructor, Board Report #10-269
7. Interim Appointment in Academic and Student Affairs, Board Report #10-270
8. Salary/Advanced Placement Adjustment, Board Report #10-271

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

No action was necessary.

NEW BOARD POLICY-FIRST READING POLICY 4.8.6 IDENTITY THEFT PREVENTION PROGRAM (RED FLAG RULES), Board Report #10-272

Mr. Lowe moved to waive the waiting period until the next Board meeting for New Board Policy – First Reading Policy 4.8.6 Identity Theft Prevention Program (Red Flag Rules), Board Report #10-272. Ms. Larson seconded the motion. There was no discussion. The roll was called and all were in favor. The motion carried.

Mr. Lowe moved to approve New Board Policy – First Reading Policy 4.8.6 Identity Theft Prevention Program (Red Flag Rules), Board Report #10-272 and Ms. Walters seconded the motion. There was no discussion. The roll was called and all were in favor. The motion carried.

APPROVAL OF MEMORANDUM OF AGREEMENT TO REORGANIZE THE COLLEGE'S DEPARTMENT CHAIR AND LEAD INSTRUCTOR STRUCTURE, Board Report #10-273

Ms. Larson moved to approve Approval of Memorandum of Agreement to Reorganize the College's Department Chair and Lead Instructor Structure, Board Report #10-273. Ms. Walters seconded the motion. There was no discussion. The roll was called and all were in favor. The motion carried.

APPOINTMENT OF NEW CHIEF FINANCIAL OFFICER/TREASURER, Board Report #10-274

Ms. Walters moved to approve Appointment of New Chief Financial Officer/Treasurer, Board Report #10-274; Dr. DeWitt seconded the motion. There was no discussion. The roll was called and all were in favor. The motion carried.

APPOINTMENT OF BOARD ATTORNEY, Board Report #10-275

Chair Miller asked for a motion to approve Board Report #10-275. Ms. Walters asked for an Executive Session between items 18 and 19 on the agenda. Mr. Lowe suggested that Future Agenda Items be done before the Closed Session.

After the Closed Session, Ms. Walters moved to approve Appointment of Board Attorney, Board Report #10-275. Mr. Lowe seconded the motion. There was no discussion. The roll was called and all were in favor. The motion carried.

INFORMATION REPORTS

There were no questions or comments on the Information Reports.

SUMMARY COMMENTS BY BOARD MEMBERS

There were no comments.

FUTURE AGENDA ITEMS

No future agenda items were proposed.

CLOSED SESSION

At 7:44 p.m., Ms. Walters moved to go into Closed Session to discuss matters covered under the Illinois Open Meetings Act, 120/2 (c), Exception #1, 120/2 (c) *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 to determine its validity*, 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.*

Dr. DeWitt seconded the motion. There was no discussion. The roll was called and all present were in favor. The motion carried. Chair Miller called for a short break at 7:45 p.m., after which time the Board will convene in Closed Session. Closed Session began at 7:53 p.m.

At 8:11 p.m., Mr. Lowe moved to come out of Closed Session and Dr. DeWitt seconded the motion.

There was no discussion. A voice vote was taken and all were in favor. The motion carried. Closed

Session ended at 8:11 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES

The minutes from the Special Board Meeting of November 15, 2010, First Closed Session, November 15,

2010, Second Closed Session and Regular Board Meeting, November 18, 2010 were accepted. It was

noted that Mr. Adams is voting “present” for the November 15 minutes, as he was not present as a

Trustee for the meeting.

ADJOURNMENT

Hearing no further business, Chair Miller adjourned the meeting at 8:14 p.m.

Patricia Kriegermeier, Recording Secretary

Barbara Walters, Board Secretary