

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, June 23, 2011, 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 Ms. Larson called the roll, the following were present:

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

Ms. Walters and Mr. Morrobel were absent. Attorney Daniel Curran was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Miller led the group in the Pledge of Allegiance.

MISSION STATEMENT

Ms. Kisser read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Committee of the Whole meeting, April 25, 2011, the Regular Board Meeting, May 26, 2011, and the Special Board Meeting, June 7, 2011, were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Board.

BOARD COMMITTEE REPORTS

A. Evaluation and Policies Committee

Ms. Kisser reported that the committee did not meet as there was no quorum.

B. Facilities and Planning Committee

Ms. Larson reported on the June 14, 2011 Facilities Planning Committee meeting. The committee heard an update on the small projects architectural firm contract, a report on the process for selecting the Facilities Master Plan architectural firm, and an update on the authorization from the Illinois Community College Board to proceed on the purchase of land.

C. Finance and Negotiations Committee

Mr. Adams reported on the June 16, 2011 Finance and Negotiations Committee meeting. He noted that budget workshops will be held at committee meetings on July 14 and 21. Ms. Miller reminded all that the auditors will notify Trustees by email about SAS 99 interviews.

ICCTA REPORT

Ms. Larson spoke about the June ICCTA meeting held in Bloomington. She attended a presentation which explained that state funding will be flat this year. The state will be only fund capital projects already underway. Ms. Larson noted that Ms. Kate Midday, Instructor of English, received an award at the June banquet and that Ms. Kisser attended an informative new trustee orientation session. Ms. Larson commented that Mr. Lowe received three ICCTA awards although he did not attend the banquet.

FRIENDS OF MCC FOUNDATION REPORT

Mr. Parrish reported that Foundation organizational structure has changed. Mr. Todd Bessey is the outgoing President and Ms. Tracy Izquierdo will serve as the new President of the Foundation Board. Mr. Rodger Brown will serve as Vice President, Mr. Mike Smith as Treasurer and Mr. Tom Paulsen as Secretary. Mr. Parrish noted that the annual golf outing was rained out and will be rescheduled. Mr. Parrish reported that information about the Promise program will be presented formally.

PRESIDENT'S REPORT/PRESENTATION

Dr. Smith noted that Lt. Governor Sheila Simon will visit the campus on Monday, June 27, 2011 to discuss the completion agenda. Staff has been working hard to pull together information for this visit. Dr. Smith stated that graduation and the Board meeting are both scheduled for December 15 and asked the Trustees for their preferences in changing the meeting date. After discussion, it was agreed that the

Board meeting would be held on Wednesday, December 14, 2011. Dr. Smith reported that work is in progress on a master agreement for the small projects architectural firm. The contract has been given to RuckPate for review. Dr. Smith inquired whether the Board would care to hold a Special Board meeting to approve this contract; the Board of Trustees gave Dr. Smith the authority to sign the contract after attorney approval. Dr. Smith spoke about student Erin Brown, the only community college student of fifty-five who will attend the International Human Cadaver Prosection School at the University of Indiana Northwest Medical School. She noted that the Fitness Center will host the Special Olympics Power Lifting Team practices for the Northern Illinois Special Recreation Association (NISRA). Dr. Smith announced that the College's grant application was approved to be part of the Illinois Community College Board Adult Basic Education to Credentials project. MCC will receive \$25,000.00 for the project and \$75,000.00 each year for three years starting in January, 2012 to train and educate adult students. Dr. Smith noted that Mr. Rick Clute and Ms. Gwen Koehler had only three days to write the grant application. Dr. Smith announced also that the McHenry County Community Foundation has chosen to support "Work Keys" National Career Readiness Certificate Program for McHenry County high schools; MCC received \$5,000.00 for this program.

PRESENTATION

AQIP Update, Ms. Pat Stejskal, Acting Executive Director of Institutional Effectiveness

Ms. Stejskal spoke about the Academic Quality Improvement Program (AQIP), explaining that the Higher Learning Commission is the regional accreditation organization and AQIP is one of two processes institutions can use for the accreditation renewal process. The Higher Learning Commission is scheduled to visit MCC September 28 through 30, 2011; preparation is underway for this visit. She indicated that the Systems Portfolio review provides the following grades: S – strengths, SS – outstanding strengths, O – opportunity for improvement and OO – outstanding opportunity for improvement. The College is focusing on addressing the O's and OO's with three new projects: Helping Students Learn, Valuing People, and Measuring Effectiveness. A yearly budget of \$150,000.00 has been set aside for these teams. Ms. Stejskal noted that the AQIP program has been operating for eleven semesters and that fifty-six teams

have conducted work. Teams meet weekly during the semester doing research on their topic and putting together recommendations, which are approved by the Steering Committee. Ms. Stejskal asked that Trustees be available during the September visit.

COMMUNICATIONS

A. Faculty Report

Mr. Hoy reported that many faculty members are teaching summer classes; others are working to promote a better environment while still others are participating in professional development activities. Mr. Hoy cited several examples – Mr. Robert Mihelich is working this summer to design scientific research facilities using BIM (Building Informational Modeling); Dr. Dow and Ms. Zaccagnini are attending a NISOD conference; Mr. Erski, Mr. Curfman, and Ms. Midday received NISOD excellence awards. He wished all a happy holiday.

B. Adjunct Faculty Report

Ms. Mary Beth Linse reported that negotiations are finished; the tentative agreement will be taken to the membership for ratification. She thanked the Board of Trustees and the negotiation team for their great work. She stated that the new agreement will benefit students, the College and the community. She wished all a great Fourth of July weekend.

C. Staff Council Report

Ms. Jonna Kivisto expressed her hope that negotiations are nearing the end. Teams have met regularly over the last four months and reached agreement on over thirty proposed items to the contract. She added that both sides bargained in good faith and will be able to reach an agreement soon.

D. Student Trustee Report

There was no report.

E. Attorney Report

Attorney Curran reported that the motion to remove the stay on the Gilger property was filed before the bankruptcy court in June. The judge granted Mr. Gilger 14 days to respond. A hearing on the motion to lift the stay will be held on July 6, 2011.

APPROVAL OF CONSENT AGENDA

Ms. Liddell moved to approve the Consent Agenda and Mr. Parrish seconded the motion. During discussion, Ms. Larson questioned item #11, Print and Online Books from Gale Cengage Learning, Board Report #11-125. It was determined that this Board Report covers the purchase of library books. Discussion followed on SURS 6% penalty; Mr. West will research questions. Mr. Adams inquired about the RAMP document. Dr. Smith responded that RAMP is the Resource Allocation and Management Program of the Illinois Community College Board. She added that the RAMP document will be revised to reflect needs after the Facility Master Plan is in place. The roll was called and all present were in favor; the motion carried.

For Approval

- A. Executive Summary, Board Report #11-112
- B. Financial Statements
 - 1. Treasurer's Report, Board Report #11-113
 - 2. Ratification of Payment for Voucher #1033 - \$2,227,902.62, Board Report #11-114
- C. Requests to Approve/Authorize/Purchase/Renew
 - 1. Athletic Insurance, Board Report #11-115
 - 2. Fire Alarm, Clock System, and Sprinkler Service Agreement, Board Report #11-116
 - 3. FY 2012 Group Health, Dental and Vision Insurance Program, Board Report #11-117
 - 4. FY 2012 Public Radio Campaign, Board Report #11-118
 - 5. FY 2012 Purchasing Prior to Adoption of the College Budget, Board Report #11-119
 - 6. FY 2012 Radio Advertising, Board Report #11-120
 - 7. Illinois Community College Trustees Association Membership, Board Report #11-121
 - 8. Library Books, Cataloging Records, and Processing Supplies, Board Report #11-122
 - 9. Library Database Subscription Renewals, Board Report #11-123
 - 10. Online Database Services, Board Report #11-124
 - 11. Print and Online Books from Gale Cengage Learning, Board Report #11-125
 - 12. Printing and Mailing Services of MCC Course Schedules for 2012-2013, 2013-2014 and 2014-2015, Board Report #11-126
 - 13. Printing Services of MCC College Course Catalogs for 2012-2013, 2013-2014 and 2014-2015, Board Report #11-127
 - 14. Property and Casualty Insurance, Board Report #11-128
 - 15. Replacement Furniture, Board Report #11-129
 - 16. Services from Illinois Library Information Network and Online Computer Library Center, Board Report #11-130
 - 17. Workers' Compensation Insurance, Board Report #11-131
- D. Destruction of Recordings of the Closed Sessions of the November 16, 2009 Committee of the Whole Meeting and the November 19, 2009 Regular Board Meeting, Board Report #11-132
- E. Fiscal Year 2013 RAMP, Board Report #11-133
- F. Renewal of Resolution for Prevailing Wage, Board Report #11-134
- G. Review of Closed Session Minutes, Board Report #11-135
- H. Personnel

1. Personnel Adjustments for Spring 2011 Transfer and Occupational Courses, Board Report #11-12, Addendum
2. Personnel Adjustments for Summer 2011 Transfer and Occupational Courses, Board Report #11-101 Addendum
3. Adult Education Personnel Considerations for Summer 2011, Board Report #11-136
4. Continuing and Professional Educational Personnel Considerations for Summer 2011, Board Report #11-77, Addendum
5. Appointment of New Associate Dean of Education, Career and Technical Education, Bd. Rpt. #11-137
6. Appointment of New Controller, Board Report #11-138
- ~~7. Appointment of New Dean of Library, Board Report #11-146~~
8. Appointment of Replacement Counselor, First Year Course Coordinator, Board Report #11-139
9. Appointment of Replacement Senior Research Associate, Board Report #11-140
10. Interim Appointment in Academic and Student Affairs, Director of Financial Aid, Board Report #11-141
11. Salary Adjustments, Board Report #11-142

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the Consent Agenda.

REORGANIZATION, INSTITUTIONAL ADVANCEMENT, Board Report #11-143

Ms. Kissler moved to approve Board Report #11-143, Reorganization, Institutional Advancement. Mr.

Parrish seconded the motion. During discussion, Dr. Smith explained how new positions were established and how budgeted funds were used to pay for the new structure. The roll was called and all were in favor; the motion carried.

APPOINTMENT OF INSTITUTIONAL ADVANCEMENT STAFF, Board Report #11-144

Mr. Parrish moved to accept Board Report #11-144, Appointment of Institutional Advancement Staff.

Ms. Larson seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

NEW BOARD POLICY, POLICY 2.1.6.1, CAPITALIZATION, Board Report #11-111, Postponed

Chair Miller announced that this item was put forth at the last meeting for a vote at the June meeting. Ms.

Larson moved to approve Board Report #11-111, New Board Policy, Policy 2.1.6.1, Capitalization. Ms.

Kissler seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

FOR INFORMATION

A. Resignation

B. ERP Update, Mr. Rob Thies and Ms. Marilyn Schick

Mr. Thies spoke about Datatel Colleague applications and modules. Colleague is a totally integrated system that covers all functionality, Human Resources to Registration to Financials. He noted the aggressive timeline for the ERP project. He stated that he is confident MCC staff can handle this timeline. He noted that he worked with Mr. West on regulatory compliance with the chart of accounts and that this item was completed ahead of schedule.

Ms. Schick spoke about progress made. Hardware and software has been installed; thirteen functional teams are currently meeting and a significant amount of work has been done. The project is moving to production status next week on the Chart of Accounts business function. The ERP budget is on target with all numbers. She noted that some credits had been negotiated with vendors, hardware has been turned in and some money was refunded, which was used towards implementing disaster recovery at the Shah Center.

Dr. Smith stated she was pleased with progress and the fact that Strata Information Group (SIG) was retained as project manager of the process. She thanked the Board for approving the use of a project manager to keep this project moving forward in a timely manner.

Mr. Parrish inquired about disaster recovery; Ms. Schick noted that some of the hardware was budgeted for disaster recovery so that the College has a fallover plan located at a different site.

C. MCC Branding Update

Ms. Haggerty stated that efforts are on time and on budget. The Branding Committee is reviewing research collected from the first phase. From the information gathered, helpful statements for opportunities and strengths were gathered as well as perceptions for improvement. A brand pledge will be developed to drive marketing messages, planning efforts and visual identity for the institution. Ms. Haggerty stated that once a brand plan is created, recommendations will be made as to how the Board can be integrated into the plan.

D. Distributed Press Releases

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Adams reminded all that the Foundation golf outing has been rescheduled for July 11.

FUTURE AGENDA ITEMS

No items were proposed.

CLOSED SESSION

At 8:01 p.m., Ms. Larson moved to go into Closed Session to discuss matters covered under 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 to determine its validity*, 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 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*. Ms. Liddell seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

At 8:03 p.m. a short break was taken, after which Closed Session began.

At 10:13 p.m., Mr. Parrish moved to come out of Closed Session. Ms. Kisser seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. Closed Session ended at 10:01 p.m.

APPROVAL OF RECOMMENDATION FOR TERMINATION, Board Report #11-145

Mr. Adams moved to approve Board Report #11-145, Approval of Recommendation for Termination.

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

Mr. Adams moved to accept Closed Session minutes of the Committee of the Whole, April 25, 2011, the Regular Board Meeting, May 26, 2011 and the Special Board Meeting, June 7, 2011. Ms. Liddell 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 10:14 p.m.

Patricia Kriegermeier, Recording Secretary

Barbara Walters, Board Secretary