

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, September 17, 2013, in the Board Room, Room A217, of Building A on the Campus. Vice Chair Liddell called the meeting to order at 6:00 p.m.

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

Mr. Jenner  
Ms. Kisser  
Ms. Miller  
Mr. Parrish  
Ms. Walsh  
Ms. Lambert  
Ms. Liddell

Ms. Lambert was absent. Dr. Smith was present. 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, August 13, 2013, were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Committee of the Whole.

PRESIDENT'S REPORT

Dr. Smith reported that today, Illinois Community College Board approval was received for the Building D remodeling. If the project exceeds the budget, additional approval must be obtained. Dr. Smith stated that she would not allow the project to go over budget. Dr. Smith spoke about an article that recent McHenry County College graduate Ms. Katelyn Dahle wrote in the Eastern Tennessee University student newspaper. The article was entitled, "Don't Underestimate Community Colleges," in which Ms. Dahle speaks about her experiences at McHenry County College, including an opportunity to conduct undergraduate research with instructor Mr. Ted Hazelgrove. Ms. Dahle's article can be read at:

<http://www.easttennessean.com/the-scene/don-t-underestimate-value-of-community-college-1.3061413>.

Dr. Smith reported also that Parking Lots A and C and building soffits lamping was redone through funding from the Capital Development Board, providing better illumination and safety. Dr. Smith announced that Parking Lots B and D are being completed, with landscape areas to be finished. The retention pond is being installed to meet watershed requirements. She noted that work has begun on the Building D remodel and Building E addition. Asbestos was found in the former Black Box Theatre area; abatement must be done before demolition can be finished. The Robotics lab is planned to open by the start of the second 8 week session of spring semester. Plans are to have manufacturing classes begin the second week of the second 8 week session this fall.

#### DISCUSSION OF PRELIMINARY AUGUST FINANCIAL REPORTS

Mr. Tenuta reported the details of the draft August 31 statements. He noted that the FY14 budget has yet to be loaded, so there are no comparative figures for last year with operating funds, which will be contained in next month's packet. He noted that all seems to be tracking well.

#### DISCUSSION OF FEASIBILITY STUDY FOR HEALTH AND SCIENCES EDUCATION BUILDING

Ms. Brown stated that the committee, composed of two Board members – Ron Parrish and Mary Miller – along with faculty and administrators and consultants, has met over the past year to gather information and develop a business plan. A presentation was given that provided details of this committee's work, which incorporated the Strategic Plan, the Facility Master Plan and the Educational Master Plan.

The Needs Analysis was presented by Marlene Vogt, Director of Fieldwork for Occupational Therapy Assistant, and Mr. Rob Smith, Biology department chair, explained the Needs Analysis in the science programs.

Ms. Brown explained how the project began, and how today examination of results from the Phase II study is being presented, with a more in-depth look at Phase II.

Mr. Ken Gorman from Power Wellness presented the Phase II feasibility study, the potential project benefits, and exploration of the Health and Sciences Education building, and components for a medical clinic and a fitness center. Mr. Gorman stated that existing programs were reviewed, community and

student feedback was obtained, and incremental demand projections were created. Mr. Gorman presented information about the programs for the new building: biology, nursing, nursing assistant, occupational therapy assistant, emergency medical services, and health and fitness education.

Mr. Brian Hummert from Power Wellness further highlighted the Business Plan process, summarizing results from surveys of current health science students and community members.

Mr. Gorman spoke about the medical clinic partnership. Initially considered were three medical providers: Centegra, Advocate and Mercy. Meetings were held with Centegra early in 2013 and it was determined there was a strong interest in their leasing space.

Ms. Leanne Meyer-Smith of Wight & Company spoke about space needs and sizing, noting that if such a facility were located on campus, 75,000 square feet would be required for the health and sciences education portion 19,500-55,000 square feet for the fitness center and 10,000 square feet for the medical clinic while an off-campus facility, that would only house the health and sciences education programs, would require 80,000 square feet as student services would need to be duplicated off campus.

Trustees will review the study and begin discussion of it at the October Committee of the Whole meeting.

#### PRESENTATION ON 2012-2013 ACADEMIC YEAR ROOM USAGE STATISTICS

Dr. Tony Miksa and Ms. Amy Carzoli gave a presentation on room usage statistics. The presentation started with an explanation of the College's scheduling goals, which is to balance the needs of district residents with the goal of maximizing the use of space available. Defined in this presentation were the following: COURSE SIZE, which is determined when a course is developed; COURSE SCHEDULE, which is comprised of over 200 different course scheduling patterns over a semester; CLASSROOM FILL RATES, which are calculated by the scheduling software to maximize usage of the facility; COMPETING INTERESTS, noting that credit classes are scheduled first, followed by non-credit classes and then campus or community events; LAB AND COURSE SCHEDULING, with a constraint put on the scheduling system to connect lecture and lab classes; and DEDICATED SPACE, with an explanation of how some rooms cannot be used for other purposes. During and after the presentation, Dr. Miksa and Ms. Carzoli received questions and comments from the Trustees. In summarizing the presentation, Dr.

Miksa stated that the scheduling software considers a utilization rate of 80% or higher as being maximized; he noted that many classroom utilizations are higher than 80%. Dr. Miksa noted that daytime utilization rates are higher than evening rates. He stated that the College can try to add classes at less utilized times, but noted that the greatest rate of efficiency is reached during the day, when most students prefer to take classes.

#### DISCUSSION OF ACCT PRESENTATION

Dr. Miksa asked those Trustees who will be attending the ACCT Leadership Congress and participating in the presentation to review the presentation, decide which slides they would like to present and inform Dr. Miksa of their preference. This item will again be discussed at the September 26 Board meeting.

#### DISCUSSION OF TRUSTEE REQUESTS

Extensive discussion was held on website document security and it was agreed to place this topic on the September agenda for a vote.

#### FUTURE AGENDA ITEMS

Future Agenda Items include: Trustees will discuss the Health and Science Education Building Feasibility Study at the October meeting. Ms. Walsh asked that an overview of ISES projects be provided, to include what has been done so far, how much money has been spent, how the projects are prioritized, and what is to be done in the future.

#### SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Walsh attended a recent "Green Drinks" event where Ms. Dieckhoff and Ms. Hankins from the MCC Sustainability Office gave a presentation about the PowerPack project. Mr. Jenner wished all a happy Constitution Day. Mr. Wilbeck thanked Dr. Miksa for the classroom utilization study. Ms. Miller brought produce from her garden to share with all present.

#### CLOSED SESSION

At 9:20 p.m., Ms. Miller moved to go into Closed Session to discuss matters covered under 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 #11, Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Ms.*

Kisser seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. Closed Session began at 9:24 pm.

At 10:14 p.m., Mr. Wilbeck moved to come out of Closed Session and Mr. Parrish seconded the motion.

There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed

Session ended at 10:14 p.m.

#### ADJOURNMENT

Hearing no further business, Vice Chair Liddell adjourned the meeting at 10:15 p.m.

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Patricia Kriegermeier, Recording Secretary

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Chris Jenner, Board Secretary