

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 17, 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 Tax Levy Public Hearing.

Secretary Kurtz called the roll and the following were present:

Dr. Glosson
Ms. Kurtz
Mr. Lowe
Mr. Summers
Ms. Walters
Mr. Love

Absent: Mrs. Larson
Ms. Miller

Attorney Sandra Kerrick was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Lowe led the group in the Pledge of Allegiance.

APPROVAL OF AGENDA

Chair Lowe stated that hearing no objections the agenda stands as presented.

APPROVAL OF MINUTES: Regular Board Meeting October 27, 2005
Regular Board Meeting October 27, 2005 Closed Session
Special Board Meeting November 3, 2005

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

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

A. National Council for Staff Program and Organizational Development (NCSPOD) Institutional Merit Award, MCC Professional Development Team

Dr. Packard introduced the MCC Professional Development Team, recipients of the National Council for Staff Program and Organizational Development Institutional Merit Award. A video of the group and their activities was shown. Dr. Glosson asked about how we determine how to

create curriculum for Staff Development training. Ms. Roy explained that the spring workshops will focus on topics directly requested by the Faculty Association.

B. 2005 McHenry County Reduce, Reuse and Recycle Award from the McHenry County Board

Ms. Walsh and Ms. Diekhoff addressed the Board on the 2005 McHenry County Reduce, Reuse and Recycle Award from the McHenry County Board and the College's accomplishment in recycling. Trustee Kurtz expressed excitement at the College receiving this type of an award.

ICCTA REPORT

Mr. Summers reported on the recent quarterly meeting in Chicago where there was a presentation on media training. He talked about a proposal by the State to privatize loan funds. Trustee Lowe reported that he addressed the Government Relations Committee regarding the lack of funding by the State, and a staff report will be presented in March.

FRIENDS OF MCC FOUNDATION REPORT

Ms. Walters, foundation liaison, reported on the recent successful Gala at the Sanfillipo Estate and also on the Foundation Planned Giving Seminar. She then listed upcoming Foundation events.

Chair Lowe expressed appreciation to all those who attended the Gala.

PRESIDENT'S REPORT

President Packard presented his report on the following:

- Receipt of formal affirmation and accreditation by the Higher Learning Commission.
- Meetings of the 13 member Steering Committee to identify Action Projects for Continuous Improvement.
 - Train-the-trainer sessions have started so that our Professional Development Team and others on campus can be trained and certified in the process and tools for continuous improvement.
- MCC Lady Scots volleyball team in the NJCAA Division II National Championships in Scottsdale, AZ.
- Annual Holiday Craft Show at the College on December 4, from 10 a.m. until 4 p.m.

- Financial Aid Department audit performed and no errors or exceptions were found.
- Information from Patrick Engineering that they are on schedule with their work and that a draft report should be available the first week of December.
- Regarding the Organizational and Operational Study requested by the Board, a request for proposal will be drafted and brought to the Board for review at a December Committee of the Whole Meeting. Ms. Kurtz asked, and the Board agreed, that information be furnished prior to the meeting.

Dr. Ally stated that the process for the selection of the auditor will be discussed with the Finance Committee.

PRESENTATION

Mini Grants, Joe Like, Executive Director, Friends of MCC Foundation

Mr. Like opened his presentation with the statement that the Foundation raises money and then gives it away. He went on to explain the Foundation Mini-Grant Program and the award process.

The deadline for mini-grants is December 5.

COMMUNICATIONS

a. Faculty Report

Dr. Sager addressed the Board with an invitation to preside at the December 10 Graduation exercise. He then presented an official request on behalf of the Faculty Association to convert the faculty sick leave pool to money for donation to Natural Disaster Relief Funds. He noted that at this time there were about 2,000 days in the sick leave pool.

Chair Lowe asked that administration work with faculty to review this. Dr. Sager thanked the Board for their ongoing interest in having faculty communicate with them at their meetings. He stated that he will make every effort to be at Board meetings or have a representative, but will not take up the Board's time inappropriately.

b. Staff Council Report

No report was given.

c. Student Trustee Report

Student Trustee Love reported on the following: (1) student ambassadors raised \$490 for disaster relief at their recent Green Up Day; (2) a Meet and Greet Day held by Student Senate; (3) issues related to smoking at the doors and parking; (4) Student Senate going for training and team building on December 10; and (5) upcoming attendance at a meeting on moving toward a tobacco free campus.

Mr. Love then turned to Dr. Salleh-Barone who introduced Mr. Ralph Gardner, Coordinator of Student Life and Campus Activities.

APPROVAL OF CONSENT AGENDA

For Approval

- A. Executive Summary
- B. Financial Statements
 - a. Treasurer's Report
 - b. Voucher 901 - \$1,684,340.36, Board Report #05-164
 - c. Voucher 902 - \$227,096.19, Board Report #05-165
- C. Request to Purchase
 - a. Video Game Course Development Laptops, Board Report #05-166
 - b. Upgrade to Campus Voice Mail System, Board Report #05-167
 - c. College Envelope, Board Report #05-168
 - d. Contract Training, Board Report #05-169
- D. Request to Join US Communities Government Purchasing Alliance and Renew Office Depot Supply Contract, Board Report #05-170
- E. Destruction of Audio Tape Recordings of March and April 2004 Board Meetings, Board Report #05-171
- F. Personnel
 - a. Personnel Adjustments for Spring 2005 Semester Transfer and Occupational Courses, Board Report #04-195 Addendum
 - b. Personnel Adjustments for Fall 2005 Transfer and Occupational Courses, Board Report #05-113 Addendum
 - c. Continuing & Professional Education Personnel Considerations for Fall 2005, Board Report #05-114 Addendum
 - d. Interim Duties in Adult Education, Board Report #05-172
 - e. Salary/Advanced Placement Adjustments, Board Report #05-173

Chair Lowe asked to remove Items C. a. Video Game Course Development Laptops, Board Report #05-166 and D. Request to Join US Communities Government Purchasing Alliance and Renew Office Depot Supply Contract, Board Report #05-170. Mr. Summers made a motion to approve the Consent Agenda as amended. Dr. Glosson seconded the motion. The roll was called and all were in favor. The motion carried.

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

Mr. Summers made a motion to approve Board Report #05-166, Video Game Course Development Laptops. Ms. Kurtz seconded the motion. Chair Lowe expressed dissatisfaction with Board Report #05-166. Discussion followed. Ms. Walters asked for updates on this program in the form of a presentation in six months. Dr. Packard stated that Northwestern University has a spinoff on using this type of technology in education. Secretary Kurtz called the roll and Mr. Lowe voted no. All others voted in favor. The motion carried.

Chair Lowe questioned Board Report #05-170, Request to Join US Communities Government Purchasing Alliance and Renew Office Depot Supply Contract, in particular the renewal of the Office Depot Supply Contract. Ms. Walters asked that this item be brought back next month after a meeting with the Finance Committee. Mr. Summers asked to see procurement and purchasing policies reviewed. Ms. Walters made a motion to Postpone Board Report #05-170 until December. Mr. Summers seconded the motion. The roll was called and all were in favor. The motion carried.

Chair Lowe asked about a motion to approve with the exception of an item. Attorney Kerrick stated that she would look into this.

OPEN FOR BOARD MEMBERS

Ms. Kerrick spoke about an article from CNN on what colleges should teach.

Mr. Lowe asked when the policy was changed to three-year contracts for auditors. He stated that he would like to go on record requesting that we bid computers for the next go round. He stated that we need to come up with specifications and go out for bid. Ms. Walters agreed.

Dr. Glosson asked for comments on the proposed Board Calendar. Ms. Kurtz asked for an agenda item at each meeting to review and update the calendar. Mr. Summers asked for not only the Board Calendar but also the Board request list to be included on the agenda.

Chair Lowe asked if the Board would like to continue with the electronic packet and all were in favor of this.

Dr. Glosson informed the Board that on Saturday, January 28, there will be a Leadership Development program for Board members of nonprofit organizations.

On behalf of the Board, Ms. Walters wished everyone a Happy Thanksgiving.

CLOSED SESSION

Ms. Kurtz made a motion to move into Closed Session to discuss (1) 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, and (2) litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Ms. Walters seconded the motion. The roll was called and all were in favor. The motion carried.

Ms. Walters made a motion to move out of Closed Session and Ms. Kurtz seconded the motion. The roll was called and all were in favor. The motion carried.

After returning to Open Session, Dr. Packard asked Board members to contact him regarding questions on Board Reports. He noted that doing this would give him the opportunity to confer with appropriate staff members, if necessary, for a response.

ADJOURNMENT

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

Donna Kurtz, Secretary