

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, March 22, 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:

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

Student Trustee Morrobel 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

In Student Trustee Morrobel's absence, Ms. Larson read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Special Board Meeting, November 17, 2011, the Committee of the Whole Meeting, February 20, 2012 and the Regular Board Meeting, February 23, 2012 were accepted as presented,

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Chair Miller stated that there is no intention to close the Children's Learning Center. She hoped that this statement would dispel rumors that have been circulating.

Mr. Mark Eckel, Ms. Diane Koziol, Ms. Shannon Henderson, Ms. Monique Hunt, Ms. Lisha Linder, Mr. Steve Young, Ms. Allison Thompson and Mr. Carroll Thompson spoke on behalf of the Children's Learning Center.

Ms. Bonnie Fiali addressed the Board regarding retaining insurance coverage during the cafeteria closing.

BOARD COMMITTEE REPORTS

Facilities and Planning Committee

Ms. Larson reported on the March 19, 2012 Facilities and Planning Committee meeting. Ms. Kisser noted that the money being used to retrofit the parking lot lights is not just an update, it means better safety for students and provides benefits on many levels – energy, safety and maintenance. Ms. Kisser noted that these funds come with a stipulation that they be used for a specific purpose.

Finance and Negotiations Committee

Mr. Adams reported on the March 15, 2012 Finance and Negotiations Committee meeting. He noted that the committee approved moving the ICCB Capital Grant to the full Board for approval on tonight's agenda. He spoke about refunding the 2004 bonds, noting that it is the charge of the Finance and Negotiations Committee to save money wherever possible. He stated the budget process is underway and spoke about the challenges the College faces.

ICCTA REPORT

Ms. Liddell reported that she attended a recent ICCTA meeting in Schaumburg and is building relationships. She reminded all of the April North Suburban Dinner meeting at Oakton Community College and the May 1-2 lobbying event, which is working specifically to try to have the state understand that the pension cannot change in a radical method.

DISCUSSION OF POSSIBLE ACCT PRESENTATION

Dr. Miksa reported that he is following up on last month's Board request for proposals to be considered for a Board presentation at the October ACCT Congress. A committee reviewed submissions received and pared the list down to 3 proposals: 1) Storycatchers, partnership between Harvard Junior High and McHenry County College; 2) Manufacturing Pipeline, partnership between area manufacturers and McHenry County College; 3) College Readiness, partnership between McHenry County College and area high schools. Ms. Kisser asked that more information be sent to the Trustees. Dr. Miksa thanked all who responded to the request for proposals. The Board will discuss this at a future meeting.

FRIENDS OF MCC FOUNDATION REPORT

Mr. Parrish reported that the March 9, 2012 “Take a Walk in her Shoes” ball was a success and thanked Ms. Haggerty, Mr. Brennan and Ms. Brown for their work on this event. Mr. Parrish was especially proud of the fact that the MCC jazz ensemble and MCC culinary arts students provided entertainment and refreshments. He noted that the Foundation will meet in April to realign and reset committees, assignments and processes for the year to come. It was noted that the ball netted approximately \$27,000.00, more than the previous year.

PRESIDENT’S REPORT

Dr. Smith reported that Ms. Gwen Koehler was honored by the Illinois Adult Continuing Education Association (IACEA) this year for her 35-year commitment to continuing and adult education. She noted also that *Voices 2011*, the student literary/arts magazine has received another award as a Silver Crown Finalist by Columbia Scholastic Press. She spoke about developing next year’s budget, detailing revenue and expenditure estimates, and speaking about challenges the College will face in creating the budget.

BOARD RETREAT FINALIZATION

Ms. Miller stated that Dr. Smith is looking for direction on what will be discussed at the Board retreat. Dr. Smith spoke about selecting the ACCT presentation, the Board evaluation, and discussion of the institution’s mission and vision. Discussion followed on choosing a different date for the retreat: all agreed to reschedule the retreat for Saturday, May 5, from 8:00 a.m. until 12:00 noon.

COMMUNICATIONS

A. Faculty Report

Details

B. Adjunct Faculty Report

Mr. Ponzio stated he did not have a report, but he commented on the importance of all working together.

C. Staff Council Report

Ms. Pat Kallaus presented the Staff Council Report. The Staff Council is creating a cookbook containing healthy recipes; all proceeds from its sale will be used for scholarships. She stated that staff is

anticipating employee evaluations; all are looking forward to this much-needed communication tool. She thanked Dr. Smith and all involved in the planning of the Ice Cream Social to celebrate the ERP project. She spoke about the upcoming Employee Appreciation and Recognition Reception and acknowledged Ms. Koehler's IACEA honor.

D. Student Trustee Report

No verbal report was given in Mr. Morrobel's absence.

E. Attorney Report

Mr. Curran had nothing to report.

APPROVAL OF CONSENT AGENDA

Ms. Walters moved to approve the Consent Agenda and Ms. Liddell seconded the motion. During discussion Ms. Larson asked for Board Report #12-62, Layoff of Food Service Staff, to be removed. It was determined that this Board Report was a separate item, after the consent agenda, and Ms. Larson withdrew her request. The roll was called and all were in favor; the motion carried.

For Approval

- A. Executive Summary, Board Report #12-42
- B. Financial Statements
 1. Treasurer's Report, Board Report #12-43
 2. Ratification for Payment of Voucher #1042, Board Report #12-44
- C. Requests for Printing/to Purchase/Renew
 - a. Commvault Backup Annual Support Agreement, Board Report #12-45
 - b. Lifecycle Replacement Servers, Board Report #12-46
 - c. McHenry County Economic Development Corporation Annual Membership, Bd. Rept. #12-47
 - d. URSA Software Maintenance Agreement Renewal, Board Report #12-48
 - e. *Voices 2012* Literary Magazine, Board Report #12-49
- D. Approval to Apply to the ICCB for Capital Renewal Grants, Board Report #12-50
- E. Destruction of Recording of the Closed Session of August 26, 2010 Regular Board Meeting, Board Report #12-51
- F. ICCTA Outstanding Faculty Member Award, Board Report #12-52
- G. Interiors Master Plan, Board Report #12-53
- H. Personnel
 1. Personnel Adjustments for Summer 2010 Transfer and Occupational Courses, Board Report #10-93 Addendum
 2. Personnel Adjustments for Fall 2010 Overloads, Board Report #10-174, Addendum
 3. Personnel Adjustments for Spring 2011 Transfer and Occupational Courses, Board Report #11-12, Addendum
 4. Personnel Adjustments for Summer 2011 Transfer and Occupational Courses, Board Report #11-101, Addendum
 5. Personnel Adjustments for Fall 2011 Overloads, Board Report #11-210, Addendum

6. Personnel Adjustments for Spring 2012 Transfer and Occupational Courses, Board Report #11-286, Addendum
7. Continuing and Professional Education Personnel Considerations for Spring 2012, Board Report #11-287, Addendum
8. Appointment of New Development Coordinator, Board Report #12-54
- ~~9. Appointment of Replacement Associate Dean of Mathematics, Sciences, and Health Professions, Board Report #12-55~~
10. Appointment of Replacement Development Specialist, Board Report #12-56
11. Appointment of Replacement Secretary, Academic and Student Affairs, Board Report 12-57
12. Salary Adjustment, Board Report #12-58

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

No action was needed.

BOARD POLICY MANUAL, SECTION 1 REVISION, SECOND READING/APPROVAL, Board Report #12-39

Ms. Walters moved to approve Board Report #12-39, Board Policy Manual, Section 1 Revision, Second Reading/Approval and Ms. Larson seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

RESOLUTION AUTHORIZING AND PROVIDING FOR THE ISSUE OF NOT TO EXCEED \$2,200,000 REFUNDING DEBT CERTIFICATES, SERIES 2012, FOR THE PURPOSE OF REFUNDING CERTAIN OUTSTANDING DEBT CERTIFICATES OF COMMUNITY COLLEGE DISTRICT NO. 528, COUNTIES OF MCHENRY, KANE, LAKE AND BOONE AND STATE OF ILLINOIS, Board Report #12-59

Mr. Adams moved to accept Board Report #12-59 and Ms. Walters seconded the motion. During discussion, Ms. Tammie Beckwith Schallmo from PMA Financial Advisers gave a presentation. She answered questions and received comments from the Trustees. The roll was called and all were in favor; the motion carried.

CONSIDERATION AND ACTION ON A RESOLUTION AUTHORIZING AND DIRECTING THE EXECUTION OF AN ESCROW AGREEMENT IN CONNECTION WITH THE ISSUE OF NOT TO EXCEED \$2,200,000 REFUNDING DEBT CERTIFICATES, SERIES 2012, OF COMMUNITY COLLEGE DISTRICT NO. 528, COUNTIES OF MCHENRY, KANE, LAKE, BOONE AND STATE OF ILLINOIS, Board Report #12-60

Mr. Adams moved to approve Board Report #12-60 and Ms. Liddell seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

ACCEPTANCE OF BUILDING B BIDS, Board Report #12-61

Mr. Steve Pate of RuckPate Architecture gave a brief presentation; he spoke about the bid results presented at the Facilities and Planning Committee meeting and provided summary sheet handouts. Ms. Larson moved to approve Board Report #12-61 and Ms. Walters seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

LAYOFF OF FOOD SERVICE STAFF, Board Report #12-62

Ms. Walters moved to approve Board Report #12-62 and Mr. Adams seconded the motion. Discussion on insurance coverage, COBRA and unemployment benefits followed. Human Resources will follow up with information on alternatives with the employees who will not have insurance coverage. The roll was called and all were in favor; the motion carried.

INFORMATION REPORTS

- A. Resignation
- B. ERP Update (*Verbal*)
- C. ICCTA Paul Simon Student Essay Contest
- D. MCC Branding Update
- E. Distributed Press Releases and MCC Press Clippings

Dr. Butler provided an update on the ERP project. He passed out a listing of project teams. He has heard from both Datatel and the consultants that the March 5 priority registration went well, registering 1,550 students which equals 2,580 classroom seats. The March 5 registration date was chosen due to its lesser volume; if issues are discovered, they can be corrected before the fall registration. Dr. Butler spoke also about data migration; 994,760 student term records were migrated and 1,906,669 student academic records were migrated. He stated that the teams need to be congratulated for accomplishing this massive task in such a period of time. Dr. Smith added that staff has worked their regular jobs in addition to their ERP work and stated that it is spectacular that they have been able to move this project forward in twelve months. Dr. Smith stated proudly that student Regina D'Amico has been selected as a Coca Cola Community College Academic Team Gold Scholar.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Kisser spoke about the newly appointed development specialist approved in tonight's consent agenda and asked that this employee be offered the opportunity to take an accounting class. Ms. Kisser complimented the latest issue of the *Tartan*. Mr. Adams spoke about a very positive meeting he attended at Harvard High School, looking at college preparedness and job shadowing. Mr. Adams also thanked those who worked the booths at the recent Crystal Lake Expo. Ms. Liddell asked that the College track how different purchasing consortiums are used to determine if they are helpful. Ms. Miller commented on the Children's Learning Center issue; she appreciated the full participation of those who attended to voice their opinions to the Board. She asked whether grant money might be found to help offset the cost of the center. Ms. Kisser spoke about keeping all possible avenues open to find and match the right donors for different issues and situations. Mr. Parrish asked that the Board receive a review or summary of what the campus police force has cost and what benefits have been obtained. Ms. Kisser suggested that this report might also contain a list of actions that might not have otherwise been possible were this not a bonafide law agency and how that translates into a benefit for the students. Mr. Adams stated his concern with the spread of unreliable or false information regarding the Children's Learning Center. He would like the source to be found and have the person officially reprimanded, adding that these rumors are very destructive to the organization. Mr. Parrish asked for an update on the parking discussion. Mr. Adams replied that parking was discussed in an open meeting.

CLOSED SESSION

No Closed Session was needed.

ADJOURNMENT

Hearing no further business, Chair Miller adjourned the meeting at 8:52 p.m.

Patricia Kriegermeier, Recording Secretary

Barbara Walters, Board Secretary