

MINUTES
FINAL MEETING OF THE RETIRING BOARD
of McHENRY COUNTY COLLEGE

The Final Meeting of the Retiring Board of the Board of Trustees of McHenry County College was held on Thursday, April 23, 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
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.

COLLEGE MISSION STATEMENT

Student Trustee Memmen recited the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes were accepted as amended; Mr. Jenner asked that clarification be added to explain confidential employees, who are those who handle confidential data and are not members of the union.

SPECIAL RECOGNITION: Trustee Emeritus Status

Mr. Parrish announced it was a privilege to recognize Trustee Mary Miller for the outstanding work she has done in her twelve and a half years on the Board. Ms. Miller stated it has been her privilege to serve. Mr. Parrish bestowed Trustee Emeritus statute on Ms. Miller and read a letter of appreciation. He presented Ms. Miller with a gift from the Board. She was greeted with applause and given a standing ovation. Ms. Miller expressed her thanks to all.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Mr. Mike Clesceri, Executive Director of Public Safety and Facilities, spoke about the upcoming Patriot Run, to be held at McHenry County College on June 28, 2015. He praised the McHenry County College music department faculty and urged all to attend the upcoming Blues Jazz Concert on April 26, 2015.

Ms. Kim Hankins, Director of Sustainability, presented Trustees with copies of the *2015 Green Guide* recycling directory.

Mr. Cal Skinner stated that a previous College presentation indicated that the grass swales (drainage ditches) would be turned into something with more absorption than grass. He wondered if that could be done this summer.

PRESIDENT'S REPORT

Dr. Smith reported that Dr. Miksa had an opportunity to present testimony to the Illinois House Higher Education Committee; Dr. Miksa spoke about his experience. Dr. Smith reported that McHenry County College students Mr. John Vickery and Ms. Grace Wang won awards at the STEM Skyway Conference competition, and spoke about the Undergraduate Research Program at the College. Dr. Smith announced that the VITA tax return preparation program provided 1,200 hours volunteered, 934 completed returns, and \$1.5 million in refunds in McHenry County. Dr. Smith announced that Adult Education teacher Ms. Kathy Young was honored as Star 105.5 Teacher of the Month and noted that the Harley Davidson dealership in Woodstock will be leasing College parking lots between May and September to conduct motorcycle safety training.

PRESENTATIONS

The Impact of Student Space on Student Engagement

Mr. Memmen gave a presentation on how student space impacts student engagement. His presentation provided a definition of student engagement, touched on the importance of non-academic spaces, fostering an engaging environment, feeling a sense of community, as well as library space and social space.

Mr. Memmen's presentation can be viewed at www.mchenry.edu/board.

Cross-Pollination – Impacts of Learning Communities on Traditional Classes

Dr. Christine Grela and Ms. Anne Humphrey gave a presentation to show how Learning Communities, which combine two courses in different disciplines, impact both students and faculty. They provided a list of past Learning Community courses offered, and cited personal and professional development gained by combining disciplines. Their presentation can be viewed at www.mchenry.edu.board.

COMMUNICATIONSA. Faculty Report

Ms. Humphrey provided the Trustees with copies of the Faculty Report and noted many of its highlights.

B. Adjunct Faculty Report

Ms. Linse was unable to attend and provided a brief written report.

C. Staff Council Report

There was no report.

D. Student Trustee Report

Mr. Memmen reported on recent student activities, including the talent show, fourth annual Drag Show, Social Science Club's Earth Month sustainability programs, Student Veterans of America's collaboration on "Unmasked" with Clay Club, and spoke about student space. He repeated the mission statement, Our Focus is Learning, Student Success is Our Goal.

E. Comments from the Board

Ms. Miller stated she was proud to be a presenter at Imagine, Write and Win at the Crystal Lake Public Library; 360 poems were submitted and judged by McHenry County College instructors.

Mr. Jenner praised the Forensics Team on their success, which was reported in the *Northwest Herald*, and noted that a presentation by the Forensics Team might be given at a future Board meeting. He noted that he will be out of town on the date of the next Evaluation and Policies Committee meeting; Dr. Miksa stated that the Internal Board Policy Manual Review Committee is continuing on Section 1 but is not yet finished. There may be no need for a May meeting of the Evaluation and Policies Committee.

Mr. Memmen was pleased with the trifold with College information and asked whether a similar piece could be created with information on the programs offered in Harvard, Illinois and at the Shah Center.

Ms. Liddell commented that she enjoyed all the presentations given at tonight's meeting.

Mr. Parrish commented that presentations were nicely done and stayed within their time frames.

F. Attorney Report

There was no report.

APPROVAL OF CONSENT AGENDA

Chair Parrish asked for a motion to approve the Consent Agenda. Ms. Miller so moved and Ms. Liddell seconded the motion. During discussion, Mr. Memmen asked to remove Board Report #15-50, Request to Approve Industrial Maintenance Technician Certificate Submit to the Illinois Community College Board (ICCB). During discussion, Dr. Miksa explained that this program is being developed from curriculum from another institution, as part of the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program. He noted that the College already has space for this program, and extra equipment will be purchased from the TAACCCT grant funds. Manufacturers have indicated that their employees are getting ready to retire and new employees must be trained. Executive Dean Falco then explained that an advisory committee provides input on needed curriculum, noting that this certificate is stackable to Robotics and Engineering Technology associate degrees. The courses will begin with Industrial Maintenance Technology and Technical Mathematics. Approval from the ICCB is hoped for by summer. After questions were answered, there was no need to remove this item from the agenda.

Ms. Walsh asked whether the LED lighting to Parking Lots E and F would complete the lots; Dr. Smith replied that it would.

Mr. Jenner commented on Item 12. F., Administrative Contracts for FY 2016, Board Report #15-52. Asking whether all contracts were for a duration of one year. When Dr. Smith so confirmed, Mr. Jenner asked whether the Board could get data on trends over the past few years to see how the College is trending on administrators per student. Dr. Smith stated that this information could be obtained. She added that McHenry County College has more administrators because there are three employee sectors: 1) faculty, 2) adjunct faculty, and 3) Staff Council classified/professional employees. At many other institutions, some professional staff, coordinators, would not be in the same unit as the group they supervise. To be able to supervise and evaluate, an administrator is needed. Dr. Smith added that Mr.

Tenuta conducted an analysis of administrative salaries at nineteen community colleges in Northeastern Illinois. McHenry County College administrative salaries ranked second lowest in the group. Mr. Jenner suggested that it would be good to make these facts known to the public. Ms. Kisser noted that short of changing the contract and bargaining units, there is no solution. Dr. Smith will get the information that Mr. Jenner has requested.

Mr. Smith inquired about the name change from Special Needs to Access and Disability Services. Dr. Miksa replied that there is a new administrator for this area, who wanted to update the area's title; there were no functional changes.

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

For Approval

- A. Executive Summary, Board Report #15-45
- B. Financial Statements
 - 1. Treasurer's Report, Board Report #15-46
 - 2. Ratification for Accounts Payable Check Register, Board Report #15-47
- C. Requests to Approve/Purchase/Renew/Lease
 - 1. Upgrading Fixtures in Parking Lots E and F and Remaining Ring Road with LED Lighting Heads, Board Report #15-48
- D. Destruction of Closed Session Recordings, Board Report #15-49
- E. Request to Approve Industrial Maintenance Technician Certificate Submit to the Illinois Community College Board, Board Report #15-50
- F. Personnel
 - 1. Appointment of Replacement Instructor of Nursing, Title, Board Report #15-51
 - 2. Administrative Contracts for FY 2016, Board Report #15-52
 - 3. Salary Adjustment/Advance Placement, Board Report #15-53

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

No action was needed.

ACCEPT AND APPROVE DR. SMITH'S NOTICE OF INTENT TO RETIRE AS OF DECEMBER 31, 2015 AND GRANT DR. SMITH A POST RETIREMENT STIPEND OF \$1,875.00

Ms. Miller moved to approve Dr. Smith's Notice of Intent to Retire and to grant a stipend of \$1,875.00, and Ms. Liddell seconded the motion. During discussion, Ms. Kisser clarified that the stipend will be paid one time, and will not repeat every month or year, and added that this stipend has no impact on Dr. Smith's pension benefit. The roll was called and all were in favor; the motion carried.

DISCUSSION OF PROCESS FOR SELECTING THE NEXT PRESIDENT OF MCHENRY COUNTY COLLEGE

Ms. Kisser clarified that the Board has not yet engaged in a search process; this discussion is strictly for planning. Ms. Miller spoke about the 2003 Presidential search briefly and then provided details from the 2010 search, noting that the Board did not put out a Request for Proposals, but did invite firms to speak with the Board. The Board selected one firm after discussion, and negotiated a price. An internal committee comprised of members of each employee group, students, Trustees and community members worked with the search firm. The Search Committee narrowed the field to three candidates who were invited in for interview. Extensive discussion followed on the composition of the search committee, the timeline for the search, the number of firms in the field, and the cost associated with the search.

A consensus was taken after discussion whether to conduct the search internally or use an outside firm.

Ms. Kisser, Ms. Liddell, and Mr. Memmen were in favor of using an outside firm; Mr. Jenner stated he would trust people on this Board to identify qualified candidates more than he would trust an outside firm that does not know the College. Ms. Liddell noted that an outside firm would have a much broader view.

Ms. Walsh, Mr. Smith and Ms. Miller also voiced their preference for an outside firm. Mr. Parrish stated he had mixed feelings: he feels confident if the College followed a format suggested by ACCT or another organization, a good job could be done. He stated that consensus is against that opinion and can respect the results of the consensus and noted he does not want to waste another month.

Dr. Smith suggested that if the Board wishes to retain Robbins, Schwartz, Nicholas, Lifton and Taylor Ltd. to develop a Request for Proposals document to be presented at the May 19, 2015 Committee of the Whole meeting, and the Board accepts the document then, firms recommended by the Board sub-committee could be interviewed at the June 15, 2015 Committee of the Whole meeting.

Dr. Smith spoke about a timeline. If the Board would like a new President to begin in January, 2016, a decision must be made at the November, 2015 Board meeting. Semifinalists and finalists would be interviewed in October and November, noting that a search firm must be chosen by June or July. Time frames were discussed, and consensus around the table resulted in Ms. Kisser, Ms. Liddell, Mr. Memmen,

Ms. Miller, Mr. Smith, and Ms. Walsh recommending the use of Robbins, Schwartz, Nicholas, Lifton and Taylor Ltd. to develop the Request for Proposals document. Mr. Jenner was not sure.

Discussion followed on which Trustees would comprise the sub-committee: Ms. Kissner and Mr. Smith volunteered. Ms. Liddell suggested that the Board consider Illinois Community College Trustees Association documentation on selecting a new President at a Board Retreat to be scheduled.

BOARD COMMITTEE REPORTS

A. Committee of the Whole

Ms. Liddell reported on the April 13, 2015, Committee of the Whole meeting. Highlights include: President's Report, Perkins Grant visit, monument sign, Shah Center revenue ahead of expenditures, Dr. Smith's announcement that she plans to retire December 31, 2015, a presentation on the College website and the need to upgrade it, Trustee presentations at the 2015 ACCT Leadership Congress, and future agenda items.

ICCTA REPORT

Ms. Liddell reported there is nothing new, adding that the next meeting is April 28 in Springfield, talking about budget and expenditures.

FRIENDS OF MCC FOUNDATION REPORT

Mr. Smith reported that he and Ms. Walsh met with new Executive Director Ms. Katrina McGuire to discuss introducing Ms. McGuire to community leaders. He noted that 59 scholarships totaling \$150,000.00 are available for fall and are listed at www.mchenry.edu/scholarships. Mr. Smith spoke about the Distinguished Alumni Awards, to be held May 1 and the Foundation Golf Invitational to be held June 12. He noted that seven events are scheduled for the Foundation Seminar Series. Mr. Smith stated that the Education to Empowerment group held an event at the College's student-run restaurant, *Slàinte*. He noted the group was very enthusiastic about the restaurant.

Ms. Walsh reported that the employee giving campaign raised \$25,000.00 toward its goal of \$50,000.00, an increase over last year's \$16,000.00 total.

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. Miller stated that the Human Race will be held on campus this weekend; Dr. Miksa and Mr. Memmen will run in the race.

Mr. Smith had the opportunity at the Union League Club to sit in with Hank Paulson, Barrington native, former Treasury Secretary and CEO of Goldman, Sachs, as he was interviewed on economic policies between the United States and China and the challenges faced.

Ms. Walsh thanked Dr. Smith for consistently giving Trustees the information requested. She wished Dr. Smith luck in her retirement.

Mr. Jenner noted that the semiannual review of closed session minutes is coming up; he and Ms. Kisser will conduct the review on Saturday, May 23, 2015.

Mr. Memmen hopes he has conveyed a thought-provoking message to all how student space impacts engagement and learning. Mr. Smith encouraged Mr. Memmen to make that same presentation to the Foundation Board. Mr. Memmen also asked whether the stone for the monument sign could be donated. He noted that the MCC Job Fair will be held Friday, April 24 and that MCC volunteers were helping with Community Day on Saturday, April 25. He expressed his appreciation to Trustee Miller for what he has learned from her in his short time on the Board.

Ms. Liddell recently visited another college which displayed plaques outside the doors of facilities such as manufacturing, identifying members of the advisory committee in the community. Ms. Liddell suggested that at a Board retreat, Trustees might share their connections so that they may be invited to College events. Ms. Liddell expressed appreciation to Ms. Miller for her service to the Board and the College and noted that she would be missed in a big way.

Ms. Kisser stated the Board needs to be more interactive with students on ideas for fundraising. Ms. Kisser stated that as Trustee Miller leaves, the knowledge she takes with her will be hard to replace. Ms. Kisser expressed her gratitude for Ms. Miller's twelve years of Board service.

Mr. Parrish thanked Ms. Miller for her contributions. He also thanked Ms. Haggerty for starting the "Purple Pride" tradition of wearing purple on Thursday.

FUTURE AGENDA ITEMS

Ms. Kisser stated it would be good for the Board to have a brief systemic review of all the College's Master Plans. She asked the Board to consider asking Dr. Smith to deliver to the Board a report on the state of the College as she sees it; noting issues the Board should focus on and important resources the College can draw upon.

Mr. Memmen proposed future "Meet and Greet" events with students. Attorney Rogers noted that such an event could be posted as an open meeting.

Ms. Walsh inquired about the Board dashboard; Dr. Smith replied that the needed information can be gotten to Trustees. Dr. Butler added that the software for the dashboards is being upgraded to a newer version.

At 9:36 pm., Mr. Parrish asked for a motion to go into closed session, noting that Exception #11, litigation, would be added.

CLOSED SESSION

At 9:36 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*, Exception #11, *Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting, 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 9:37 p.m. and Closed Session began at 9:50 p.m.

At 10:25 p.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 10:26 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, March 26, 2015

Ms. Miller moved to accept the closed session minutes of the Regular Board Meeting, March 26, 2015 and

Ms. Walsh seconded the motion. There was no discussion. The roll was called; the motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 10:27 p.m.

Patricia Kriegermeier, Recording Secretary

Molly Walsh, Board Secretary