

MINUTES  
REGULAR BOARD MEETING  
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, July 24, 2014, 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 Ms. Miller called the roll in Secretary Walsh's absence, the following were present:

Mr. Peters  
Mr. Jenner  
Ms. Kisser  
Ms. Liddell  
Ms. Miller  
Mr. Parrish

Ms. Walsh was absent. Mr. Wilbeck was absent at roll call and arrived at 6:34 p.m. 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

Student Trustee Peters read the Mission Statement.

APPROVAL OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the June 26, 2014 Regular Board Meeting were accepted as amended.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one addressed the Board.

CHAIRMAN'S REPORT

Mr. Parrish stated that the Board held a Retreat on July 14. He stated that beginning with tonight's meeting, efficiency will be improved; Ms. Kriegermeier will signal when allotted presentation time is almost up.

## PRESIDENT'S REPORT

Dr. Smith stated that the Board responded to a date change for the October 23 Regular Board Meeting, as many of the Trustees will be attending the ACCT Leadership Congress. The Board meeting will be held on Monday, October 20, 2014 instead.

Dr. Smith announced that the College has received from the Illinois Community College Board a Certificate of Recognition; the final recognition report will be reviewed by ICCB on September 19. Once the report is approved, the College will receive its five year recognition certificate.

Dr. Smith announced also that the Higher Learning Commission has sent the Transition Map to be used in the College's reaccreditation process for all institutions moving from a seven year cycle to an eight year cycle. She stated that the map is confusing and discussions will be held with the HLC Liaison to make sure it is understood what needs to be done.

Dr. Smith announced that the College's third presentation has been accepted by ACCT, to be given at a pre-conference symposium. She noted also that the College has received notification that a National Science Foundation grant has been awarded to Stevens Institute of Technology, the lead institution with four community colleges. McHenry County College's portion of the grant is \$82,000.00 and covers research to adapt spatial skills for online formats, for community college instructors and tech students. Mr. Bob Mihelich, Instructor of Applied Technology, will be the project director.

## PRESENTATIONS

### A. Phi Theta Kappa Regional Awards

Mathematics Instructors and Phi Theta Kappa advisors Ms. Heidi Boring and Ms. Diane Terlep announced awards received at the June Regional Commission meeting. McHenry County College's Chapter received the College Project Award; Ms. Heather Troglia received the District Chapter Officer Award at the state level; Ms. Boring was awarded the Hall of Honor Advisor's Award, and Ms. Terlep was awarded the Outstanding Advisor Award. The College chapter was also awarded the Five Star Level, the highest honor to be given. The awards were displayed and greeted with applause.

### B. Fashion and Art

Dr. Amy Ortiz, Instructor of Art History and Art Appreciation, provided handouts previewing a new class offering this fall: Fashion and Art, which is based on critical theory, and will study the intersections where art and fashion meet. Dr. Ortiz was greeted with applause at the end of her presentation.

## COMMUNICATIONS

### A. Faculty Report

Ms. Elaine Whalen presented a list of faculty activities and accomplishments; she stated that the Faculty Association has completed its annual feedback surveys, which are available for pickup through the Trustees' campus mailbox.

### B. Adjunct Faculty Report

Ms. Mary Beth Linse reported that adjunct faculty are teaching over the summer while full time faculty are out; she noted that adjunct faculty are preparing for the fall semester.

### C. Staff Council Report

There was no report.

### D. Student Trustee Report

Mr. Peters reported that the Student Affairs Division has been working diligently to hire a new Coordinator of Student Activities and a Coordinator of Multicultural Affairs. He noted that student organizations are meeting to prepare for Fall semester. Mr. Peters spoke about plans for the New Student Convocation and noted that student space is a primary concern for students.

### E. Update on RFQ for Architectural/Space Utilization Services

Mr. Tenuta reported that the Committee has met over the past month, reviewed 17 responses, and has selected six firms to interview. The committee will choose two to three firms to present to the Board in August so a decision can be made.

### F. Comments from the Board

Mr. Jenner shared his conversation with a student who is a veteran, who flew medical missions during Desert Storm and has enrolled in McHenry County College's nursing program. The student hopes to complete the program and go on to Northern Illinois University. Mr. Jenner spoke about the space created on campus for veterans, and invited the student to Convocation.

G. Attorney Report

Mr. Curran had no report.

APPROVAL OF CONSENT AGENDA

Ms. Miller moved to approve the Consent Agenda, and Ms. Liddell seconded the motion. During discussion, Ms. Liddell asked about the projected life of the Shah Center HVAC Unit Replacement; Mr. Clesceri replied that he did not have that information, but noted that the College would never purchase without a warranty. The information will be obtained for Ms. Liddell. Mr. Parrish asked whether this purchase was part of the ISES projects; Mr. Clesceri replied that it was. Ms. Miller asked whether the units to be purchased were higher efficiency; Mr. Clesceri passed the spec sheets around and Ms. Miller thanked him.

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

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

No action was needed.

BOARD POLICY REVISION 2.1.1 – Investments, Second Reading, Board Report #14-129

Ms. Kisser moved to accept Board Policy Revision 2.1.1 and Ms. Miller seconded the motion. During discussion, Mr. Jenner noted that this is the second reading and stated this would be the time to bring up any issues. He noted that section name changes approved at the last meeting have not been changed online yet. The roll was called and all were in favor; the motion carried.

FISCAL YEAR 2015 TENTATIVE BUDGET FOR PUBLIC DISPLAY, Board Report #13-142

Mr. Tenuta stated that this is the second to last step in getting the budget in place this fiscal year. He commented that this is the same information received in earlier months with few changes. Mr. Tenuta added that he has received notice that the state will be providing a little more money, based on the operating grant. He noted that he does not expect tuition and fees to come in high and will adjust that figure. Mr. Parrish stated he was surprised to see so many position vacancies, and asked if the budget assumes those will all be filled. Mr. Tenuta replied the budget assumes all positions will be filled; to assure that those costs are covered. By so doing, the College would avoid having to approve an amended budget.

Ms. Liddell moved to approve Board Report #13-142, Fiscal Year 2015 Tentative Budget for Public Display, and Mr. Wilbeck seconded the motion. The roll was called and all were in favor; the motion carried.

APPROVAL OF INTERGOVERNMENTAL AGREEMENT, PLAN APPROVAL, AND PENDING RESOLUTION (CONTRACT 62517) OF UNDERSTANDING FOR THE PORTRAIT IN PRINT COLLECTION BETWEEN THE STATE OF ILLINOIS (IDOT) AND McHENRY COUNTY COLLEGE, Board Report #14-143

Ms. Liddell moved to approve Board Report #14-143 and Mr. Wilbeck seconded the motion. During discussion, Dr. Smith provided a recap and highlights of this matter which has taken some time to complete. Mr. Parrish stated that Dr. Smith's report answered many questions and thanked her. Ms. Kisser thanked Dr. Smith for her hard work. The roll was called and all were in favor; the motion carried.

BOARD COMMITTEE REPORTS

A. Evaluation and Policies Committee

Mr. Jenner reported on the July 15, 2014 meeting; highlights include a presentation by Dr. Smith on the IDOT agreement. He noted that the guidelines for closed session minutes were tabled. He stated that Board Policy 1.8.10 about receipt and forwarding of mail was discussed and noted the Internal Committee will review verbiage he provided and report back with a recommendation. He stated that Trustees Liddell and Wilbeck are reviewing the president's evaluation process. Dr. Smith is looking into what other colleges do to reward employees. Mr. Jenner reported that draft verbiage on voting procedures resulted in consensus that each April at the Organizational Meeting, the new Student Trustee will be asked for his or her preference on voting order. Mr. Jenner added that the committee discussed Board involvement in legislative issues, and noted future agenda items would include discussion of a policy on fund balance, and spoke about what goes on with lame duck Boards, which will be tabled until the next lame duck session in April, 2015.

### ICCTA REPORT

Ms. Liddell reported that she will attend a retreat in early August, a planning session for the year. She stated that the next ICCTA meeting will be held in Schaumburg in September, to look at leadership activities will be brought forward. She invited all Trustees to attend the September meeting and spoke about two items: 1) Fixing Illinois, a book on Illinois' fiscal challenges, which will be discussed at the meeting, and 2) Illinois State Board of Elections election law changes and updates in a sixty minute presentation. Ms. Liddell also hoped that all Trustees would have the opportunity to attend the October Leadership Congress held in Chicago, noting that MCC will be making three presentations at the Congress.

### FRIENDS OF MCC FOUNDATION REPORT

Ms. Miller spoke briefly about the recent Education to Empowerment event; Ms. Kissler attended the event and stated it was very rewarding, showcasing the Foundation's enthusiasm for this scholarship program.

Ms. Miller added that the search for an Executive Director continues.

### FOR INFORMATION

- A. Resignation
- B. Emergency Repairs
- C. Office of Marketing and Public Relations Update
- D. Office of Resource Development Update
- E. Office of Sustainability Center Update
- F. Program Articulation Agreements with Southern Illinois University at Carbondale
- G. Quarterly Report on Grants

There was no discussion.

### SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Liddell asked for comparison information on financials; she would like to have the top three to five vendors identified and total expenses in those categories. Mr. Tenuta replied that his current reports provide comparatives for Funds 01 and 02. He can provide that information for all funds if needed. Ms. Liddell explained what information she would like; she and Mr. Tenuta will meet to discuss this.

Mr. Wilbeck asked about the rationale and planning for temporary help; Mr. Tenuta responded that this is addressed in two ways. The first is filling a position that the College can't get a permanent employee for, and the second is to bring in additional help for a short period of time without committing to a full time

position. He added that if the position is critical, it must be staffed. Dr. Miksa noted that all temporary employees must be approved by Executive Council beforehand; monitoring between Human Resources and Executive Council happens to insure that temporary help is not used for too long a period of time. He added that sometimes temporary help is used for cost avoidance and sometimes when work needs to go on. Ms. Miller praised the manufacturing classes and facilities; a client informed her that they are using the College's internship program at their manufacturing facilities.

#### FUTURE AGENDA ITEMS

Ms. Kisser recommended that the Evaluation and Policies Committee look at considering whether there should be a procedure on the amount of time the College would spend on requests from individual Trustees absent a request from the Board as a whole for information. She asked whether the Board wants a procedure when an employee is contacted by a Trustee for information, for the employee to notify his or her supervisor so that the employee is not setting aside other work. Mr. Jenner agreed that this could be discussed at a future meeting.

#### CLOSED SESSION

At 7:58 p.m., Mr. Wilbeck 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*, 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. Liddell seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. A brief break was taken and Closed Session began at 8:10 p.m.

At 8:34 p.m., Ms. Kisser moved to come out of Closed Session and Ms. Liddell seconded the motion.

There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 8:35 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, June 26, 2014

Ms. Miller moved to accept the closed session minutes of the Regular Board Meeting, June 26, 2014 and

Ms. Liddell seconded the motion. The roll was called; all were in favor. The motion carried.

ADJOURNMENT

The meeting was adjourned at 8:36 p.m.

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Patricia Kriegermeier, Recording Secretary

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Molly Walsh, Board Secretary