

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

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, September 22, 2005, in the Board Room, Room A217, in Building A on the Campus.

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

Dr. Glosson  
Ms. Kurtz  
Mrs. Larson  
Mr. Lowe  
Ms. Miller  
Mr. Summers (arrived later)  
Ms. Walters  
Mr. Love

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 the agenda stand approved as presented.

APPROVAL OF MINUTES: Budget Hearing August 25, 2005  
Regular Board Meeting August 25, 2005  
Regular Board Meeting August 25, 2005 Closed Session

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

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

A. NISOD (National Institute of Staff and Organizational Development) Excellence Award  
Winners

Dr. Gray presented the NISOD Excellence Award to Instructors Bill and Geary. Ms. Bill and Mr. Geary expressed appreciation and gave information on their areas of instruction.

B. National-Lewis University Illinois Teacher Education Partnership Recognition

Ms. Maifield, Executive Dean of Human & Public Services and Social Sciences, and Mr. Falco,

Director of Educational Programs, gave background information on MCC's partnership with National-Louis University. They presented the award plaque they received to the Board.

Trustee Summers arrived at this time.

#### BOARD COMMITTEE REPORTS

##### Policy Committee

Mr. Summers reported that the Policy Committee met on August 30 and following are some of the highlights of his report:

- Proposal to revise Board Policy 2.1.9, Preparation of an Annual Audit to follow NACUBO recommendations.
- Proposal to revise of Board Policy 2.1.1, to add the Illinois School District Liquid Asset Fund Plus as an additional investment vehicle.
- Referral of Board Policy 2.1.4.2, Quotations and Bidding: Purchasing Officer's Authority, to the Finance Committee for consideration of increasing the amount.
- Discussion of an Electronic Board Packet.

##### Committee of the Whole

Mrs. Larson, Chair of the Committee of the Whole, reported on the Committee of the Whole meeting held on September 20. The following were discussed: (1) FY 2005 Audit, Written Policy and Procedures; (2) presentation by CCI representative; (3) the College's Strategic Plan; (4) the Electronic Board Packet; (5) timelines for the Board; (6) ACCT follow-up items; (7) identification of future agenda items; and (8) institutional memberships held by the College.

##### ICCTA REPORT

Mr. Summers reported that the ICCTA meeting will be in Springfield on September 30 and security issues will be discussed.

Mr. Lowe stated that he will be appointed to a position on the ICCTA Policy Committee.

##### FRIENDS OF MCC FOUNDATION REPORT

Ms. Walters, Foundation liaison, reported on several items from the Foundation and highlighted the following upcoming events:

- Foundation Gala to be held on November 5 in Barrington;
- Seattle Sutton speaking at the ABC breakfast on January 25, 2006; and
- Dedication of the Zen Garden on September 22.

#### PRESIDENT'S REPORT

President Packard reported that 600 students attended the first MCC College Night for high school students and parents. He also reported that

- Selected works from the Portrait in Print Collection will be on exhibit at Lake Forest Academy in Lake Forest, Illinois, from September 24 – November 4, 2005;
- Distance Education is collaborating with Columbia College to launch a new McHenry Online Education project;
- Four competitive Adult Education and Family Literacy Grants were awarded by ICCB to MCC; and
- The first monthly Recycling Roundup article in the *Northwest Herald* that featured an article on safely disposing of old tires, a cooperative effort of the McHenry County Planning and Development Department, the McHenry County Defenders, the Algonquin Township Road District, and the Lou Marchi Total Recycling Institute at MCC.

#### PRESENTATION

Financial Aid/Scholarships, Marianne Devenny, Director, Enrollment Services, and Joseph Like, Executive Director, Friends of McHenry County College Foundation

Dr. Packard introduced Ms. Devenny and Mr. Like who gave information on Financial Aid and Scholarships. Ms. Devenny spoke about the activities of the Financial Aid office and gave information on College Zone, which is a website where college information can be found. Mr. Like talked about the types of scholarships that are available from the Foundation. Dr. Packard noted that there is a very positive interaction between the College and counselors at local high schools.

#### COMMUNICATIONS

##### a. Faculty Report

Dr. Sager expressed his pleasure at full-time faculty having a longer term contract. He stated that last year an advisory committee was appointed to work with Dr. Gray on the master seniority list,

the question of the Final's Schedule, and Advanced Placement. He stated that the newly appointed Academic Advisory Committee will focus on Chair assignments and responsibilities. Dr. Sager noted that he is very grateful that administration and faculty are working together and is looking forward to a continued working relationship.

In closing, as mayor of Woodstock, Dr. Sager invited the Board to have a College Board meeting in Woodstock.

b. Staff Council Report

No report was given.

c. Student Trustee Report

Mr. Love reported that Student Senate elections are coming up this week and introduced candidates for upcoming election. He then talked about the following: (1) a voter's guide issued by the Tartan; (2) a fundraising effort by the Campus Activities Board for Katrina relief; and (3) researching smoking policies at other community colleges.

APPROVAL OF CONSENT AGENDA

For Approval

- A. Executive Summary
- B. Financial Statements
  - a. Treasurer's Report
  - b. Voucher 897 - \$1,690,813.40, Board Report #05-122
  - c. Voucher 898 - \$372,154.09, Board Report #05-123
- C. FY 2005 Audit and Audit Matters Letter, Board Report #05-124
- D. Out-of-District and Out-of-State Tuition and Fees, Board Report #05-125
- E. Certification of Chargeback Reimbursement, Board Report #05-126
- F. Requests to Purchase
  - a. Dell Computers Coming Off Lease, Board Report #05-127
  - b. Turf Tracker/Sprayer/Spreader, Board Report #05-128
- G. College's Strategic Plan, Board Report #05-129
- H. Academic Quality Improvement Program (AQIP) Application, Board Report #05-130
- I. Revised Student Code of Conduct and Disciplinary Process, Board Report #05-131
- J. Board Policy Revisions
  - a. Board Policy 2.1.9 Preparation of an Annual Audit, Board Report #05-132
  - b. Board Policy 2.1.1 Investments, Board Report #05-133
- J. Destruction of Audio Tape Recording of February 2004 Board Meeting, Board Report #05-134
- K. Update of Joint Educational Agreements, Board Report #05-135
- L. Personnel
  - a. Personnel Adjustments for Spring 2004 Transfer and Occupational Courses, Board Report #02-204 Addendum
  - b. Personnel Adjustments for Fall 2004 Transfer and Occupational Courses, Board Report #04-93 Addendum

- c. Personnel Adjustments for Spring 2005 Transfer and Occupational Courses, Board Report #04-195 Addendum
- d. Personnel Adjustments for Summer 2005 Transfer and Occupational Courses, Board Report #05-72 Addendum
- e. Personnel Adjustments for Fall 2005 Transfer and Occupational Courses, Board Report #05-113 Addendum
- f. Continuing and Professional Education Personnel Considerations for Fall 2005, Board Report #05-114 Addendum
- g. Adult Education Personnel Considerations for Spring 2005, Bd. Rpt. #05-136
- h. Appointment of Coaching Staff, Board Report #05-137
- i. Appointment of Replacement Coordinator of Campus Facilities, Board Report #05-138
- j. Appointment of Replacement Coordinator of Testing Center, Bd. Rpt. #05-139
- k. Appointment of Replacement Secretary/Academy for High Performance, Board Report #05-140
- l. Salary/Advanced Placement Adjustments, Board Report #05-141

**For Information**

- A. Personnel
- B. Resignation
- C. Fiscal Year 2005 Strategic Initiatives: Final Progress Report
- D. Chargeback and Joint Agreement Summary Report for FY 2005
- E. Security Timeline

Chair Lowe asked for removal of Item 13 C. FY 2005 Audit and Audit Matters Letter, Board Report #05-124, and also Item J., Board Policy Revisions, Board Reports #05-132 and #05-133.

Mrs. Larson made a motion, seconded by Ms. Walters to approve the Consent Agenda with the items removed. The roll was called and all were in favor. The motion carried.

**ACTION ON ITEMS REMOVED FROM CONSENT AGENDA**

Regarding Item C., Ms. Miller stated that she would like to discuss this in Closed Session.

Chair Lowe then stated that Item J. Board Reports #05-127 and #05-128 should be postponed for vote until the October meeting according to Board Policy. Ms. Walters made this motion and Mrs. Larson seconded. When the roll was called, all were in favor and the motion carried.

**OPEN FOR BOARD MEMBERS**

Dr. Glosson distributed a yearly Board calendar. She reported that several MCC employees made excellent presentations at the ACCT meeting, and Dr. Packard noted that as a result of the presentations we have received several inquiries. Mr. Summers noted very favorably that MCC had 2 of the 100 sessions at the ACCT meeting.

Chair Lowe stated that following a five-minute break we will be going into Closed Session.

CLOSED SESSION

Dr. Glosson made a motion to move into Closed Session for the following reasons: (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; (2) 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; (3) 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; and (4) professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence. Mr. Love seconded the motion. Secretary Kurtz called the roll and all were in favor. The motion carried.

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

Ms. Walters made a motion to postpone Board Report #05-124, FY 2005 Audit and Audit Matters Letter, until the next meeting. Mrs. Larson seconded the motion. The roll was called and all were in favor. The motion carried.

Dr. Packard invited the Board to a holiday gathering at his home on Saturday, December 10, following graduation.

ADJOURNMENT

At 10:05 p.m., with no further business, the meeting adjourned.