

REVISED

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, October 24, 2013, in the Board Room, Room A217, in Building A on the Campus. Chair Parrish called the meeting to order at 6:31 p.m. When Secretary Jenner called the roll, the following were present:

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

Ms. Lambert was absent. Dr. Smith was also present.

Attorney Daniel Curran was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Parrish led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Chair Parrish read the Mission Statement in Ms. Lambert's absence.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The September 26, 2013 minutes were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Mr. Don Curfman, Instructor of Accounting and Student Veteran faculty advisor, introduced student veterans who addressed the Board: Mr. Steve Czarnecki, Student Veteran Resource Center Liaison, who thanked the Board on behalf of student veterans for the Student Veteran Resource Center, Mr. David Ziliak, U. S. Navy Veteran, Mr. Gerry McIntosh, veteran majoring in Fire Science, J. R. Evangelista, studying for an Associate of Applied Science in Administrative Office Management and Ryan Blum, current president of the student

veteran organization, who has been selected to attend American University in Paris this January. Mr.

Czarnecki invited the Board to attend the official opening of the Resource Center on November 8.

Mr. Steve Willson spoke to the Board regarding his concerns about the expansion plan and the feasibility study conducted.

Mr. Mark Steadman spoke about Board Report #13-199, Managed Print Services. He thanked Dr. Butler and his staff for the privilege of participating in the exhaustive eleven-month evaluation of the College's managed print services. He stated that his quote for these services should be corrected and noted that his quote came within \$260.00 of a competitor based in Connecticut. He asked the Board to remove this item from the Consent Agenda and reconsider it with further discussion.

Dr. Bev Dow, Instructor of Biology, addressed the Board regarding the tax levy. She spoke not as an employee but as a voter and taxpayer. She stated that services such as police, fire protection, snowplowing, the Conservation District, good schools and a fine community college are all good for property values and make the county a great place to live. She stated that good community services cost money, and we never get what we don't pay for. She stated that an increased levy for McHenry County College means a barely perceptible \$12.00 per year cost for the average home. The lack of an increase in the levy means \$775,000.00 in lost revenue. She stated that having a whole bunch of people pay a little seems the most painless way to provide these services and noted that education is the best way to go in economic downturns, providing an affordable alternative for students, and a way to get people back to work. Dr. Dow believes in supporting education with tax dollars and asked the Board to reconsider their position on the tax levy.

PRESIDENT'S REPORT

Dr. Smith stated that October 31 is the date for final completion of parking lots B and D. The retention pond cannot be finished until a clogging issue is solved. Dr. Smith announced that *Voices*, the student literary and arts publication, has taken a third place award in the central region of the Community College Humanities Association. She spoke about several upcoming events in the Workforce and Community Development division. Dr. Smith noted that an update was provided on ISES deferred maintenance projects; she noted that each year the projects are reviewed to determine which are most critical, adding that she is investigating a

process used to take care of major infrastructure issues, an Energy Performance Contract. The College is meeting with a consultant at no charge, reviewing the projects to see whether an energy performance contract is a viable option. The firm who provides the energy conservation measures guarantees that the measures put in will result in savings; if the savings do not equal what the contract said, the firm must pay the College. Dr. Smith is looking into whether an energy performance contract would be a good solution for the College's HVAC system; she explained that this is the reason there are no HVAC items in the current College budget. Mr. Parrish stated that he salutes the idea that the College is looking to solve a problem and reduce costs at the same time. Ms. Walsh asked how much has been spent on ISES projects; Dr. Smith replied that about \$6 million has been spent over the last two to three years and noted that life safety issues were addressed first.

PRESENTATIONS

Foundation Donor and Scholarship Recipient

Mr. Dane Walkington, Development Coordinator, introduced Mrs. Jeanne Adelman and Ms. Amberley Kowalski, and thanked Ms. Miller and Ms. Walsh for serving as Foundation Liaisons. Ms. Adelman provided the history of her husband's 30-year career at McHenry County College and spoke about the scholarship her family has set up in her husband's memory, and spoke about her involvement with the Education to Empowerment scholarship group.

Ms. Brenda Stiff, Development Coordinator, introduced Ms. Amberley Kowalski. Ms. Kowalski stated she was thrilled and honored to be one of the first Education to Empowerment scholarships; she spoke about her battle with cancer and her desire to change career paths and become an oncology nurse to help other cancer patients. She stated that without this scholarship, her studies would have taken a lot longer. She thanked the group for her scholarship.

Update on AQIP Systems Portfolio

Ms. Pat Stejskal, Director of Institutional Effectiveness, gave a presentation about the College's accreditation process with AQIP (Academic Quality Improvement Program) and the Higher Learning Commission. She outlined the responsibilities of AQIP Action Teams, reviewed steps to maintain the College's accreditation

with the Higher Learning Commission, and stated that the AQIP process is based on a philosophy of continuous improvement, measured in nine categories on a seven-year cycle.

Merit-Based Compensation System for Administrators

Dr. Miksa explained that the evaluation tool contains fifteen performance factors. Ratings are given for each factor, and are then divided by fifteen to obtain an average number. Ms. Castillo stated that this committee is a cross-functional team, selected by Executive Council to conduct research on merit pay. Ms. Carper stated that the committee requested research from the Education Advisory Board, and contacted three schools to ask how they went about this process. The team operated on best practices and needed to make rapid decisions. Ms. Haggerty stated that this was looked at in two phases – long-term and short-term recommendations – and the existing process would be used. A total of 3% in compensation for administrators was approved; 1.7% of which is a cost of living adjustment, and the remaining 1.3%, based on 2013 salaries, would be broken down based on rankings and categories among all administrators. She stated that all administrators must have an evaluation completed by November 1. Dr. Miksa noted that anyone on discipline or a performance improvement plan would receive no merit pay, any person ranking below 2.0 would receive no merit pay, and anyone ranking from 2.0 to average would get a 1% merit increase in addition to the 1.7% cost of living adjustment. Anyone above the 2.0 ranking would get a 1.5% merit increase. Dr. Miksa noted that an average score was being used as the breaking point to make sure that all don't receive the same score. He stated that supervisors are to look objectively at their people.

Ms. Kisser cited her experience dealing with lien allocations, and spoke about dividing the money *pro rata*. She asked whether, since there is a fixed amount of money, couldn't it be possible to run out of money or end up with an excess. Dr. Miksa stated that the team worked backward to come up with the figures. He stated that every single dollar may not be given out, and noted that if money were left over, Dr. Smith would be able to give out extra bonuses for extenuating circumstances above and beyond the merit pay system. Ms. Haggerty added that the team weighed what was most fair for all participants. She stated that this proposal was brought to Leadership Council, where administrators gave a general consensus thanking the team and got an understanding of how the team got to where they did. Mr. Falco stated that this plan will be brought to

the Board in November for a decision. This will be aligned with the AQIP action team, refining and making sure all goals are tied to the Strategic Plan approved by the Board in August, so that all are working and moving in the same direction. The team will investigate possible integration of 360 evaluations for the long term, but could not incorporate that into the plan in six weeks. After the presentation, Trustees spoke about the plan; Mr. Wilbeck asked to have an update in March, 2014 to see how the plan is progressing. Mr. Jenner asked Dr. Miksa to speak on how to ensure that the evaluation process is applied consistently; Dr. Miksa replied that training was provided to all administrators on what the evaluation form means and what the categories mean. He noted that there is an opportunity for the employee to discuss the evaluation with the supervisor. Mr. Jenner commented that in some companies, groups of supervisors meet to compare their ratings and suggested that might be helpful. Ms. Miller asked if there was anything in place to address a supervisor who doesn't like an employee; Ms. Castillo replied stated that bugs were still being worked out, and that this is something the AQIP team could look into.

The item will be brought to the November Board meeting for Board approval.

COMMUNICATIONS

A. Faculty Report

Ms. Anne Humphrey and Ms. Elaine Whalen presented the faculty report, listing faculty accomplishments throughout the College divisions.

B. Adjunct Faculty Report

Ms. Bev Jackson presented the adjunct faculty report, speaking about current projects being worked on by adjunct faculty members.

C. Staff Council Report

Ms. Tawnja Trimble was unable to attend the meeting, so a copy of her report was provided to the Trustees.

D. Student Trustee Report

Ms. Lambert was absent; her report for the month was included in the Board packet.

E. Comments from the Board

Mr. Jenner congratulated all involved in the business partner breakfast held this week; he stated the turnout was good and the faculty, student and business partners were enthusiastic. The group received a tour of the new manufacturing facilities.

Mr. Jenner noted also that today is Campus Sustainability Day; he noted the eco-friendly water bottles at each Trustee's place and asked Ms. Hankins to provide an update on campus activities. Ms. Hankins stated that the College partnered today with the student club Down to Earth. The students purchased pumpkins from a local farmer for 25 cents each and separated the pulp from the seeds. The pulp was given to a chicken farm; the seeds were roasted at home and then eaten in the Commons. Students were invited to carve pumpkins and informed where to compost them afterward. Ms. Hankins noted that the Green Living Expo is coming up in a week.

F. Attorney Report

Mr. Curran had no report.

Mr. Parrish called for a short break at 8:29 p.m.

APPROVAL OF CONSENT AGENDA

Ms. Miller moved to approve the Consent Agenda minus item B. 4., Furniture for Building E Addition, the Black Box Theater and Existing Classrooms, Board Report #13-198, Item B. 5., Managed Print Services Contract, Board Report #13-199, removed by Mr. Wilbeck, and Item D., Approval of the 2013 Estimated Tax Levy and Adoption of the Estimated Tax Levy Resolution, Board Report #13-204, removed by Ms. Miller. Ms. Kisser seconded the motion. During discussion, Ms. Liddell asked why, for the Replacement of the Executive Dean of Humanities and Social Sciences, 15 candidates were considered, and one interview was held. Dr. Miksa replied that three interviews were originally scheduled. Preliminary research pulled one candidate out of the group, and one candidate accepted another job. Dr. Miksa stated that the remaining candidate underwent a very robust interview process during which much positive feedback was received. Dr. Miksa noted this is a large division and the candidate has an interdisciplinary background.

Mr. Jenner stated that five of the eight purchases were exempt; three were software licenses which cannot be bid and quotes were received for the remaining two purchases. He stated his concern with membership in the American Association of Community Colleges, whose political lobbying activity he does not like.

Mr. Parrish questioned approximately \$18,000.00 in food purchase costs; he would like to have a report at a future meeting on these costs. Ms. Walsh assumed that Gordon is the College's food supplier for the cafeteria. Mr. Tenuta stated that purchases from Gordon are re-sold in the cafeteria, which accounts for \$14,000.00 of \$18,000.00 amount. Dr. Smith stated a report will be gathered and provided.

Ms. Walsh asked whether an electric version of the 2013 John Deere Gator was available; Dr. Smith replied that the reason the College purchased this model was that the same model from 2008 is already owned, so attachments could fit both vehicles. Mr. Parrish commented on the good price the College obtained, and Dr. Smith responded that the State contract price was \$16,000.00. The College was able to get a price \$3,300.00 lower by obtaining quotes from local dealers.

Ms. Kisser asked whether there was a mechanism for monitoring salary adjustments to make sure the SURS 6% rule is not violated. Dr. Smith stated that these adjustments are negotiated in the contract and must be honored. She added that salary for the last four years before retirement is considered, and noted that a report is generated periodically to review this issue.

Mr. Parrish announced there was a motion and a second on the floor and asked that the roll be called.

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

For Approval

A. Financial Statements

1. Executive Summary, Board Report #13-193
2. Treasurer's Report, Board Report #13-194
3. Ratification for Accounts Payable Check Register, Board Report #13-195

B. Requests to Purchase/Renew

1. 2013 John Deere Gator TX, Board Report #13-214
2. Additional Software Licenses of Mastercam Educational Suite, Board Report #13-196
3. Citrix Software Maintenance, Board Report #13-197
4. Furniture for Building E Addition the Black Box Theater and Existing Classrooms, Bd Rpt #13-198
5. Managed Print Services Contract, Board Report #13-199
6. Membership in AACC, Board Report #13-200
7. Refurbished Defibrillator and Cardiac Monitor, Board Report #13-201
8. SirsiDynix Symphony Software Renewal, Board Report #13-202

- C. Academic Calendar for 2014-2015, Board Report #13-203
- D. Approval of the 2013 Estimated Tax Levy and Adoption of Estimated Tax Levy Resolution, Bd Rpt #13-204
- E. Certification of Chargeback Reimbursement, Board Report #13-205
- F. Insurance Renewal Workers' Compensation Insurance Premium Audit for 2012-2013, Board Report #13-206
- G. Out-Of-District and Out-Of-State Tuition and Fees, Board Report #13-207
- H. Restructure of Business/Finance Operations, Board Report #13-208
- I. Personnel
 1. Workforce and Community Development Personnel Considerations for Fall 2013, Bd Rpt #13-152 Add.
 2. Appointment of Assistant Vice President of Finance, Board Report #13-209
 3. Appointment of Replacement Executive Dean of Humanities and Social Sciences, Board Report #13-210
 4. Salary Adjustment/Advanced Placement, Board Report #13-211

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

Ms. Miller moved to approve Board Report #13-198, Furniture for Building E Addition, the Black Box Theater and Existing Classrooms, and Ms. Kisser seconded the motion. Mr. Wilbeck asked whether old furniture was usable in the new facility; Dr. Smith replied that former Trustees who attended events in the Black Box Theater would take time at the Board meeting to indicate how uncomfortable those chairs were. She added that the old chairs will be sold as surplus. Mr. Parrish asked why the cost of furniture was not included in the cost of the addition; Dr. Smith replied that that the Board approved the project costs understanding that the project costs specifically excluded fixtures and furnishings and the Board was informed of this. Funds were specifically placed in the FY 2014 budget to buy computers for the robotics lab and the manufacturing lab, and furniture for both labs. Dr. Smith noted also that money was budgeted to replace furniture in the current classrooms which is very old. She shared with the Board that as she walked into room A221, the tablet arm fell off a student's chair. He reached down and stuck it back on as though he did this all the time. Ms. Liddell added that the consortium through which this furniture will be purchased provides extremely good pricing. The roll was called and all were in favor; the motion carried.

Ms. Kisser moved to approve Board Report #13-199, Managed Print Services Contract, and Ms. Walsh seconded the motion. During discussion, Mr. Jenner asked whether the amount in the Board Report was incorrect as stated by Mr. Steadman. Dr. Butler thanked Mr. Steadman and Stan's Office Technology for participating, but respectfully took issue with Mr. Steadman's remarks. Dr. Butler stated that the figure in the Board Report is correct. Mr. Steadman requested to re-bid the contract after the bid was closed. Ms. Jones,

Director of Business Services, did not accept that re-bid as it would not have been fair to the other bidders, and left the original amount in the Board Report. Dr. Butler also noted that the company that won the bid is not based in Connecticut, but rather Bolingbrook, Illinois. Mr. Curran noted that the public sector must comply with the Purchasing Act. The College has three options: accept, reject, or rebid. Ms. Liddell noted that the bid accepted was not the lowest bid; Mr. Curran replied that the lowest responsible bid would be accepted. Dr. Butler added that during the reference process, disturbing references for Xerox were received. Discussion followed; Mr. Wilbeck asked whether the Board had an option to reject and rebid; Ms. Walsh stated that the Board does not reject the Board Report but the bid. Mr. Jenner stated if a Trustee wants to reject and rebid, they should vote no. The roll was called. Ms. Miller, Mr. Parrish, Mr. Jenner, Ms. Kisser and Ms. Liddell voted in favor; Ms. Walsh and Mr. Wilbeck voted against. The motion carried.

APPROVAL OF THE 2013 ESTIMATED TAX LEVY AND ADOPTION OF ESTIMATED TAX LEVY, BOARD REPORT #13-204

Ms. Miller moved to approve Board Report #13-204, Approval of the 2013 Estimated Tax Levy and Adoption of Estimated Tax Levy and Ms. Liddell seconded the motion. During discussion, Ms. Miller explained that she removed this item from the consent agenda to appeal to her fellow trustees one more time to see if they would be in favor of the 1.7% CPI. Ms. Kisser echoed Ms. Miller's sentiments, adding that as Dr. Dow said, it is a relatively small amount when spread over taxpayers as a whole. Ms. Kisser felt it was short-sighted not to increase the levy by some amount, and noted the College will be up against this problem later and the fix will be much harder. Mr. Wilbeck asked whether there was a way the College could just levy the new growth, and keep the levy flat. Mr. Tenuta replied that he did not see how that was possible, as the new growth is the amount above what PTELL allows. Ms. Kisser stated that last year, the Board put the levy at 9% knowing that the College would not get 9%, but by going higher it allowed the capture of new growth. Ms. Walsh assured her fellow Trustees she does not take this lightly; she believes that the Board is not putting the College in a financial downhill sliding slope. She feels that the College has adequate funds to afford to do a flat tax this year. Ms. Liddell stated that the impact is on the next five years, not just this year. Mr. Parrish stated that this has been vetted thoroughly and thanked Ms. Miller for bringing it back one more

time. He stated that the motion on the floor is to accept a flat tax levy. The roll was called. Ms. Walsh, Mr. Wilbeck, Mr. Parrish and Mr. Jenner voted in favor; Ms. Kisser, Ms. Liddell and Ms. Miller voted against. Mr. Jenner asked whether someone may make a motion and vote against it; Mr. Curran replied that the person who seconds can vote against. The motion carried.

APPROVAL OF MEMORANDUM OF AGREEMENT AND POSITION RECLASSIFICATION FOR PART-TIME EMPLOYEES, Board Report #13-212

Mr. Wilbeck moved to approve Board Report #13-212, Approval of Memorandum of Agreement and Position Reclassification for Part-Time Employees and Ms. Kisser seconded the motion. During discussion, Ms. Walsh expressed her appreciation to Dr. Smith for answering her questions on this issue; after Dr. Smith provided answers, Ms. Walsh stated that she felt much more comfortable with this. Mr. Jenner stated that it is the law that put the Board in this position, not the College. The roll was called and all were in favor. The motion carried.

BOARD COMMITTEE REPORTS

A. Evaluation and Policies Committee

Ms. Kisser reported on the October 14, 2013 meeting, noting that Section 2 review continues, discussion was held on whether the College should have a policy related to issuing debt, and the committee felt this should go to the Committee of the Whole for further discussion. Ms. Kisser noted that current trustees can review past closed session meetings that occurred when they did not sit on the Board; the minutes still remain confidential. Ms. Kisser noted that an excellent computation of the history of closed session exceptions was prepared for the committee, and there was general agreement that those would not likely be released to the public. Ms. Kisser stated that the review process for MCC vendors was discussed, which includes firms such as accounting, insurance and legal services.

B. Committee of the Whole

Ms. Liddell reported on the October 15, 2013 Committee of the Whole meeting, noting that some items from that meeting were moved to the Board agenda. Discussion was held on the Health and Sciences Education building feasibility study; six of seven Trustees agreed that additional space was needed. The second step

will now start, discussing what type of space would be needed and how current space would be repurposed.

Ms. Liddell stated that discussion was held on the tax levy, and thanked all for participating.

ICCTA REPORT

Ms. Liddell reported that a formula has been approved to review community college performance; the report card has been accepted and deployed by some schools. Ms. Liddell also reported that average tuition at community colleges for full-time students was up 3.5% in 2012-2013, less than the increase of 3.8% at four-year institutions. She noted that the next meeting will be held November 8-9, 2013 in Schaumburg and encouraged all to attend. Ms. Walsh asked whether the College might be able to use the Voluntary Framework of Accountability. Dr. Smith provided background, explaining that the American Association of Community Colleges has a nationwide committee working on developing metrics and statistics relevant for community colleges. Currently, the Integrated Postsecondary Education Data System (IPEDS) data does not fit how community college students operate. Community colleges come out looking badly, because a graduation rate of 18% does not count the 30% of students who transfer to a four-year university or students who are continuing; IPEDS data looks only at first-time, full-time students in the statistics. The Voluntary Framework of Accountability was created as an alternative to IPEDS, participation in which costs about \$2,000.00 per year and would require work with the College's Institutional Research department to gather data. Ms. Walsh thanked Dr. Smith for looking into this and looks forward to it being brought to the Board.

FRIENDS OF MCC FOUNDATION REPORT

Ms. Miller stated that the Foundation has been working on a final draft of the Memorandum of Understanding; the document will be coming to the December Committee of the Whole meeting for discussion. Mr. Parrish asked whether there was substantial change and Ms. Miller replied there was more clarification than change.

Ms. Miller stated that the Foundation received a non-modified audit, which is the best you can receive. She stated a great job was done cleaning up records. Ms. Miller added that the search for an Executive Director is still ongoing; she stated that a very good candidate was lost due to the salary offered.

Ms. Miller stated that the Foundation is going outside their committees to see if they can get more

community volunteers and are considering holding a “Meet and Greet” with the McHenry County College

Board several times a year to get to know each other. Ms. Miller stated also that the Foundation would like to get scholarship recipients to address the Board from time to time, to see the results of all their hard work.

FOR INFORMATION

- A. Quarterly Report on Grants
- B. Termination of Employment
- C. Office of Marketing and Public Relations Update
- D. Office of Resource Development Update
- E. Office of Sustainability Update

There was no discussion.

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Parrish stated that this Board has had conflict in the past; there are still contradictions and opinions. He stated the Trustees do not have to agree, they just have to respect.

FUTURE AGENDA ITEMS

Future agenda items proposed include Administrative Merit Pay, Trustee email communication process, affected annuitants, a broadcast of the presentation given at the ACCT Leadership Congress, an overview of the bidding process, and an update on firefighters and classes on public safety, with a tour of key areas.

CLOSED SESSION

At 8:15 p.m., Ms. Walsh 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.*, Exception #2, *Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees,* 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. Kisser seconded the motion. There was no discussion. The roll

was called and all were in favor; the motion carried. A break was taken at 9:57 p.m. and Closed Session began at 10:04 p.m.

At 11:29 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 11:31 p.m.

EXECUTIVE COMPENSATION, Board Report #13-213

Ms. Walsh moved to approve Board Report #13-213, Executive Compensation, at a 3% increase. Mr.

Wilbeck seconded the motion. During discussion, Ms. Miller stated that she would have given Dr. Smith a 6% increase. The roll was called; Mr. Jenner, Ms. Kisser, Ms. Walsh, Mr. Wilbeck and Mr. Parrish voted in favor; Ms. Liddell and Ms. Miller voted against. The motion carried.

ACCEPTANCE OF CLOSED SESSION MINUTES

Ms. Liddell moved to accept the closed session minutes of the Regular Board Meeting, September 26, 2013 and Mr. Wilbeck seconded the motion. There was no discussion. The roll was called. Ms. Miller abstained as she was not present during that closed session; all others present voted in favor and the motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 11:34 p.m.

Patricia Kriegermeier, Recording Secretary

Chris Jenner, Board Secretary