

**MINUTES
COMMITTEE OF THE WHOLE
Of McHENRY COUNTY COLLEGE**

A Meeting of the Committee of the Whole of the Board of Trustees of McHenry County College was held on Monday, December 12, 2005, in the Board Room in Building A on the Campus. Trustee Walters called the meeting to order at 5:40 p.m.

The following Board members were present: Dr. Glosson, Ms. Kurtz, Ms. Miller, Mr. Summers, Ms. Walters and Mr. Love.

Mr. Lowe and Mrs. Larson were not present at this time.

Attorney Kerrick was present.

Agenda Approval

Trustee Glosson made a motion to approve the agenda. Ms. Kurtz seconded the motion.

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

Marketing Presentation

Mr. Walker gave an overview of the marketing efforts at the College and explained integrated marketing. He stressed that schedules are now mailed to individuals rather than addresses and taxpayers can be removed from unwanted mailings.

Trustee Lowe arrived during Mr. Walker's presentation.

Dr. Patton called attention to articles at Board places which feature MCC's marketing strategies.

Board Speech Outline

Dr. Patton explained the outline in the meeting packet that lists different topics the Board could select from, to be built on for use in speaking engagements. Dr. Patton asked the Board to take a look at the outline and get back to her by January 13 with any additional

areas they would like to have included. She mentioned the options of power point, handouts, overheads, slides, etc., and also that they could get the information with bullet points or complete text. Following Board input, the information could be ready for the January meeting. Mr. Walker explained the College Speakers Bureau that is accessible to the community on our website. Dr. Patton explained the pocket size MCC Facts at everyone's places. Ms. Walters spoke about the benefit of having bullets as well as text. Trustee Summers noted that he would like a rehearsal component added to this.

Update on Campus Master Plan

Dr. Patton explained that the study from Smith Engineering was received today and a meeting has been scheduled for Monday, January 9, at 1 p.m., with Trustees Lowe and Larson and Attorney Kerrick. Attorney Kerrick added information on this item. She noted that the maps shown earlier in the marketing presentation will be very helpful in the PUD application. Attorney Kerrick stated that she felt this could be completed a year from now, and discussion followed. Trustee Summers suggested Board members go to a City Council meeting in an effort to move this along; however, Attorney Kerrick advised against that action. Trustee Glosson asked for a Gantt chart on this project.

Digital Media Curriculum Background Information

Dr. Maxwell gave a brief overview of the upcoming Digital Media Curriculum. She stated that the following are a part of this program: digital design and development, programming, graphic arts, web design, publishing and game production. The program will offer a mini-certificate and also will have an AAS degree. We are currently working with De Paul, DeVry and Westwood and are in the third largest market area for video

design in the country. We have identified five major employers in our area and there are many openings at this time. Dr. Maxwell reported that laptops for this program were purchased from a Mentor Links Grant and also a Perkins Grant. Ms. Walters asked for a Board Update as we proceed further with this program. Mr. Summers stated that he is in favor of this but we need to be setting priorities on curriculum development. Dr. Gray explained that there is a process in place for the selection of new programs and Dr. Maxwell added that about 25 different programs were looked at before this one chosen.

2006 Board Meeting Dates

Dr. Packard suggested combining the November and December meetings to have one meeting in early December and also bringing back the July meeting. He noted that this is for Board consideration at this time and will be voted on at the April Organizational meeting.

Fundraising for McHenry County Corporate Center

Mr. Like explained the fundraising plan for the McHenry Corporate Training and Small Business Development Center. He stated that the final part in the fundraising plan is a gift chart that is a model as to how money will be raised.

Auditor Selection Process

- a. Committee Charge and Recommendation – 2003
- b. Request for Audit Proposals – Issued 2003

Dr. Packard turned to Dr. Ally who explained that we completed the third year of the audit process with the same firm and that we are ready to go through the auditor selection process. He reported that with the last selection, the staff did the first round of interviews and recommended three firms to the Board for their interview. Dr. Ally stated the need to

begin this process in a timely manner. Ms. Miller asked that this be deferred to the Finance Committee for further consideration. Ms. Miller then checked with the Finance Committee, and a meeting will be scheduled for Thursday, December 15, following the Regular Board Meeting.

Request for Proposals Draft – Organizational and Operational Study

Trustee Miller asked that this be dealt with at the Finance Committee Meeting on Thursday, December 15.

December Purchases

- a. Furnishings and Audio/Visual Equipment for McHenry Site, Board Report #05-176
- b. Student Planners, Board Report #05-177
- c. Library Periodicals Subscription Services, Board Report #05-178
- d. Copier for Small Business Development Center, Board Report #05-179
- e. Contract Training, Board Report #05-180
- f. Renewal of Maintenance Agreements for Network Storage and Backup/Recovery Systems, Board Report #05-181

There were no questions on any of the December purchases.

Nursing Education Program Feasibility Study, Board Report #05-182

Ms. Richmond handed out a summary of the process involved in the approval of a Nursing Education Program at MCC, which includes the submission of a Nursing Education Program Feasibility Study. She explained that we are now on the second step of the process and stated that following a board meeting in early January we should get approval to proceed. Ms. Richmond stated that we are advertising for a full-time faculty person who will be the Department Chair. Dr. Glosson asked if there is anything the Board can do and Ms. Richmond spoke about the importance of support from the community. Ms. Richmond noted that Sherman Hospital is interested in talking to us as they have a great need for nurses to work in their new facility.

Request to Join US Communities Government Purchasing Alliance and Renew Office Dept Supply Contract, Board Report #05-170 POSTPONED 11/17/05

- a. Background Information about U.S. Communities Government Purchasing Alliance
- b. Office Supplies Bid Tabulation from U.S. Communities Government Purchasing Alliance

Dr. Ally explained that consortium background information was provided to them and turned to Mr. Penoyer who spoke about the process and the recommendation. He stated that consortiums offer a tool where we can use volume purchasing, and explained the connection between Office Depot and the consortium, noting that there is no obligation of time or money. Ms. Kurtz stated that we should go forward with this and others were in agreement.

MCC Staff Job Descriptions and Salaries

Dr. Packard asked for clarification on the Board use of job descriptions. He will provide salary information and a context in which to review this information. Dr. Packard will work with Ms. Loomis on an appropriate place to have this material for Board member's use.

Extended Library and Computer Lab Hours

Dr. Gray explained the summary of student and community library use and noted that this would also call for additional security and an additional IT position. Mr. Birnbaum, dean of Library and Academic Support Services gave additional information and stated that digital databases are available 24 hours a day. He noted that when you get a library card you are given the passwords for databases. He stated that we are currently looking into audio downloads, and that we have books on CD Rom. Chair Lowe asked that the Board be given a tour of the library at a future date. Dr. Glosson stated that she would not recommend extending hours and no one disagreed. Ms. Walters asked about the

possibility of using volunteers and also about having family day on Sunday. Mr. Birnbaum gave the rationale why neither of these would work.

Electronic Board Packet and Related Item

Dr. Packard reaffirmed the Board's desire to continue with the Electronic Board Packet and to use their own personal computers. The use of flash drives was suggested. Trustee Summers asked about an MCC personal email account for trustees and administration will look into this.

Board Report #04-45 Desktop Computers

Dr. Ally introduced Mr. Linehan who explained the process that took place the last time for acquiring computers. A task force looked at various computer vendors and products and put together an RFP. He explained that because 370 desktops will be going off lease in April, the Board will be asked for their approval at either the January or February Board meeting.

Cash and Accrual Accounting

Survey of Illinois Community College Chief Financial Officers

Dr. Ally reported that a survey he performed showed that most schools use cash accounting for their interim financial reporting. Ms. Miller thanked him for the information.

FY 2007 Budget and Budgeting Process

Dr. Packard stated that this is being discussed in response to a request by Trustee Miller to have a Finance Committee member attend budget meetings. He asked about the level of involvement the Board wants to have in the budget process. Dr. Ally stated that he

and President Packard have already started budget discussions and: (1) no new money will be set aside for additional staffing for the coming year; and (2) the transfer of additional monies from the Operating Fund to the Operations and Maintenance (Restricted) Fund was increased from \$500,000 to \$1 million as we are not accumulating funds fast enough to have our share of money for state-funded projects. Ms. Miller spoke on behalf of the Finance Committee and stated that they would like to see a clearer picture before they get the final product, to see numbers as they are being developed. She stated that she would like to see budget numbers before they are fine tuned. Mr. Summers stated that he would be happy to join a meeting.

Faculty Proposal for Sick Leave Bank Donations for Hurricane Katrina Victims

Attorney Perkoski responded to the faculty proposal the donation of sick leave monies stating that sick days do not have a cash value. The College cannot spend money for a donation to a charitable organization as it is not consistent with the Community College Act. Attorney Perkoski advised against the use of sick leave for this purpose. Mr. Summers asked that a letter be sent from either Chair Lowe or Dr. Packard commending the faculty for their proposal.

Recommendation for a Part-Time Salary Increase

Dr. Gray stated that adjunct faculty has not had a raise in one-and one-half years and we need to increase salaries to remain competitive. Discussion followed.

Items for Staff Council negotiations

Dr. Packard stated that Board members were sent items for negotiations and asked the Board to review those items and give their input at Thursday's Board meeting if they

believe topics should be added. This will be the last chance for changes before the list is finalized.

Closed Session

Ms. Walters made a motion to move 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. Mr. Love seconded the motion. The roll was called and all were in favor. The motion carried.

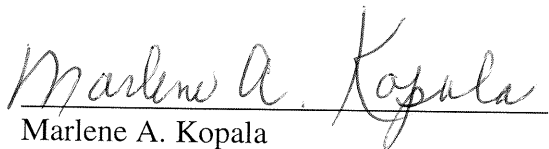
At 9:50 p.m. Ms. Walters made a motion to move out of Closed Session. Mr. Love seconded the motion. Secretary Kurtz called the roll and all were in favor. The motion carried.

Open for Board Members

There were no items at this time.

Adjournment

At 9:50 p.m., with no further business, the meeting adjourned.



Marlene A. Kopala

Recording Secretary to the Board of Trustees