

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, May 25, 2006, in the Board Room, Room A 217, in Building A on the Campus.

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

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

Absent: Ms. Freeman

Attorney Sandra Kerrick was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Kurtz led the group in the Pledge of Allegiance.

APPROVAL OF AGENDA

Trustee Lowe asked that Item C. e. Lease of Duplication Equipment and Software Support, Board Report #06-98, be removed from the Consent Agenda, and Trustee Glosson asked the Item C. 1. Contract for Emergency Medical Technician (EMT) Training, Board Report #06-105, be removed from the Consent Agenda. Chair Kurtz stated that hearing no objections, the agenda will be approved as presented and the requested items will be removed from the Consent Agenda.

APPROVAL OF MINUTES: Final Meeting of the Retiring Board April 27, 2006
Organizational Meeting April 27, 2006
Regular Board Meeting April 27, 2006
Regular Board Meeting April 27, 2006 Closed Session

Trustee Lowe asked that the following be added in the minutes of the Final Meeting of the Retiring Board under Approval of Agenda: "The retirement requests were withdrawn at the request of the

retirees.” Following circulation of the Closed Session minutes, Chair Kurtz stated that hearing no objections, all minutes are approved as amended.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Certificate of Achievement for Excellence in Financial Reporting

President Packard commended Dr. Ron Ally for receiving this award for the fifth consecutive year.

He noted that this shows that the College is meeting the highest standards for financial reporting.

Dr. Ally passed the award to Mr. McDonald, the Assistant Vice President of Finance, and stated that it was he and his staff, along with many others, who were responsible for the College getting this award.

COMMITTEE OF THE WHOLE REPORT

Trustee Lowe, Chair of the Committee of the Whole, reported on the meeting held on May 22, highlighting the following: (1) discussion on the Requests to Purchase/Lease items being brought to the Regular Board meeting for approval; (2) retirement information to be brought to the Board; (3) report by Dr. Gray on differential tuition; (4) a presentation by Ms. Scherman on textbook rental; and (5) a meeting with representatives from the Board, faculty, staff and administration in an attempt to increase communication with the entire College community.

ICCTA REPORT

Mr. Lowe reported that the next ICCTA meeting will be in Springfield, June 8 – 10. He gave highlights of the North Suburban Regional Trustees Dinner Meeting held at Triton College, where Mr. Monaghan of ICCTA was the speaker. Dr. Packard stated that the State contribution to our overall budget is 9% and will drop to a smaller percentage in next year’s budget. Trustee Lowe noted that he has seen the decline in State support from the time he joined the Board.

FRIENDS OF MCC FOUNDATION REPORT

In her Foundation Report, Ms. Walters, Foundation Liaison, reported that as of May 18 the Foundation has raised \$661,001 in gifts and pledges for the Corporate Training and Small Business Development Center. She also reminded everyone of the Golf Outing on June 19, at the Crystal Lake Country Club.

PRESIDENT'S REPORT

President Packard commented on the report he received from the steering committee regarding a proposed revision to the College's smoking policy, which included a recommendation that MCC become a smoke-free campus. He noted that the next Committee of the Whole meeting is scheduled for June 15 and suggested a Board Policy Review meeting on that same date.

Dr. Packard then spoke about his attendance at a deeply engaging AQIP Strategy Forum from May 17-20, in Lisle. He left the forum with a deep understanding of what AQIP is all about along with what constitutes a good action plan and what needs to be incorporated to make it a good plan. Dr. Packard stated that he will meet with the Steering Committee on June 6 to jointly discuss what was learned and what is already in place. As a member of the Steering Committee who attended the Strategy Forum, Dr. Glosson stated that she is very enthused and inspired about what we are engaged with at MCC. She stated that the Board needs to know that people here are going above what needs to be done. Dr. Packard was commended by the Board for his work with AQIP.

PRESENTATION

Fitness Instructor Training, Dr. Frank Ardito, Department Chair and Instructor, Health and Human Performance

Ms. Sue Maifield, Dean of Human and Public Services and Social Sciences, introduced Dr. Frank Ardito. Dr. Ardito spoke about the Fitness Instructor Training in the area of Health and Human Performance, and gave information on a new two-year Associates Degree in Health and Human Performance that is pending at ICCB right now. He shared a letter of gratitude and success from a student and reported that over the past six years over 100 personal trainers have graduated from MCC. Presently he stated that we have about 40 students in the program.

COMMUNICATIONS

a. Faculty Report

Dr. Sager, on behalf of the faculty, extended best wishes and prayers to Ms. Hendrix, who was injured earlier this week in a fall at the McHenry Corporate Training Center.

Dr. Sager expressed appreciation to the Board on behalf of all faculty and staff for their willingness to have continued dialogue. From his own perspective, Dr. Sager stated that he is done with speeches and positioning and that it is very important for us to come together; that it is the time for rebuilding. He stated again that he is appreciative that the Board is willing to participate in this process with a joint statement that we are in total expressing a strong interest in moving forward in a collaborative manner to further the mission of the institution.

b. Staff Council Report

Ms. Reenie Ritter stated that the Union is concerned for the safety of the employees at the McHenry Corporate Training Center and asked that administration look at this. Dr. Packard stated that we are looking at the coverage pattern at McHenry, and noted that with the nature of the positions there, it is not unusual that someone could be there alone. Dr. Gray reported that there is a part-time receptionist now and that we are looking at having a full-time person there. Mr. Lowe asked about our having an emergency key box installed.

Chair Kurtz asked that best wishes be extended to Ms. Hendrix on behalf of the Board.

c. Student Trustee Report

No report was furnished.

APPROVAL OF CONSENT AGENDA

For Approval

- A. Executive Summary
- B. Financial Statements
 - a. Treasurer's Report
 - b. Voucher 913 - \$1,536,210.32, Board Report #06-92
 - c. Voucher 910 - \$207,845.98, Board Report #06-93
- C. Requests to Purchase/Lease
 - a. Annual Renewal of Symantec Anti-Virus Licenses, Board Report #06-94
 - b. Opscan Form Reader/Scanner for Workkeys Services, Board Report #06-95
 - c. Children's Learning Center Synthetic Grass Surfacing for Preschool Playground, Board Report #06-96
 - d. Nursing Program Equipment-Streaming Video, Board Report #06-97
 - e. Lease of Duplication Equipment and Software Support, Board Report #06-98
 - f. Rental of Adult Education Off-Campus Space, Board Report #06-99
 - g. Seminar Registration, Board Report #06-100
 - h. Speaker Services, Board Report #06-101
 - i. Smart Classroom Equipment, Board Report #06-102
 - j. Electronic Portfolio System, Board Report #06-103
 - k. Digital Media Software License, Board Report #06-104

1. Contract for Emergency Medical Technician (EMT) Training, Bd. Rpt. #06-105
- D. Destruction of Audio Tape Recording of October 2004 Board Meeting, Board Report #06-106
- E. Personnel
 - a. Personnel Adjustments for Spring 2006 Transfer and Occupational Courses, Board Report #06-14 Addendum
 - b. Personnel Adjustments for Summer 2006 Transfer and Occupational Courses, Board Report #06-77 Addendum
 - c. Continuing and Professional Education Personnel Considerations for Summer 2006, Board Report #06-107
 - d. Appointment of New Instructor of Fire Science, Board Report #06-108
 - e. Appointment of Replacement Instructor of Mathematics, Board Report #06-109
 - f. Appointment of Replacement Administrative Assistant to the Executive Dean of Humanities, Board Report #06-110
 - g. Appointment of Replacement Preschool Teacher, Board Report #06-111
 - h. Request for Retirement, Board Report #06-112
 - i. Request for Retirement, Board Report #06-113
 - j. Request for Retirement, Board Report #06-114
 - k. Salary/Advanced Placement Adjustments, Board Report #06-115

For Information

Program Articulation Agreement with Milwaukee School of Engineering Rader School of Business

Mr. Lowe made a motion to approve the Consent Agenda minus Items C. e. Lease of Duplication Equipment and Software Support, Board Report #06-98, and C. i. Contract for Emergency Medical Technician (EMT) Training, Board Report #06-105. Ms. Walters seconded the motion. The roll was called and all were in favor.

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

Mr. Lowe made a motion to approve Item C. e. Lease of Duplication Equipment and Software Support. Ms. Walters seconded the motion.

Mr. Lowe asked that expenditures of this type be brought to the Board's attention before the Board Packet is sent. Dr. Packard explained the report, which is an evolution from something that formerly had been bought by individual departments and is now purchased college wide. Mr. Walker gave additional information on this item. When Dr. Glosson called the roll, Trustee Lowe voted no, and all others voted in favor. The motion carried.

Mr. Lowe motion to approve Item C.i. Contract for Emergency Medical Technician (EMT) Training. Ms. Walters seconded the motion. Dr. Glosson stated that she will be abstaining from a vote on this item as she works for the organization named in this Board Report. The roll was called and Dr. Glosson abstained. All others voted in favor and the motion carried.

OPEN FOR BOARD MEMBERS

Mr. Summers commented on the excellent job done by the College and all others involved in the Hazardous Waste Recycling Day. He noted that this is a wonderful community project.

CLOSED SESSION

Chair Kurtz stated that the Board will go into Closed Session following a five-minute break.

Mr. Lowe made a motion to move into Closed Session to discuss (1) 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 (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. Ms. Walters seconded the motion. The roll was called and all were in favor. The motion carried.

Mr. Lowe made a motion to move out of Closed Session. Mrs. Larson seconded the motion.

When the roll was called all were in favor and the motion carried.

Trustees Kurtz and Summers reported on recent meetings with Dr. Packard and the staff. Mr.

Summers stated that the Board discussed staff, faculty, administrative and trustee relationships and endorsed working together in a manner that promotes mutual respect and understanding.

Trustee Glosson spoke to the Board about scheduling a retreat and Saturday, June 24, was agreed on. The retreat will be held at the College.

ADJOURNMENT

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

Dr. Frances Glosson, Secretary