

MINUTES  
REGULAR BOARD MEETING  
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, July 28, 2011, in the Board Room, Room A217, in Building A on the Campus. Chair Miller called the meeting to order at 6:32 p.m. When Secretary Walters called the roll, the following were present:

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

Mr. Parrish 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

Ms. Liddell noted that under the President's Report, Lt. Gov. Sheila Simon visited on June 27 rather than July 27. The correction will be made. The minutes of the Regular Board Meeting, June 23, 2011 were accepted as amended.

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 on the July 18, 2011 meeting. The Committee heard a PowerPoint presentation from Dr. Miksa, on behalf of the Internal Board Policy Review Committee. A schedule with dates and policies

to be reviewed was available at each Trustee's place. At Dr. Smith's suggestion, Board Policy training will be held at the August 15 meeting of the Evaluation and Policies Committee. The Committee reviewed Board Policy 2.4.7, Smoking on Campus, and accompanying procedures, and Board Policy 3.1.6, Drug and Alcohol Free Workplace, recommending both to the full Board at the July meeting. Future agenda items proposed were contracts for President and Administration. It is hoped that a date will be set for the Board retreat.

#### B. Facilities and Planning Committee

Ms. Larson reported on the July 19, 2011 meeting. The committee discussed selection of the architect for the Facilities Master Plan. Five firms were interviewed and the top two firms were chosen. Wight and Company was the first choice firm. If an agreement cannot be reached with Wight and Company, negotiations will begin with Perkins Eastman, the second choice firm. Ms. Larson announced that the principals from Wight and Company were present at the Board meeting, and she asked them to introduce themselves. Mr. Mark Wight expressed his delight at the opportunity to work with MCC. Ms. Leanne Meyer-Smith also expressed her delight to be working with MCC and spoke about projects Wight and Company have done with College of DuPage, Elmhurst College and Sauk Valley Community College. Mr. Steve Collins thanked the Board for selecting Wight and Company. Ms. Larson stated that she is looking forward to working with Wight and Company. Mr. Manke added that the College will choose the order of projects as recommended in the Facility Condition Analysis, as some cannot be done until after the Facilities Master Plan is completed. He noted that projects will not begin until the FY 2012 budget is approved. Dr. Smith asked how involved the Board of Trustees would like to be in the culinary management renovation; Ms. Larson responded that they would like to be very involved in the overall plan, approval of any cost changes, and agreed that the members of the Facilities Planning Committee would be updated frequently and presented with the conceptualization of the project. Dr. Smith will explain RuckPate's ideas and direction in August. Chair Miller commented that there was a great process in place to select the architectural firm. She congratulated Wight and Company and Ms. Larson thanked them for attending the Board meeting tonight.

C. Finance and Negotiations Committee

Mr. Adams reported on the July 14, 2011 and July 21, 2011 Finance and Negotiations Committee meetings. He commented that the bulk of the meetings were spent working on next year's budget, revenue projections and expenditures. Discussed at the meeting was how the Internal Auditor would report to the Board; Chair Miller and Dr. Smith are discussing the reporting procedure and will bring the results of those discussions to the Board. Mr. Adams noted the highlights. The Board decided to keep funding the restricted fund for long-term growth, similar to a family saving for a house. Ways must be found to fund maintenance and repair issues that have been let go in the past. The Board will try to anticipate what the Facilities Master Plan may suggest so that money will not be spent on an area that may then be remodeled. He added that all committees are working nicely on this issue and that positive feedback has been received.

ICCTA REPORT

Ms. Larson announced that there was nothing to report.

PRESIDENT'S REPORT

A. Discussion of Board Retreat

Dr. Smith spoke about holding a Board Retreat and asked the Trustees to set a date and time along with agenda items for the retreat. She suggested brainstorming on strategic directions, plan implementation and vision of the institution. Discussion followed and all agreed the retreat would be held on Saturday, August 20, 2011 at 8:00 a.m. at the Shah Center in McHenry. The names of two facilitators were suggested.

B. August Board Meeting

Dr. Smith stated that the August 18, 2011 Finance and Negotiations Committee meeting is the same day as the New-Student Convocation. If the meeting can be completed by 9:30 a.m., the date does not have to be changed. All agreed on this time frame.

Dr. Smith then announced that the budget must be on public display for thirty days before it is approved at the September 22, 2011 meeting and sent to the Illinois Community College Board. Holding the Board

meeting on August 25, 2011 does not allow thirty days. After discussion, it was agreed that the August Board meeting date would be changed to Monday, August 22, 2011.

#### FRIENDS OF MCC FOUNDATION REPORT

Ms. Larson announced that Monday, August 1, 2011 is the third iteration of the Foundation Golf Outing. She brought a magic wand and a rain bonnet for Mr. Brennan, so that he will be able to control the weather one way or the other.

Chair Miller announced that volunteers are being sought for the Shoe Ball planning committee. The event will be held in March, 2012.

Ms. Larson then announced that \$3,500.00 was received from a benefactor for financial support for literacy projects. She added that the Foundation and Grants offices are working together on two proposals with two foundations. 1) The JCCC (Japanese Chamber of Commerce and Industry Foundation of Chicago) proposal is for \$10,000.00; the Motorola Mobility Foundation proposal is for \$8,500.00. Both proposals are for Apple computers and other supplies to help launch a new program called *Storycatchers* to be held at the Harvard Junior High.

#### COMMUNICATIONS

##### A. Faculty Report

Ms. Janet Scott, Vice President of the Faculty Association, presented the Faculty Report. She spoke about activities conducted over the summer to develop new courses and improve existing courses. Ms. Scott noted three new courses: Intercultural Communication by Ron Compton, Business & Professional Speaking by Bonnie Gabel and Modern Critical Approaches to Children's Literature by Kate Middy. She spoke also about a new Learning Communities class: Mr. Justin Hoy, Sociology and Ms. Heidi Haegerich Boring, Mathematics, are collaborating on an Introduction to Sociology and Statistics class, where students will learn statistical math concepts in a practical context. Ms. Laura Power is overhauling the English Composition II course to add a service learning component of violence in schools. Students will research the subject and write papers on this topic while completing service learning with various agencies which deal with anti-violence and tolerance. Ms. Emily Smith is providing a list of agencies.

B. Adjunct Faculty Report

Mr. Peter Ponzio, Vice President of the Adjunct Faculty Association, reported that tonight a new contract will be considered. He stated that negotiations began ten months ago and that the negotiations were tough but fair. He thanked Dr. Miksa, Ms. Maxeiner, Mr. Falco and Mr. Wilske for the job they did. He added that the agreement will be good for students, the school and the adjunct faculty members, and will allow the College to attract and retain good talent, providing continuity in instructors. He thanked the Board for allowing the Association to negotiate, and thanked the Board's negotiating team for doing a good job.

C. Staff Council Report

Ms. Kivisto announced that the Staff Council held an election of officers and that on September 1, 2011 she will pass the baton to new Staff Council president Ms. Tawnja Trimble. Ms. Kivisto stated she is optimistic and hopeful that bargaining in good faith will continue on both sides and that an agreement can be reached on the Staff Council contract over the next few weeks.

D. Student Trustee Report

There was no report.

E. Attorney Report

Attorney Curran stated there was nothing to report.

APPROVAL OF CONSENT AGENDA

Chair Miller asked for a motion. Ms. Walters moved to approve the Consent Agenda and Ms. Liddell seconded the motion. During discussion, Mr. Adams suggested that the College look for McHenry County vendors first; Ms. Walters agreed with his comment. Ms. Larson added that before the meeting, she asked several questions about the agenda which were answered very promptly. Chair Miller suggested that if anyone knows a local vendor, ask them to fill out the Vendor Application online or call the Purchasing Department for more information. Ms. Kisser expressed her appreciation for answers she received to her questions about the Board packet. The roll was called and all present were in favor; the motion carried.

**For Approval**

- A. Financial Statements
  - 1. Treasurer's Report, Board Report #11-147
  - 2. Ratification of Payment for Voucher #1034 - \$1,540,013.57, Board Report #11-148
- B. Requests to Purchase/Renew
  - 1. ANGEL Learning Management System Annual Renewal, Board Report #11-149
  - 2. Annual Telephone System Maintenance Agreement, Board Report #11-150
  - 3. Consulting Services for an Employee Classification and Compensation Analysis, Board Report #11-151
  - 4. Datatel Annual Maintenance, Board Report #11-152
  - 5. Dell Server Support, Board Report #11-153
  - 6. Dimmer Board Replacement and Installation for the Black Box Theatre, Board Report #11-154
  - 7. Library Database Subscription Renewals, Board Report #11-155
  - 8. Roof Preventative Maintenance Agreement, Board Report #11-156
  - 9. Software License Degree Audit System, Board Report #1-157
  - 10. Symantec/Altiris System Maintenance, Board Report #11-158
  - 11. Telecourse Enrollment Fees, Board Report #11-159
- C. Destruction of Recording of the Closed Session of the December 17, 2009 Regular Board Meeting, Board Report #11-160
- D. Architect Selection for Facilities Master Plan, Board Report #11-161
- E. Personnel
  - 1. Personnel Adjustments for Summer 2011 Transfer and Occupational Courses, Board Report #11-101 Addendum
  - 2. Continuing and Professional Educational Personnel Considerations for Summer 2011, Board Report #11-77, Addendum
  - 3. Continuing and Professional Educational Personnel Considerations for Fall 2011, Board Report #11-162
  - 4. Approval of New Positions for the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program, Board Report #11-163
  - 5. Interim Appointment Associate Dean of Mathematics, Sciences and Health Professions, Board Report #11-164
  - 6. Salary/Advanced Placement Adjustments, Board Report #11-165

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

No action was needed.

**AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF MCHENRY COUNTY COLLEGE AND THE MCHENRY COUNTY COLLEGE ADJUNCT FACULTY ASSOCIATION, Board Report #11-166**

Mr. Adams moved to accept Board Report #11-166, Agreement Between the Board of Trustees of McHenry County College and the McHenry County College Adjunct Faculty Association and Ms. Larson seconded the motion. During discussion, Ms. Larson stated she was very happy with the way this was handled. Ms. Liddell commented that a clear understanding was given of what the Board was looking for. Chair Miller thanked Dr. Miksa for his work on the negotiations. The roll was called and all were in favor; the motion carried.

BOARD POLICY REVISIONS - FIRST READING, POLICY 3.1.6 DRUG-FREE WORKPLACE,  
BOARD REPORT #11-167

BOARD POLICY REVISIONS - FIRST READING, POLICY 2.4.7 SMOKING ON CAMPUS, BOARD  
REPORT #11-168

Chair Miller announced that a first reading is done this month for these Board Policy Revisions and at the August meeting, a vote will be taken on both. Dr. Smith stated that the internal committee worked very hard on these revisions and noted that accompanying procedures will not require Board approval, but are included to provide an idea how the policies will be implemented. Ms. Liddell commented that the Trustees questioned every aspect of both policies and the answers presented were in very good form. Ms. Kissler commented that the policies are clearly up to speed with federal regulations and stated it was reassuring to know the College is in compliance.

Dr. Smith spoke about implementation of the Tobacco-Free Campus policy. If this is approved, there will be no smoking on campus but smokers will be allowed to smoke in their own vehicles. She noted that minor points can be articulated through the procedures. She asked for discussion on when the policy would take effect, emphasizing that education must be conducted before the policy is enforced. After discussion, an effective implementation date of October 1, 2011 was agreed upon.

FOR INFORMATION

A. Educational Master Plan – Verbal Report

Dr. Miksa stated that work began in August, 2010 on the Educational Master Plan. The Plan will connect to the strategic priorities and the President's goals and objectives, as well as address the future educational enterprise of the College. Discussion has been conducted with Dr. Smith, the Academic and Student Affairs team, faculty members and support staff to engage in this process.

Dr. Miksa reviewed the sections of the document: Internal Scan of the College, External Scan of the College and Future of the College. Research discovered that the College is serving underrepresented groups very well: 11.3% of the county population is Hispanic and 16% of students are Hispanic. The College has served 24% of the district residents since opening in 1967. He added that the number of students in noncredit programs is down about 30%, which may be due to businesses not investing as

much in employee training. Dr. Miksa added that English as a Second Language and Adult Basic Education enrollments are down, as the population hasn't grown as much. He stated the following statistics: the largest number of students served on the credit side is up almost 12%, and the largest student group is 20-24 year olds. The number of credit hours generated face-to-face is up 20%, and online credit hours are up 84%. Enrollment in the dual credit program is up 1,387% over the last five year.

Dr. Miksa stated that careers in manufacturing are still a big part of the College's district, and it must be determined how the College can best serve that group. He stated that 32% of the district residents hold a Bachelor's degree.

Dr. Miksa stated that the College is looking to grow in three areas: 1) increasing access for district residents, 2) looking at new programs and 3) looking at how programs are offered. He added that a decision must be made whether to offer programs at the main campus or have external sites in the county.

Dr. Miksa stated that the key to our institution is excellence in teaching and learning. He thanked Ms. Lori Keller who has been the writer of the Educational Master Plan. He added that the goal is to bring this plan to the August Board meeting for approval. Dr. Smith added that this plan will inform the Facilities Master Plan for facility development.

Time was allowed for comments and questions from the Board of Trustees. Chair Miller asked how successful the welding workshops are; Dr. Miksa deferred to Ms. Koehler, who responded that the program currently offers a noncredit forty-hour course; research has been done to indicate that an AWS welding certified program should be offered. She noted that noncredit classes are not eligible for federal financial aid. Dr. Miksa commented that many employers need several people and a credit program takes one to two years to develop while noncredit can be offered immediately.

#### B. Update on Recent Grant Activity

Ms. Larson commented on the amazing number of grants the College has tried for, is working on, and has received, showing that the College is being proactive in obtaining funding to help students and the community. Ms. Larson asked when the Director of Resource Development will be hired; Dr. Smith



responded that she would prefer that the Vice President for Institutional Advancement be in place first to allow that person to have a say in the hiring of this position.

C. ERP Update – Verbal Report

Dr. Butler reviewed a budget breakdown for spending on the project to date. Most spending has been split between equipment/hardware and software. The remaining funds will be spent on consulting, emergency services, data conversion and people/project management. The project is entering the second phase; the chart of accounts has been implemented and continues to be enhanced as implementation moves forward on the next set of systems, accounts payable and purchasing. Dr. Butler spoke about the four aspects of the project: Conversion, Test, Validation and Production. He noted that the biggest challenge now is clean data, and iterative processes are being followed to make sure data imported into the new system is clean. Hardware has been ordered and the project is on budget. The core team meets every two weeks to deal with universal issues and make decisions on changes that need to be addressed. Dr. Butler answered some brief questions from the Board, and the Board thanked him for the update.

D. MCC Branding Update – Verbal Report

Ms. Haggerty stated that the committee and Stamats representatives have been very busy refining and finalizing the brand pledge work, which is an organizational guiding principle and statement for the institution. This pledge will be used internally as a management and planning tool. The committee has also been conducting testing to determine which of five brand statements will be used. She stated that the next step will be to develop the Brand Plan, which will be used to inform and align other efforts. The plan will be presented to Executive Council on August 11 and at the Board Retreat on August 20..

E. Distributed Press Releases

Dr. Smith asked the Trustees if they would prefer to have the press clipping packet in electronic form rather than a printed copy. Starting in August, a link will be provided to an electronic version rather than using the paper packet.

### SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Kisser brought the program from the June ICCTA Awards Banquet; she urged all to look at the section on business/industry partnerships.

Ms. Kisser referred to the June, 2011 ICCTA Awards Banquet program which contains interesting descriptions of community/business/college partnerships. She and Ms. Larson have several copies if others are interested in reading it.

Mr. Adams expressed his appreciation for how well the committee system is working, noting that it takes a high level of trust between Trustees. He then spoke about information available through the McHenry County Economic Development Corporation (link: <http://www.mchenrycountyedc.com/profile/mchenry-county-quick-facts.html>).

Ms. Liddell expressed her appreciation for the summaries of Board Committee meetings which she has found informative.

### FUTURE AGENDA ITEMS

No future items were proposed.

### CLOSED SESSION

At 8:13 p.m., Ms. Walters 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. Larson seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

At 8:13 p.m. a short break was taken, after which Closed Session began at 8:25 p.m.

At 9:53 p.m., Ms. Kisser moved to come out of Closed Session. Ms. Liddell seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. Closed Session ended at 9:54 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES

Ms. Kisser moved to accept the minutes of the Closed Session of the Regular Board Meeting, June 23, 2011 and Ms. Liddell seconded the motion. A voice vote was taken and all were in favor; the motion carried.

ADJOURNMENT

Hearing no further business, Chair Miller adjourned the meeting at 9:54 p.m.

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Patricia Kriegermeier, Recording Secretary

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Barbara Walters, Board Secretary