

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, February 26, 2015, in the Board Room, Room A217, in Building A on the Campus. Chair Parrish called the meeting to order at 6:32 p.m. When Secretary Walsh called the roll, the following were present:

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

Dr. Smith was also present. Attorney Nanci Rogers was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Parrish led the group in the Pledge of Allegiance. Afterward, a moment of silence was held in honor of student Amanda Williams.

COLLEGE MISSION STATEMENT

Student Trustee Memmen read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was amended. Under item 22, Closed Session, Item A, 120/2(c) Exception #1, Personnel, will be deleted.

ACCEPTANCE OF MINUTES

The minutes of the January 22, 2015 Regular Board Meeting were tabled.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Mr. Joseph Monack spoke about the tuition increase to be voted on; He stated the numbers provided did not add up if a 30% decrease in state funding changed to 20%. Mr. Parrish noted that item 14 on the agenda would address Mr. Monack's questions.

Ms. Heather McLaughlin voiced her support and affirmation for the MCC nursing program; she supported the tuition increase as a student and homeowner

Ms. Silwana Singh, president of Photography Club, stated that students support the tuition increase, but in smaller increments. She stated that students support MCC programs and facilities.

CHAIRMAN'S REPORT

Mr. Parrish reported on his attendance at the ACCT National Legislative Summit. He provided a printed summary of the summit. He encouraged his fellow Trustees to attend the upcoming ACCT Leadership Congress in October.

PRESIDENT'S REPORT

Dr. Smith reported on several topics this month: 1) ICCB recognition certificate was received, 2) a team from MCC attended the recent AQIP Strategy Forum, 3) tenth day enrollment report which shows enrollment down only 1.75% when many Illinois community colleges are down much further, 4) revised ISES capital outlay documents were provided, 5) the first Occupational Therapy Assistant class of 13 students graduated and passed the licensure exam on their first attempt, 6) statistics from the Illinois Department of Professional Regulation were provided showing five years' worth of first-time pass rates, in which MCC has a pass score of 92%, and other miscellaneous news which included the finalization of high speed fiber optic lines to the College.

PRESENTATION

Temples and Tropical Forests: Field Studies in Belize

Dr. Bev Dow, Instructor of Biology, and Ms. Kate Kramer, Instructor of Geology, gave a presentation on the December trip, the first international trip of its kind. Their presentation can be viewed at

www.mchenry.edu.board.

COMMUNICATIONS

A. Faculty Report

Ms. Whalen passed around copies of the faculty report and read its highlights.

B. Adjunct Faculty Report

Ms. Linse reported that adjunct instructors are mostly happy, mostly healthy, and are in the trenches teaching classes.

C. Staff Council Report

There was no report.

D. Student Trustee Report

Mr. Memmen reported about recent events which included Welcome Week, Student Organization Fair, Black History Month events, College Activities Board events, and Student Veterans of America events. He noted that student space is still a primary concern for MCC students.

E. Comments from the Board

Ms. Kisser asked whether the student newsletter *The Flush* was available. Mr. Jenner noted that the women's basketball playoff game was up by 3 points at halftime.

Mr. Parrish commented on an item mentioned in the Faculty Report; he noted that this is something Trustees can contribute to and added it is not time-consuming.

F. Attorney Report

Attorney Rogers reported that there has been no proposed legislation in the last few weeks that would affect the College.

APPROVAL OF CONSENT AGENDA

Mr. Parrish asked for a motion. Ms. Kisser stated that she would like a discussion on the Tuition Increase and Infrastructure Fee. Ms. Liddell moved to approve the Consent Agenda and Mr. Smith seconded the motion. During discussion, Mr. Memmen noted that costs for materials and supplies are down \$155,000.00 from last year, adding that meeting expense was down \$13,247.00 from last year. Mr. Memmen asked for an explanation of inventory in Fund 05 and Mr. Tenuta replied that those costs come mostly from the Bookstore and some from Food Services. Mr. Jenner stated that for item 12 E., E. 2015 ICCTA Outstanding Full-time Faculty Member Award, nominees should be recognized in public. He read the names: Ms. Toni Countryman, Ms. Bonnie Gabel, Dr. Christine Grela, Ms. Anne Humphrey, Ms. Angela

Sass, Ms. Sarah Sullivan, Ms. Elaine Whalen, and Ms. Meri Winchester. He added that Dr. Christine Grela has been chosen to represent MCC as outstanding faculty for 2015.

Mr. Jenner asked about Landscape Maintenance Services, Board Report #15-16, adding that this was a three-year contract for outsourcing landscape services. Dr. Smith replied that it was less expensive to outsource this service; outsourcing saved \$150,000.00 a year.

Ms. Walsh asked that a discussion be held at the Committee of the Whole on the use of temporary employees.

Mr. Memmen asked what was included in materials and supplies and Mr. Tenuta clarified this was consumable goods. Dr. Smith noted that if Trustees will ask in advance of the meeting, she will answer any questions.

Mr. Memmen inquired about Board Report #15-17, regarding roofing design. Dr. Smith replied that the firm selected will design the roofs, and create specifications for the bid documents so that construction can be bid out. Ms. Walsh inquired whether the use of pesticides could be limited; Mr. Wheeland, Director of Facility Projects and Contracts, confirmed that a minimal amount of pesticides is used, and must be applied by professionals. He noted that minimum pesticide use is built into the Request for Proposals.

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

For Approval

- A. Executive Summary, Board Report #15-12
- B. Financial Statements
 1. Treasurer's Report, Board Report #15-13
 2. Ratification for Accounts Payable Check Register, Board Report #15-14
- C. Requests to Purchase/Renew/Lease/Professional Services
 1. Commvault Backup Annual Support Agreement, Board Report #15-15
 2. Landscape Maintenance Services, Board Report #15-16
 3. Replacement Roofing Design and Bid Specifications Quality Control Inspections during Roof Replacement, Board Report #15-17
- D. Destruction of Closed Session Recordings, Board Report #15-18
- E. 2015 ICCTA Outstanding Full-time Faculty Member Award, Board Report #15-19
- F. Approval of Faculty for Tenure Appointment in 2015-2016, Board Report #15-20
- G. Approval of Laboratory, Computer Usage and Technology Fees for FY2016, Board Report #15-21
- H. Minimum Qualifications for Full-time Faculty, Board Report, #15-22
- I. Personnel
 1. Appointment of Replacement Executive Director, Friends of McHenry County College Foundation, Board Report #15-23
 2. Request for Faculty Leave, Board Report #15-24
 3. Request for Faculty Sponsored Leave in 2015-2016, Board Report #15-25
 4. Request for Retirement, Board Report #15-26

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

No action was needed.

TUITION INCREASE, Board Report #15-27

Ms. Miller moved to approve Tuition Increase, Board Report #15-27 and Ms. Kisser seconded the motion. Extensive discussion followed on how the levy has been held flat again, and the state is decreasing its contribution to the College. Further discussion followed on whether programs would be at risk; Mr. Tenuta spoke about areas that might be considered; Dr. Smith was reluctant to name those areas. The roll was called. Ms. Liddell, Ms. Miller, Mr. Smith, and Ms. Kisser voted in favor; Ms. Walsh, Mr. Parrish, and Mr. Jenner voted against. The motion carried.

INSTITUTION OF CREDIT HOUR INFRASTRUCTURE FEE, Board Report #15-28

Mr. Parrish explained the fee. Ms. Miller moved to approve Institution of Credit Hour Infrastructure Fee, Board Report #15-28 and Ms. Kisser seconded the motion. During discussion, Mr. Jenner pointed out that he could not support both the tuition increase and the institution of an infrastructure fee. Mr. Memmen stated that such a fee would benefit the look and feel of the College. Ms. Liddell noted this is the first time such a fee has been proposed. Mr. Memmen stated that maintenance has been put off and put off, and eventually must be done. Ms. Walsh stated that the funding brought in from this fee would not be enough to deal with all the College's infrastructure.

The roll was called; Mr. Memmen voted in favor on behalf of the students. Ms. Miller, Ms. Kisser, and Ms. Liddell voted in favor; Mr. Smith, Ms. Walsh, Mr. Parrish, and Mr. Jenner voted against. The motion failed.

BOARD COMMITTEE REPORTS

A. Evaluation and Policies Committee

Mr. Jenner reported on the February 16, 2015 meeting: highlights included 1) Board self-evaluation timeline change, 2) next review of the Board Policy Manual will begin in April, 3) Board calendar of yearly items, and 4) attorney bill policy/practice. Mr. Jenner asked that the Evaluation and Policies Committee identify any policies that might need to be modified or any new policy areas.

B. Committee of the Whole

Ms. Liddell reported on the February 16, 2015 meeting; highlights included 1) a presentation on the Retired Adult Program (RAP), 2) a discussion about baccalaureate degree proposal, 3) STEM requirements, 4) tuition and fees discussion, 5) discussion on a roof-mounted solar array project which will not be brought forward due to return on investment figures, 6) discussion of a Board presentation at the fall 2015 ACCT Leadership Congress, 7) legislative report, 8) community events attended by trustees, 9) future agenda items. She noted all should be aware, on March 17 both Evaluation and Policies Committee meeting and Committee of the Whole meeting would be held.

ICCTA REPORT

Ms. Liddell reported the next meeting is in Naperville, March 13-14, 2015. The meeting will cover the proposal for community colleges to offer baccalaureate degrees in certain areas. Ms. Liddell noted that Oakton Community College has just opened a science and health building as part of their long-term strategic planning, and asked if any Trustees would be interested in a tour.

FRIENDS OF MCC FOUNDATION REPORT

Ms. Walsh announced that Friday, May 1 there will be a reception to present the Distinguished Alumni Award. She noted that to date, the Foundation has raised \$17,000.00 in donations from 68 employees. She added that scholarships still remain and will be posted at www.mchenry.edu/scholarships until awarded.

Ms. Walsh announced the Foundation's annual Golf Outing will be held Friday, June 12, 2015.

FOR INFORMATION

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

There was no discussion.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Kissler offered her praise of the presentation on Belize.

Ms. Walsh thanked Dr. Smith for statistics on nursing graduates. She asked whether these students were being placed in jobs. Dr. Miksa will look at the data and provide an answer. Ms. Walsh added that visitors are impressed with the College's Robotics and CNC programs; she asked that more be informed of these programs.

Mr. Memmen spoke about the Veteran Mask project, a collaboration between Clay Club and the Student Veterans of America chapter.

Ms. Miller thanked the College for sending her company a fantastic student veteran, who is now helping with tax assembly as an accounting student.

Ms. Liddell asked for updated information on the College with statistics and information that she can keep in her purse and use as a leave-behind. She added that the new REEL Illinois competition starts April 30 and reminded all that McHenry County College came in first and second in the last competition. Ms. Liddell heard complimentary remarks about the MCC campus from out of state community college visitors.

Mr. Smith spoke about the program at the McHenry County Council of Governments (MCCG) meeting, about the Senior Care Volunteer Network, an extraordinary nonprofit organization that helps preserve the independence of county senior citizens. He added that in Governor Rauner's budget address, it looks like community colleges will not be affected as adversely as predicted, while municipal governments will be affected. He noted that MCCG has a pre-drafted letter that can be sent to Governor Rauner. He added that a number of MCCG people will head to Springfield to lobby on behalf of McHenry County.

Mr. Jenner pointed out the explanation in parentheses after the closed session exception listing on tonight's agenda; he stated this gives the public a little better idea of what will be discussed in closed session.

FUTURE AGENDA ITEMS

Future agenda items include: discussion of Board Policy or practice when saving up for large projects, student space presentation, discussion of temporary employees, a discussion to explain and understand the College's process of saving up for large projects, and a conversation about the transfer of funds to Fund 03, Operations and Maintenance.

CLOSED SESSION

At 9:26 p.m., Ms. Liddell 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 9:27 p.m. and Closed Session began at 9:46 p.m.

At 9:58 p.m., Ms. Miller moved to come out of Closed Session and Mr. Smith seconded the motion. There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 9:58 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, January 22, 2015

Ms. Kisser moved to accept the closed session minutes of the Regular Board Meeting, January 22, 2015, and Mr. Memmen seconded the motion. There was no discussion. The roll was called. Ms. Miller abstained and all others voted in favor; the motion carried.

CLOSED SESSION

At 10:01 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.* Mr. Memmen seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. Closed Session began at 10:02 p.m.

At 12:05 a.m., Ms. Liddell moved to come out of Closed Session and Ms. Miller seconded the motion.

There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 12:05 a.m.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 12:06 a.m.

Patricia Kriegermeier, Recording Secretary

Molly Walsh, Board Secretary