

MINUTES
FACILITIES PLANNING COMMITTEE MEETING
OF McHENRY COUNTY COLLEGE

A Meeting of the Facilities Planning Committee of the Board of Trustees of McHenry County College was held on Tuesday, June 14, 2011 in the Board Room, Room A217, in Building A on the Campus.

Chair Larson called the meeting to order at 8:06 a.m. When Ms. Larson called the roll, the following were present:

Ms. Liddell
Ms. Walters
Ms. Larson

Mr. Morrobel was absent. Mr. Adams was absent at roll call and arrived at 8:44 a.m.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Facilities Planning Committee meeting of May 24, 2011 were accepted as written.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Committee.

UPDATE ON CONTRACT FOR ARCHITECTURAL FIRM FOR SMALL PROJECTS

Dr. Smith spoke about the contract that RuckPate Architecture provided. Assistance was sought from the College's attorney. Mr. Lorence Slutzky of Robbins, Schwartz, Nicholas, Lifton & Taylor is working with MCC senior staff to create a Master Agreement for services, with addendums to the agreement for each project as needed. Once this agreement is ready, it will be brought to RuckPate for review. Dr.

Smith noted that the Master Agreement will contain language setting hourly rates for tasks and rates for levels from partner to associate, and including details as to how jobs would be paid for. Dr. Smith expressed her concern that things are not moving as quickly as she would like; Mr. Manke noted that quite a bit of work could be done over holiday break and during the school year. He spoke about food

service alternatives such as packaged meals during the time the kitchen and serverly are under construction.

Dr. Smith spoke about an umbrella agreement to contain language regarding the use of a construction manager or general contractor to work with the architectural firm. Discussions are ongoing to determine whether the Building B project is large enough to warrant the cost of a construction manager, or whether the use of a general contractor would be sufficient. Once RuckPate is on board, and the drawings are ready, and a decision is made to go out to bid, discussions will be held about the best way for the College to go. Dr. Smith stated that the Master Agreement will be short, simple and to the point, and the project addendums will be more detailed. She added that it will cost attorney fees, but in the long run will protect the College in the long run. Ms. Walters recommended that if a general contractor is used, the contractor should be bonded. Discussion followed regarding the cost threshold to indicate the use of a construction manager; a recommendation was made to decide on a case by case basis, with the Facilities and Planning Committee making a recommendation. Discussion followed on change orders and submittals; a recommendation was made that submittals be approved, signed and stamped, rather than reviewed by the architect. The possibility of placing this item on the June Board meeting agenda was discussed; if the contract is ready it can be acted upon.

REPORT ON THE PROCESS FOR SELECTING THE FACILITY MASTER PLAN ARCHITECT

Mr. Manke reported that the first meeting went very well. Each member received proposals and are in the process of reviewing them now. Evaluation scores are due on June 16, 2011. Those scores will be entered electronically and compiled, similar to the process used for the small projects architect.

REQUEST TO ILLINOIS COMMUNITY COLLEGE BOARD FOR AUTHORIZATION TO PROCEED ON PURCHASE OF LAND

Mr. Manke stated that the request was sent on June 7, 2011, containing all documentation. Ms. Larson asked that Mr. Curran provide a report at the June 23 Board meeting.

SUMMARY COMMENTS BY BOARD MEMBERS

Dr. Smith stated that the RAMP document is an update of the document submitted last year. After the Facilities Master Plan has been completed, revisions can be made to next year's RAMP document that will reflect more current priorities.

CLOSED SESSION

There was no Closed Session.

ACCEPTANCE OF CLOSED SESSION MINUTES

This item was postponed.

FUTURE AGENDA ITEMS

Agenda items proposed included the Facilities Master Plan architect and small project architect contract.

Ms. Larson asked that ISES projects be prioritized. Dr. Smith added that the list of prioritized projects will become the Capital Improvement Plan.

Dr. Smith noted that the December 15, 2011 Board meeting and December Commencement are scheduled for the same evening; Trustees will consult their calendars so that a decision can be made

ADJOURNMENT

Hearing no further business, Chair Larson adjourned the meeting at 8:57 a.m.

Patricia Kriegermeier, Recording Secretary