

MINUTES  
REGULAR BOARD MEETING  
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, March 28 2013, in the Board Room, Room A217, in Building A on the Campus. Chair Miller called the meeting to order at 6:31 p.m. When Secretary Walters called the roll, the following were present:

Ms. Kisser  
Ms. Larson  
Ms. Liddell  
Ms. Rueda  
Mr. Parrish  
Ms. Walters  
Ms. Miller

Mr. Adams was absent. Attorney Daniel Curran was present as legal counsel.

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 revised; the date for the Closed Session minutes was February 28 instead of 29.

ACCEPTANCE OF MINUTES

The minutes of the Special Board Meeting, February 19, 2013 were accepted as presented and the Regular Board Meeting, February 28, 2013 were accepted as revised. Footnotes were added to reflect that the Board's self-evaluation would not be held in closed session and that Dr. Smith requested a postponement rather than a waiver of the Crystal Lake watershed ordinance.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Ms. Jane Collins addressed the Board on several topics which included destruction of closed session recordings, a request for more specificity on agenda item titles, Dr. Smith's appearance before the Crystal Lake City Council and the appointment of Ms. Kim Hankins as Director of Sustainability.

Dr. Mary Moltmann addressed the Board; she questioned the health science education building project and asked Trustees to reconsider sending this plan forward.

#### BOARD COMMITTEE REPORTS

##### Evaluation and Policies Committee

Ms. Kisser provided a summary of the March 18 meeting. She noted that the Committee will probably not meet in April, as the Internal Board Policy Manual Review committee will need time to prepare Section 2.

##### Committee of the Whole

In Mr. Adams' absence, Ms. Kisser provided a summary of the March 19 meeting, noting that Mr. Tenuta gave a budget presentation, Dr. Butler gave a presentation on the Technology Master Plan, and that a good presentation was given on the Children's Learning Center fees, which are proposed to be restructured to give students a break. Ms. Kisser noted that a new trustee orientation packet is being prepared.

##### ICCTA REPORT

Ms. Liddell noted that a lot of good information is coming out in statewide reports and asked her fellow Trustees to watch for these reports in their mail. Ms. Kisser added that the webinar subscription offers a good value and encouraged all to take advantage of this excellent resource.

##### FRIENDS OF MCC FOUNDATION REPORT

Mr. Parrish reported on the past month's activities, which included scholarships, the June 7 golf invitational, the educational seminar series which will feature sessions on estate planning and IRA investments. The Education to Empowerment Committee has reached a quarter of its goal for 100 women to participate at \$1,000.00 each, to generate \$100,000.00 for women's empowerment scholarships. Mr. Parrish noted that Mr. Michael Klingenberg has donated \$100,000.00 for twelve scholarships for Fall 2013 to complete two years at MCC, and two or three more scholarships to pay 50% of the final two years at an Illinois state university or four-year college. Mr. Parrish stated he takes his hat off to Mr. Mike Smith and Mr. Bill Brennan who were involved in this donation.

HEALTH SCIENCES EDUCATION BUILDING STUDY UPDATE

Ms. Laura Brown, Vice President of Institutional Advancement, stated that the administrative committee is halfway done with the exploratory process. She emphasized that no decisions have been made, no recommendation has been made on any partners, adding that a lot depends on the location, offsite or onsite. Ms. Brown noted that Phase I covered the viability to explore, Phase II will determine structure and makeup on an option, which includes a business plan, outlining of the financing, building size and partners, followed by a recommendation from the Committee, at which time the Board may ask for more discussion or exploration. The final report and recommendation will be made in June. The Committee includes a group of sixteen administrators, faculty and support staff and the consultant who is helping to drive the overall structure. Ms. Liddell asked if another member could be added to the committee; Ms. Brown replied that the committee is so far into the process that it would be difficult to play catch-up at this time. Ms. Brown stated that no monetary figure has been determined, nor have partners been determined. Ms. Brown emphasized that the Board has made no decisions, adding that other avenues may be explored, which the Board will decide as the committee moves forward. Mr. Parrish praised the committee's effort and sincerity, adding that Ms. Brown is doing a good job chairing the committee. Mr. Parrish noted that his concerns have been resolved. Ms. Brown spoke about zoning restrictions for off-campus locations and the difficulty in getting sites rezoned.

PRESIDENT'S REPORT

Dr. Smith shared a letter from student Mr. Joseph Bilodeau, recipient of the Founding Faculty scholarship. Mr. Bilodeau will finish his Associate of Applied Science degree in Manufacturing Management through the Fast Track program. He has maintained a 4.0 grade point average and will continue with his bachelor's degree. Dr. Smith noted that enrollment is up 2.2%, which is a favorable number compared to surrounding community colleges, and offered her kudos to faculty and staff.

Dr. Smith noted that recent articles and letters to the editor state that MCC uses only 45% of its space; she provided charts showing utilization of rooms during weeks 1, 9 and 16 of the spring 2011 semester reflected varying utilization rates, based on day of the week and time of day.

Dr. Smith shared the following information:

Building A houses science laboratories and general classrooms. On Monday-Friday, from 8:00 AM to 10:00 PM, the College utilizes 70% of the space, in the evenings 76.87% of the space is utilized, and even on Saturday during the day 46.76% of classrooms are booked.

Building B with the cafeteria/commons and conference center on the first floor and music classrooms on the second floor, Monday-Friday, from 8:00 AM to 10:00 PM the College utilizes 72% of the space, in the evenings 70.83% of the space is utilized and on Saturday during the day 69.47% of the classrooms are booked.

Building C houses the Children's Learning Center, and general classrooms (which probably explains why some of the times the rooms are booked 100% of the time available.) On Monday-Friday, from 8:00 AM to 10:00 PM, 77.61 % of the space is booked, in the evenings the College books 69.79% of the space, and on Saturday during the day 33.33% of classrooms are booked.

Building D houses automotive and horticultural programs, the Black Box Theater and a small number of general classrooms. On Monday-Friday, from 8:00 AM to 10:00 PM, 47.32% of the space is booked, in the evenings the College books 54.69% of the space, and on Saturday during the day 41.87% of classrooms are booked.

Building E houses business programs, computer programs, nursing programs, EMS/EMT programs, all of which have dedicated laboratories as well as the general lecture classroom. On Monday-Friday, from 8:00 AM to 10:00 PM, 70.24% of the space is booked, in the evenings the College books 74.64% of the space, and on Saturday during the day 54.30% of classrooms are booked.

Dr. Smith noted that the College is maximizing every schedulable space possible. Extensive discussion followed; Mr. Parrish suggested that classes could combine classroom and online or blended time; Dr. Miksa replied that the College is already taking that approach.

A. Parking Lots B & D Repair Renovations, Watershed Updates

Dr. Smith noted that the Crystal Lake City Council did not approve the College's request for a deferment of the watershed ordinance, which was requested on the advice of City staff. She noted that College staff met

again with City staff to discuss what the College needs to do. It was determined that the College could install the three-tiered filtration system between the Ring Road and the sculptures. Soil borings are being conducted; once that information is available design and costs will be known and can be fit into the budget approved by the Board.

Dr. Smith continued her report with information about the Department of Commerce and Economic Opportunity grant, which will provide \$3.7 million to the Illinois Green Economy Network. Faculty worked with Ms. Kim Hankins and Dr. Marcella Reza Zipp and determined that the College could put together a solar project for the Shah Center. The College will apply for the grant, which would reimburse 60% of the cost of bringing solar power to the Shah Center. Dr. Smith reported that biology instructor Ms. Marla Garrison met with the McHenry County Conservation District regarding the Chemung lab and classroom, and found that the property could be restored to a mesic prairie.

Dr. Smith concluded her report with information about several events: the Illinois Small Business Development Center has announced five companies who will be participating in the STEP program to reach new international markets, the Early Childhood Education program and the Children's Learning Center will celebrate the Week of the Young Child, Gardenfest 2013 will be held on Saturday, April 6, and April 11 noted speaker Barry Bradford will present a lecture entitled Watergate at 40 in the Luecht Conference Center.

#### PRESENTATION

##### Supplemental Instruction, Ms. Laura Middaugh, Instructor of Mathematics

Ms. Laura Middaugh and Ms. Jen Roth, student leader for supplemental instruction, gave a presentation on their program which helps students in Math 095 and Math 161 classes through study sessions which feature flexible scheduling and meet in various locations on campus. Ms. Middaugh and Ms. Roth noted that the program is working extremely well; they would like to see the program continue and grow.

##### College Financial Performance, Mr. Bob Tenuta, Chief Financial Officer

Mr. Tenuta distributed handouts and went over the College's financial position today and for the last five years, explained through a series of ratios. He noted that the Higher Learning Commission requirements

prompted this report which uses four key ratios: primary reserve ratio, net operating revenues ratio, return on net assets, and viability ratio. Mr. Tenuta announced that for 2012, the College's rating is .73, meaning that 73% of the expenditures can be covered with reserves, a very good and healthy ratio to have. He noted that there have been difficult times with state funding, increased enrollment and a drain on limited resources. He noted that this rating shows that the College is conservative, and noted that aging buildings must be addressed. Mr. Tenuta noted that the College is managing debt well: a rating of 2.0 or more is considered robust, and the College's rating is 7.25. He added that the College has low debt, \$5.4 million, and \$39 million in expendable assets. The rating of 7.25 indicates that the College has the capacity to further utilize resources or take on additional debt to further the strategic direction of the College. Mr. Tenuta explained the meaning of each ratio and then received comments and questions from the Trustees.

## COMMUNICATIONS

### A. Faculty Report

Mr. Justin Hoy reported for faculty; he thanked Ms. Middaugh for sharing her presentation and introduced two negotiating team members, Mr. Mike Tetreault and Ms. Patricia Zokal. He noted that two productive meetings were held this week and wished all a nice Passover and Easter season. He and Dr. Grela will see the Board in April for their last faculty report.

### B. Adjunct Faculty Report

Ms. Dzike communicated in advance that no report would be presented tonight.

### C. Staff Council Report

Ms. Trimble passed around a list of classified and professional staff nominated for employee of the year and thanked them all for their exceptional work.

### D. Student Trustee Report

Ms. Rueda reported on activities held around the campus to celebrate women's success. Student Advisory Committee met for the last time on March 8-9<sup>th</sup>, and finalized Student Advocacy Day. On Friday, March 8<sup>th</sup> The Externship Team gave a presentation on leadership where many presidents and trustees were very impressed by their time and effort. Ms. Rueda expressed her pleasure to represent McHenry County College

among outstanding community colleges. Students turned in applications for Alternative Spring Break which will take place March 24<sup>th</sup> through 29<sup>th</sup>. Twenty students will be traveling with four advisors to Nashville, TN to participate in various service opportunities. The LEAD Program began with sessions about Emotional Intelligence and Balance & Stress Management, Leadership Style, and Community Involvement. LEAD provides students with powerful leadership workshops which guide students through various avenues for developing leadership skills. Halla with Paola was held on March 13<sup>th</sup> in student life where we discussed topics such as Student Advocacy Day, Adult Education, and new Student Senate elections. Students were engaged and able to share and construct ideas for new clubs around campus.

#### E. Comments from the Board

Ms. Larson commented that the Goodwill store in McHenry hosted a Diva Day, asking for donations of formal gowns; all proceeds will fund MCC scholarships for disabled students. She added that 18.5 cents for each gallon of gas goes to the state of Illinois and should come back to the county for use in road projects. She encouraged us to contact state representatives and senators to make sure money comes back to the collar counties. Ms. Kisser complimented all who worked on the recent publication of *Catalyst* and noted this issue was excellent. She had previously asked how many students the Foundation could not serve due to lack of funds; Ms. Brown noted that not all scholarships are based on financial need, adding that Pell grants are awarded through the MCC Financial Aid department. Foundation scholarships are based on donor criteria and may not be need based. Ms. Miller spoke about the need for space, noting that there is not enough space for nursing classes. Dr. Miksa replied that the College would like to offer Respiratory Therapy and Occupational Therapy Assistant programs but no space is available for these programs. Mr. Parrish asked that consideration be given to adding another member to the Health Education Sciences Building Task Force; discussion followed. Ms. Miller noted this was not a Board Committee, Ms. Kisser asked Mr. Parrish to bring this suggestion up to the task force, and Ms. Liddell stated she was comfortable that the Task Force is about two-thirds of the way through and felt adding another member may not be appropriate at this point.

#### F. Attorney Report

There was no report.

APPROVAL OF CONSENT AGENDA

Ms. Kisser asked that Item E, Destruction of Closed Session Recordings, Board Report #13-45, be removed from the agenda. Ms. Larson moved to approve the Consent Agenda, minus Item E., Destruction of Closed Session Recordings, Board Report #13-45, and Ms. Liddell seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

Ms. Larson asked that Ms. Kim Hankins, newly appointed Director of Sustainability, be introduced. Ms. Brown introduced Ms. Hankins to the Board, noting that she has been an adjunct faculty member since 2009, has been the part-time IGEN coordinator for the past year. Ms. Brown noted that MCC is proud and happy to have Ms. Hankins on our team.

**For Approval**

- A. Executive Summary, Board Report #13-30
- B. Financial Statements
  - 1. Treasurer's Report, Board Report #13-31
  - 2. Ratification for Accounts Payable Check Register, Board Report #13-32
- C. Requests to Purchase
  - 1. Autodesk Software Upgrade, Board Report #13-33
  - 2. Commvault Annual Maintenance and Support Agreement, Board Report #13-34
  - 3. Computer Numerical Control Toolroom Mill and Computer Numerical Control Toolroom Lathe, Board Report #13-35
  - 4. Desktop and Laptop Computers, Board Report #13-36
  - 5. Desktop Virtualization, Citrix XenApp/XenDesktop Implementation Services, Board Report #13-37
  - 6. Extended Emergency Power Backup to Critical Campus Locations, Board Report #13-38
  - 7. Furniture for Multicultural Room, A254, Board Report #13-39
  - 8. Iomnis Video Surveillance Server and Support, Board Report #13-40
  - 9. Printing of *Voices 2013* Literary Magazine, Board Report #13-41
  - 10. Staubli TX-40 and Mitsubishi RV-2SDB-S15 Robotics Systems, Board Report #13-42
  - 11. Universal Laser System Laser Engraver, Board Report #13-43
- D. 2013 ICCTA Outstanding Faculty of the Year Award, Board Report #13-44
- E. Destruction of Closed Session Recordings, Board Report #13-45
- F. Request to Approve Fees for the Children's Learning Center, Board Report #13-46
- G. Personnel
  - 1. Workforce and Community Development Personnel Considerations for Spring 2013, Board Report #12-281 Addendum
  - 2. Appointment of New Director of Sustainability, Board Report #13-47
  - 3. Appointment of Replacement Instructor of Programming, Board Report #13-48
  - 4. Salary Adjustment/Advanced Placement, Board Report #13-49

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

Ms. Kisser moved to approve Item E., Destruction of Closed Session Recordings, Board Report #13-45 and Mr. Parrish seconded the motion. Extensive discussion followed which touched on why minutes may not be

released and how the Board receives a recommendation not to release closed session minutes. It was noted that although the recordings may be destroyed, paper copies of the minutes are retained. The roll was called and all were in favor; the motion carried.

BOARD POLICY MANUAL, SECTION 5 REVISION, FIRST READING, Board Report #13-50

Ms. Kissler noted that this is the first reading and there is no need to vote. If any trustees have comments, please send them to Ms. Kissler.

APPROVE TECHNOLOGY MASTER PLAN, Board Report #13-51

Ms. Liddell moved to approve Technology Master Plan, Board Report #13-51 and Ms. Rueda seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

FOR INFORMATION

- A. Resignations
- B. ICCTA Paul Simon Student Essay Contest
- C. ERP Report
- D. Office of Resource Development Update
- E. Distributed Press Releases and Feature Stories

Ms. Larson commented that the student essay was very well written and asked whether it would be posted to the College's website. Ms. Haggerty responded that the College does promote the winner; snf the essay will be on the web and spotlighted on social media.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Liddell asked what the College is doing to support veterans; Dr. Smith charged Dr. Miksa and Ms. Patrick to follow up on this request. Dr. Miksa noted that support is already in place and spoke about a recent meeting with the Veterans' Club. Ms. Liddell inquired about scholarship information; Ms. Brown noted that scholarships are linked to the College's home page. Ms. Haggerty noted that next month, a presentation will be given on College and Career Readiness. Ms. Kissler asked whether student alerts about scholarships could be sent out through the College's notification system.

FUTURE AGENDA ITEMS

Mr. Parrish would like to see an academic profile of MCC's athletes. Ms. Kissler asked the Board to think about forming a capital drive committee as the College goes forward with the Master Plan. Chair Miller

noted this would be the responsibility of the Friends of McHenry County College Foundation.

CLOSED SESSION

At 8:44 p.m., Ms. Larson 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. Walters seconded the motion. The roll was called and all were in favor; the motion carried. A break was taken at 8:45 p.m.; Closed Session began at 8:55 p.m. At 10:35 p.m., Ms. Liddell moved to come out of Closed Session and Ms. Larson seconded the motion. There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 10:35 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES, Special Board Meeting, February 19, 2013 and Regular Board Meeting, February 29, 2013

Ms. Walters moved to accept the Closed Session minutes of the Special Board Meeting, February 19, 2013 and the Closed Session minutes of the Regular Board Meeting, February 28, 2013 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 10:37 p.m.

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Patricia Kriegermeier, Recording Secretary

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Barbara Walters, Board Secretary