

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Wednesday, December 14, 2011, in the Board Room, Room A217, in Building A on the Campus. Chair Miller called the meeting to order at 7:09 p.m. When Secretary Walters called the roll, the following were present:

Mr. Adams
Ms. Kissner
Ms. Larson
Mr. Morrobel
Mr. Parrish
Ms. Walters
Ms. Miller

Ms. Liddell was absent. Attorney Daniel Curran was present as legal counsel.

COLLEGE MISSION STATEMENT

Student Trustee Morrobel read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Regular Board Meeting, November 17, 2011 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Ms. Katrine Poe spoke about her mentoring work at Harvard High School the past several semesters, emphasizing the connection of knowledge from one course to another. Ms. Poe emphasized the human factor in student success, stating that we must understand that all plans, schemes and agendas for student success can only go so far until we recognize we are dealing with humans.

ADOPTION OF TAX LEVY, BOARD REPORT #11-271

Mr. Adams moved to approve the 2011 Tax Levy as proposed and Ms. Walters seconded the motion. The roll was called and all were in favor; the motion carried.

BOARD COMMITTEE REPORTS

A. Evaluation and Policies Committee

Ms. Kisser reported on the December 5, 2011 Evaluation and Policies Committee meeting, at which Ms. Miller discussed Board self-evaluation. Faculty Parental Leave was discussed; after comments from legal counsel the Committee agreed not to recommend this policy to the Board for adoption. Board Policies 3.1.5.1, Sick Days for Retirement Option, and 4.3.2, Student Harassment/Discrimination, were reviewed and moved forward to the full Board for approval. A substantial amount of progress was made working through Section 1 of the Board Policy Manual and completion of this section is anticipated at the next meeting.

B. Facilities and Planning Committee

Ms. Larson reported on the December 6, 2011 Facilities and Planning Committee meeting. The Committee heard a presentation from RuckPate Architecture on Building B renovations. Some current kitchen equipment will be reused in the renovation; Institutional Advancement and the Foundation are working in collaboration to obtain the greatest savings on equipment. Wight & Company gave a presentation on the Facility Master Plan. Dr. Miksa provided an updated plan for the Student Affairs reorganization.

ICCTA REPORT

Ms. Liddell sent copies of her report to the Trustees before the meeting and copies were available. Discussion followed regarding leadership courses available to Trustees; any Trustee interested in attending such courses should contact Ms. Liddell.

FRIENDS OF MCC FOUNDATION REPORT

Mr. Parrish reported that the Foundation leadership has made several changes in their focus, mission and approach to funding. Mr. Parrish recommends for a future meeting that the Board of Trustees see the presentation given in the Foundation Board meeting. Mr. Brennan noted that the donated house has been sold; a \$90,000.00 endowment for science and math will be established. Mr. Parrish suggested that all Trustees contribute to the Foundation before the end of the calendar year.

PRESIDENT'S REPORT

Dr. Smith provided an update on the widening of Route 14 by the Illinois Department of Transportation, after which Trustees asked questions and offered comments. Dr. Smith reported that College AQIP teams recently reported out on the following topics: Benchmarking Data for Academic and Student Affairs, Planning and Measuring of Institutional Effectiveness, Employee Classification and Compensation Analysis, Employee Evaluation Process. Dr. Smith noted that the AQIP quality checkup team that visited the College in September reported that McHenry County College is the standard-bearer for how to input continuous improvement. Dr. Smith noted that Adult Education received an implementation grant for Accelerating Opportunity, a “breaking-through” initiative funded through the Gates Foundation. McHenry County College was one of the eight community colleges asked to participate in the Design Phase of the Accelerating Opportunities Grant to transition Adult Education students into post-secondary education through career pathways, so they can obtain a stackable credential and employment. The three Career Pathways chosen were: automotive, manufacturing, and administrative office skills. Dr. Smith reported also that an outside company recently conducted a cost analysis on the College’s telephone system. There is no charge for the analysis; the company is paid from the savings they find. Dr. Smith congratulated Mr. Dale Naleway and his group for doing such a fine job, as the analysis turned up no savings.

COMMUNICATIONS

A. Student Trustee Report

Student Trustee Morrobel reported on many student activities in December – students are taking their final exams, conducting service projects, holding club events including World Aids Day on December 1, featuring a portion of the Aids Quilt in the Commons, free HIV testing, educational seminars and a documentary film. In addition, a food drive and a drive to collect hats, scarves, mittens, board games and stuffed animals were conducted.

B. Faculty Report

Dr. Grela thanked the Board members for additional discussion on administrative salaries and the Student Affairs Reorganization. She introduced the newest faculty member Ms. Jessica Whitcomb, instructor of Spanish, and then introduced Ms. Kate Kramer, instructor of Earth Science, who gave a presentation on a program which works very well in her classes, “The Math You Need When You Need It.” More information about this program can be found at <http://serc.carleton.edu/mathyouneed/index.html>.

C. Adjunct Faculty Report

Mr. Peter Ponzio thanked the Board of Trustees and Administration for acknowledging concerns of the three staff unions and coming to a resolution with the Student Affairs Reorganization. He noted that adjunct instructor Mr. Thomas Bowman has resigned and acknowledged his contributions to the adjunct union. He wished the Board, administration, faculty and staff a joyous holiday season.

D. Staff Council Report

Ms. Tawnja Trimble thanked the Board for tabling the Student Affairs Reorganization plan; she thanked Dr. Miksa, Ms. Patrick and Ms. Castillo for working with herself, Ms. Kallaus and Ms. Carzoli to resolve issues of concern to staff. Ms. Trimble reported that tutoring visits saw a 95% increase this month, and noted that the Testing Center volume has more than doubled to 200 tests a day. She thanked the College’s quilting group which has donated quilts and pillowcases to Public Action to Deliver Shelter (PADS), thereby keeping 109 pounds of fabric out of landfills since the project began. Ms. Trimble stated that employees on Team Serve choose a project each month; for December, eight families were “adopted” through the Mental Health Board. Employees volunteered to provide over 200 gifts which appeared on the holiday wish lists. On behalf of staff, Ms. Trimble wished all a happy holiday season.

E. Attorney Report

Mr. Curran had no report.

APPROVAL OF CONSENT AGENDA

Trustee Adams moved to approve the Consent Agenda as presented and Trustee Larson seconded the motion. There was no discussion; the roll was called and all were in favor/result. The motion carried.

For Approval

- A. Financial Statements
 - 1. Treasurer's Report, Board Report #11-272
 - 2. Ratification for Payment of Voucher #1039 - \$1,346,167.24, Board Report #11-273
- B. Requests to Purchase/Renew
 - 1. DCEO Light Retrofit, Board Report #11-260, Addendum
 - 2. EBSCO Periodicals Subscription Services, Board Report #11-274
 - 3. Server Room Emergency Power & HVAC Project Recommendation for Award of HVAC Contract, Board Report #11-275
 - 4. Fluke Network Meters and Support, Board Report #11-276
 - 5. Illinois Community College Trustees Association Membership, Board Report #11-277
 - 6. Occupational Therapy Assistant Furniture, Board Report #11-278
 - 7. Physical Facilities Supplies, Board Report #11-279
 - 8. Redundant Network Access Control System, Board Report #11-280
 - 9. Sprinkler Head Replacement, Board Report #11-281
 - 10. Sprinkler System Obstruction Investigation, Board Report #11-282
- C. Cooperative Agreement Update between McHenry County College and College of Lake County, Board Report #11-283
- D. Joint Educational Agreement Update between McHenry County College and College of Lake County, Board Report #11-284
- E. Review of Closed Session Minutes, Board Report #11-285
- F. Personnel
 - 1. Personnel Adjustments for Fall 2011 Transfer and Occupational Courses, Board Report #11-210 Addendum
 - 2. Personnel Adjustments for Spring 2012 Transfer and Occupational Courses, Board Report #11-286
 - 3. Continuing and Professional Education Personnel Considerations for Spring 2012, Board Report #11-287
 - 4. Appointment of New Instructor of Nursing and Laboratory-Weekends, Board Report #11-288
 - 5. Appointment of Replacement Illinois Small Business Development Center Specialist, Board Report #11-289
 - 6. Extension of Appointment Interim Associate Dean of Mathematics, Sciences and Health Professions, Board Report #11-290
 - 7. Request for Retirement, Board Report #11-291
 - 8. Request for Retirement, Board Report #11-292
 - 9. Request for Retirement, Board Report #11-293
 - 10. Request for Retirement, Board Report #11-301
 - 11. Advance Placement Adjustments, Board Report #11-294
 - 12. Request for Staff Council Member Leave, Board Report #11-295

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

No action was needed.

BOARD POLICY REVISION, FIRST READING, 3.1.5.1, SICK DAYS FOR RETIREMENT OPTION, BOARD REPORT #11-296

Dr. Smith stated that the College's attorney noted items that need immediate attention for a first reading at tonight's meeting. Policy 3.1.5.1 must be deleted from the Board Policy Manual to comply with State University Retirement System regulations. The policy will be brought to the January meeting for a second

reading and approval.

BOARD POLICY REVISION, FIRST READING, 4.3.2, STUDENT HARASSMENT/
DISCRIMINATION, BOARD REPORT #11-297

Ms. Kisser stated that Policy 4.3.2 had not kept current with current laws in terms of what is required for compliance with current laws. This item will be placed on the January Board agenda for a second reading and approval.

AUTHORIZATION TO SOLICIT REQUEST FOR BIDS FOR THE BUILDING B RENOVATION,
BOARD REPORT #11-298

Ms. Larson moved to approve Board Report #11-298, Authorization to Solicit Request for Bids for the Building B Renovation and Ms. Walters seconded the motion. During discussion, it was requested that the document reflect the possibility of donated equipment being received. The roll was called and all were in favor; the motion carried.

REORGANIZATION OF STUDENT AFFAIRS, BOARD REPORT #11-299

Mr. Adams moved to approve the Reorganization of Student Affairs as presented in great detail in Board Report #11-299 and Mr. Parrish seconded the motion. During discussion, Ms. Kisser asked for a review of differences from the October Board Report originally presented. Mr. Adams responded that this item was presented to the Finance and Negotiations Committee and that his cost concerns were addressed.

Dr. Miksa stated that open sessions were held to discuss the reorganization; “Times with Tony” sessions were held to get the word out about what the reorganization is trying to do. Dr. Miksa also met with Staff Council to talk about the transition plan and how to move it through, which resulted in eliminating the need for impact bargaining. Dr. Miksa spoke about statistics contained in three tables provided with the Board Report; he noted that no tutoring time will be lost in the Sage Learning Center. Mr. Adams thanked Dr. Miksa for a terrific job. Ms. Kisser stated that her concerns had been addressed by the new Board Report. Mr. Parrish stated that he appreciated input from faculty and employee representatives. The roll was called and all were in favor; the motion carried.

FOR INFORMATION

- A. Resignation
- B. Resignation
- C. ERP Report
- D. MCC Branding Update
- E. Distributed Press Releases and MCC Press Clippings

SUMMARY COMMENTS BY BOARD MEMBERS

Chair Miller wished all a Merry Christmas; Ms. Larson noted that she had left gifts at each Trustee's place.

FUTURE AGENDA ITEMS

Mr. Parrish requested that the Board hear the presentation made in the December Foundation meeting. Ms. Miller asked for a financial report showing budget figures and funds remaining for expenditures. Mr. Adams asked Ms. Haggerty to provide an update on Branding; she introduced Mr. Eric Sickler and Mr. Ben Frotscher, who are working as part of the creative team on the second phase of the branding project. Messrs. Sickler and Frotscher will begin to develop a creative identity for the branding initiative; they will meet with students, faculty and various stakeholder groups to gather information for this phase. Ms. Kisser noted that <http://www.mchenry.edu/brand/> features articles on MCC instructors.

CLOSED SESSION

At 8:33 p.m. Ms. Kisser moved to go into Closed Session to discuss matters covered under the Illinois Open Meetings Act, 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 of the public body or against legal counsel for the public body to determine its validity*, 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. Walters seconded the motion. There was no discussion. The roll was called and all were in favor. The motion carried.

A break was called at 8:34 p.m., and Closed Session began at 8:45 p.m.

At 9:04 p.m., Trustee Larson made a motion to come out of Closed Session and Trustee Adams seconded the motion. There was no discussion. A voice vote was taken and all were in favor. Closed Session ended at 9:04 p.m.

EXECUTIVE COMPENSATION, BOARD REPORT #11-300

Ms. Larson moved to approve Board Report #11-300, Executive Compensation and Ms. Kisser seconded the motion. During discussion, Ms. Kisser recommended that the Board of Trustees approve a 3% salary adjustment for Dr. Smith, retroactive to July 1, 2011. The roll was called and all were in favor; the motion carried.

PERFORMANCE MERIT COMPENSATION

Ms. Kisser moved that the Board approve Performance Merit Compensation bonuses for three employees as discussed in the Closed Session. Ms. Walters seconded the motion. There was no discussion. The roll was called and all were in favor. The motion carried. Ms. Larson asked if the three employees were aware of this bonus; Ms. Kisser responded that the Board of Trustees is giving performance merit compensation to Dr. Vicky Smith, Dr. Tony Miksa and Ms. Pat Kriegermeier.

ACCEPTANCE OF CLOSED SESSION MINUTES: REGULAR BOARD MEETING, NOVEMBER 17, 2011

Ms. Walters moved to accept the Closed Session minutes of the Regular Board Meeting, November 17, 2011 and Ms. Larson 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 9:06 p.m.

Patricia Kriegermeier, Recording Secretary

Barbara Walters, Board Secretary