

MINUTES
COMMITTEE OF THE WHOLE
OF McHENRY COUNTY COLLEGE

A meeting of the Committee of the Whole of the Board of Trustees of McHenry County College was held on Tuesday, April 16, 2013, in the Board Room, Room A217, of Building A on the Campus. Chair Adams called the meeting to order at 7:06 p.m.

When Secretary Walters called the roll, the following were present:

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

Attorney Nanci Rogers was present as legal counsel.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Committee of the Whole meeting, March 19, 2013, were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Mr. Mike Albamonte, Automotive Department Chair addressed the Board about his concerns with the proposed move involving the manufacturing grant and the theatre and automotive areas.

Mr. James Gould, Instructor of Philosophy, addressed the Board with his concerns about the process followed in moving the Theatre and Automotive programs to make space for the Manufacturing program.

Mr. Ted Hazelgrove, Instructor of English, addressed the Board with his concerns about relocating the Black Box Theatre and the institution's commitment to the fine arts.

PRESIDENT'S REPORT

Dr. Smith reported that the Capital Development Board lighting project bid came in under budget. As a result the CDB will accept two alternate bids that will provide \$69,000.00 to complete the soffit lighting

around the buildings, and provide \$19,000.00 to install conduit to allow installation of security cameras in the parking lots.

Dr. Smith reported the cost of the required detention basin for the parking lot B and D project will be \$88,400.00 and provided a drawing of the proposed design.

Dr. Smith announced that MCC is the first community college in Illinois to offer a MOOC – Massive Open Online Course – a three-week course, Online Reputation for Career Success, created by Ms. Kate Harger, Dean of Library, with Ms. Kathy Meisinger, former coordinator of career services, and Dr. Ray Lawson, Director of Online Learning.

Dr. Smith reported that a \$50,000.00 planning grant from Laura Bush 21st Century Librarians was received, which will allow MCC to conduct a needs assessment for increasing information literacy of high school students. The College will use the information obtained from this grant to apply for the Laura Bush 21st Century Librarians Program Implementation Grant of \$250,000.00 through which professional development training would be created and provided to high school libraries and MCC librarians. The library also received a \$5,000.00 “Back to Books” grant.

PRESENTATION – COLLEGE AND CAREER READINESS INITIATIVE WITH SCHOOL DISTRICTS

A presentation on College and Career Readiness was given by Ms. Christina Haggerty, Chief Communications Officer, Mr. Tony Capalbo, Associate Dean for College and Career Readiness, Ms. Molly Stolz, Web Content Specialist, and Ms. Laura Donelli, Web Content Specialist. Extensive information was provided on collaborative efforts requested by district high school guidance departments and examples were shown from the website for high school students, their parents, high school counselors and high school teachers. <http://www.mchenry.edu/collegeready/>. A second site is in production and will be maintained by the Regional Office of Education. This site contains, for each high school in the district, a high-school specific page that allows students to select a career path, find a yearly schedule of high school and college courses they should take to prepare for that career.

DISCUSSION OF PRELIMINARY MARCH FINANCIAL REPORTS

Mr. Bob Tenuta stated that the reports provide a statement of financial position, showing assets and liabilities as well as designated fund balances. The reports show how balances are assigned within each fund, and a composite of all 12 funds. Also provided is a statement of activities, showing the uniform total of all funds, broken out by each individual fund. Mr. Tenuta noted that income is coming in from the second payment of property taxes and deferred revenue, from spring and fall tuition. Tuition is being recognized incrementally each month. Mr. Tenuta stated that the College is doing well, both on revenue and expenses.

DISCUSSION OF INFORMATION TECHNOLOGY REORGANIZATION

Dr. Allen Butler gave a presentation on the IT reorganization, the driving factors of which were the new Technology Master Plan, the implementation of the ERP system, and four position vacancies in the department. It was noted that the reorganization would be cost-neutral.

DISCUSSION OF BUSINESS OFFICE PERSONNEL NEEDS

Mr. Tenuta was charged by the President to look at staffing and resources in the Business Office, which was running with 2.5 FTE temporary workers just to get the work done. Mr. Tenuta stated it was critical to replace those temporary workers with two permanent workers to make sure all reports are being taken care of. Chair Miller noted she would support this change in light of past management letters. She emphasized the importance of the qualifications for these positions. Ms. Kisser stated that this reorganization will not cost more, and noted that the efficiency and control is well worth it.

DISCUSSION OF TAA GRANT SPACE NEEDS

Dr. Tony Miksa and Mr. James Falco gave a presentation that explained the Trade Adjustment Assistance (TAA) grant, for which the College will receive \$523,000.00 over three years. The grant targets three county groups: those whose jobs have left the United States, veterans, and underemployed or unemployed people, in conjunction with the Workforce Investment Board, which is screening applicants and sending qualified people to the College for training as full-time students. Programs of instruction include Manufacturing/Computer Numerical Control (CNC), Robotics, and Industrial Maintenance. Space

solutions on and off campus have been researched; on-campus placement would require relocating the Black Box Theatre so that space could be used for the TAA grant programs. An overview was given of four options, along with costs and those involved will be working together to recommend a solution. This item will be placed on the April 25, 2013 Board meeting agenda.

DISCUSSION OF VIRTUAL CADAVER TABLE

Dr. Amy Maxeiner and Ms. Marla Garrison gave a presentation on the purchase of the Anatomage table and showed a video clip demonstrating how it works. Dr. Maxeiner noted that the approximate cost of \$72,000.00 is a much lower cost option than the \$250,000.00 cadaver lab remodel that had been planned. Dr. Maxeiner and Ms. Garrison have spoken with other institutions that have purchased this table and have received extremely favorable recommendations.

BOARD SELF-EVALUATION

The Board briefly summarized the self-evaluation documents completed recently; Ms. Kisser asked that a workshop on the Role of the Board vs. the Role of the President be arranged so that the Board will have clear guidance on this issue, as well as periodic training sessions on interpretation of Board policy and action plans for administrator progress. Ms. Liddell noted that ICCTA has put together a module that might be used for this purpose.

FUTURE AGENDA ITEMS

Future agenda items proposed include the following: 1) Ms. Larson suggested going over space utilization with the new Trustees; 2) Ms. Miller suggested an internal control audit be done once the ERP system processes are in places; 3) Ms. Miller asked about the progress of the accounting procedures manual; 4) Mr. Adams suggested revisiting the internal audit position; 5) Ms. Kisser suggested a workshop be held to clarify the roles of the Board and the President; 6) Ms. Liddell suggested improving communication to the public by gathering best practices and methodologies being used, to get the true word out on what is happening at the College.

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Adams suggested that new Trustees be given an update on negotiations. Discussion followed on the three meetings to be held April 25: the Final Meeting of the Retiring Board, the Organizational Meeting and the First Meeting of the Newly Organized Board.

CLOSED SESSION

No Closed Session was held.

ADJOURNMENT

Hearing no further business, Chair Adams adjourned the meeting at 9:48 p.m.

Patricia Kriegermeier, Recording Secretary

Barbara Walters, Board Secretary