

MINUTES  
REGULAR BOARD MEETING  
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Wednesday, January 26, 2012, in the Board Room, Room A217, in Building A on the Campus. Chair Miller called the meeting to order at 6:30 p.m. When Secretary Walters called the roll, the following were present:

Mr. Adams  
Ms. Kisser  
Ms. Liddell  
Mr. Morrobel  
Mr. Parrish  
Ms. Walters  
Ms. Miller

Ms. Larson 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 Morrobel read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Special Board Meeting, December 14, 2011, the Tax Levy Meeting, December 14, 2011 and the Regular Board Meeting, December 14, 2011 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Ms. Katrine Poe addressed the Board regarding College funding for faculty to attend conferences and conduct research. She expressed her wish that there could be more funding for faculty to participate in such activities to elevate the level of scholarship at the College.

BOARD COMMITTEE REPORTS

A. Evaluation and Policies Committee

Ms. Kisser reported on the January 16, 2012 Evaluation and Policies Committee meeting. The Board

chose two instruments for self-evaluation at the Board Retreat. The instruments will be sent to the full Board and a decision will be made on the format for evaluation. A tentative date was set for Saturday, March 24 for the retreat. The Committee heard an update on the Classification and Compensation Study currently underway. The Board discussed the handling of mail addressed to the Board of Trustees and to individual Trustees, then discussed Board Policy 1.2.1, Student Trustee Advisory Vote. The remainder of Section 1 of the Board Policy Manual was reviewed.

B. Combined Meeting: Facilities and Planning Committee/Finance and Negotiations Committee

Mr. Adams reported on the January 19, 2012 combined meeting. The deadline for Wight & Company to submit the Facility Master Plan has been extended until April in order to receive a better document. RuckPate Architecture and Pepper Construction provided updates on the Building B renovations. The committee discussed Building Automation Systems. A discussion was held regarding the widening of Route 14. The FY 2013 budget building process was discussed and Chair Miller spoke about GASB 54. It was agreed that a special meeting of the Finance and Negotiations Committee would be held Tuesday, February 28 at 8:00 a.m.

SET BOARD RETREAT DATE AND TOPICS

Chair Miller stated that several Trustees have conflicts for the March 24 retreat date; after discussion it was agreed that the Board retreat would be held Friday, March 30, 2012 at 6:00 p.m. at the Shah Center. Topics will include Board values, mission statement and leadership development.

ICCTA REPORT

Ms. Liddell stated there was nothing new to report.

FRIENDS OF MCC FOUNDATION REPORT

Mr. Parrish reported that he will resume the Foundation liaison role that Ms. Miller took over last semester. He deferred to Mr. Brennan, who noted that the Foundation first year-end appeal in several years generated gifts totaling \$8,060.00.

Mr. Brennan stated that a special appeal was made in memory of long-time MCC staff member Joe Blanco, who passed away on Dec. 22. The appeal generated donations totaling over \$2,000.00, which will

become part of the Joe Blanco Spirit Award. Mr. Brennan added that plans for the 3rd annual Shoe Ball are in full swing. This year's event will be held at Boulder Ridge Country Club, Friday, March 9.

### PRESIDENT'S REPORT

Dr. Smith wished all a happy new year, and reported that the semester has gotten off to a great start. She stated that over winter break, physical facilities staff painted 25 classrooms. A test of the fire sprinkler system was conducted, and no deficiencies were found. Dr. Smith noted also that the first semester of weekend nursing began with 15 students. She added that 16 students are enrolled in the first semester of the Occupational Therapy Assistant program, which is going well. Dr. Smith spoke about the upcoming dedication of the Luecht Conference Center and the upcoming Employee Appreciation Recognition Reception to be held Friday, April 13. Dr. Smith reported that she has been meeting with legislators, sharing the College's vision and direction. Dr. Smith also shared details of the Route 14 widening project and spoke about the renovation of the Physical Facilities office, which used only repurposed or reused materials for a total cost of \$3,500.00.

### PRESENTATION

#### New System for Employee Evaluation, Dr. Tony Miksa, Vice President of Academic and Student Affairs

Dr. Miksa spoke about the work of the AQIP action team on Improving the Employee Evaluation Process, providing background on the goals, project actions and the process. Ms. Haggerty stated that the goal is to roll out the new evaluation tool within the next month or two, noting that evaluation dates of January 1 of July 1 must be established with Human Resources. She then provided a view of the process on the employee portal and passed out copies of the evaluation tool for all to review. Ms. Moll explained the evaluation tool, noting that training on its use will be given to all employee groups. After the presentation, comments were received from the Trustees.

### COMMUNICATIONS

#### A. Faculty Report

Mr. Hoy announced that student-run restaurant Slàinte will reopen on February 7 with a new menu. He introduced faculty members Ms. Lisha Linder and Ms. Pam Peters, who spoke about the Early Childhood

Education program. After the report, Mr. Parrish spoke enthusiastically about community outreach by Mr. Steve Young, Instructor of Philosophy.

B. Adjunct Faculty Report

Ms. Leslie Dzike reported that except for adjunct faculty's pleasure at beginning the new semester, there is nothing to report.

C. Staff Council Report

Ms. Tawnja Trimble reported that staff members are busy working on projects that include ERP, Building B Renovations and the Facility Master Plan. Ms. Trimble spoke about Ms. Lori Smyth, Coordinator of the Fast Track, does, stating that Ms. Smyth's persistent encouragement helps keep students in the program. She thanked Ms. Smyth for all her hard work assisting students and looks forward to sharing news about other exceptional staff members.

D. Student Trustee Report

Mr. Morrobel reported that Student Senate met for the first time at the annual winter retreat, and decided their main goals are getting students more informed about campus events and increasing student involvement on campus. The retreat featured a speaker on the importance of MAP and Pell grants. Student Life hosted Welcome Week which included a variety of events from January 16 through 20. He noted that Student Advocacy Day will be held April 19 in Springfield. He announced that the College Democrats Club registered 50 new voters.

E. Attorney Report

Mr. Curran reported that the suit is in discovery stage on the Gilger matter, getting documents on both sides. He stated that the next step is to find out who the experts are and take depositions, after which he hoped the trial would begin.

APPROVAL OF CONSENT AGENDA

Trustee Walters moved to approve the Consent Agenda as presented and Trustee Liddell seconded the motion. During discussion, Mr. Adams noted that costs for item C.3., Emergency Medical Technician (EMT) Training, Board Report #12-5 had gone up. Dr. Miksa responded that the hospital provides all

instruction and there are fees associated with EMT classes. When more sections are added, the hospital bills the College for a higher figure. Mr. Adams concluded that this did not really represent additional costs. The roll was called and all were in favor/result. The motion carried.

**For Approval**

- A. Executive Summary, Board Report #12-1
- B. Financial Statements
  - 1. Treasurer's Report, Board Report #12-2
  - 2. Ratification for Payment of Voucher #1040 - \$2,889,824.99, Board Report #12-3
- C. Requests to Purchase
  - 1. Adobe Enterprise License Agreement, Board Report #12-14
  - 2. ECG Instructional Supplies and Equipment, Board Report #12-4
  - 3. Emergency Medical Technician (EMT) Training, Board Report #12-5
  - 4. Telephone Survey of MCC 2010-2011 Graduates, Board Report #12-6
- D. Personnel
  - 1. Personnel Adjustments for Fall 2011 Transfer and Occupational Courses, Board Report #11-210 Addendum
  - 2. Personnel Adjustments for Spring 2012 Transfer and Occupational Courses, Board Report #11-286 Addendum
  - 3. Continuing and Professional Education Personnel Considerations for Spring 2012, Board Report #11-287, Addendum
  - 4. Adult Education Personnel Considerations for Spring 2012, Board Report #12-7
  - 5. Approval of New Position I-CAPS Navigator, Board Report #12-8
  - 6. Request for Retirement, Board Report #12-9
  - 7. Salary/Advanced Placement Adjustments, Board Report #12-10

**ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA**

No action was needed.

**BOARD POLICY DELETION, SECOND READING/APPROVAL, 3.1.5.1 – Sick Days for Retirement Option, Board Report #11-296**

Ms. Kisser moved to approve Board Policy Deletion, Second Reading/Approval, 3.1.5.1 – Sick Days for Retirement Option, Board Report #11-296. Ms. Walters seconded the motion. There was no discussion.

The roll was called and all were in favor; the motion carried.

**BOARD POLICY REVISION, SECOND READING/APPROVAL, 4.3.2 – Student Harassment/Discrimination, Board Report #11-297**

Ms. Liddell moved to approve Board Policy Revision, Second Reading/Approval, 4.3.2 – Student Harassment/Discrimination, Board Report #11-297 and Ms. Walters seconded the motion. During discussion, Ms. Kisser explained that both this and the prior item were revised to comply with Illinois law. The roll was called and all were in favor; the motion carried.

APPROVAL OF AGREEMENT WITH ILLINOIS GREEN ECONOMY NETWORK, Board Report #12-11

Ms. Kisser moved to approve Approval of Agreement with Illinois Green Economy Network, Board Report #12-11 and Ms. Liddell seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

BUILDING B RENOVATION APPROVAL FOR BID SOLICITATION, Board Report #12-12

Mr. Adams moved to approve Building B Renovation Approval for Bid Solicitation, Board Report #12-12 and Ms. Walters seconded the motion. During discussion, Mr. Adams spoke about the impressive amount of environmentally friendly elements of this project. The roll was called and all were in favor; the motion carried.

SUPPLIER SELECTION FOR BUILDING AUTOMATION SYSTEM, Board Report #12-13

Mr. Adams moved to approve Board Report #12-13, Supplier Selection for Building Automation System, and Ms. Walters seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

IREQUEST TO PURCHASE DCEO LIGHT RETROFIT, Board Report #11-260, Addendum

Mr. Adams moved to approve Board Report #11-260, Request to Purchase DCEO Light Retrofit, Addendum, and Ms. Liddell seconded the motion. During discussion it was explained that this is a continuation of a project begun earlier. Ms. Kisser asked whether any grant money was received from the State; Dr. Smith confirmed that slightly over \$126,000.00 was received. The roll was called and all were in favor; the motion carried.

INFORMATION REPORTS

- A. Resignation
- B. Resignation
- C. Quarterly Report on Grants
- D. ERP Report
- E. MCC Branding Update
- F. Distributed Press Releases and MCC Press Clippings

Mr. Adams commented that a good job was done on the grant report, noting that some grant money is being used to purchase program equipment used semester after semester, which are capital items with longevity.

#### SUMMARY COMMENTS BY BOARD MEMBERS

No summary comments were made.

#### FUTURE AGENDA ITEMS

No future agenda items were proposed.

#### CLOSED SESSION

At 8:17 p.m. Ms. Kissler 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 #2, *Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees*, 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 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. Walters seconded the motion. There was no discussion. The roll was called and all were in favor. The motion carried. A break was taken at 8:18 p.m., after which Closed Session began at 8:30 p.m.

At 9:27 p.m., Ms. Liddell made a motion to come out of Closed Session and Mr. Adams seconded the motion. There was no discussion. A voice vote was taken and all were in favor. Closed Session ended at 9:27 p.m.

RECOMMENDATION TO ISSUE NOTICE TO REMEDY TO NON-TENURED FACULTY, Board Report #12-15

Ms. Walters moved to approve Board Report #12-15, Recommendation to Issue Notice to Remedy to Non-Tenured Faculty and Ms. Liddell seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

ACCEPTANCE OF CLOSED SESSION MINUTES: REGULAR BOARD MEETING, DECEMBER 14, 2011

Ms. Walters moved to approve the Closed Session minutes of the Regular Board Meeting, December 14, 2011 and Ms. Kissler seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

ADJOURNMENT

Hearing no further business, Chair Miller adjourned the meeting at 9:29 p.m.

---

Patricia Kriegermeier, Recording Secretary

---

Barbara Walters, Board Secretary