

MINUTES  
REGULAR BOARD MEETING  
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, August 23, 2012, in the Board Room, Room A217, in Building A on the Campus. Chair Miller called the meeting to order at 7:06 p.m. When Secretary Walters called the roll, the following were present:

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

Mr. Daniel Curran and Ms. Nanci Rogers were 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 newly approved Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Regular Board Meeting, July 26, 2012 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Mr. Kirk Dawson and Ms. Katrine Poe signed in to address the Board. Mr. Dawson, a community member, expressed his concerns with the recently done Classification and Compensation Study and provided to Chair Miller a handout with employment statistics. Ms. Poe spoke as a concerned faculty member about faculty computer issues and asked that in the interest of communication, the Board consider adding a second public comment agenda item midway through the meeting.

### BOARD COMMITTEE REPORTS

Ms. Kisser reported on the August 13, 2012 meeting of the Evaluation and Policies Committee meeting, noting that Board Policy Revisions for Section 3 are on tonight's agenda for a first reading.

Mr. Adams reported on the August 14, 2012 Committee of the Whole meeting, speaking about the highlights: financial reports, Building B renovation update, lengthy discussion on the Classification and Compensation Study, a presentation to rename Continuing and Professional Education to Workforce and Community Development, and considerable discussion on the FY13 budget. It was agreed to keep administrators' contribution toward health insurance premium at 25%.

### ICCTA REPORT

Ms. Liddell reported that two major events are on the horizon: a September ICCTA meeting in Springfield, and the October Board presentation at the ACCT National Congress.

### FRIENDS OF MCC FOUNDATION REPORT

Mr. Parrish reported that the Foundation Board will replace six members this year. Mr. Bob Rosenberger and Ms. Lisa O'Neil have joined the Board. Mr. Parrish spoke about the Foundation's goal to contact every donor; the whole Foundation staff has taken on this assignment. Mr. Parrish spoke about an upcoming event entitled, "MCC Educational Seminar Series: Helping You Build a Successful Future." There is no charge to attend; the first seminar will be presented September 18 and is entitled, "Paying for College: For Your Children, Grandchildren and Yourself." He noted that two new scholarships have been established: one from Goodwill Industries and one for culinary arts. Mr. Parrish deferred to Ms. Brown to update the Board on the Education to Empowerment initiative; she noted the group is planning a spring event and explained how the initiative will work. One hundred women will be recruited and donate \$1,000.00 each. Several times a year the group will meet and mentor scholarship recipients, awarding five to six scholarships to cover tuition for their second year at McHenry County College and the first year at a four-year institution. Scholarship recipients will be invited to be part of this group. This group is not looking at endowing the scholarships, but using the money to fund scholarships the first year.

PRESIDENT'S REPORT

Dr. Smith reported that Adult Education is breaking new ground. The department was approached by the McHenry County Sheriff's Correctional department to hold courses at the correctional facility. The first ESL class was held this summer with twelve students. Six students completed the course and a ceremony was held with the sheriff and other dignitaries. Dr. Smith announced that Ms. Lisha Linder, Early Childhood Education department chair, has been appointed interim director of the Children's Learning Center. Over the summer she and Dr. Miksa have been analyzing the Center's operations and looking at the future direction of the Center. They have decided to investigate two possible directions: 1) work with the Illinois Small Business Development Center at the Shah Center to develop a business plan for the Center, ensuring that the services would be provided to students and faculty, and ensuring that the Center would continue to serve as an Early Childhood Education lab, and 2) send out a Request for Proposals to vendors to see whether someone in the private sector may want to run the Center, again making sure that it serves student and faculty needs, including serving as the Early Childhood Education lab. Both options will be reviewed and recommendations will be made, if either direction seems reasonable. Ms. Linder has spent time analyzing the current staffing and adjusting the number of teachers based on enrollment. She continues to look for efficiencies in the operation.

PRESENTATION: UPDATE ON HUMAN RESOURCES, Ms. Angelina Castillo, Assistant Vice President of Human Resources

Ms. Castillo gave a presentation which included the following: an overview of the staff, history of the office, statistics on groups of employees the office supports, health and wellness programs provided, an overview of recruitment, onboarding, retention and performance management, and Human Resources services involving transcripts, contracts, payroll, budget and the recent compensation and classification analysis. She spoke about the transition to the new Human Resources Information Systems and provided a timeline for implementation of projects. She provided an overview of the Human Resource department's role in labor and employee relations and concluded the presentation with highlights, goals and challenges. She then answered questions and received comments from the Trustees.

PRESENTATION: ONLINE LEARNING, Dr. Tony Miksa, Vice President of Academic and Student Affairs and Mr. Ray Lawson, Director of Online Learning and Educational Technology

Dr. Lawson spoke about two ways of looking at online learning: a class that is totally online, and a blended class. He stated that online classes are delivered by the College's learning management system, ANGEL, which houses all faculty content on their site. Development and support for ANGEL is being discontinued and the College has been going through a conversion process, choosing a system to replace ANGEL. The transition will be made in 2013; work is ongoing with three vendors on pricing so that a system can be selected.

Mr. Lawson stated that 20% of McHenry County College students have taken at least one online course. He noted that even with online courses, resources such as computers and support services must be provided so students can successfully complete their work. He added that success rates online and face-to-face are very close, noting that 15% of the full-time and adjunct faculty teach online, 3.9% teach blended courses and noted there are 275 course sections online each year. Dr. Lawson stated that in ten programs and 18 certificate programs, 50% of the coursework can be done online. He continued with the presentation, explaining the challenges, trends and future perspectives of the program. He then received questions and comments from the Trustees. In response to discussion about the use of social media in the classroom, Student Trustee Paola Rueda noted that social media is used by her group in the Human Anatomy class to post questions and information.

COMMUNICATIONS

A. Faculty Report

Mr. Justin Hoy reported that faculty are glad to begin the semester, participating in the brand launch and preparing for faculty negotiations this coming year.

B. Adjunct Faculty Report

Ms. Leslie Dzike reported that adjunct instructors are excited to be back and are managing efficiently and effectively. She thanked adjunct faculty members Nicholas Obradovich and Elke Kleisch for their service to students and noted that both have moved on to full-time positions at other institutions.

Staff Council Report

Ms. Tawnja Trimble spoke about the hard work and dedication shown by staff members working in the areas of registration, advising and financial aid, who have been faced with long lines and crowded waiting rooms as the semester begins, and who do an incredible job with a smile on their faces. She looks forward to working with the faculty, administration and staff to make students successful.

D. Student Trustee Report

Ms. Paola Rueda reported that students enjoyed the Welcome Week programs and are looking forward to the Student Organization Fair and Student Senate Meet 'n Greet next week. Ms. Rueda noted several recent events: students participated in the filming of a new branding video, attended a Minority Student Reception that provided information to attendees on college resources and programs and activities they can utilize to be successful at MCC, and participated in the second New-Student Convocation which welcomed incoming students and featured many opportunities to meet with and learn about faculty and staff. Ms. Rueda noted she is hearing enthusiastic comments from students about the new color scheme in the commons area.

E. Comments from the Board

Ms. Liddell expressed her appreciation for tonight's meeting. Mr. Adams spoke about recent legislative meetings held by the McHenry County Council of Governments and McHenry County Economic Development Corporation, at which pensions are a big issue and noted that trustees and administrators are talking to congressional and state leaders on these issues. He also commented that the noncredit schedule he received in the mail is impressive, noting that the College serves more than typical college-age students. Ms. Larson stated that the recent New-Student Convocation was well-organized and a great event. Ms. Kissner noted with pleasure that 429 veterans are enrolled at the College, taking advantage of Department of Labor and Veterans Affairs programs.

F. Attorney Report

There was no report.

APPROVAL OF CONSENT AGENDA

Ms. Larson moved to approve the Consent Agenda and Mr. Adams seconded the motion. There was no discussion; the roll was called and all were in favor. The motion carried.

**For Approval**

- A. Financial Statements
  - 1. Executive Summary, Board Report #12-176
  - 2. Treasurer's Report, Board Report #12-177
  - 3. Ratification for Payment of Voucher #1047, Board Report #12-178
- B. Requests to Purchase/Renew
  - 1. Custodial Supplies, Board Report #12-179
  - 2. Dell Server and Storage Area Network Maintenance Support, Board Report #12-180
  - 3. Enterasys Gigabit Network Switches, Board Report #12-181
  - 4. F5 Load Balancers Support and Maintenance, Board Report #12-182
  - 5. Food Services Point of Sale System, Board Report #12-183
  - 6. Microsoft Enterprise Agreement, Board Report #12-184
  - 7. Physical Plant Supplies, Board Report #12-185
  - 8. Snow Removal Services, Board Report #12-186
  - 9. Symantec Maintenance, Board Report #12-187
  - 10. Telecourse Enrollment Fees, Board Report #12-188
  - 11. VMware Maintenance and Support Contracts, Board Report #12-189
- C. Fiscal Year 2013 Proposed Budget for Public Display, Board Report #12-190
- D. Compensation Adjustments for Administrative Personnel for FY13, Board Report #12-173, Amended
- E. Joint Educational Agreement Update between McHenry County College and Gateway Technical College, Board Report #12-191
- F. Personnel
  - 1. Personnel Adjustments for Summer 2012, Board Report #12-110, Addendum
  - 2. Adult Education Personnel Considerations for Fall 2012, Board Report #12-192
  - 3. Workforce and Community Development Personnel Considerations for Fall 2012, Bd. Rpt. #12-193
  - 4. Appointment of New Building Maintenance Specialist, Electrician, Board Report #12-194
  - 5. Appointment of New Positions Academic and Student Affairs Reorganization, Board Report #12-195
  - 6. Appointment of Replacement Development Specialist, Board Report #12-196
  - 7. Appointment of Replacement Senior Research and Assessment Associate, Board Report #12-197
  - 8. Request for Retirement, Board Report #12-198
  - 9. Accept Resignation of Larry West and Approve Separation Agreement, Board Report #12-199
  - 10. Executive Compensation, Board Report #12-200
  - 11. Salary Adjustment, Board Report #12-201

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

No action was needed.

APPROVAL OF INTERIM APPOINTMENT OF TREASURER, Board Report #12-203

Ms. Walters moved to approve Board Report #12-203, Approval of Interim Appointment of Treasurer, and Ms. Rueda seconded the motion. Mr. James Nowicki was introduced; the Board welcomed him to McHenry County College. There was no discussion. The roll was called and all were in favor; the motion carried.

BOARD POLICY MANUAL, SECTION 3 REVISION, FIRST READING/APPROVAL, Board Report #12-203

Ms. Liddell asked about cross-referencing the Board Policy Manual and Ms. Kissler spoke about hyperlinking with the online policy when the manual is finished, connecting to the Illinois Public Community College Act. Section 3 will be brought to the September meeting for a second reading and approval.

ELIMINATION OF DEGREE AUDIT FEE, Board Report #12-204

Ms. Larson moved to accept Board Report #12-204, Elimination of Degree Audit Fee, and Mr. Parrish seconded the motion. After brief discussion, the roll was called and all were in favor; the motion carried.

FOR INFORMATION

- A. ERP Project Update
- B. MCC Branding Update
- C. Office of Resource Development Update
- D. DePaul Admission Partnership Program Agreement
- E. Distributed Press Releases and MCC Press Clippings

Ms. Haggerty showed the branding launch video and provided MCC branded items to the Trustees.

SUMMARY COMMENTS BY BOARD MEMBERS

There were no summary comments.

FUTURE AGENDA ITEMS

No future agenda items were proposed. Board Report #12-203, Board Policy Manual Revision, Section 3, will be brought to the September meeting for a second reading and approval.

CLOSED SESSION

No Closed Session was needed.

ACCEPTANCE OF CLOSED SESSION MINUTES

Ms. Walters moved to accept the minutes of the Closed Session of the July 26, 2012 Board of Trustees meeting. 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 8:53 p.m.

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Patricia Kriegermeier, Recording Secretary

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Barbara Walters, Board Secretary