

**MINUTES**  
**REGULAR BOARD MEETING**  
**of McHENRY COUNTY COLLEGE**

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, August 25, 2005, in the Board Room, Room A217, in Building A on the Campus.

Chair Lowe called the meeting to order following the adjournment of the Budget Hearing.

Secretary Kurtz called the roll and the following were present:

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

Attorney Sandra Kerrick was present as legal counsel.

PLEDGE OF ALLEGIANCE

This was done at the Budget Hearing and not again at this time.

APPROVAL OF AGENDA

Chair Lowe asked that Item 13. H. e., Contract Adjustment for the President, Board Report #05-115, be removed from the consent agenda. Trustee Kurtz asked that a Report on Security be added as Item 7. C. Chair Lowe stated that, hearing no other comments, the agenda stands approved as amended.

APPROVAL OF MINUTES: Regular Board Meeting June 23, 2005  
Regular Board Meeting June 23, 2005 Closed Session

Following circulation of the Closed Session minutes, Chair Lowe stated that hearing no objections, the minutes stand approved.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

A. Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association

B. Distinguished Budget Presentation Award from the Government Finance Officers Association

Sgt. Tom Jenkins of the McHenry police department, and Chief Wayne Amore, of the McHenry fire department, expressed appreciation to the Board and the College for allowing them to use the McHenry facility on Shamrock Lane for their training. Ms. Harriet Johnson, Director of Security at MCC, was present at the final joint training drill and spoke of the two departments working hand in hand in an emergency situation.

Dr. Packard presented Dr. Ally with two awards, Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association, and the Distinguished Budget Presentation Award from the Government Finance Officers Association. Dr. Ally stated that these are the highest awards presented by this group and that he was thrilled to be receiving them for the fourth and third year in a row, respectively. He acknowledged his staff for their contributions to these awards and handed them to Mr. McDonald, Assistant Vice President of Finance, for display in the Business Office.

BOARD COMMITTEE REPORTS

A. Audit Committee

Ms. Miller reported that the committee met with the auditors and as a result of this meeting a revised audit letter was sent. She noted that the committee is continuing to oversee the audit.

B. Evaluation Committee

Dr. Glosson reported that a 360 degree review of Dr. Packard was performed and was very positive. Of the 30 evaluation packets that were sent out, 23 were received and this was a very good response.

C. Security

Ms. Kurtz asked about the status of a requested security plan and Dr. Packard stated that the Administration will be presenting a draft of a Security Policy to the Policy Committee at their meeting on August 30.

### ICCTA REPORT

Trustee Summers reported that the next ICCTA meeting will be in Springfield at the end of September, and a program on security will be presented at that time. He also noted that ACCT will be meeting in Seattle in about three weeks.

### FRIENDS OF MCC FOUNDATION REPORT

Ms. Walters, Foundation liaison, reported that the Foundation is working to complete its strategic plan and hopes to have a draft of the plan for the Board of Trustees by September. She highlighted other items from the update and also spoke about the following upcoming events:

- Raising the Tide of Philanthropy on September 28;
- ABC Breakfast on September 14 with speaker Joe Ahern, President and General Manager of CBS 2; and
- Foundation Gala on November 5, 2005.

### PRESIDENT'S REPORT

President Packard stated that rather than present an extremely long oral report he also has a written report at the Board places. He then reported on the following:

- SOAR and MCC 101, two programs designed to help students be more successful. He noted that this is the first time we had a SOAR orientation for parents and it was very well received.
- 1.5% increase in credit hours and 3.7% increase in credit seat count since last fall.
- The first 19 students have been accepted in Rock Valley's Practical Nursing program and three students from Rock Valley College will be joining the cohort here at MCC.
- Continued growth is being seen in Distance Education.
- Corporate and Community Services reported that they served over 58,000 people in their programs
- After a study of cafeteria usage on Saturdays, a decision was made to close the cafeteria for routine service on Saturday. It will be available to cover catering needs as they arise.

Dr. Packard added that (1) the Board Policy Review Committee will be meeting on August 30 to discuss the draft of the Security Policy; (2) the annual college picnic will be held at the College on Friday, September 16, from 4:30 until 7 p.m.; and (3) the Board is invited to attend the Student Senate Induction Ceremony on October 5 at 3:30 p.m. in the Board Room.

Dr. Packard remarked that four Board members were at the College, along with community members, on August 11 for a review of the Draft Strategic Plan. He suggested that the Board might like to have a Committee of the Whole meeting before the September Board meeting to discuss the Strategic Plan.

#### PRESENTATION

##### A. Political Science Class Visit to Puerto Rico

Students from the Political Science class who traveled to Puerto Rico and their instructors Todd Culp, instructor of History and Political Science, and Dawn Valdez-Wagner, instructor of Business, Management, Marketing and International Business, spoke on their visit to Puerto Rico and demonstrated different ways in which it was an extremely rich learning experience for all of them.

##### B. Route 31 Update, Dominick Demonica

Mrs. Larson introduced Mr. Demonica, of Legat Architects, who gave an update on the Route 31 property. Dr. Ally stated that bids came in very good and that we are able to do all of the proposed alternates. In response to a Board question, Mr. Demonica stated that Legat has had positive experience with Bergen Construction. February 3, 2006, is the scheduled completion date.

#### COMMUNICATIONS

##### Faculty Report

No report was given.

##### Staff Council Report

Ms. Ritter gave background information on the Staff Council and also gave results of the recent election. She noted that voter turnout was approximately 75%. Ms. Ritter stated that the Staff Council has pledged to work in a cooperative and collegial manner with the Board of Trustees.

Student Trustee Report

Student Trustee Love stated that he has no report.

APPROVAL OF CONSENT AGENDA

**For Approval**

- A. Financial Statements
  - a. Treasurer's Reports
  - b. Voucher 895 - \$1,985,791.39, Board Report #05-102
  - c. Voucher 883 - \$279,919.14, Board Report #05-103
- B. Requests to Purchase
  - a. Upgrade of MapInfo Discovery Software, Board Report #05-104
  - b. Renewal of Blackboard, Inc., Course Management Software License, Board Report #04-105
  - c. Three-Year Agreement for Course Schedule Printing, Board Report #05-106
  - d. Three-Year Educational Service Agreement with Condensed Curriculum International, Inc., Board Report #05-107
- C. Request to Retain Engineering Firm, Board Report #05-108
- D. Approval of Contract – McHenry Site Facility Renovations, Board Report #05-109
- E. Joint Agreement Update with William Rainey Harper College, Board Report #04-110
- F. Destruction of Audio Tape Recordings of January 2004 Board Meetings, Board Report #05-111
- G. Authorization for Appointment of Dean of Adult Education and Workforce Services, Board Report #05-112
- H. Personnel
  - a. Personnel Adjustments for Summer 2005 Semester Transfer and Occupational Courses, Board Report #05-72 Addendum
  - b. Personnel Adjustments for Fall 2005 Semester Transfer and Occupational Courses, Board Report #05-113
  - c. Continuing and Professional Education Personnel Considerations for Summer 2005, Board Report #05-59 Addendum
  - d. Continuing and Professional Education Personnel Considerations for Fall 2005, Board Report #05-114
  - e. Contract Adjustment for the President, Board Report #05-115
  - f. Appointment of Coaching Staff for 2005-2006, Board Report #05-116
  - g. Appointment of New Preschool Teacher, Board Report #05-117
  - h. Appointment of Replacement Preschool Teacher, Board Report #05-118
  - i. Establishment of a New Part-Time Art Studio Assistant Position, Board Report #05-119
  - j. Retirement, Board Report #05-120
  - k. Salary/Advanced Placement Adjustments, Board Report #05-121

**For Information**

- A. Voucher #892
- B. Voucher #893
- C. Voucher #894
- D. July Requests to Purchase
- E. July Personnel
- F. Resignation
- G. Resignation
- H. Resignation
- I. Resignation
- J. Quarterly Report on Grants

Mr. Summers asked that Item 13. B. d. Three-Year Educational Service Agreement with Condensed Curriculum International, Inc., be removed from the Consent Agenda. Mrs. Larson made a motion to approve the Consent Agenda. Ms. Miller seconded the motion. When the roll was called, all were in favor and the motion carried.

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

Dr. Glosson made a motion, seconded by Ms. Miller, to approve Item 13. B.d. Discussion followed and Trustee Summers expressed his concern over an agreement with this group given the recent student reaction. Mrs. Larson stated that she would like to hear from the company and Dr. Gray will arrange for them to be at the September Board meeting. Mr. Summers made a motion to amend the contract to one year. Mr. Love seconded the motion. A vote was then taken on this amendment to the Board Report and all were in favor. Ms. Kurtz called the roll for a vote on the main motion to approve the contract. All were in favor and the motion carried.

OPEN FOR BOARD MEMBERS

Chair Lowe welcomed everyone back to another school year and stated that he was glad to see so many people in attendance at the meeting.

Mr. Summers spoke about the parting remarks of Trustee Murphy regarding a think tank. He then talked about a curriculum on alternative energy that he was made aware of during a recent visit to Arizona. He noted that the College could position itself to help train people to become small business entrepreneurs to work in this field. Dr. Packard stated that we have had some very preliminary discussions in this area and that there are opportunities that are surfacing now. This will be discussed at a later date.

Mr. Lowe stated that the Board will be going into Closed Session to discuss Dr. Packard's evaluation and also property.

CLOSED SESSION

Ms. Miller made a motion to move into Closed Session to discuss: (1) 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; and (2) 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. Mrs. Larson seconded the motion. When roll was called, all were in favor. The motion carried.

Mr. Summers made a motion to move out of Closed Session. Mr. Love seconded the motion. The roll was called and all were in favor. The motion carried.

Ms. Walters made a motion to approve a salary adjustment of 4.3% for Dr. Packard, which would be consistent with what was done for the administrative group and to make it retroactive to July 1, and to extend Dr. Packard's contract to June 30, 2008. Ms. Miller seconded the motion. Secretary Kurtz called the roll and all were in favor. The motion carried.

Chair Lowe thanked Dr. Packard for opening the McHenry facility to the police and fire departments for their training.

ADJOURNMENT

At 10:35 p.m., with no further business, the meeting adjourned.

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Donna Kurtz, Secretary