

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, November 15, 2007, in the Board Room, Room A217, in Building A on the Campus. Chair Lowe called the meeting to order following the adjournment of the Tax Levy Public Hearing. When Secretary Larson called the roll, the following were present:

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

Attorney Sandra Kerrick was present as legal counsel.

The Board expressed congratulations and good wishes to Ms. Kopala and Dr. Gray on their upcoming retirements.

College Mission Statement

Student Trustee Claypool read the Mission Statement.

APPROVAL OF AGENDA

Hearing no objections, Chair Lowe stated that the agenda stands approved as presented.

BOARD COMMITTEES

Chair Lowe explained that there will be no committee appointments, but that the committee structure will consist of the Board operating as a Committee of the Whole with lead trustees in certain areas. He then listed the lead people as follows: Dr. Glosson, Chair of Committee of the Whole and lead person for Evaluations and AQIP; Mrs. Larson, Facility Planning; Ms. Kurtz, Technology; Mr. Summers, Board Policy; and Ms. Miller, Finance. He stated that a lead trustee for Negotiations will be named at a later

date. Chair Lowe then noted that the Foundation Liaison will be Ms. Miller for the first three months, followed by Dr. Glosson until the April meeting. Mrs. Larson made a motion for approval of Chair Lowe's committee assignments. Ms. Miller seconded the motion. When the roll was called, all were in favor and the motion carried.

APPROVAL OF MINUTES: Finance Committee Meeting October 4, 2007
Committee of the Whole Meeting October 22, 2007
Regular Board Meeting October 25, 2007
Special Board Meeting November 6, 2007

Following discussion of the content of Board minutes, Ms. Walters made a motion to approve the minutes of the October 4, 2007, Finance Committee Meeting, and the October 22, 2007, Committee of the Whole Meeting. Mrs. Larson seconded the motion. There was continued discussion and a motion by Ms. Kurtz that the earlier motion and second be withdrawn. Ms. Kurtz then made a motion to amend the minutes to include input from herself and Trustee Summers. Mr. Summers seconded the motion. Attorney Kerrick clarified that Ms. Kurtz's motion should name only herself, and that the first vote to be taken is on the amendment by Ms. Kurtz. Ms. Walters stated that she was not in favor of withdrawing her motion.

Following further comments, all motions and seconds were withdrawn, and the Finance Committee and Committee of the Whole minutes will be deferred until the next Committee of the Whole meeting. Ms. Walters made a motion to approve the minutes of the Regular Board Meeting of October 25, 2007. Ms. Claypool seconded the motion. Secretary Larson called the roll and all were in favor. The motion carried. Ms. Walters then made a motion to approve the minutes of the Special Board Meeting of November 6, 2007. Mrs. Larson seconded the motion. When the roll was called, all were in favor, and the motion carried. Attorney Kerrick spoke about information in Roberts Rules of Order and the Illinois Community College Act on how minutes should be taken.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

The following individuals signed in and addressed the Board: Jane Collins, Cal Skinner, and Kim Willis.

BOARD COMMITTEE REPORTS

Committee of the Whole – November 12, 1007

Mr. Lowe reported on the November 12, 2007, Committee of the Whole Meeting. He highlighted a report on Green Technology from Jim Falco; a presentation on the Freedom of Information Act by Attorneys Perkoski and Metz; and staff input on sections of the Bridger Report. Trustee Summers asked for empirical reports on the Freedom of Information requests, and also the addition of the Board as another layer for a denial appeal. This will be brought to the Board Policy Review Committee.

ICCTA REPORT

Mr. Lowe reported on the ICCTA meeting held in Chicago on November 9 and 10, 2007. He spoke about the problems colleges in the state are having with funding, and noted that one of the colleges is considering a casino as a funding source for capital projects for community colleges across the state.

FRIENDS OF MCC FOUNDATION REPORT

Ms. Kurtz reported on the Foundation Gala held on November 9 at Makray Memorial Golf Club in Barrington. She complimented the Foundation for their work on this event. Ms. Kurtz stated that the next Foundation meeting will be in December. Mr. Like, Executive Director of the Friends of MCC Foundation, pointed out that trustees have packets at their places with information on Planned Giving. He also reported that The Promise is presently on hold, and a feasibility study is being done.

PRESIDENT'S REPORT

President Packard reported on the following: (1) MCC's Welding Boot Camp receiving one of three 2007 Illinois Council of Community College Administrators Innovation Awards; (2) Leadership Greater McHenry County "Education Day" held at MCC; (3) "Most Inspirational Teacher Award" received by Ron Geary, Criminal Justice Instructor and Department Chair; (4) Lady Scots volleyball team advancing to the National Championship Tournament held in Scottsdale, AZ; and (5) celebration of the Sage Learning Center receiving Level One Tutor Certification.

Dr. Packard then stated that he received a letter from ACCT announcing the appointment of Mr. Lowe as member of the Governance and By Laws Committee.

Dr. Packard expressed appreciation to Ms. Kopala, Board Liaison, and Dr. Gray, Vice President for Learning and Student Support Services, for their many years of fine work and support at the College.

PRESENTATIONS

A. ERA (Economics Research Associates), Richard Starr

Dr. Packard introduced Mr. Richard Starr and Mr. David Stone of ERA. Mr. Starr explained that they are a consulting firm, that has been in business for 50 years, that does market research. This would include what is available for a project, a feasibility and economic impact study, and the financing and business plan for projects.

B. Bridger Report – Section Two – Space Utilization, Dr. James Gray

Dr. Gray responded to Section Two of the Bridger Report with information on Space Utilization. He noted that the study provided an opportunity to revamp the College's space matrix and bring it up to date.

C. Room Usage/Scheduling, Kathi Loser/Claudia Terrones, Action Team Co-Leaders

Ms. Loser spoke about the activities and results of the Room Usage/Scheduling Action Team. Ms. Carzoli spoke about her activity in updating the room matrix, which resulted in our using College space and rooms to their fullest potential. Ms. Miller complimented the fixed asset chart and mentioned the possibility of this also being used by the accounting department. Mr. Summers asked for an update on rooms for the new nursing program, and Ms. Maifield explained that we should be okay for the first and second cohorts. Discussion followed regarding underutilization of the University Center during daytime hours.

D. Purchasing Update, Tracey Naleway, Action Team Leader

Ms. Naleway gave an update on the Purchasing Action Team and noted that 100% of purchases are made by designated trained employees. Mr. Penoyer stated that a process manual is available on *Inside MCC*.

Mr. Lowe called a 15-minute break.

COMMUNICATIONS

A. Faculty Report

Faculty President, Ms. Van Sickle spoke about and read a Resolution regarding the hiring of the Executive Director of Institutional Effectiveness.

B. Staff Council Report

Staff Council President Kivisto reported that (1) the proceeds of the Staff Council Book Sale are to be used for an annual scholarship; (2) the Eileen Phipps scholarship will be awarded; and (3) the next market day is November 26. Orders need to be in by next Tuesday. Mr. Kivisto closed her report with information that she and Ms. Kallaus attended sessions sponsored by the IFT.

C. Student Trustee Report

Ms. Claypool highlighted several items from her written report, and will give survey results at the December meeting. She talked about efforts underway to make the College a more friendly environment to study.

VOUCHER #952, Board Report #07-236

Mrs. Larson made a motion to approve Voucher #952, Board Report #07-236. Ms. Miller seconded the motion.

When the roll was called, Dr. Glosson abstained. All others voted in favor and the motion carried.

APPROVAL OF CONSENT AGENDA

For Approval

- A. Executive Summary
- B. Financial Statements
 - a. Treasurer's Report
 - b. Voucher #953 - \$1,237,436.34, Board Report #07-237
 - c. Voucher #954 - \$364,809.91, Board Report #07-238
- C. Requests to Purchase
 - a. Contract Training, Board Report #07-239
 - b. Consultant Services for ERP Selection Process, Board Report #07-240
 - c. Business Journal Advertising, Board Report #07-241
 - d. Seminar Registration, Board Report #07-242
 - e. Rotary Automotive Lift, Board Report #07-243
 - f. Service Contract for the College Elevators, Board Report #07-244
 - g. Extension of Current Workers' Compensation Insurance Policy, Board Report #07-245
 - h. Traffic Safety School Contract, Board Report #07-246
 - i. 1098-T Printing and Mailing Service, Board Report #07-247
 - j. EBSCO Periodicals Subscription Services, Board Report #07-248
- D. Destruction of Audio Tape Recordings of May 22, 2006, Committee of the Whole Meeting, and May 25, 2006, Regular Board Meeting, Board Report #07-249
- E. Update to Joint Educational Agreement with William Rainey Harper College, Board Report #07-250

F. Personnel

- a. Personnel Adjustments for Fall 2007 Transfer and Occupational Courses, Board Report #07-171 Addendum
- b. Appointment of Replacement Dean of Adult Education and Workforce Services, Board Report #07-251
- c. Appointment of New Coordinator of Business Solutions, Board Report #07-252
- d. Appointment of New Coordinator of Shifting Gears Grant, Board Report #07-253
- e. Appointment of Replacement Instructor of Art History/Art Appreciation, Board Report #07-254
- f. Request for Retirement, Board Report #07-255
- g. Request for Retirement, Board Report #07-256
- h. Salary/Advanced Placement Adjustment, Board Report #07-257

Mr. Summers made a motion to approve the Consent Agenda minus Item D. Destruction of Audio Tape Recordings of May 22, 2006, Committee of the Whole Meeting, and May 25, 2006, Regular Board Meeting, Board Report #07-249. Mrs. Larson seconded the motion. Mr. Summers asked for and received clarification on Items B. b. Voucher #953 and B.c. Voucher #954. The roll was called and all were in favor. The motion carried.

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

Chair Lowe stated that Item D. Board Report #07-249 will be held until a future meeting.

INFORMATION REPORT

- A. Resignation
- B. Change in Reporting for Duplication Center

OPEN FOR BOARD MEMBERS

Board Calendar

Mrs. Larson noted the need for a revision of the calendar to reflect the current committee structure.

Following Mr. Summers suggestion, the committees will be identified as sub-committees. Ms. Miller referred to Board Report #07-241, and expressed her pleasure that we are doing advertising in areas like the Business Journal. She also spoke favorably about the awesome price received on Board Report #07-247. Ms. Miller then noted a new requirement for small not-for-profit organizations, reporting that all need to file income tax with less than \$25,000 in receipts.

Mr. Summers asked about students going into our nursing program who have been dropped from waiting lists at Harper because our program has been approved, and Dr. Gray offered clarification.

CLOSED SESSION

Mrs. Larson made a motion to move into Closed Session to discuss 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. Walters seconded the motion. The roll was called and all were in favor. The motion carried.

Dr. Glosson made a motion to move out of Closed Session. Ms. Miller seconded the motion. When the roll was called, all were in favor and the motion carried.

ADJOURNMENT

At 11:22 p.m., with no further business, the meeting adjourned.

Mrs. Carol Larson, Secretary