

MINUTES  
REGULAR BOARD MEETING  
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Monday, October 20, 2014, in the Board Room, Room A217, in Building A on the Campus. In Chair Parrish's absence, Vice Chair Liddell called the meeting to order at 6:30 p.m. When Secretary Walsh called the roll, the following were present:

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

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

PLEDGE OF ALLEGIANCE

Vice Chair Liddell 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 September 25, 2014 Regular Board Meeting were accepted as amended.

The minutes of the October 1, 2014 Special Board Meeting were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Board.

PRESIDENT'S REPORT

Dr. Smith alerted the Board to the College's November 7 Veterans' Day celebration and the December 13, 2014 commencement ceremony, and asked all to indicate if they would attend. Dr. Smith spoke about current College events and presented a video shown at the recent Professional Development Day, which

was focused on service excellence. She informed Trustees of the results of a survey of participants in MCC's Undergraduate Research Scholar Program over the last two years. Dr. Smith provided statistics on the College and Career Readiness Alliance with district high schools. The statistics showed a decrease in the number of recent high school graduates taking developmental math courses from 57% in 2010 to 26% in 2014, a direct result of the College's partnership with high schools. She also shared with the Trustees two documents from the Association of Community College Trustees on the Higher Education Reauthorization Act, a fact sheet and a sample college scorecard.

### PRESENTATION

#### MCC Fire Science – Preparing McHenry County's Present and Future Emergency Responders

Mr. Henry Gruba, Instructor of Fire Science and Department Chair, gave a presentation on the Fire Academy and the Fire Science program. His 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.

#### B. Adjunct Faculty Report

Ms. Marybeth Linse could not attend and asked that the Board receive thanks for working together on the adjunct contract.

#### C. Staff Council Report

Ms. Trimble stated she had no report.

#### D. Student Trustee Report

In addition to his prepared report that appears in the Board packet, Mr. Peters presented a list of student organizations and a list of all club events in November. He will provide this report each month.

#### E. Comments from the Board

Mr. Jenner stated that after seeing the video from Professional Development Day, he can attest to what he saw. He has experienced the importance of service excellence over the last twelve years and noted it is a

good message. Ms. Kissler asked whether information from the Family Violence Coordinating Council symposium would be available; Executive Dean Terri Berryman replied she can provide this information.

#### F. Attorney Report

Ms. Rogers reported that legislation was passed last month that will affect all units of local government effective January 1, 2015. The legislation amends the Local Records Act and requires that each unit of local government have a link posted on its website in an obvious place such that members of the public can communicate directly with Board members. Ms. Rogers stated that the law requires a uniform single address for all trustees, unless all have individual addresses. She stated that the College is way ahead on this requirement, having encouraged two-way communication. Ms. Liddell thanked Trustee Jenner for encouraging action on this issue.

#### APPROVAL OF CONSENT AGENDA

Ms. Miller moved to approve the Consent Agenda, and Ms. Walsh seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

#### For Approval

- A. Executive Summary, Board Report #14-170
- B. Financial Statements
  1. Treasurer's Report, Board Report #14-171
  2. Ratification for Accounts Payable Check Register, Board Report #14-172
- C. Requests to Purchase/Renew/Lease
  1. Site License for Lynda.com Web-based Training Programs, Board Report #14-173
  2. Snow Removal Services, Board Report #14-174
- D. Destruction of Closed Session Recordings, Board Report #14-175
- E. Fiscal Year 2014 Audit, Board Report #14-176
- F. Personnel
  1. Workforce and Community Development Personnel Considerations for Fall 2014, Board Report #14-139, Addendum
  2. Salary Adjustment/Advanced Placement, Board Report #14-177

#### ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

No action was needed.

#### BOARD POLICY MANUAL NEW SECTION 6, First Reading, Board Report #14-178

Ms. Kissler noted several corrections that will be made before the Second Reading at the November Board Meeting. She noted that the Internal Board Policy Manual Review Committee worked extremely hard on this section.

BOARD POLICY REVISION 1.7.3, Vacancies, First Reading, Board Report #14-179

Mr. Jenner noted that this will be voted upon next month. He added that when Trustee Wilbeck resigned, the Evaluation and Policies Committee looked at this policy and found there were some incorrect issues there. Mr. Jenner stated that the final policy revision states that the College will follow the law.

REQUEST TO CLOSE COLLEGE DURING WINTER BREAK 2014, Board Report #14-180

Dr. Smith stated that the College would typically open on January 2, 2015 which is a Friday. The administration is suggesting that the College be closed that day. Ms. Kisser moved to approve Board Report #14-180, which will make for this year the dates the College is closed from December 24, 2014 through January 4, 2015. Employees will return to work on January 5, 2015. Ms. Walsh seconded the motion. During discussion, Mr. Jenner agreed that this is the correct thing to do. He asked whether the day would be added anywhere later in the year. Dr. Miksa confirmed it would not, as January 2 is not an academic day and no classes are in session. The roll was called and all were in favor; the motion carried.

DISCUSSION ON TAX LEVY

Mr. Tenuta stated this report adds on to previous discussion which began in April, 2014. The report gave a brief overview of the College's three major funding sources: property taxes, state tuition, and tuition and fees. Mr. Tenuta stated that the levy would be brought to the November Board meeting, to approve a levy in December. Mr. Tenuta asked for direction on how to prepare the final levy for Board approval. Mr. Tenuta noted that he prepared two versions; one with a CPI-U increase of 1.5%, and one without an increase. He noted that the net effect would be \$209,000.00 for FY2015 and the same for FY2016. Extensive discussion followed which touched on inflation, increased costs, the amount to be transferred from the education fund into restricted funds, and the effect of the levy, whether flat or increased, on the College and district taxpayers.

Mr. Tenuta will bring two versions of the levy to the November Committee of the Whole; Trustees should be prepared to voice their positions at that meeting and see what the consensus is going to be.

## BOARD COMMITTEE REPORTS

### A. Evaluation and Policies Committee

Mr. Jenner reported on the October 14, 2014 meeting; highlights include finalization of Section 6, discussion of a policy on fund balance, finalization of a policy on Board vacancies, review of the new trustee orientation packet, potential revision of the Board self-evaluation form, and a discussion of closed session minutes guidelines, which included discussion about including more information before going into closed session.

### B. Committee of the Whole

Ms. Liddell reported on the October 13, 2014 meeting; highlights include the annual audit presentation in which the College received an unmodified opinion, review of financial statements, discussion of fiscal year budgets and forecasts, discussion of student space, discussion of practice times for three ACCT presentations, a legislative report, and a report on community events attended by Trustees.

## ICCTA REPORT

Ms. Liddell had no general report, and spoke about the upcoming Association of Community College Trustees Leadership Congress, at which the ICCTA meeting will be held. She noted that a regional meeting encompassing seven states will be held as well.

## FRIENDS OF MCC FOUNDATION REPORT

Ms. Walsh stated that students can take advantage of spring scholarships online, noting that the application deadline is November 3. She announced that the Education to Empowerment initiative has collected more than \$73,000.00 with all monies used toward scholarships. She reminded all Trustees that there will be a Foundation event on November 2.

## FOR INFORMATION

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

Ms. Walsh asked that in addition to a report on resignations, a report be provided on new hires. Ms. Walsh added that Ms. Leslie Krebs, the Coordinator of Service Learning, informed her of a project on November 8 where students and faculty members can work on community projects. Volunteers will meet at 8:45 a.m. in the Scot Room on campus.

#### SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Liddell reminded all of Student Trustee Peters' invitation to participate in the Penny War from November 17 through 20.

Ms. Kisser commented that Trustee Smith is familiar with the Friends of McHenry County College Foundation; she added that Trustee Miller does not intend to stand for election again when her term is over and wondered if it would make sense to have Trustee Smith as Foundation Liaison instead of Trustee Miller. Mr. Smith stated he would like to act as Liaison and Ms. Miller was in favor of this suggestion. Ms. Walsh will continue as Foundation alternate.

Mr. Smith spoke about the McHenry County Council of Governments meeting, where the evening's program addressed human trafficking. He spoke about a new program in Illinois through the United Way, [www.findhelp211.org](http://www.findhelp211.org), where members of the community can find help for numerous issues by dialing 2-1-1 on their telephone or visiting the website.

Mr. Smith spoke about Senate Bill 16, Resolution 1276, which could ultimately have an adverse impact on teacher/student ratios in McHenry County. The bill is designed to reallocate funds to Cook County.

Representative Barbara Wheeler is encouraging all to sign online petitions to fight this bill.

Mr. Peters stated that Student Life now has its first human trafficking club; Ms. Walsh added that Representative Wheeler would be a good speaker if the club needs one.

Mr. Jenner stated that Trustees received information on how to set up their voicemail boxes and asked whether the extensions would be published on the College website; Dr. Butler confirmed that once voicemail boxes are set up, information will be published on the website.

#### FUTURE AGENDA ITEMS

The Tax Levy will be discussed at the November Committee of the Whole meeting.

CLOSED SESSION

At 8:21 p.m., Ms. Kisser moved to go into Closed Session to discuss matters covered under the Illinois Open Meetings Act, 120/2(c), 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 8:22 p.m. and Closed Session began at 8:33 p.m.

At 9:00 p.m., Ms. Kisser moved to come out of Closed Session and Ms. Walsh seconded the motion. There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 9:00 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, September 25, 2014 and Special Board Meeting, October 1, 2014

Ms. Kisser moved to accept the closed session minutes of the Regular Board Meeting, September 25, 2014 and the Special Board Meeting, October 1, 2014, and Ms. Walsh seconded the motion. During discussion. Mr. Jenner asked if there was anything that would preclude either set of minutes from being released to the public. The roll was called and all were in favor; the motion carried.

Brief discussion followed on Information Technology's response and remediation to a recent Zero-Day Ransomware virus attack.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 9:06 p.m.

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Patricia Kriegermeier, Recording Secretary

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Molly Walsh, Board Secretary