

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, September 26, 2013, in the Board Room, Room A217, in Building A on the Campus. In Chair Parrish's absence, Vice Chair Liddell called the meeting to order at 6:44 p.m. When Secretary Jenner called the roll, the following were present:

Mr. Jenner
Ms. Kissler
Ms. Lambert
Ms. Liddell
Ms. Walsh
Mr. Wilbeck

Ms. Miller and Mr. Parrish were absent.

Ms. Nanci Rogers was present as legal counsel.

COLLEGE MISSION STATEMENT

Ms. Lambert read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as revised; item 10. D., Destruction of Closed Session Recording, Board Report #13-186 was removed due to an incorrect date on the Board Report.

ACCEPTANCE OF MINUTES

The August 22, 2013 minutes were accepted as amended; minor changes were made.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Board.

PRESIDENT'S REPORT

Dr. Smith spoke about services the College provides to veterans, outlined in "8 Keys to Success," published by the White House and available to view at <http://www.ed.gov/blog/2013/08/8-keys-to-success-supporting-veterans-military-and-military-families-on-campus/>. She outlined McHenry County College's efforts toward

meeting these eight keys to better serve veterans. Dr. Smith also provided an update on current events in the Workforce and Community Development division which include news from Conferences and Facilities, Shah Center Safety Training, Lean Breakfast Club, Family Violence Coordinating Council, Adult Education and Focus on the Kids.

PRESENTATIONS

Induction of Student Senators

Ms. Em Rademaker introduced Student Senators Jason Rodriguez, Meritt Flood, Deirdre Crouch, Ronald Thoele, Dylan Clark, Stephanie Olson, Tyler Kahanec, Amanda Brickwood, Luc Broling, Jose Guimaray, Rachel Emmert, Clarissa Goggin, and Erin Gallagher. The student senators were greeted with applause. Ms. Liddell administered the Oath of Office to the group and they were greeted with more applause. Student Senator Deirdre Crouch stated that the senators hope to serve the College well, and noted that what they learn here will be used to better the places they go after leaving McHenry County College.

NISOD Award Winners

Dr. Miksa introduced Ms. Julie Freelove, Administrative Office Management instructor and department chair, noting that she has been at MCC since 2000, adding that she is an innovative teacher who strives to meet student needs through fewer lectures and more time spent with hands-on instruction. Ms. Freelove was greeted with applause.

Dr. Miksa introduced Ms. Laura Power, English instructor who is the faculty advisor for Writer's Block, and works with students on the award-winning *Voices* magazine. He added that Ms. Power is also faculty development chair and reaches out to students through group work. She organizes her lectures with ten-minute "bursts of information" and visual aids. Ms. Power was greeted with applause.

COMMUNICATIONS

A. Faculty Report

Ms. Anne Humphrey and Ms. Elaine Whalen presented the faculty report which overflowed with news of faculty activities: Ms. Amy Ortiz and Mr. Justin Hoy will give a presentation at the Illinois Community College Faculty Association's Teaching and Learning Excellence Conference, on pedagogical innovations in

learning communities courses and will explore how the visual arts can be coupled with humanities and social sciences courses to enhance student experiences. *Voices* literary publication has earned a third-place award in the Community College Humanities Association competition. Faculty who worked on *Voices* are Mr. Matt Irie, Ms. Amy Ortiz, Mr. Andrew Doak, Ms. Laura Power, and Dr. Paige Lush. Ms. Joan Perlman visited University College Dublin to speak about MCC's program review process and extended an invitation to the Irish librarians to visit MCC. As part of Banned Books Week, Ms. Kate Middy, Ms. Pat Gaughan and Ms. Bonnie Gabel and the forensics team presented workshops on banned books topics. Dr. Bev Dow has volunteered to run plant science courses, presented two Master Gardeners sessions and has volunteered to teach a four-session program to the Retired Adults Program on plant ecology. Mr. Phil Moore is experimenting with a new formal logic assignment in Math 150. Mr. Ted Erski is completing the first draft of a physical geography lab manual, which will be published in 2014, to accompany a new physical geography textbook by Bruce Gervais of California State University. Mr. Don Curfman was recently elected President of the Board of Directors for the McHenry County Federal Credit Union.

B. Adjunct Faculty Report

There was no report this month; news will be reported next month.

C. Staff Council Report

There was no report.

D. Student Trustee Report

Ms. Lambert reported on recent events which include preparation for the Pride Club variety show and noted that last year's Drag Show raised funds for scholarships. Funds raised by the variety show will support MBLGTACC, a conference for two- and four-year colleges with a series of workshops. Ms. Lambert noted that Student Senate members were inducted tonight, and that the L.E.A.D. program, which helps to develop leadership skills through discussion and lecture, has been rescheduled for Tuesdays and Wednesdays. Ms. Lambert noted also that the College Activities Board is focusing on health activities and stress management.

E. Comments from the Board

No comments were made.

F. Attorney Report

Ms. Rogers had no report.

APPROVAL OF CONSENT AGENDA

Ms. Kisser moved to approve the Consent Agenda with the exception of item 10. D., Destruction of Closed Session Recording, Board Report #13-186, and Ms. Lambert seconded the motion. During discussion, Mr. Wilbeck asked for an explanation of the process on Board Report #13-181, Biology Supplies. Dr. Miksa stated that the College tried to get all supplies from one vendor, but since the amount of supplies is so diverse, better prices were available by working with three vendors. Mr. Wilbeck asked for an explanation of the process on Board Report #13-182, Canon Print Devices and Support and Dr. Butler replied that the College has a three-year contract for the current Canon devices, and will bring a board report next month with a recommendation on a campus-wide printing environment, which would include those devices which will be supported on a month-to-month basis until the campus-wide project is finished. He noted that multiple vendors are being considered. Mr. Jenner stated that on Requests to Purchase, credit should be given where credit is due. He noted that some things were quoted, which effectively gives the College an option to find the best price. Mr. Jenner stated his surprise that no local vendors submitted a quote for Board Report #13-183, Contractual Certified Athletic Trainer Services. He stated that his criticism of the exemption is more a criticism of the law than what the College does.

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

For Approval

A. Financial Statements

1. Executive Summary, Board Report #13-176
2. Treasurer's Report, Board Report #13-177
3. Ratification for Accounts Payable Check Register, Board Report #13-178

B. Requests to Purchase

1. ACT COMPASS Software Units and Annual License, Board Report 13-179
2. AQIP Systems Portfolio Submission, Board Report #13-180
3. Biology Supplies, Board Report #13-181
4. Canon Print Devices and Support, Board Report #13-182
5. Contractual Certified Athletic Trainer Services, Board Report #13-183
6. Duct Work Repairs, Board Report #13-184

C. Addendum to Joint Educational Agreement between McHenry County College and William Rainey Harper College, Board Report #13-185

~~D. Destruction of Closed Session Recording, Board Report #13-186~~

- E. Request for Approval of a Four-Day College Work Schedule for Summer 2014, Board Report #13-187
- F. Personnel
 - 1. Workforce and Community Development Personnel Considerations for Fall 2013, Bd Rpt #13-152 Add.
 - 2. Appointment of New Customer Services Manager, Board Report #13-188
 - 3. Appointment of Replacement Instructor and Program Chair of Culinary Management , Bd Rpt #13-189
 - 4. Appointment of New Instructor of Nursing, Board Report #13-190
 - 5. Salary Adjustment/Advanced Placement, Board Report #13-191

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

No action was necessary.

BOARD COMMITTEE REPORTS

A. Evaluation and Policies Committee

Ms. Kisser reported on the September 16, 2013 meeting, noting that the Committee continues to review Section 2 of the Board Policy Manual, continues to examine FOIA activities, and noted that FOIA copying fees are now posted on the College website, as well as a list of documents readily available. Ms. Kisser stated that the Committee also discussed whether any closed session minutes would ever be released to the public. Ms. Kisser asked for a historical summary of closed session reasons which has been created and will be sent to the Board for further discussion at the Evaluation and Policies Committee meeting. The Committee also discussed destruction of closed session recordings; any Trustee who wants to attend a destruction session to observe can do so that, and Ms. Kriegermeier will notify the Board each time such destruction is scheduled. Ms. Kisser noted that discussion was held as to whether the Illinois Policy Institute had the most accurate information on their transparency audit of the College's website; follow-up on this issue will be provided at the October meeting.

B. Committee of the Whole

Ms. Liddell reported on the September 17, 2013 Committee of the Whole meeting, noting that detailed updates on building, lighting, and parking lots were provided by Dr. Smith. She noted that quite a lot of time was spent discussing the feasibility study for a health sciences education building. She added that Chair Parrish and Trustee Miller served on the committee. A presentation was given with details of that committee's work, which resulted in a business plan.

The Board is now reviewing the study, first as a group of Trustees determining and confirming need, then moving into how to satisfy that need, and with what components, then looking at the facility itself and financial information. The presentation documents are available at <http://www.mchenry.edu/board/index.asp>.

ICCTA REPORT

Ms. Liddell reported on the September ICCTA meeting, which featured a presentation on a national push to look at civilian public boards and their effectiveness. She spoke about several presentations and articles that she would send to the Board Liaison for distribution to the Board. She noted that the next ICCTA meeting will be held in Schaumburg November 8 and 9 and encouraged Trustees to attend.

FRIENDS OF MCC FOUNDATION REPORT

Ms. Walsh spoke about the new employee campaign, Together We Make a Difference, with the goal to raise \$20,000 in donations from administrators, faculty and staff. She noted that the Foundation Board is working on the Memorandum of Agreement, last done in 2008, spelling out the relationships between the Foundation and the College and their responsibilities to each other. Ms. Walsh asked Trustees to contact her if there are any areas of the MOA that they are interested in or concerned about. Ms. Liddell stated that past Trustees should be contacted by the Foundation for support as well. Ms. Brown confirmed that several past Trustees have been contacted. Ms. Walsh stated that spring scholarship opportunities are on the website, with an October 14 deadline to apply. For information, visit <http://www.mchenry.edu/scholarships/index.asp>.

FOR INFORMATION

- A. Illinois Community College Board (ICCB) Recognition Review for FY 2014
- B. Resignation
- C. Office of Marketing and Public Relations Update
- D. Office of Resource Development Update and Fiscal Year 2013 Grant Report
- E. Office of Sustainability Update

There was no discussion.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Kissler asked whether Attorney Rogers had any input on the Concealed Carry Weapons Act which recently passed, and asked if the College needs a policy or procedure under what currently exists. Ms. Rogers stated that Robbins, Schwartz, Nicholas, Lifton and Taylor has developed a model policy for

community college districts. She stated that school districts and courthouses will not permit concealed carry, and there are provisions in the act to provide parking lot space to keep weapons concealed in a trunk. She spoke about a recommendation to have a notice posted on the doors, and added that the State Police are developing a model. She added that no licenses have yet been issued, and stated the law will be implemented in a matter of months. She stated that a policy is recommended and can provide a sample of a general model policy to the Evaluation and Policies Committee. Ms. Kisser asked that Mr. Clesceri, Executive Director of Campus Public Safety and Security, comment on this issue. Mr. Clesceri stated that he and the Executive Council have discussed this issue. The campus has a comprehensive policy that addresses all concerns except the parking lot; he stated that the Evaluation and Policies Committee would be a good place to discuss this. He stated that if a weapons parking area is posted; it may invite another problem of burglary. He stated that the College is waiting to see what the State Police regulations will be, and will then tweak College policy accordingly. Ms. Liddell asked if the Board would like to have this as a future agenda item; Ms. Kisser stated that the Committee will report back.

Ms. Walsh spoke about receiving the tenth day enrollment report for summer and asked if the fall 2013 report is ready. Dr. Smith stated the report was available. Ms. Walsh asked for current information on room usage; Dr. Miksa stated that current information can be given, which would not include the rest of the semester. Ms. Kisser asked for more information on room usage by health and science classes, on the capacity level that has been reached for those classes over recent historical times.

FUTURE AGENDA ITEMS

Mr. Wilbeck asked that a presentation on the bid process be provided. Ms. Walsh asked how the Board should approach the Health and Science Education Building project, inquiring what kind of framework would work to discuss the project. Ms. Kisser stated she has thought about this as well, and is still working through the report very carefully. She proposed that Trustees could send to Dr. Smith topics to be discussed, in order of discussion. Dr. Smith could then circulate that list to the Trustees and obtain feedback to prioritize the list. Ms. Liddell asked what the next steps are for this project; she stated the study spells out that the Board has to assess and make a decision – does the Board feel there is a need for more space. Ms.

Kisser stated that if the Board determines there is a need, further discussion on sites, financing, and partners would be the next step. Ms. Liddell concurred, stating that if the Board determines there is a need, the next step would be to decide how the Board wants to proceed.

CLOSED SESSION

At 8:15 p.m., Ms. Kisser 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. Walsh seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. A break was taken at 8:16 p.m. and Closed Session began at 8:25 p.m.

At 8:39 p.m., Mr. Wilbeck moved to come out of Closed Session and Ms. Walsh seconded the motion. There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 8:39 p.m.

APPROVAL OF MEMORANDUM OF AGREEMENT, Board Report #13-192

Mr. Wilbeck moved to approve Board Report #13-192, Approval of Memorandum of Agreement, and Ms. Walsh seconded the motion. There was no discussion. The roll was called, all were in favor; the motion carried.

ACCEPTANCE OF CLOSED SESSION MINUTES

Ms. Walsh moved to accept the Closed Session minutes of the Regular Board Meeting, August 22, 2013, and Mr. Wilbeck seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 8:40 p.m.

Patricia Kriegermeier, Recording Secretary

Chris Jenner, Board Secretary