

MINUTES
FACILITIES AND PLANNING COMMITTEE MEETING
of McHENRY COUNTY COLLEGE

A meeting of the Facilities and Planning Committee of the Board of Trustees of McHenry County College was held on Tuesday, October 25, 2011, in the Board Room, Room A217, in Building A on the Campus. Chair Larson called the meeting to order at 8:00 a.m. When Mr. Adams called the roll, the following were present:

Mr. Adams
Ms. Larson

Ms. Miller was also present. Ms. Liddell and Mr. Morrobel were absent.

ACCEPTANCE OF AGENDA

The agenda was amended, moving item #7, Update from Wight & Company on Facility Master Plan, after item #9., Discussion of DCEO Lighting Survey. The agenda was accepted as amended.

ACCEPTANCE OF MINUTES

The minutes of the Facilities and Planning Committee Meeting, September 13, 2011, were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Committee.

PRESIDENT'S REPORT

Dr. Smith spoke about sustainability. She stated that the College must decide what sustainability means at the institution. She noted that great things are being done, and a coordinated approach to sustainability is needed. She proposed that presentations be made over a period of time to educate the Board on sustainability and receive input on the direction to be followed. The College received a \$45,000.00 grant from IGEN, the Illinois Green Economy Network.

Chair Larson asked for additional information on branding; Ms. Haggerty reported that Phase 1 has concluded, creating a brand strategy plan, a brand pledge statement and attributes. Phase 2 will not further build out the brand platform, persona and marketing messages, translating into a visual identity for the College. Three finalist firms were interviewed to help with Phase 2 and a final firm has been selected for

approval at the October Board meeting. Pending Board approval, the identity phase will begin November

1. Ms. Haggerty explained the process for selecting the firm for Phase 2.

BUILDING B RENOVATIONS CONCEPTUAL SCHEMATICS, RUCKPATE ARCHITECTURE

Mr. Steve Pate gave a presentation on the conceptual schematics for the renovation. Representatives from RuckPate met with the core group and various constituent groups to determine what was needed. He showed a floor plan and how it would be developed. Mr. John Maurer of RuckPate explained the plan, showing the culinary arts lab, teaching space, production kitchen and servery. The dining space currently seats 240; the goal is to increase that closer to 300 seats. Mr. Maurer spoke about the new culinary lab, which does not replace the production kitchen; the new lab provides eighteen student stations and creates new space for three to four additional classes per week. He noted the following: the area must be a flexible laboratory, handling a number of curricular areas. All cooking is along the perimeter and work tables can be rearranged to work flexibly. The area includes a demonstration area and can be used for community cooking programs as well. A glass wall provides program visibility, as student activity can be seen by those in the cafeteria. The production kitchen is a commercial kitchen environment in which the students will be working; the culinary lab is a teaching space that functions differently. Mr. Maurer continued his explanation and spoke about the areas for plating, cooking, storage and refrigeration. Mr. Pate noted that he met with Mr. West, Mr. Manke and Mr. Evans to discuss the ISES report about this area, and identified close to \$3 million of ISES projects that could be accomplished during this renovation. Incorporating these projects into the plan would increase the cost from \$3.5 million to \$5.1 million.

Mr. Maurer then presented the second plan and explained the differences between this plan and the first one shown. He stated that the Campus Public Safety office will be relocated. He noted that representatives from Wight & Company who are creating the College's Facility Master Plan have been working with RuckPate. Ms. Leanne Meyer-Smith from Wight & Company stated that her team is working well with RuckPate; she does not see anything so far that would cause a problem with the Master Planning process. Mr. Pate stated that the next phase will include a computer model able to generate three-dimensional

graphics, to show what the building will look like. Dr. Smith asked the Trustees what they wanted to see the College embrace - whether they preferred one of these two plans or wanted something different.

Discussion followed on the combination of funds for the renovation with funding to cover priorities from the ISES facility condition analysis report. Mr. Pate stated that the \$5.1 million plan incorporates all programmatic needs. It was noted also that construction would be budgeted over two fiscal years.

Discussion followed on the two plans; all agreed with the cost on the \$3.5 million project. Ms. Larson said she thought the Facilities and Planning Committee was not ready to approve, until they see more.

Ms. Larson announced a short break at 9:10 a.m. and the meeting reconvened at 9:15 a.m.

DISCUSSION OF DCEO LIGHTING SURVEY

Mr. Greg Evans spoke about this agenda item, stating that a study was done on existing lighting, available energy grants were reviewed, and recommendations have been made on replacement lamps. He stated that a Request for Proposals was put out on the public domain on October 24. He hopes to have the results back for a recommendation at the November Board meeting. Dr. Smith pointed out that the project can be done less expensively, including product purchase and installation, by going to the Illinois Green Economy Network (IGEN) through the Department of Commerce and Economic Opportunity (DCEO).

Mr. Adams commented that this is definitely a good use of the ISES money.

UPDATE FROM WIGHT & COMPANY ON FACILITY MASTER PLAN

Ms. Leanne Meyer-Smith of Wight & Company provided an update on the Facility Master Plan. She stated that the work is still in discovery mode, and spoke about upcoming charettes scheduled with various constituent groups where faculty, staff, students and community members can share more vision for the future. Ms. Meyer-Smith hopes to present concepts during December for a January decision.

Mr. Andy Joseph from Wight & Company then spoke about receiving feedback from the Board of Trustees. He spoke about addressing the way people learn, what happens outside the classroom, how building design can affect student success, the trend away from focusing technology in one place, and quality of life issues and the significant impacts when energy is saved, water is conserved and construction materials are used efficiently. After discussion, he opened the floor for questions and

comments. Wight & Company will return on December 6 with additional information.

DISCUSSION OF ISES PROJECTS FOR FISCAL YEAR 2012

Mr. Greg Evans spoke about priority 1 and 2 ISES projects, totaling approximately \$2.4 million, which have been identified as items that can be combined with the Building B renovation. He stated that some priority 3 and 4 items will be brought forward during FY 2013 and 2014. Mr. West commented that Pepper Construction will develop a schedule after the design is completed. Construction will start in March and continue into the new fiscal year. Mr. West anticipates that the majority of the expenditures will be FY 2013. Mr. Evans distributed copies of a spreadsheet showing items budgeted and those that can be delayed and reprioritized. Discussion on these items followed. Mr. Bill Bennett from Pepper Construction stated that it is the firm's job to bring the project in on time and budget, to make sure that the College is getting the best economic value in every case. Ms. Miller emphasized the College's wish to use local businesses and asked him to keep that in mind during the bidding process.

STUDENT AFFAIRS REORGANIZATION

Dr. Miksa distributed a handout and stated that he would be talking about the concept of student success and the reorganization of Student Affairs. He noted that the reorganization plan began with Dr. Smith's goals and objectives and the Educational Master Plan and is focused on student success and college readiness. After careful examination a plan was drawn up that addresses the weaknesses identified in the current structure. The plan features four clusters focused on student success: 1) Central Administration, 2) Student Services, 3) Academic Support and Educational Advancement and 4) Student Development and Engagement.

Dr. Miksa explained the positions that are part of this reorganization, spoke about new and eliminated positions, and reviewed the costs. He received questions and comments from the Trustees. He noted that if approved the plan would take effect July 1, 2012 and in response to a question from Ms. Miller, a review would be conducted a year after implementation to determine how well the reorganization is working. Mr. Adams expressed his concern with the plan's cost; Dr. Miksa responded that when people are hired for the positions, the salaries may come in lower than estimated. Dr. Miksa noted that he can

begin to present benchmarking data and will bring that to the November Board meeting. Ms. Larson stated that a recommendation will go forward to continue and support this item.

DISCUSSION OF FURNITURE DONATION

Mr. Evans reported that the Board approved a firm to handle acquisition of the furniture, including dismantling and installation. A Board Report will be brought to the October meeting to approve a facility for temporary cold storage of the furniture. Items that need controlled temperature storage will be warehoused at another location and an inventory will be created.

UPDATE ON LAND PURCHASE

Dr. Smith noted that the automatic stay was removed by the bankruptcy court judge, and a motion was filed with the court on condemnation.

SUMMARY COMMENTS BY BOARD MEMBERS

No summary comments were made.

FUTURE AGENDA ITEMS

No future agenda items were proposed.

CLOSED SESSION

No Closed Session was held.

ACCEPTANCE OF CLOSED SESSION MINUTES, FACILITIES AND PLANNING COMMITTEE MEETING, SEPTEMBER 13, 2011

Copies of the minutes were distributed to those present and the minutes were reviewed. Ms. Miller moved to accept the minutes and Mr. Adams seconded the motion. The roll was called and all present were in favor; the motion carried.

ADJOURNMENT

Hearing no further business, Chair Larson adjourned the meeting at 11:22 a.m.