

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, February 23, 2012, in the Board Room, Room A217, in Building A on the Campus. Chair Miller called the meeting to order at 6:31 p.m. When Secretary Walters called the roll, the following were present:

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

Mr. Adams was absent at roll call and arrived at 6:32 p.m. Mr. Daniel Curran were 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 Regular Board Meeting, January 26, 2012 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Ms. Katrine Poe addressed the Board. She stated that through the hard work of many, Harvard High School dual credit students visited McHenry County College. The students received a login, tutorial and tour of the school. Ms. Poe expressed her belief that this experience will definitely increase the students' success in dual credit courses. Mr. Thomas Kaltenecker addressed the Board, asking for reconsideration for action about tenure. He requested that his name be added to Board Report #12-33, Approval of Faculty for Tenure Appointment in 2012-2013.

BOARD COMMITTEE REPORTS

Committee of the Whole

Mr. Adams reported on the February 20 Committee of the Whole meeting, which combined the Evaluations and Policies, Facilities and Planning and Finance and Negotiations Committee meetings. He noted that a branding report was received, an update from Wight & Company regarding the Facility Master Plan, an update on Building B Renovations, and an update on the Classification and Compensation Study in process. He noted also that Section 1 of the Board Policy Manual was reviewed and sent to the Board for its first reading.

ICCTA REPORT

Ms. Liddell stated that all energy the last few weeks was on the budget; ICCTA information shows where the state is standing, what the government is looking at doing and how we will be impacted by it. Two major events are upcoming; a March meeting in Schaumburg and the North Suburban Regional Dinner Meeting in April. She noted that some Trustees attended the ACCT Legislative Summit in Washington and is interested in hearing their reports.

Dr. Smith spoke about attendance at several seminars on community college legislative priorities. Appointments were made with Congressman Walsh, Senator Kirk's staff, Senator Durbin's staff, and a meeting with Congressman Hultgren, who may represent the district after the November election. Mr. Adams commented that the community college message was received by the legislators; he noted that McHenry County College is small enough to be quickly responsive to setting up specific educational needs, which would result in a quick success story if grant money were awarded. Mr. Morrobel thanked the Board for the opportunity to attend the summit; he appreciated the experience of being able to talk to senators and staff. Ms. Larson reported that she attended a very moving session on veterans' issues, emphasizing veterans' reorientation into society.

PRESIDENT'S REPORT

Dr. Smith reminded all about March Committee meeting dates. As the March 22, 2012 Board Meeting is on the fourth Thursday, Committee meetings will be held the previous week: Evaluation and Policies

Committee on Monday, March 12, Facilities and Planning Committee on Tuesday, March 13 and Finance and Negotiations Committee on Thursday, March 15.

Dr. Smith received a suggestion from Chair Miller that MCC make a presentation at the ACCT National Congress in the fall; the theme is “leveraging student success through partnerships, innovation and evidence.” Dr. Smith offered College staff to help the Board with this presentation, which will feature alliances and partnerships with other colleges or organizations. Ms. Kisser suggested possibly showcasing nursing, manufacturing and culinary arts. Ms. Larson suggested showcasing literacy and bridge programs. Dr. Smith will work with Dr. Miksa and his group to come up with examples from which the Board can choose. Ms. Kisser asked that a general announcement be made to staff to make sure nothing is overlooked.

Dr. Smith reported also on the visit from Harvard High School, as previously announced by Ms. Poe. She presented Student Affairs statistics for January and offered commendation to 43 student-athletes who achieved a 3.00 GPA or higher. She noted that 3 scholar-athletes achieved a 4.00 GPA or higher and received Distinguished Scholar-Athlete Commendation, 11 scholar-athletes achieved a 3.50-3.99 GPA and received Scholar-Athlete Gold Recognition, and 29 scholar-athletes achieved a 3.00-3.49 GPA and received Scholar-Athlete Recognition. She noted that student-athletes were retained at a 90% rate from fall 2011 to spring 2012.

Dr. Smith offered congratulations to Ms. Jane Shank, adjunct ESL and ABE instructor, who will be trained in STAR (Students Achieving Reading) methodology, as well as to Mr. Paul Hamill, Instructor of Earth Science and Ms. Regina D’Amico, student weather technician, for their weather training work with Crystal Lake Fire Department, and also to Mr. Larry West, CFO, who was named a CACUBO (Central Association of College and University Business Officers) best practices reviewer. Dr. Smith noted that the Center for Non-Profit Leadership hosted the 2012 People in Need Forum which saw record participation this year. She ended her report by noting that a team of five (Mr. Baumann, Dr. Miksa, Ms. Patrick, Dr. Thomas and Ms. Stejskal) will attend the Higher Learning Commission conference in Chicago, at which Ms. Patrick and Dr. Thomas will make a presentation.

PRESENTATION

Structure of the Foundation, Mr. Bill Brennan, Executive Director, Friends of McHenry County College Foundation

Mr. Parrish stated that Mr. Brennan gave this presentation to the Foundation Board in December. He asked that it be presented for the Board of Trustees as well.

Mr. Brennan spoke about the Foundation's mission to build financial support to strengthen and enrich McHenry County College. He stated that the Foundation's five-year plan implemented in 2005 did not meet stated goals, explained why the goals were not met, and outlined changes in the office and procedures. After his presentation, Mr. Brennan received questions and comments from the Trustees.

Facilities Master Plan, Ms. Leanne Meyer-Smith, Wight & Company

This presentation was cancelled due to weather conditions.

COMMUNICATIONS

A. Faculty Report

Dr. Grela distributed handouts to the Trustees and spoke about Board Report #12-33, Approval of Faculty for Tenure Appointment in 2012-2013, and introduced those present: Ms. Heidi Boring, Instructor of Mathematics, Mr. Ronald Compton, Instructor of Speech, Ms. Lisa Crizer, Instructor of English, Mr. Justin Hoy, Instructor of Sociology, Ms. Kate Kramer, Instructor of Earth Science & Geology, Ms. Amy Taylor, Counselor, Ms. and Ms. Patricia Zokal, Counselor. Those unable to be present were Ms. Deborah Alheit, Instructor of Mathematics, Mr. Jack Brzezinski, Instructor of Computer & Digital Media, Ms. Harriet Johnson, Instructor of Criminal Justice, Ms. Paige Lush, Instructor of Music, Mr. Robert Mihelich, Instructor of Applied Technology, Ms. Marie Robison, Instructor of Mathematics, Sheila Venkataswamy, Instructor of Sociology, Mr. Thomas Vician, Instructor of Art/Ceramics.

There was a round of applause for this group and Ms. Liddell thanked them for coming.

B. Adjunct Faculty Report

Ms. Leslie Dzike extended congratulations to newly tenured faculty, pending Board approval. She stated that the McHenry County College Adjunct Faculty Association has established a windfall professional

development grant, starting with fall 2012 semester, to make available up to \$750.00 in funds for any adjunct faculty members who wish to use it in addition to the \$250.00 available by contract. Ms. Dzike stated that a huge debt of gratitude is owed to Mr. James Campbell for suggesting, implementing and developing the grant.

C. Staff Council Report

Ms. Tawnja Trimble reported that six weeks into the semester, staff continue to serve and support students and community while balancing ERP demands. She offered congratulations on behalf of the Staff Council to newly tenured faculty. She spoke about Board Report #12-37, Request Permission to Solicit Proposals for Contracting Bookstore Management and Operations, and Board Report #12-38, Request Permission to Solicit Proposals for Contracting Grounds Maintenance Service, stating appreciation for administration's openness regarding intentions. She noted that should the College decide to move in this direction, peoples' lives will be impacted, and asked that thoughtful consideration be given when making a decision.

D. Student Trustee Report

Mr. Morrobel reported on February events, among which were "Pack the Place" at a recent men's basketball game, events to celebrate Black History Month, a voter registration drive by the College Democrats, ten students attended the United States Hispanic Leadership Institute and a recent Latino Empowerment Conference held on campus. He expressed his appreciation for being able to attend the ACCT Legislative Summit, which provided experiences he will always remember.

E. Attorney Report

Mr. Curran stated that he had nothing to report.

APPROVAL OF CONSENT AGENDA

Ms. Larson moved to approve the Consent Agenda as presented and Ms. Liddell seconded the motion.

During discussion, Mr. Adams noted that Lab Use Fees will remain the same as last year, as will tuition.

Mr. Adams felt some fees should have been adjusted for cost of living and noted that discussion should be held next year on this topic. The roll was called and all were in favor; the motion carried.

For Approval

- A. Executive Summary, Board Report #12-16
- B. Financial Statements
 - 1. Treasurer's Report, Board Report #12-17
 - 2. Ratification for Payment of Voucher #1041, Board Report #12-18
- C. Requests to Purchase/Ratify
 - 1. ADOBE Certified Associate ACA and Microsoft Office Specialist MOS Exam Campus License, Board Report #12-19
 - 2. Annual Maintenance for Astra Scheduler Software, Board Report #12-20
 - 3. AppSense Licenses and Support, Board Report #12-21
 - 4. Desktop Virtualization Project Equipment: Phase 2, Board Report #12-22
 - 5. Employee Appreciation and Recognition Reception Banquet Services, Board Report #12-23
 - 6. Employee Service Awards, Board Report #12-24
 - 7. Postage for FY 2012 Direct Marketing Campaigns, Board Report #12-25
 - 8. Purchase of Natural Gas through Energy Service Agreement, Board Report #12-26
- D. Addendum to Joint Educational Agreement between McHenry County College and William Rainey Harper College, Board Report #12-27
- E. Minimum Qualifications for Full-Time Faculty 2012-2013, Board Report #12-28
- F. 2012-2013 Master Seniority List for Tenured Full-Time Faculty, Board Report #12-29
- G. Approval of Laboratory, Computer Usage and Technology Fees for FY 2013, Board Report #12-30
- H. Spring 2012 Commencement, Board Report #12-31
- I. Personnel
 - 1. Personnel Adjustments for Fall 2010 Overload, Board Report #10-174, Addendum
 - 2. Personnel Adjustments for Spring 2011 Overload, Board Report #11-12, Addendum
 - 3. Personnel Adjustments for Fall 2011 Transfer and Occupational Courses, Bd. Rpt #11-210, Addendum
 - 4. Personnel Adjustments for Spring 2012 Transfer and Occupational Courses, Bd. Rpt #11-286, Addendum
 - 5. Continuing and Professional Education Personnel Considerations for Spring 2012, Bd. Rpt #11-287, Addendum
 - 6. Establishment of Fundraising Position, Development Coordinator, Board Report #12-32
 - 7. Approval of Faculty for Tenure Appointment in 2012-2013, Board Report #12-33
 - 8. Requests for Faculty Sponsored Leave in 2012-2013, Board Report #12-34
 - 9. Request for Retirement, Board Report #12-35

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

No action was needed.

INFORMATION REPORTS

Ms. Christina Haggerty provided a verbal report on MCC Branding. She spoke about the brand concept, the institutional and secondary color palettes, explaining why they were chosen and how they will work in developing a brand identity for the College. After her report, she received comments and feedback from the Trustees.

REQUEST TO PURCHASE AND INSTALL KITCHEN, SERVERY AND CULINARY ARTS LAB EQUIPMENT, Board Report #12-36

Ms. Kisser moved to approve Board Report #12-36, Request to Purchase and Install Kitchen, Servery and Culinary Arts Lab Equipment and Mr. Adams seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

REQUEST PERMISSION TO SOLICIT PROPOSALS FOR CONTRACTING BOOKSTORE MANAGEMENT AND OPERATIONS, Board Report #12-37

Ms. Liddell moved to approve Board Report #12-37, Request Permission to Solicit Proposals for Contracting Bookstore Management and Operations and Ms. Adams seconded the motion. During discussion, Ms. Larson clarified that the College is just going to be looking into this. Ms. Kisser noted it should be made sure that human and economic factors be weighed when making a decision. Mr. West inquired about budget figures; Dr. Smith noted that proposals will be returned with budgets, current opportunities will be looked at and information provided. The roll was called and all were in favor; the motion carried.

REQUEST PERMISSION TO SOLICIT PROPOSALS FOR CONTRACTING GROUNDS MAINTENANCE SERVICE, Board Report #12-38

Mr. Adams moved to approve Board Report #12-38, Request Permission to Solicit Proposals for Contracting Grounds Maintenance Service and Ms. Liddell seconded the motion. During discussion it was noted that the College is just getting proposals, and will consider the human as well as the financial side of this matter. The roll was called and all were in favor; the motion carried.

BOARD POLICY MANUAL SECTION 1 REVISION, Board Report #12-39

Board Report #12-39, Board Policy Manual Section 1 Revision is the first reading. It will return to the March Board meeting for a second reading and vote.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Larson expressed her appreciation for attending the ACCT Legislative Summit.

FUTURE AGENDA ITEMS

Board Policy Manual Section 1 Revision, Board Report #12-39 will come back for a second reading. Ms. Larson asked that information on parking be provided, and noted it could be done at the Facilities and Planning Committee meeting. Ms. Kisser spoke about gathering information for the Board's presentation at the ACCT Leadership Congress. Mr. Adams is interested in a brief presentation on MyMCC. Dr. Smith noted that only student and employees have access to this portal; Mr. West is looking into this matter. Ms. Liddell would like to have a brief verbal report on how the ERP system is coming along. Ms. Marilyn Schick will deliver a verbal report at the March meeting.

Ms. Miller announced that a Closed Session would be held.

CLOSED SESSION

At 7:57 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, *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 #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*, Exception #11, *Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting*, 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. Larson seconded the motion. There was no discussion. The roll was called and all were in favor. The motion carried. A short break was taken and Closed Session began at 8:09 p.m.

At 9:28 p.m., Ms. Liddell moved to come out of Closed Session and Ms. Larson seconded the motion. There was no discussion. A voice vote was taken; all were in favor. Closed Session ended at 9:29 p.m.

RECOMMENDATION TO EXTEND PROBATION FOR A FOURTH PROBATIONARY YEAR,
Board Report #12-40

Ms. Liddell moved to accept Board Report #12-40, Recommendation to Extend Probation for a Fourth Probationary Year and Ms. Larson seconded the motion. There was no discussion. The roll was called. Mr. Adams, Mr. Parrish and Ms. Walters voted against, and Ms. Kisser, Ms. Larson, Ms. Liddell, Mr. Morrobel, and Ms. Miller voted in favor. The motion carried.

RESOLUTION, REAL PROPERTY, Board Report #12-41

Ms. Larson made a Motion for a Resolution and Finding that the Acquisition of Real Property located at 9010 Northwest Highway, Crystal Lake, Illinois in McHenry County, is necessary for the public purpose of present and future expansion of the McHenry County College campus and Ms. Walters seconded the motion. There was no discussion; the roll was called and all were in favor. The motion carried.

Ms. Liddell made a Motion to Appoint, Authorize and Retain Legal Counsel to File Appearance and Represent College in Lawsuit IDOT vs. Hurkes and Ms. Walters 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, JANUARY 26,
2012

Ms. Liddell moved to approve the Closed Session minutes of the Regular Board Meeting, January 26, 2012 and Mr. Adams 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 9:32 p.m.

Patricia Kriegermeier, Recording Secretary

Barbara Walters, Board Secretary