

MINUTES  
REGULAR BOARD MEETING  
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, January 22, 2015, in the Board Room, Room A217, in Building A on the Campus. Chair Parrish called the meeting to order at 6:30 p.m. When Secretary Walsh called the roll, the following were present:

Mr. Jenner  
Ms. Kisser  
Ms. Liddell  
Mr. Smith  
Ms. Walsh  
Mr. Parrish

Ms. Miller 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 and suggested the Board reflect on it.

ACCEPTANCE OF AGENDA

The agenda was amended; Items #16, Discussion of Tuition and Fees, and #17, Capital Projects Update, were reversed in order. Exception #5, Purchase of Lease of Real Property, was added to item #24., Closed Session. The agenda was accepted as amended.

ACCEPTANCE OF MINUTES

The minutes of the December 18, 2014 Regular Board Meeting were accepted as revised.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one addressed the Board.

INSTALLATION OF STUDENT TRUSTEE

Chair Parrish announced that Student Trustee Mr. Justin Peters has resigned. He administered the Oath of Office to new Student Trustee Mr. Jason Memmen, and welcomed Mr. Memmen, who was greeted with applause by those in the Board Room. Mr. Memmen was seated at the Board table; Ms. Liddell noted that

both she and he have served in the armed forces. Mr. Memmen stated he was the first Student Trustee who is a veteran, and was again greeted by applause.

#### CHAIRMAN'S REPORT

Mr. Parrish spoke about appreciative calls and comments received from the community on the VITA tax clinic, headed by Instructor of Accounting, Dr. Ann Esarco. Information on the tax clinic is available at: <http://www.mchenry.edu/vita/>. Chair Parrish noted that he visited campus a few times this week and interacted with students; he plans to return and suggested to the Trustees that they do the same.

#### PRESIDENT'S REPORT

Dr. Smith reported on several topics this month: 1) graduation report, 2) advising and transfer statistics, 3) Shah Center parking lot projects, 4) student athlete success, 5) news from the Workforce and Community Development division, and 6) guidance provided by McHenry County College to Western Wyoming Community College on the College's merit-based pay system for administrators.

#### PRESENTATION

##### What do Native Americans, Scarab Beetles, and Football have in Common?

Ms. Cynthia Letteri, Reference Librarian, began her presentation with an electronic poll pertaining to high school mascots for all in the room to answer, reporting on final poll responses later during the presentation.

Ms. Letteri explained that she attended a conference last summer, representing librarians in higher education. The keynote speaker is spearheading a multi-year project examining what students get from high school to college from information literacy programs and what employers are hoping to see from recent college graduates. Her presentation covered efforts by the McHenry County College library to introduce students to better information sources appropriate to higher education.

Reference librarians at MCC developed a source evaluation rubric called S.C.A.R.A.B. (Substance, Currency, Authority, Relevance, Accuracy, Bias) which can be found at

<http://www.mchenry.edu/library/tutorial/pdf/EvaluatingSourcesRubric.pdf>

Ms. Letteri's presentation can be viewed at [www.mchenry.edu/board](http://www.mchenry.edu/board).

COMMUNICATIONS

A. Faculty Report

Ms. Humphrey distributed copies of the faculty report and spoke about its highlights. She named faculty members and shared information about their recent activities. She announced that the Patriot 5K race will be held at McHenry County College on June 28, 2015, noting that all proceeds go to county veterans' organizations. Dr. Smith asked to see an item noted in the report, a video on technical writing pointers.

B. Adjunct Faculty Report

Ms. Linse noted that the adjunct faculty is doing well this semester, and welcomed new Student Trustee Memmen.

C. Staff Council Report

There was no report.

D. Student Trustee Report

Mr. Parrish reviewed the details of the monthly student trustee report and noted that beginning next month, Mr. Memmen will provide this report.

E. Comments from the Board

There were no comments.

F. Attorney Report

Attorney Curran stated he had nothing to report at this time.

APPROVAL OF CONSENT AGENDA

Chair Parrish asked for a motion to approve the Consent Agenda. Mr. Jenner stated that he had questions on two items. Ms. Kisser moved to approve the Consent Agenda and Ms. Liddell seconded the motion. During discussion, Mr. Jenner inquired about item 13. F., Restructure of the Office of Human Resources. It was noted this item was sent separately after the original Board packet was sent, and Ms. Kriegermeier provided Mr. Jenner with a paper copy of the Board Report.

Mr. Jenner also inquired about item #13.G., the Intergovernmental Agreement, and asked whether this established another unit of local government, able to authorize the purchase of property, purchase of insurance, spend money, or levy taxes. Attorney Curran answered that it did not. Mr. Jenner asked whether

there was any interaction with private industry; will this consortium be competing with Comcast offering bandwidth? Dr. Smith replied that at the Committee of the Whole meeting, Dr. Butler explained in depth the purpose of the consortium. Dr. Butler stated the consortium could compete with Comcast, but that is not the intent behind it. Dr. Smith noted that the College and County attorneys made changes to the original intergovernmental agreement to protect the College. Mr. Jenner asked that the Board be kept apprised of what the consortium does; Dr. Smith or Dr. Butler can provide periodic reports.

Ms. Walsh inquired about the Distance Learning Specialist position, Board Report #15-7. Dr. Smith replied it is a part-time position and Dr. Miksa added the position could work up to 29 hours, it being more likely the position would work 25 hours, noting that the position is a professional position in the Staff Council. The roll was called and all were in favor; the motion carried.

**For Approval**

- A. Executive Summary, Board Report #15-1
- B. Financial Statements
  - 1. Treasurer's Report, Board Report #15-2
  - 2. Ratification for Accounts Payable Check Register, Board Report #15-3
- C. Requests to Purchase/Renew/Lease
  - 1. Building "B" Chiller Control Unit, Board Report #15-10
  - 2. Disaster Recovery Equipment and Services, Board Report #15-4
  - 3. Adobe Software Contract, Board Report #15-5
- D. Destruction of Closed Session Recordings, Board Report #15-6
- E. Distance Learning Specialist Position, Board Report #15-7
- F. Restructure of the Office of Human Resources, Board Report #15-8
- G. Approval of Intergovernmental Agreement Establishing the McHenry County Broadband Fiber Network Consortium Among McHenry County, City of Woodstock, Woodstock Community Unit School District 200, McHenry County Emergency Telephone Systems Board and McHenry County College, Bd. Rpt. #15-11
- H. Personnel
  - 1. Salary Adjustment/Advanced Placement, Board Report #15- 9

**ACTION ON ITEMS REMOVED FROM CONSENT AGENDA**

No action was needed.

**NEW BOARD POLICY 2.1.5.1., Operating Fund Balance, Second Reading and Approval, Board Report #14-209**

Mr. Jenner stated this was brought to the December Board meeting for a first reading; there was some discussion and all were satisfied with the verbiage. Mr. Jenner moved to approve New Board Policy 2.1.5.1, Operating Fund Balance, and Mr. Memmen seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

CAPITAL PROJECTS UPDATE

Dr. Smith stated that the Illinois Community College Board defines what is included in capital outlay; the capital project budget line item is what is being referred to when that term is used. Dr. Smith stated that approximately \$7 million is budgeted in the capital outlay/capital projects lines in Fund 01, Education Fund and Fund 02, Operations and Maintenance Unrestricted, and approximately \$2.6 million is budgeted in Fund 03, Operations and Maintenance Restricted.

Dr. Smith stated that in 2010, the Board approved her recommendation to hire ISES Corporation to conduct a facility condition analysis study of the main campus and the Shah Center. The report was provided in the spring of 2011 and indicated there was over \$41 million of infrastructure repair and replacement needed over the next ten years. The Board directed the administration to establish a new cost center for these projects and also directed that in each future budget, \$2.5 million be transferred from Fund 01 to Fund 02 for this purpose. Dr. Smith noted that In the FY15 budget, there is around \$2.8 million in the Building and Grounds Maintenance capital outlay items, and around \$3.2 million in the deferred maintenance ISES cost center capital outlay items.

Dr. Smith explained that Fund 03, Operations and Maintenance, Restricted, is a savings account or reserve used to gather monies for capital outlay/capital projects, so that when projects need to be done, there are funds on hand. She cited examples for which reserves have been built: 1) 25% match when the State approves a capital projects' 2) reserve to fund the purchase of property surrounding the campus; 3) for anticipated and planned major capital outlays, such as the ERP system for which the College saved for several years to purchase; 4) build a reserve to construct additional buildings or pay for major remodeling for educational programs. In the FY2015 Fund 03 budget are included the following: 1) costs associated with the widening of Route 14, 2) Capital Development Board projects, 3) remodeling of the Bookstore, 4) match for the IGEN Solar Array Project at the Shah Center, 5) miscellaneous remodeling as approved by the Board.

Dr. Smith shared a list of ISES projects, in priority order set by ISES, and the description of each project. Also provided was a list of projects completed to date or in the process of being completed. Of the over 80 projects that ISES calculated would cost \$16,657,700.00 to complete, the College has spent \$7,862,709.00

to date and would need to spend another \$6,076,264.00 to complete all the projects. Dr. Smith then received questions and comments from the Trustees; several figures in the presentation will be revised as a result of this discussion. Mr. Clesceri clarified which projects were included in the Facility Condition Analysis report and which were not included, noting that the Board would receive updated numbers. Mr. Clesceri spoke about capital projects in progress, and those targeted for 2015; he explained that each project is examined and analyzed to see if it can be done as prudently as possible, or funded by an alternate funding source. He commented on the value of having in-house plumbing, electrical, and HVAC people, which allows projects to be done at far lower costs than estimated in the Facility Condition Analysis report. A brief question and answer period followed the presentation.

A break was taken at 8:48 p.m. and the meeting reconvened at 8:57 p.m.

#### DISCUSSION ON TUITION AND FEES

Dr. Miksa provided a recap of discussion at previous Board meetings; he noted that discussion will continue at the February Committee of the Whole meeting, adding that a decision must be made at the February Board meeting as students will be registering in March. He stated that at the last meeting, a proposal was brought forth to increase tuition by \$10.00 per credit hour and to establish a \$5.00 infrastructure fee. Documents were distributed to the Trustees showing four scenarios: 1) no change in the current rate, 2) a \$5.00 tuition increase and a \$5.00 infrastructure fee, 3) an \$8.00 tuition increase and a \$5.00 infrastructure fee, and 4) a \$10.00 tuition increase and a \$5.00 infrastructure fee. Dr. Miksa then turned the floor over to Mr. Tenuta, who explained that he used the four scenarios to make changes to the forecast, and spoke about those changes. He explained how he calculated projections based on each of the four scenarios, to obtain a forecast based on actual expenses he expects by the end of the fiscal year, not what was budgeted. Mr. Tenuta was confident that the College will be in a lot better shape than what was budgeted; the change in fund balance, \$5.3 million, would leave an ending fund balance of \$18.7 million. Mr. Tenuta noted that fund balance should be maintained so that it does not become close to the margin of a four month reserve, under the Board policy adopted at tonight's meeting. Mr. Tenuta then received questions and comments from the Trustees. Dr. Smith stated that administration is interested in a

discussion so that when the Board Report is brought for approval at the February Board meeting, there is a confidence level that the recommendation will be approved. She asked for feedback from the Board.

Extensive discussion followed; Chair Parrish asked that Student Trustee Memmen solicit opinions from the student population and bring that information back to the February Committee of the Whole meeting.

Mr. Memmen will meet with Mr. Tenuta to discuss this issue, and will work to set up student meetings for discussion. Further discussion followed that tuition and student space are separate issues; no decision will be made on student space until the results of the Space Utilization Study are known.

Ms. Walsh asked for an explanation of the fund transfers, which Mr. Tenuta provided. Ms. Kissler asked all Trustees where they stood on the tuition increase issue. Mr. Smith was tentatively in favor of the lowest increase, \$5.00 and \$5.00. Ms. Walsh was in favor of no increase; Mr. Parrish stated he was somewhere between Mr. Smith and Ms. Walsh. Ms. Liddell was in favor of a \$5.00 and \$5.00 increase. Mr. Jenner commented that the reduction in state funding is reprehensible and totally unacceptable. He stated that it is time for the state to share the load with taxpayers, income taxpayers, and students. Mr. Jenner favored no increase. Mr. Parrish stated he was leaning that way, too. Mr. Memmen stated he did not know and would have to go back and talk to the student body. He will take it upon himself to get information by the Committee of the Whole meeting. Ms. Kissler was in favor of a \$5.00 and \$5.00 increase.

During further discussion, Ms. Liddell commented that to attract more students, the facility must be ready to handle an increase in enrollment. She noted that the financial value of hands-on training and the skill sets students learn here. Mr. Memmen added that when he first came to MCC, he thought it was phenomenal that a community college had a robotics program. Ms. Kissler added that if the College wants to promote and grow, we must make sure the facilities are adequate. Ms. Liddell noted that the Board has been looking at the issue of additional space for science for one to two years.

## BOARD COMMITTEE REPORTS

### A. Committee of the Whole

Ms. Liddell reported on the January 13, 2015 meeting; highlights included the President's Report, information on the StraightUp Solar grant, an update and discussion of the Information Technology

disaster recovery plan, discussion on tuition and fees, legislative reports, future agenda items, and summary comments from Trustees. Ms. Liddell noted she would send updates on state level issues.

#### ICCTA REPORT

Ms. Liddell reported the next meetings are the February ACCT National Legislative Summit in Washington, DC, and the ICCTA Regional Meeting to be held in Naperville March 13-14, 2015. She will not be able to attend the March meeting and would like to make sure that a couple of Trustees attend that meeting. Mr. Smith noted that he would attend the March meeting.

#### FRIENDS OF MCC FOUNDATION REPORT

Ms. Walsh reported that the year-end appeal numbers are up by \$17,000.00. She added that the recipients of the Carol Larson Scholarship for Mathematics and Sciences and the Trustee Emeritus Barbara Walters Scholarship have both been selected and awarded.

Mr. Smith reported that the Foundation awarded 67 scholarships totaling \$59,000.00 for the spring semester, noting that an additional eight scholarships are still available for spring. Information on these scholarships will be posted at [www.mchenry.edu/scholarships](http://www.mchenry.edu/scholarships) until they are awarded. A new scholarship has been established by John and Marilyn Krenger with a \$10,000.00 gift; two scholarships will be awarded in the fall semester for students studying STEM (Science, Technology, Engineering, and Mathematics). Mr. Smith spoke about recent Foundation events and noted that nominations for distinguished alumni can be submitted until the deadline of March 2, 2015; more information is available at [www.mchenry.edu/alumni](http://www.mchenry.edu/alumni). He spoke about the June, 2015 golf outing, for which more information will be forthcoming. He noted that the Foundation is close to hiring an Executive Director; Dr. Smith stated that she is hoping to bring this hiring to the February Board meeting for approval.

#### FOR INFORMATION

- A. New Employees
- B. Resignations
- C. Quarterly Report on Grants
- D. Office of Marketing and Public Relations Update
- E. Office of Resource Development Update
- F. Office of Sustainability Center Update
- G. Upcoming Events



Ms. Walsh expressed her appreciation for the New Employees report. Clarification was provided that asterisks indicated that a current employee moved into a new position.

#### SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Walsh noted that fliers for the Bioneers Speaker Series were at each Trustee's place. Mr. Memmen asked that the focus on tuition be maintained after the meeting is adjourned. He thanked Dr. Smith, Dr. Miksa, and Ms. Keller for his attendance at a recent student veterans' conference, which inspired him to volunteer for the student trustee position.

#### FUTURE AGENDA ITEMS

Future agenda items include: Tuition and Fees, an update on the fiber network consortium.

#### CLOSED SESSION

At 9:56 p.m., Ms. Kisser moved to go into Closed Session to discuss matters covered under the Illinois Open Meetings Act, 120/2(c), 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*, Exception #5, *The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired*, 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 9:57 p.m. and Closed Session began at 10:03 p.m.

At 10:18 p.m., Ms. Kisser moved to come out of Closed Session and Mr. Memmen seconded the motion. There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 10:19 p.m.

#### ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, December 18, 2014

Ms. Liddell moved to accept the closed session minutes of the Regular Board Meeting, December 18, 2014, and Ms. Kisser seconded the motion. There was no discussion. The roll was called; the motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 10:20 p.m.

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Patricia Kriegermeier, Recording Secretary

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Molly Walsh, Board Secretary