

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 13, 2006, in the Board Room in Building A on the Campus.

Chair Kurtz called the meeting to order at 7 p.m. Secretary Glosson called the roll, and the following were present:

Dr. Glosson
Ms. Kurtz
Mrs. Larson
Ms. Miller
Mr. Summers
Ms. Walters

Absent: Mr. Lowe
Ms. Freeman

Attorney Sandra Kerrick was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Kurtz led the group in the Pledge of Allegiance.

APPROVAL OF AGENDA

Chair Kurtz stated that she would like to move Item 16 to after Item 12 C. and hearing no objections, stated that the amended agenda stands approved.

APPROVAL OF MINUTES: Regular Board Meeting May 25, 2006
Regular Board Meeting May 25, 2006 Closed Session
Special Board Meeting June 20, 2006

Following circulation of the Closed Session minutes, Chair Kurtz stated that all minutes were approved as presented.

Open for recognition of Visitors and Presentations

Dr. Gray introduced Gwendolyn Koehler, Dean of Corporate and Continuing Education.

COMMITTEE REPORTS

A. Committee of the Whole

1. June 15, 2006
2. June 20, 2006
3. July 5, 2006

Mrs. Larson reported on the Committee of the Whole meeting of June 15 when the Organizational Audit RFP compilations were reviewed, and three firms were selected to be brought in for interview. She also reported on the June 20 Committee of the Whole meeting when the following three firms were interviewed: Virchow Krause & Company, The Growth Group, and Bridger, LLP. Following the interviews, The Growth Group was eliminated, and a recommendation was made to hold another meeting to make the final decision.

B. Finance Committee

June 5, 2006

Trustee Miller, Chair of the Finance Committee, reported on the Finance Committee meeting of Monday, June 5, and highlighted the following: (1) explanation by Trustee Kurtz of the scoring sheet to be used in assessing the firms that responded to the Organizational Audit RFP; and, (2) ten copies of responses to be reviewed by Trustees Kurtz, Lowe, Miller, and Summers, and also Drs. Packard, Ally, Gray, and Patton, Mr. Like, and Mr. Penoyer.

C. Evaluation Committee

June 15, 2006

Dr. Glosson, Chair of the Evaluation Committee, reported on the Evaluation Committee meeting of June 15, 2006. At that meeting the committee discussed processes and retreat agenda, and evaluation.

Dr. Glosson also reported on the Board Retreat held on Saturday, June 24, 2006, at the College.

ICCTA REPORT

Mr. Summers extended get well wishes to Trustee Lowe and noted that this was only his second meeting absence in his terms as trustee. Mr. Summers then reported on the ICCTA Annual meeting held in Springfield on June 9 and the Sophomore Seminar that he attended.

FRIENDS OF MCC FOUNDATION REPORT

Ms. Walters, Foundation Liaison, reported on the following: (1) \$661,001 in gifts and pledges raised for the Corporate Training and Small Business Development Center; (2) success of Foundation Golf Outing on June 19 at the Crystal Lake Country Club; (3) solicitation of businesses and donors to participate in an annual sponsorship package; and, (4) new Board members and new Board officers. Trustee Walters gave the dates of the upcoming ABC Breakfasts in September, January, and April.

PRESIDENT'S REPORT

President Packard reported that: (1) we are coming up on the College's 40th year anniversary, and a six-month celebration will begin on April 15, 2007, with an Open House; (2) athletic students are being recognized as National Junior College Athletic Association Distinguished Academic All-Americans; (3) MCC women's basketball team was nominated for NJCAA National Academic Team of the Year recognition; (4) there was collaboration by the Student Senate President, Roselia Banuelos, with the coordinator of Student Life and personnel in Information Technology to provide wireless access to students; (5) article appeared in *Advance* for nurses on the new RN training program approved for our district; and (6) his attendance on June 29 at the graduation of the first MCC/Rock Valley LPN class. President Packard then showed a quilt presented to the College by this nursing class. Ms. Richmond reported that letters for the second cohort went out this week and the next group will start August 22. Chair Kurtz thanked Dr. Packard for his report and acknowledged the excellent progress being made with the nursing program.

PRESENTATION

There was no presentation.

COMMUNICATIONS

a. Faculty Report

Dr. Sager expressed appreciation to the Board for their willingness to participate in ongoing dialogue and the desire to continue talking about areas of mutual concern. He stated that the next

meeting is scheduled for Tuesday, July 18, and noted that this group has addressed two major areas: ongoing communication methodologies, and retiree insurance. He stated that he and the faculty look forward to continued efforts along that line.

Dr. Sager also spoke of the change of insurance providers and asked how the money that will be refunded to the College will be utilized or distributed. He was told that the funds would be used to offset the direct premium cost by employees or go toward the insurance program itself. Dr. Sager expressed a concern over the 90-day period of time to process previous insurance claims recognizing that not all claims will be able to be processed in that time. He asked about the degree of flexibility that might be present, and Dr. Packard stated that if illness occurred during BAS coverage, payment of claims beyond 90-day period will be honored.

Trustee Summers spoke about the ad hoc group and stated that he is hopeful that we can be proactive rather than reactive. He noted that he wants to do the very best he possibly can to protect our employees.

In closing, Dr. Sager expressed his pleasure with the level of enrollment and the dedication of faculty and support staff in fulfilling the educational mission during the summer time.

b. Staff Council Report

Dr. Packard reported that Ms. Hendrix is back at the College and is hopeful that her part-time restriction is removed quickly.

Student Trustee Report

No report was given.

Chair Kurtz called for a five-minute break, and stated that afterward the Board will go into Closed Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

CLOSED SESSION

A motion was made by Ms. Walters, and seconded by Ms. Miller, to move into Closed Session for the above-mentioned reason. The roll was called and all were in favor. The motion carried.

Ms. Miller made a motion to move out of Closed Session and Ms. Walters seconded the motion.

When the roll was called, all were in favor and the motion carried.

APPROVAL OF CONSENT AGENDA

Ms. Walters asked that Item B., Fiscal Year 2007 Proposed Budget for Public Display, Board Report #06-129, be postponed until the next Board Meeting on July 19 at 6 p.m. Ms. Miller seconded the motion. The roll was called and all were in favor. The motion carried.

For Approval

- A. Financial Statements
 - Voucher 917 - \$1,625,899.97, Board Report #06-128
- B. Fiscal Year 2007 Proposed Budget for Public Display, Board Report #06-129
- C. Fiscal Year 2008 RAMP, Board Report #06-130
- D. Requests to Purchase
 - a. President's Reception Service Awards, Board Report #06-131
 - b. Contract Training, Board Report #06-132
- E. Request for Renewals
 - a. Annual Microsoft Campus Agreement, Board Report #06-133
 - b. Collegiate Assessment of Academic Proficiency (CAAP) Instruments, Bd. Rpt. #06-134
 - c. Fire Alarm and Clock System Service Contract, Board Report #06-135
- F. Review of Closed Session Minutes, Board Report #06-136
- G. Joint Educational Agreements Update, Board Report #06-137
- H. Personnel
 - a. Personnel Adjustments for Spring 2006 Transfer and Occupational Courses, Board Report #06-114 Addendum
 - b. Personnel Adjustments for Summer 2006 Transfer and Occupational Courses, Board Report #06-77 Addendum
 - c. Adult Education Personnel Considerations for Summer 2006, Board Report #06-138
 - d. Continuing and Professional Education Personnel Considerations for Summer 2006, Board Report #06-107 Addendum
 - e. Appointment of New Athletic Recruiter, Board Report #06-139
 - f. Appointment of New Instructor of Nursing, Board Report #06-140
 - g. Appointment of Temporary Faculty Development Chair, Bd. Rpt. #06-141
 - h. Creation of New Office Assistant to the Director of the Corporate Training and Business Development Center Position, Board Report #06-142
 - i. Revision of Multicultural Services Outreach Specialist Position, Board Report #06-143
 - j. Appointment of Coaching Staff for 2006-2007, Board Report #06-144
 - k. Interim Appointments in Learning and Student Support Services, Board Report #06-145
 - l. Request for Retirement, Board Report #06-146
 - m. Request for Retirement, Board Report #06-147
 - n. Request for Retirement, Board Report #06-148
 - o. Request for Retirement, Board Report #06-149
 - p. Request for Retirement, Board Report #06-150

- q. Request for Retirement, Board Report #06-151
- r. Request for Retirement, Board Report #06-152
- s. Request for Retirement, Board Report #06-153
- t. Request for Retirement, Board Report #06-154
- u. Request for Retirement, Board Report #06-155
- v. Request for Retirement, Board Report #06-156
- w. Request for Retirement, Board Report #06-157
- x. Request for Retirement, Board Report #06-158
- y. Contract Extension for the President, Board Report #06-159
- z. Salary/Advanced Placement Adjustments, Board Report #06-160
- aa. Appointment of New Instructor of Anthropology, Board Report #06-161
- bb. Appointment of New Instructor of Health and Human Performance, Board Report #06-162

For Information

- a. Program Articulation Agreement with Southern Illinois University Carbondale
- b. Resignation
- c. Resignation

Mrs. Larson made a motion to approve the Consent Agenda, minus Item B. Fiscal Year 2007

Proposed Budget for Public Display, Board Report #06-129. Ms. Miller seconded the motion. The roll was called and all were in favor. The motion carried.

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

There was no action as no items were removed from the Consent Agenda.

OPEN FOR BOARD MEMBERS

- A. Board Committee Changes
- B. Mission Statement
- C. Board Calendar/Board Action Item List

Chair Kurtz stated that she will be contacting Board Members with committee changes.

Trustee Glosson stated that Item B., Mission Statement, is to remind the Board of the Mission of the College.

Chair Kurtz handed out a Board and Administration Action Tracking List and explained that the purpose of the list is to allow the Board to be accountable for their requests, and administration to be accountable for carrying out the requests. She stated that there will be an agenda item every month, Review the Board Action Item List, when the Board will look at completed items, identify priorities, and assign owners, either Board or staff. She added that Ms. Kopala will hold the master copy. The report will include only the following six columns and detail columns will not be on the report: (1) requestor; (2) date requested; (3) location request made; (4) latest date updated; (5) a

short request name; and (6) priority assigned by the owner. Items should be emailed to Ms. Kopala with a copy sent to Trustee Kurtz and Dr. Packard.

Mr. Summers thanked Ms. Kurtz for her work and Dr. Packard and Ms. Kopala for their work.

Mr. Summers acknowledged Mr. Gardner and his group for their volunteer work in New Orleans.

The Board expressed appreciation to Dr. Snow-Flamer and good wishes to him in his future endeavors.

ADJOURNMENT

At 9:40 p.m., with no further business, the meeting adjourned.

Frances Glosson, Secretary