

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, September 23, 2015, in the Board Room, Room A217, in Building A on the Campus. Chair Smith called the meeting to order at 6:30 p.m. When Secretary Jenner called the roll, the following were present:

Mr. Memmen
Mr. Jenner
Ms. Kisser
Ms. Liddell
Mr. Parrish
Ms. Tirio
Mr. Smith

Ms. Walsh was absent. Dr. Smith was also present. Attorney Daniel Curran was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Smith 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

Mr. Jenner questioned whether there was a memory book for both Kimberly McMaster and Jason Dahlmann; Student Trustee Memmen clarified there were. Mr. Memmen stated that at the Committee of the Whole meeting, he announced that the upcoming October 21 veterans' meeting would be the first of its kind in McHenry County. He has since learned that a similar meeting was held twenty years ago; however, this event will be the first time that benefits and health care have been combined for a Town Hall meeting. The minutes were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Ms. Marla Garrison, Instructor of Biology, shared a number of emails she has received from former MCC students who have contacted her to tell her of their accomplishments after their MCC experience. After sharing their stories, Ms. Garrison stated that MCC students succeed and make the world a better place. Her report was greeted with enthusiastic applause. Chair Smith asked Ms. Garrison to pass along the Board's congratulations to the students whose stories she shared.

PRESIDENT'S REPORT

Dr. Smith spoke about the multi-chamber mixer held September 22. Trustees Jenner and Parrish attended, along with over 200 others. The food was prepared by MCC culinary students, and the floral centerpieces were created by MCC horticulture students. Dr. Smith announced that the United Way campaign is beginning; the goal is to raise \$15,000. She stated that Instructor Ted Erski taught a MOOC (massive open online course) in August and September, entitled Fundamentals of Energy Resources. Enrollment totaled 984 students, most from outside the United States. Dr. Smith offered kudos to the Student Veterans organization for the recent Patriot Run that raised \$2,000. She added that 97 people visited the Student Veterans Resource Center in August, and 136 veterans are enrolled for fall 2015. Dr. Smith noted that a copy of *Tomorrow's Tech: Dedicated to Today's Automotive Students*, in which the College is listed as one of the top twenty automotive schools in the country, was next to their places. Dr. Smith spoke about a 2004 MCC alumna and former student of anthropology instructor Dr. Judi Cameron, Ms. Jill Scott, who was part of the team that analyzed homo naledi, and is one of the authors on the journal article describing this hominin: <http://elifesciences.org/content/elifesciences/4/e09560.full.pdf>. Dr. Smith noted that MCC's literary magazine, *Voices*, received a third place overall in the central division of the Community College Humanities Association and pointed out that the painting on page 1 won first place for student Ms. Gloria Stewart.

INDUCTION OF STUDENT GOVERNMENT

Chair Smith introduced Ms. Megan Scanlan, Coordinator of Student Activities, for the induction of Student Government members. Ms. Scanlan introduced the 2015-2016 members of Student Government, formerly known as the Student Senate. Chair Smith administered the Oath of Office to the following students: Ms. Hanna Passarella, Mr. Jeremy Sacramento, Ms. Jazmin Rangel, Ms. Melissa Ward, Mr. Mark Handeland, Ms. Karla Angel, Mr. Erick Marchessault, Mr. Brandon Marcial, and Mr. David Abramson. Chair Smith offered congratulations to all, and the audience greeted the group with applause.

PRESENTATION

2015 NISOD Award Recipients

Dr. Miksa introduced this year's NISOD award recipients Mr. Thomm Beggs, Ms. Marianne Devenny, and Mr. Peter Lilly, followed by an explanation of each of their accomplishments.

COMMUNICATIONS

A. Faculty Report

Ms. Humphrey provided copies of the Faculty Report and noted that tomorrow is National Punctuation Day. She noted highlights of her report, speaking about many recent faculty accomplishments.

B. Adjunct Faculty Report

There was no report.

C. Staff Council Report

Ms. Trimble thanked the Board for streaming and videotaping meetings.

D. Student Trustee Report

Student Trustee Memmen reported on recent activities to begin the semester, and spoke about the upcoming Veterans Administration Open Forum to be held at MCC on October 21 at 7:00 p.m. in the Luecht Conference Center. He added that student space is still a primary concern for students, adding that over thirty students attended a recent open forum on student space to share their needs.

E. Comments from the Board

Mr. Memmen pointed out a photo in the *Tartan* which showed the mask he made at the April "Unmasked" event. Ms. Liddell expressed her appreciation at hearing from Ms. Garrison about the success of her former students, and hoped to hear more. Mr. Jenner echoed Dr. Smith's comments about the multi-chamber mixer and shared that the attendees spoke very positively about McHenry County College. He noted that the horticulture program provides hydroponically grown lettuce for the culinary program.

F. Attorney Report

There was no report.

APPROVAL OF CONSENT AGENDA

Ms. Tirio asked to remove two items: Item C. 2., Water Heating System for Kitchen and Culinary Lab, Board Report #15-105, and item D., Request for Approval of a Four-Day College Work Schedule for Summer 2016, Board Report #15-107. Ms. Liddell moved to accept the consent agenda minus those two items and Mr. Memmen 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 #15-101
- B. Financial Statements
 - 1. Treasurer's Report, Board Report #15-102
 - 2. Ratification for Accounts Payable Check Register, Board Report #15-103
- C. Requests to Purchase/Renew/Lease
 - 1. Data Storage Array, Board Report #15-104
 - 2. Water Heating System for Kitchen and Culinary Lab, Board Report #15-105
 - 3. Request for Web Development Services, Board Report #15-106
- D. Request for Approval of a Four-Day College Work Schedule for Summer 2016, Board Report #15-107
- E. Personnel
 - 1. Salary Adjustment/Advanced Placement, Board Report #15-108
 - 2. Request for Retirement, Board Report #15-109

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

Ms. Kisser moved to approve Board Report #15-105, Water Heating System for Kitchen and Culinary Lab and Ms. Liddell seconded the motion. During discussion, Ms. Tirio questioned that only one bid was received and stated a minimum of three bids is needed. Dr. Smith pointed out that the Board Report notes

that the Request for Proposals was published in the newspaper and listed on the College's website, and only one firm chose to respond. Mr. Tenuta added that the bid came in under the cost that the engineering firm proposed; he added that the vendor selected has done a good job in the past and was certain that they will do what they said and for a reasonable price. He stated the College did its due diligence and cannot control the number of bids received. The roll was called and all were in favor; the motion carried. Ms. Kisser moved to approve Board Report #15-107, Request for Approval of a Four-Day College Work Schedule for Summer 2015, and Mr. Memmen seconded the motion. During discussion, Ms. Tirio stated she does not agree with a four-day work week and noted that Harper College, Elgin Community College, College of Lake County, and Judson University do not do this. Ms. Tirio asked for an explanation of why the four-day summer work schedule is a good idea.

Mr. Tenuta explained that the four-day workweek has been a College practice for many years. The employees work four ten hour days, and the initial thought process was to save utility costs by closing down three days of the week. Ms. Tirio wants to work toward the college as a hub for the community to come to on Fridays, stating the senior population seems to be left out. Dr. Miksa noted that the preponderance of coursework is Monday through Thursday. In special situations, the College has been open for automotive classes on Fridays. Mr. Memmen noted that in his conversations with students, most indicated they do not take Friday classes. Dr. Miksa added that the College rents out space over the weekends; Shah Center holds classes on Fridays. Mr. Jenner stated Ms. Tirio raised some good points, but did not know if the Board had enough information to make an informed decision. Mr. Memmen stated that being open on Friday means spending more money. Ms. Liddell noted there are 52 Fridays in a year, and the College is closed for eight of them. Mr. Parrish felt this should be deferred until the Board has heard the results of the space utilization study. Ms. Liddell noted that the Board is looking to approve a budget tomorrow. If the schedule were changed, there would be an associated increase in cost that does not appear in this budget. Ms. Kisser felt the Board should know where employee groups stand on this matter

before a decision is made. Mr. Smith stated he is in favor of growing top line revenue, and asked at this point, can the College justify increasing infrastructure costs with no plan in place?

Dr. Butler noted that new courses must be in the system by January or early February, when summer registration begins. Ms. Kisser stated she did not know if it was prudent to make this change now. She suggested that perhaps summer 2017 would be the time, so that the budget will not be skewed.

The roll was called and all were in favor, except Mr. Parrish, who abstained. The motion carried.

RESPONSE TO REPRESENTATIVE FRANKS ON PREVAILING WAGE AND IMPACT ON McHENRY COUNTY COLLEGE

Mr. Tenuta explained how he compiled information for the response to Representative Franks. Using three reports, one provided by Trustee Jenner from the Bureau of Labor Statistics, and two economic studies conducted by the University of Illinois and by Anderson Economic Group. Mr. Tenuta concluded there would be some savings if the Prevailing Wage Act were repealed, but it is difficult to determine an exact amount, estimating a probable 10% savings in labor costs. The response will be sent to Representative Franks with a cover letter.

UPDATE ON PRESIDENTIAL SEARCH

Chair Smith stated that the deadline for application is October 16, 2015. The Presidential Search Committee will reconvene on October 28, 2015. Chair Smith spoke with Ms. Rocklin today; she reiterated that R. H. Perry & Associates has sent out over 7,000 emails to community colleges across the United States and four-year universities in ten states near Illinois. Ms. Rocklin expects 40 to 50 applications by October 16. If Trustees are approached by potential candidates, please refer them to Ms. Rocklin and/or Mr. Thompson.

BOARD COMMITTEE REPORTS

A. Evaluation and Policies Committee

Mr. Jenner reported on the September 14, 2015 Evaluation and Policies Committee meeting, highlights of which included continuing review of Section 1 of the Board Policy Manual, discussion of the instrument for Board self-evaluation and moving the January meeting date to January 20 due to the College closure on Martin Luther King, Jr. Day.

B. Committee of the Whole

Ms. Liddell reported on the September 15, 2015 Committee of the Whole meeting, highlights of which included monthly financial statement review, a presentation on the new Educational Master Plan, discussion of the results of the Board Retreat, a presentation on high school student recruitment, a discussion of website redevelopment, discussion of refurbishment of the President's Office, Board self-evaluation, the College's Sustainability Plan, and discussion of MOOCS and online and hybrid courses.

ICCTA REPORT

Ms. Liddell thanked the Board for letting her represent McHenry County College; she spoke about a recent training session conducted by Dr. Gary Davis, reminded all that the ACCT National Leadership Congress will be held in October, and noted the November ICCTA meeting will be in Schaumburg.

FRIENDS OF MCC FOUNDATION REPORT

Ms. Tirio noted that the Foundation has increased scholarship recipients by 43% and increased total scholarship dollars by 74%.

FOR INFORMATION

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

Mr. Memmen commented on the upcoming retirement of Ms. Roxann Schutz, wishing her good luck.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Kisser noted that the October 6, 2015 Finance and Audit Committee will focus on levy and tuition, as well as a presentation on how to interpret the audit. The January meeting will cover how the College plans and saves for major expenditures, and the RAMP document. Ms. Kisser invited all Trustees to attend the meeting. Mr. Parrish noted he has attended seven outside events, and added that his class tomorrow covers attorneys in higher education, their responsibilities, participation, and preparation.

Mr. Memmen stated that the MCC volleyball team is now ranked in the top ten in the nation. He noted that he met Ms. Mary McClellan, McHenry County Clerk, who is an MCC alumnus. Mr. Memmen noted that the Veterans Assistance Commission of McHenry County is offering \$25,000.00 for scholarships, a figure that will be matched by the McHenry County Community Foundation. Mr. Memmen announced that he will be resigning from the Student Trustee position in December, as he has active military duty requirements in January and February. He stated that his time as Student Trustee has been one of the most rewarding experiences of his life. A replacement will be appointed from January to the April election. Ms. Tirio thanked Mr. Memmen for his efforts, and Mr. Smith stated Mr. Memmen would be extraordinarily missed.

FUTURE AGENDA ITEMS

Ms. Tirio spoke about amendment of the presidential search process to have major donors interact with the candidates.

CLOSED SESSION

At 8:23 p.m., Mr. Memmen 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*. 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 8:23 p.m. and Closed Session began at 8:32 p.m. At 8:58 p.m., Ms. Liddell 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 8:58 p.m.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 8:59 p.m.

Patricia Kriegermeier, Recording Secretary

Chris Jenner, Board Secretary