

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, February 28 2013, 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 Secretary Walters called the roll, the following were present:

Mr. Parrish
Ms. Larson
Mr. Adams
Ms. Walters
Ms. Rueda
Ms. Liddell
Ms. Kissler
Ms. Miller

Mr. Adams left the meeting at 8:19 p.m.

PLEDGE OF ALLEGIANCE

Chair Miller led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee Rueda read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented. Mr. Parrish noted that his report on the public private partnership was not on the agenda; his comments can be made during Comments from the Board under the Communication agenda item.

ACCEPTANCE OF MINUTES

The minutes of the Regular Board Meeting, January 24, 2013 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Ms. Jane Collins addressed the Board; she asked that Trustees use microphones when speaking so that the audience can hear them clearly. She spoke about the denial of her Freedom of Information Act request requesting the feasibility study done by Meritage and has appealed to the Attorney General's office.

Ms. Marla Garrison, Instructor of Biology, addressed the Board to thank the Board and the current MCC leadership team for taking on the initiative to explore opportunities to build a new health science education facility. She stated in recent years diminished facility and space concerns have severely limited the College's ability to serve the student population. She added that state-of-the-art laboratories and equipment are essential to prepare students for real world jobs in the health sciences, which the recent environmental scan found to be the largest sector for county job growth. Ms. Garrison stated that the College has the opportunity to positively impact every household and citizen in the county by building a health sciences facility.

BOARD COMMITTEE REPORTS

Evaluation and Policies Committee

Ms. Kisser provided a summary of the February 18 meeting, noting that the Committee has begun reviewing Section 5 of the Board Policy Manual. Also discussed was the Board's self-evaluation, for which forms have been provided. The self-evaluation will be conducted in closed session¹ at the Board retreat to be scheduled at a later date. The Committee also discussed items to be included in an orientation packet for new trustees.

Committee of the Whole

Mr. Adams provided a summary of the February 19 meeting, noting that a presentation was given on the environmental scan conducted by the Center for Governmental Studies at Northern Illinois University. A second presentation was given on the State University Retirement System 6% penalty. The Committee heard budget discussion focused on the revenue side as it relates to tuition. Mr. Adams stated that after much debate and discussion, the Board would look for a \$3.00 per credit hour tuition increase for the next year, keeping it consistent with smaller raises for inflation and cost of living rather than waiting several years for a large increase.

ICCTA REPORT

Ms. Liddell noted there is a lot of information coming out on pension reform, and ICCTA has created a forum to discuss pension issues. The next meeting will be held in Lombard in early March and will continue pension and budget discussions. Ms. Liddell spoke about a webinar to be held in March on how to help adult

¹ Ms. Kisser noted at the March 28 meeting that the Board's evaluation would be in open session. Please see the March 28 minutes for further details.

students transition into college and suggested an article to be included in the new trustee orientation packet.

ACCT LEGISLATIVE SUMMIT REPORT

Ms. Larson reported on visits to legislators, where Trustees discussed Pell grants and the reauthorization of the Workforce Investment Act.

Ms. Liddell commented on the excellent presentations given at the summit, which promoted collaboration.

Dr. Smith spoke about the presentation on college completion given by Undersecretary of Education Martha Kanter; she will share her notes from this presentation with the Academic and Student Affairs division.

FRIENDS OF MCC FOUNDATION REPORT

Mr. Parrish provided an update on the latest Foundation developments. He noted that the Foundation has had a lot of significant, tangible and spendable participation and cooperation.

PRESIDENT'S REPORT

Dr. Smith spoke about misconceptions in the recent coverage of the health sciences education building.

Currently the Phase II Feasibility Study is in progress to explore possibilities and determine whether the project is feasible; the College is not moving forward at this time with any building or a partnership. She noted that the College's planning efforts are supported by county and regional labor reports indicating the need to grow job opportunities. She noted that there have been references to possible fitness center as part of this building. She emphasized that 75% of this facility will be focused on classrooms and educational space.

The other portion of the building could include a medical clinic and fitness center component, which would replace the current fitness center operation, which currently serves as an educational lab for the Associate of Applied Science degree in health and fitness education, as well as a fitness center open to the public. Dr.

Smith noted that the center currently operates at a loss. Dr. Smith stated that the space under study would provide internship opportunities for health and fitness students and wellness programs for all MCC students and the community. She added that part of the feasibility study is to explore the need of such a component, or to determine that it is not necessary. Comments in the public arena about this cost of such a project have been stated as high as \$44 million; Dr. Smith stated that no costs have been determined, since the College is still exploring the viability of this project. Part of the study is to explore options that will have the least

burden on the taxpayers; the health science building, along with privatizing one of the College's operations, supports the College's commitment to being fiscally responsible.

Dr. Smith reported that on March 19, 2013 the Committee of the Whole will meet, as well as the Crystal Lake City Council, which she must attend. She will leave early so she can respond to any questions the City Council may have dealing with the College's request for a deferment of some of the watershed requirements.

Dr. Smith also reported that web time entry will be implemented shortly via the ERP system. Training for employees and supervisors will be conducted. Dr. Smith stated that this new process will be much more efficient and will eliminate numerous paper time cards. Training will begin with classified staff, progress to professional and administrative staff, and then to faculty over the next three to six months.

Dr. Smith reported that Dr. Steve Socol, Instructor of Chemistry, shared a publication that features MCC students' success rates in passing the American Chemical Society exam for Chemistry I. When students used the tutorials provided by Pearson, their success rate rose to 74% from 62%. On the American Chemical Society standard exam, MCC students' scores rose from 60 in spring of 2009 to 81 in spring of 2012, a significant improvement.

Dr. Smith reported also she is following up with Bioneers series speaker Dr. Jon Erickson on best practices in recycling. She noted that in April Spring Career Exploration will invite high school juniors and seniors and their parents to MCC to share with them the variety of potential jobs in McHenry County and how those connect with MCC programming.

Mr. Parrish added that through international outreach at the Shah Center, liaisons have been set up for five local manufacturing companies.

PRESENTATION

Volunteer Income Tax Assistance, Dr. Ann Esarco, Instructor of Accounting, and Mrs. Mary Takayama, V.I.T.A. Site Manager

Dr. Esarco thanked Trustee Parrish for suggesting this presentation and introduced Mrs. Takayama. She noted that the mission of V.I.T.A. is to prepare tax returns for individuals and families with incomes less than \$50,000.00, to help with financial counseling when possible, and assist with preparing FAFSA (Free Application for Federal Student Aid) form completion and creating awareness of the state's ICASH program.

Dr. Esarco stated that all V.I.T.A. helpers must be certified and tested each year; community members, faculty and students form the team. She noted that V.I.T.A. is part of an IRS umbrella program, to help people receive the EITC, or Earned Income Tax Credit. She noted that the program has returned \$229,500 to the community in earned income tax credits, and thanked the College for its support of the program.

COMMUNICATIONS

A. Faculty Report

Mr. Justin Hoy noted that pending ratification of Board Report #13-22, four full time faculty will be tenured this fall: Ms. Ellen Zimmerman, Counselor; Mr. Bill Brogan, Criminal Justice; Dr. Kelly Fallon, Biology; and Ms. Laureen Martin, Nursing. He introduced Ms. Heather Zaccagnini, a member of the negotiations table team, and stated he is pleased that discussions continue. He has high hopes that a positive dialog can continue and produce a new agreement mutually beneficial for faculty, students and the college community.

B. Adjunct Faculty Report

Ms. Dzike stated that adjunct faculty has nothing new to report.

C. Staff Council Report

Ms. Trimble reported that the Memorandum of Agreement on tonight's agenda represents the collaboration of staff and administration and she looks forward to it being signed tonight. She shared the Staff Council's disappointment after reading the *Northwest Herald* article about the budget process which mentioned reduction of personnel. She noted that without details available, rumors are running rampant. She hopes to improve lines of communication so that front line employees are used as a resource to be part of the solution.

D. Student Trustee Report

Ms. Rueda reported on this month's activities, which included the Organization Fair, African American History Month, Halla with Paola which featured engaging discussion about campus issues and college updates. a tuition forum, with special guest Chief Financial Officer Bob Tenuta, to inform students about tuition; a survey was conducted on perceptions of possible tuition increases, the Leadership Education and Development (L.E.A.D.) series and a variety of social and community building events.

E. Comments from the Board

Mr. Parrish commented that he was pleased with the way the first two meetings on the health sciences education building went and expressed his disappointment with the third meeting. He praised Ms. Brown for her leadership of this committee and looks forward to the next meeting in March. Ms. Miller replied that she understood one criteria was that buildings to be looked at should be within a ten-minute drive from the main campus so that students could get to class at a different location within a reasonable time. Ms. Brown responded that this committee is not even close to being done. She listed the criteria for sites to be looked at: size should be between 50,000 and 100,000 square feet, parking and/or space to expand should be available. If none of the sites are acceptable, the committee may have to decide what factors to change.

Ms. Kisser stated that she toured the campus today to look at the condition of the carpets, replacement of which is on the consent agenda. She saw a lot of stained, dirty, worn carpeting and instances where the carpeting was unsafe. She noted as well that some handicapped doors are not suitable and asked whether a student survey on this issue could be done. She added that some stairs have slip-proof coating which is starting to crack and chip. She would like to see this issue addressed and repair costs brought to the Board.

Dr. Smith responded that Mr. Evans has been looking into these issues and information will be provided. Ms. Larson asked Mr. Evans to look into warranty or guarantee on these items. Mr. Adams commented that these items were formerly addressed in Finance and Facilities Committee meetings; Ms. Larson asked whether the Board should consider reorganizing to include those committees.

F. Attorney Report

There was no report.

APPROVAL OF CONSENT AGENDA

Ms. Liddell moved to approve the Consent Agenda and Ms. Kisser seconded the motion. During discussion, Ms. Walters raised a question about the cost for Repainting and Carpet Replacement for Classrooms and Offices, Board Report #13-19. Discussion followed; Ms. Kisser calculated that the cost is \$4.75 a square foot and expressed her opinion that this is a reasonable cost to accomplish painting and recarpeting. Ms. Walters confirmed that this Request for Proposals will be available for local firms to bid.

The roll was called and all were in favor; the motion carried.

For Approval

- A. Executive Summary, Board Report #13-10
- B. Financial Statements
 - 1. Treasurer's Report, Board Report #13-11
 - 2. Ratification for Payment of Voucher #1053, Board Report #13-12
- C. Requests to Lease/Purchase/Renew
 - 1. Annual Maintenance Renewal for Astra Scheduler Software, Board Report #13-13
 - 2. AppSense Licenses Maintenance, Board Report #13-14
 - 3. DataBridge Software Product, Board Report #13-15
 - 4. Faculty Office Furniture, Board Report #13-16
 - 5. FlexVision I Robotics Training System, Board Report #13-17
 - 6. Pastry Arts Equipment and Supplies, Board Report #13-18
 - 7. Repainting and Carpet Replacement for Classrooms and Offices, Board Report #13-19
- D. Personnel
 - 1. Workforce and Community Development Personnel Considerations for Spring 2013, Board Report #12-281 Addendum
 - 2. Approval of New Position, Duplication Center Specialist, Board Report #13-20
 - 3. Approval of New Position, Manager of Nursing Laboratory, Board Report #13-21
 - 4. Approval of Faculty for Tenure Appointment in 2013-2014, Board Report #13-22
 - 5. Layoff, Board Report #13-23
 - 6. Request for Faculty Leave, Board Report #13-24
 - 7. Requests for Faculty Sponsored Leave in 2013-2014, Board Report #13-25
 - 8. Request for Retirement, Board Report #13-26
 - 9. Salary Adjustment/Advanced Placement, Board Report #13-27

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

No action was needed.

APPROVAL OF MEMORANDUM OF AGREEMENT TO COMPLETE THE SALARY RANGES IN THE STAFF COUNCIL COLLECTIVE BARGAINING AGREEMENT, Board Report #13-28

Ms. Larson moved to approve Board Report #13-28, Approval of Memorandum of Agreement to Complete the Salary Ranges of the Staff Council Collective Bargaining Agreement, and Ms. Kissler seconded the motion. During discussion, Ms. Larson confirmed that this will not cost the College additional money; it will not, as it is only adding ranges. The roll was called and all were in favor; the motion carried.

PROPOSED TUITION INCREASE, Board Report #13-29

Ms. Larson moved to accept Board Report #13-29, Proposed Tuition Increase and Ms. Walters seconded the motion. During discussion, Mr. Parrish appealed to his fellow Trustees to reconsider this \$3.00 increase, stating that many students cannot afford that amount. Ms. Walters commented that additional funds are available through the Foundation for any students with hardships. Ms. Kissler asked how many students

apply to meet the need criteria, and how many students is the College unable to give scholarship assistance to. She stated it would be helpful for the Board to know where the gap is and how big it is, between what can be done through the Foundation versus what the College needs to do. Dr. Smith replied that this information can be obtained from the Financial Aid office. Mr. Adams commented that he recommended a 5% increase in tuition and noted that the state will likely push pension funding onto local districts. He added that the 3% increase is still within the cost of living raise. Mr. Adams added that McHenry County College is an incredible bargain, noting that the College's tuition costs are less than their closest competitors. Ms. Rueda asked where students could find more information about scholarships; Dr. Smith and Ms. Brown replied that the Financial Aid office has a listing of all scholarships on the College's website at <http://www.mchenry.edu/FinancialAid/Scholarships.asp>. Chair Miller noted that the Foundation has done a good job featuring seminars, including how to fill out the FAFSA (Free Application for Federal Student Aid), without which students cannot get scholarships. Ms. Walters added that it is important for returning students beyond college age to know that the Foundation offers help. She noted that many employers may help by covering tuition costs. The roll was called; Trustees Adams, Kisser, Larson, Liddell, Walters and Miller voted in favor; Student Trustee Rueda and Trustee Parrish voted against. The motion carried.

FOR INFORMATION

- A. Articulation Agreement with the University of Illinois Urbana-Champaign, College of Agricultural, Consumer and Environmental Sciences
- B. Articulation Agreement with Strayer University
- C. ERP Report
- D. Office of Resource Development Update
- E. Distributed Press Releases and Feature Stories

There was no discussion.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Larson suggested the creation of a committee involving faculty, staff and administration, where people can voice concerns and get facts to combat the rumor mill.

Ms. Kisser asked that all public statements by the College be double checked to see how they affect different groups before the statements are released. Dr. Smith responded that administration will work on this item.

Mr. Parrish spoke about the importance of two-way communication which would be of value to both directions.

Ms. Liddell suggested that instead of a committee, all take ownership and get appropriate clarification before bigger issues arise.

Ms. Brown stated that Dr. Smith holds a Town Hall meeting the day after each Board meeting; the whole campus is invited to attend and ask any questions they wish.

Ms. Miller asked that names of those delivering the reports be included on the Communication agenda items.

FUTURE AGENDA ITEMS

No future agenda items were proposed.

CLOSED SESSION

At 8:11 p.m., Ms. Walters 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 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. The roll was called and all were in favor; the motion carried. A break was taken at 8:13 p.m. and Closed Session began at 8:24 p.m. At 8:29 p.m., Ms. Walters moved to come out of Closed Session and Ms. Larson seconded the motion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 8:30 p.m.

ACCEPT RESIGNATION OF NON-TENURED FACULTY MEMBER AND APPROVE SEPARATION AGREEMENT

Ms. Walters moved to accept the resignation of a non-tenured faculty member and approve the separation agreement and 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, Regular Board Meeting, January 24, 2013

Ms. Walters moved to accept the Closed Session minutes of the Regular Board Meeting, January 24, 2013 and Ms. Rueda 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 8:31 p.m.

Patricia Kriegermeier, Recording Secretary

Barbara Walters, Board Secretary