

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, March 26, 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. Memmen
Mr. Jenner
Ms. Kisser
Mr. Smith
Ms. Walsh
Mr. Parrish

Ms. Liddell and Ms. Miller were absent at roll call. Both joined the meeting telephonically later; Ms. Miller at 7:28 p.m. and Ms. Liddell at 8:13 p.m. 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.

COLLEGE MISSION STATEMENT

Student Trustee Memmen recited the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was revised; Mr. Memmen's presentation was removed. The agenda was accepted as revised.

ACCEPTANCE OF MINUTES

Acceptance of the minutes was deferred until later in the meeting.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one addressed the Board.

PRESIDENT'S REPORT

Dr. Smith began her report by noting that Ms. Liddell will be out of town on April 14, the date of the Committee of the Whole meeting. Dr. Smith asked the Board to consider moving the Committee of the Whole to Monday, April 13. Mr. Jenner suggested that both meetings might be held on April 13. After

brief discussion, it was agreed to hold the Committee of the Whole on April 13 at 6:30 p.m., with the Evaluation and Policies Committee meeting immediately following.

Dr. Smith noted that the College has developed two thirty-second television commercials; Ms. Haggerty noted that this will be the first television commercial in the College's history and was developed to show the breadth of the College's offerings. All viewed the video, and discussion followed. Mr. Jenner questioned why MCC would need to advertise; Ms. Haggerty replied that MCC competes for the same students as other colleges. If students and parents realize there is good value at MCC, they may come here. Dr. Smith noted that several faculty members were in attendance, spoke about the gas line work done by Nicor this week, offered kudos to Mr. Joel Chapman and Ms. Nikki Lewis who recently received the Northern Illinois Special Recreation Association (NISRA) Innovation Award; Dr. Smith also spoke about recent events in the Conference Center.

PRESENTATION

Composition Express: Completion of ENG 151 and ENG 152 in One Semester

Ms. Lisa Crizer gave a presentation showcasing the different way that Composition I and II classes are being scheduled by offering as many options as possible. In Fall 2014, two sections of Composition I were offered the first eight weeks, followed by two sections of Composition II the second eight weeks. Ms. Crizer outlined the benefits both to students and the instructor, and the challenges in scheduling this way.

Ms. Crizer's presentation can be viewed at www.mchenry.edu.board.

The Impact of Student Space on Student Engagement

Mr. Memmen's presentation will be featured on the April 23, 2015, Board of Trustees meeting agenda.

COMMUNICATIONS

A. Faculty Report

Ms. Humphrey reported that she did not have the usual Faculty Report tonight but promised a bumper crop for the next month. She thanked the Board of Trustees candidates who made time to meet with the faculty.

B. Adjunct Faculty Report

Ms. Linse was unable to attend and sent a report, which was read by Chair Parrish: "The adjuncts are enjoying their vacation and look forward to being back in class next week."

C. Staff Council Report

Ms. Trimble announced that four of the five members of the Staff Council negotiations team joined her tonight: Ms. Lynn McCabe, Financial Aid and Veteran Services, Ms. Wendy Lauen, Resource Development Specialist, Mr. Peter Lilly, Professional Development Department, introduced themselves. Ms. Trimble stated that the group was here tonight to thank the Board for their support and commitment to staff and the entire negotiations process. The end result of negotiations is a contract beneficial to both staff and the College.

D. Student Trustee Report

Mr. Memmen stated that Ms. McCabe works tirelessly for veterans on MCC's campus. Mr. Memmen reported on the recent theatre production *Columbinus*, the recent blood drive, a vigil held for student Amanda Williams, Women's History Month events, and the partnership with Student Veterans of America and Clay Club, called "Unmasked." He noted that student space is still a primary concern for the students.

E. Comments from the Board

Mr. Jenner complimented Student Trustee Memmen, noting that he has brought a lot to the Board. In response to Mr. Jenner's comment about the hiring of an Executive Director for the Friends of McHenry County College Foundation, Dr. Smith introduced Ms. Katrina McGuire.

F. Attorney Report

Attorney Rogers stated that the Consolidated Election will be April 7, 2015. Under the Election Code, County Clerks have until April 28, 2015, to prepare the canvass. The April Board meeting is scheduled for April 23, 2015, five days before the canvass is due. Ms. Rogers noted that the College usually holds the Final Meeting of the Retiring Board, the Organizational Meeting, and the First Meeting of the Newly Elected Board on the same night. She asked the Board to consider three options: 1) plan all three meetings for April 23, 2015, and see if the canvass is ready; 2) plan all three meetings after April 28, 2015, and before May 5, 2015; or 3) keep the Regular Board meeting on April 23, 2015, and hold the Organizational Meeting and First Meeting of the Newly Organized Board on a date that is after April 28, and on or before May 5.

Mr. Tenuta noted that Ms. Miller called into the meeting at 7:28 p.m.

Mr. Parrish asked for a motion and a second to allow Trustee Miller to participate in the meeting by telephone. Mr. Smith so moved, and Ms. Walsh seconded the motion. Mr. Parrish asked Ms. Miller to confirm that the conversation will be kept confidential and Ms. Miller so confirmed. Mr. Jenner stated he was fine with Ms. Miller joining the meeting by telephone, and noted that statute states several reasons for a Trustee to attend telephonically. Ms. Miller stated that it is tax season and she has a lot of work to do and is unable to leave her office. All Trustees stated that this was appropriate.

The roll was called: and all were in favor. The motion to allow Ms. Miller to participate by telephone passed. Ms. Rogers asked all present to identify themselves before speaking.

The roll was called again, to include the Trustee participating by telephone. Ms. Walsh called the roll and the meeting continued.

Mr. Parrish brought Ms. Miller up to date on discussion to change the April meeting dates due to the April 28 canvass deadline; after brief discussion, it was agreed to hold the Regular Board meeting on April 23, 2015, at 6:30 p.m., and the Organizational Meeting and the First Meeting of the Newly Organized Board on Tuesday, May 5, 2015, beginning at 6:30 p.m. All Trustees were in agreement.

APPROVAL OF CONSENT AGENDA

Chair Parrish asked for a motion to approve the Consent Agenda. Ms. Walsh so moved and Mr. Memmen seconded the motion. During discussion, Ms. Walsh asked to remove item 11. E., Authorization of FY 2015 Non-Mandatory Transfer of Funds, Board Report #15-37. Ms. Kisser commented that item 11. C. 3., Traffic Safety School Instructional Materials, is a good revenue generator and an excellent thing for the College to do. She noted that almost \$2 million in revenue has been netted over the last five years. Discussion followed on whether this should be a revenue generator and most Trustees felt this was a good community program.

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

For Approval

- A. Executive Summary, Board Report #15-30
- B. Financial Statements
 1. Treasurer's Report, Board Report #15-31
 2. Ratification for Accounts Payable Check Register, Board Report #15-32
- C. Requests to Purchase/Renew/Lease
 1. Desktop and Laptop Computers, Board Report #15-33

2. Desktop Virtualization Hardware, Board Report #15-34
3. Traffic Safety School Instructional Materials, Board Report #15-35
- D. Destruction of Closed Session Recordings, Board Report #15-36
- E. Authorization of FY 2015 Non-Mandatory Transfer of Funds, Board Report #15-37
- F. Personnel
 1. Approval of New Position Director of Physical Therapy Assistant Program for Physical Therapy Assistant Program, Board Report #15-38
 2. Appointment Replacement of Director of Software Solutions, Board Report #15-39
 3. Request for Retirement, Board Report #15-40
 4. Salary Adjustment/Advanced Placement, Board Report #15-41

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

Ms. Kisser moved to approve Board Report #15-37, A. Authorization of FY 2015 Non-Mandatory Transfer of Funds, and Mr. Memmen seconded the motion. During discussion, Ms. Walsh stated she was somewhat baffled by this request at this time, after discussion the last two months on the budget and projects for FY 2015. Mr. Tenuta replied that the budget is in a better position, as his forecast predicted, and noted that the budget can support the transfer at this time. He noted that funds must be set aside for the phone upgrade needed in FY 2016.

Dr. Smith noted that when the Board approved the FY 2015 budget, they approved a \$5 million transfer, to be split between Funds 02 and 03. She explained the importance of putting funds into Fund 03 each year, as a savings account for large expenses. Of the \$4,454,324.00 budgeted for FY2014 for transfer, only \$2,500,000.00 was actually done last year, and it was transferred to Fund 03. Dr. Smith emphasized how important it is that the Board transfer monies to Fund 03 so that the fund balance can cover capital purchases. Mr. Tenuta noted that \$4.5 million of the Fund 03 balance is already committed by Board action for projects in the RAMP document.

Mr. Smith concurred with the philosophy of appropriating money into buckets; he added that he was not part of the Board when the budget was approved, and is not familiar with the drivers that went into approval. Ms. Miller stated that she trusts what Mr. Tenuta is requesting, and stated he is doing a very good job. She stated that the ERP project cost \$7 million; if large ticket items were needed in a single year, the balance could be depleted in a heartbeat. Mr. Jenner asked Attorney Rogers to confirm that the Student Trustee's vote is advisory and Ms. Rogers so confirmed. Mr. Jenner asked whether the Student Trustee's motion or second is advisory or binding, and Ms. Rogers replied that the Student Trustee can make and

second motions. Mr. Jenner stated that he agreed with Ms. Walsh not to transfer this money. Ms. Kisser commented that the projects are not going to go away, the money is needed for capital improvements, chillers, HVAC systems, and parking lots. If the money is there, the College will not be caught in an emergency situation, which makes the College run very prudently in terms of unrestricted funds. She added that the intended projects are not part of a wish list, but are made up of hard concrete work that is going to have to be completed.

Mr. Smith asked why the transfers were not done in August when the budget was approved; Mr. Tenuta replied that he liked to wait and see how the budget will end up before making a move of that magnitude. He added that he is trying to preserve the fund balance.

The roll was called. Mr. Memmen, Ms. Kisser, Ms. Miller and Mr. Smith voted in favor; Ms. Walsh, Mr. Parrish and Mr. Jenner voted against. The motion failed for lack of a majority.

RESURFACING OF SHAH CENTER PARKING LOT, CONSTRUCTION OF SHAH CENTER ENTRANCE PLAZA, SHAH EXTERIOR LIGHTING UPGRADE TO LED, Board Report #15-42

Dr. Smith stated that Mr. Joe Vavrina from HR Green is present tonight to answer any questions the Board may have. Ms. Walsh moved to approve Resurfacing of Shah Center Parking Lot, Construction of Shah Center Entrance Plaza, Shah Exterior Lighting Upgrade to LED, Board Report #15-42, and Mr. Memmen seconded the motion. During discussion, Mr. Clesceri stated that the College conducted a competitive bid process and the lowest responsible bidder was Schroeder Asphalt Services, and provided an overview of the work to be done. The roll was called and all voted in favor; the motion carried.

AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF McHENRY COUNTY COLLEGE AND THE McHENRY COUNTY COLLEGE STAFF COUNCIL, Board Report #15-43

Ms. Walsh moved to approve the Agreement Between the Board of Trustees of McHenry County College and the McHenry County College Staff Council, Board Report #15-43 and Mr. Smith seconded the motion. During discussion, Mr. Tenuta gave a brief update, noting this is the final step of the culmination of ten months' work. He noted that the Staff Council ratified the contract by a vote of 110-1. The contract covers 165 employees, plus about 30 confidential employees, who handle confidential data and are not members of the union, who shadow the contract. He stated that the three-year contract covers classified and professional staff. The total cost is \$1.1 million for the union component and \$1.3 million with the

confidential component included. Employees receive a 3% increase in year one, retroactive to July 1, 2014, and a 3% increase the second year. The third year, increase is based on performance using an evaluation and compensation system. Mr. Jenner stated it is important to note that the merit system is coming into play, adding that MCC is one of the first institutions in the country to do so. The roll was called and all were in favor; the motion carried.

At 8:13 p.m., Ms. Liddell joined the meeting telephonically.

Mr. Parrish asked for a motion and second to allow Ms. Liddell to participate telephonically. Ms. Kisser so moved and Mr. Memmen seconded the motion. There was no discussion. Ms. Liddell confirmed the conversation would be kept confidential and Mr. Parrish asked for a roll call. Mr. Memmen, Ms. Walsh, Mr. Parrish, Mr. Jenner, Ms. Kisser, Ms. Miller, and Mr. Smith were present. Mr. Parrish asked that the roll be called again, including those participating by telephone. The roll was called and the following were present: Mr. Memmen, Mr. Jenner, Ms. Kisser, Ms. Liddell, Ms. Miller, Mr. Smith, Ms. Walsh and Mr. Parrish. Mr. Parrish announced that the meeting may now continue.

COMPENSATION ADJUSTMENT FOR CONFIDENTIAL AND SECURITY PERSONNEL, Board Report #15-44

Ms. Walsh moved to approve Compensation Adjustment for Confidential and Security Personnel, Board Report #15-44 and Mr. Smith seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

BOARD COMMITTEE REPORTS

A. Committee of the Whole

Ms. Liddell reported on the March 17, 2015, Committee of the Whole meeting. It was pointed out that a good informational packet was provided on recent legislation, and a campus signage presentation was given. Dr. Smith stated that a decision was made to hold the Committee of the Whole meeting on Monday, April 13, 2015, followed by the Evaluation and Policies Committee meeting. Mr. Parrish noted that the Regular Board Meeting would be held on April 23, 2015, with the Organizational Meeting and First Meeting of the Newly Organized Board to be held May 5, 2015.

ICCTA REPORT

Ms. Liddell noted that she had no new report. Discussion followed that Ms. Liddell has been asked to run for Vice President of the Illinois Community College Trustees Association; all were in favor of this and Mr. Parrish signed a letter of support from the McHenry County College Board.

FRIENDS OF MCC FOUNDATION REPORT

Mr. Smith welcomed Ms. Katrina McGuire, who began on March 9, 2015, as Executive Director of the Friends of McHenry County College Foundation. Mr. Smith noted that in the spring, the Foundation awarded 75 scholarships to students, totaling \$62,000.00 plus. Only four to six scholarships have not been awarded.

Ms. Walsh stated that nineteen nominations were received for the 2015 Distinguished Alumni Awards. The Committee has met and made a decision, and the announcement will be made in the next few weeks. The reception will be held on May 1. Ms. Walsh noted that employee giving is up, from \$16,000.00 last year to over \$24,000.00 this year. She added that the Foundation Golf Invitational will be held Friday, June 12 at the Blackstone Golf Club in Marengo. Ms. Walsh noted that the Education to Empowerment initiative now has 54 members, and has raised more than \$84,000.00 toward the \$100,000.00 goal.

FOR INFORMATION

- A. ICCTA Paul Simon Student Essay Contest
- B. New Employees
- C. Office of Marketing and Public Relations Update
- D. Office of Resource Development Update
- E. Office of Sustainability Center Update
- F. Retirement
- G. Upcoming Events

There was no discussion.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Kisser listed brief corrections to the minutes. The minutes of the January 22, 2015, Regular Board Meeting were accepted as revised. The minutes of the February 26, 2015, Regular Board Meeting were accepted as revised. The minutes of the March 10, 2015, Special Board Meeting were accepted as presented.

Ms. Kisser stated that she was distressed that comments were being made that the College has a low completion rate. In fact, the College was ranked fourth in the state of Illinois and last year ranked well by CNN Money (more information at <http://money.cnn.com/pf/college/community-colleges/>). Ms. Kisser stated that more importantly, the reason MCC was selected among the top 150 Community Colleges for the Aspen award, (more information at <http://www.aspeninstitute.org/policy-work/college-excellence/overview>), was because the award focuses on completion, among two other criteria. Ms. Kisser felt it was important to comment on this because the faculty and staff work very hard for students. She reiterated that MCC is not a school with low completion rates.

Mr. Memmen stated that Thursday, April 23, 2015, is the last night for Slàinte, the student-run restaurant. He invited Trustees to attend and join him on whatever night is available. He added that the MCC Job Fair will be held on April 24, 2015. He also invited Trustees to join him, especially Ms. Liddell as a fellow veteran, to the April 11 Unmasked workshop, a collaboration between Student Veterans and Clay Club.

Mr. Jenner expressed his appreciation at the promotional pieces Trustees received last week. Mr. Jenner would like to see MCC sporting events on the report of upcoming events.

Mr. Smith stated that we should be cognizant of looking at numbers related to graduation rates, and focus more on peer comparisons. He attended College of DuPage and transferred to four-year institutions for his bachelor's and master's degrees. By today's standards, College of DuPage would have been hit with an adverse assessment of Mr. Smith's attendance, since he did not complete a degree. He noted that there are a lot of ways to measure success. Mr. Smith also stated he was very impressed by MCC's attendance at the McHenry County Council of Governments (MCCG) meeting – Dr. Smith, Mr. Smith, Mr. Parrish, Ms. Walsh and Mr. Memmen attended the meeting.

Ms. Kisser noted that the MCCG Legislative Breakfast was held last Saturday and was well attended.

Mr. Memmen believes that McHenry County College will be the first community college to take on the Unmasked project.

Mr. Parrish stated he has been on the Board for almost six years and noted he has never seen the Board, the school, and the employees connect as well as he has observed in the recent past. He added he is proud to be part of this group.

FUTURE AGENDA ITEMS

Ms. Walsh requested that a Committee of the Whole meeting be held at the Shah Center to look at the solar array. She would also like to hear more about Learning Communities classes.

Mr. Memmen asked for more information on the outcomes of Shah Center programs, and the number of students enrolled in programs in Harvard. This information could be presented when the meeting is held at the Shah Center.

Mr. Jenner spoke about a Curriculum Committee established at District 26 in 2006; he suggested MCC do the same so that Board members could better understand what programs MCC offers.

CLOSED SESSION

At 8:45 p.m., Mr. Memmen 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. 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 8:46 p.m. and Closed Session began at 8:55 p.m.

At 9:56 p.m., Ms. Walsh 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 9:56 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, February 26, 2015, First Session, February 26, 2015, Second Session, and Special Board Meeting, March 10, 2015

Mr. Memmen moved to accept the closed session minutes of all three closed sessions listed above 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 9:58 p.m.

Patricia Kriegermeier, Recording Secretary

Molly Walsh, Board Secretary