

**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 24, 2006, in the Board Room, Room A 217, in Building A on the Campus. In the absence of Chair Kurtz, Vice Chair Lowe called the meeting to order following the adjournment of the Budget Hearing. Secretary Glosson called the roll, and the following were present:

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

Absent: Ms. Freeman

Trustee Kurtz was present at the meeting through a telephonic connection.

Attorney Sandra Kerrick was present as legal counsel.

**PLEDGE OF ALLEGIANCE**

This was done at the start of the Budget Hearing and was not repeated.

**APPROVAL OF AGENDA**

Mr. Lowe stated that hearing no changes the Agenda is approved as presented.

**APPOINTMENT AND INSTALLATION OF STUDENT TRUSTEE**

Mrs. Larson made a motion to appoint Arielle Payne as the new Student Trustee. Ms. Walters seconded the motion. The roll was called and all were in favor. The motion carried. Trustee Lowe thanked Ms. Freeman, former student trustee, for her service, and administered the Oath of Office to Ms. Payne. The Board and audience applauded her appointment.

**APPROVAL OF MINUTES:** Regular Board Meeting July 13, 2006  
Regular Board Meeting July 13, 2006 Closed Session  
Special Board Meeting July 21, 2006  
Special Board Meeting July 21, 2006 Closed Session

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

#### OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

President Packard turned to Mr. Gardner, Coordinator of Campus Life and Student Activities, who presented the members of the Student Senate. The members then introduced themselves to the Board and the audience.

Mr. Eckel addressed the Board in opposition to the Tobacco-Free Campus Board Policy. The Board thanked him for his input.

#### BOARD COMMITTEE ASSIGNMENTS AND REPORTS

##### A. Committee Assignments

Trustee Lowe announced the following Board committee memberships:

Board Policy Review: Mr. Summers, Chair, Mrs. Larson, Mr. Lowe, Ms. Miller

Evaluation: Dr. Glosson, Chair, Ms. Miller

Facility Planning/Facilities: Mrs. Larson, Chair, Mr. Lowe

Finance: Ms. Miller, Chair, Mr. Lowe, Mr. Summers, Ms. Walters

Technology: Mrs. Larson, Chair, Entire Board

Negotiations Advisory: Mr. Lowe, Chair, Mrs. Larson

Ms. Walters made a motion, seconded by Ms. Miller, to approve the committee assignments. The roll was called and all were in favor. The motion carried.

##### B. Board Policy Review

Trustee Summers reported on the Board Policy Review meeting of July 21 when the Board policies were discussed. He stated that the Board Policy Committee will be meeting on September 18 to begin reviewing the Board Policy Manual.

Dr. Packard talked about the security policy and noted that this will be reviewed on an ongoing basis. He stated that we are instituting a program to provide training for all staff.

### C. Committee of the Whole

Mr. Lowe reported that the Committee of the Whole met on Tuesday, August 8, and discussed the findings of reference checks for the two firms being considered for the Institutional Effectiveness Study, Bridger and Virchow Krause. Dr. Packard stated that following the reference checks and all things being considered, the administration is recommending the appointment of Bridger to do the Organizational Effectiveness Study.

Mr. Lowe asked that travel expense waiver forms be turned in to Ms. Kopala.

### ICCTA REPORT

Mr. Lowe reported that the next meeting will be held in Springfield on September 28 and 29.

### FRIENDS OF MCC FOUNDATION REPORT

In her Foundation Report, Ms. Walters, Foundation Liaison, highlighted several items from the written Foundation Report, including various ways donations can be made. She pointed out that the next ABC Breakfast is on Thursday, September 21, at 7:30 a.m.

### PRESIDENT'S REPORT

President Packard opened his report with information that 1,057 students completed orientation for fall semester, which is up 34% from last year. He added that 256 parents went through the parent orientation. Dr. Packard went on to report that: (1) compared to last fall our enrollments are flat; (2) neighboring institutions are reporting decreases in enrollment; (3) selection of MCC as one of 35 colleges and universities to participate in the Foundations of Excellence project; (4) he is working with a team of employees, representing all employee groups, to address institutional planning around the possibility of a pandemic flu occurring; (5) there has been overwhelming response for the Welding Boot Camp program; and (6) this week Student Life and Campus Activities are sponsoring "Welcome Week" for new and returning students.

At this time, Chair Lowe acknowledged Nancy Loomis for her many years of service to MCC, and wished her well in her retirement.

### PRESENTATION

Ethics Bowl, James Gould, Instructor of Philosophy

Vice President Gray introduced Mr. James Gould, Instructor of Philosophy and Coordinator of Ethics Bowl, who gave information on the formation and activities of the Ethics Bowl. He noted that the Bowl began 10 years ago as a cooperative venture between Student Affairs, the Business Department and the Philosophy Department.

Dr. Glosson thanked Mr. Gould for his part in End of Life programs.

COMMUNICATIONS

a. Faculty Report

Dr. Sager, Faculty Association President, opened his remarks with the statement that the passion of the faculty is reignited and renewed with the new year. He acknowledged the fact that a new group of faculty members have been added who bring a depth of breath and talent and will contribute to the success of the institution. Dr. Sager expressed appreciation to the custodial staff at the College for a well cared for institution. He thanked the Board for the improvements and the regaining of a classroom in D Building. Dr. Sager recognized that with the onset of a new year, there will be the continuation of AQIP and academic excellence.

Dr. Sager acknowledged Ms. Loomis for her guidance, loyalty, professionalism, and integrity, and wished her the very best in her retirement.

In closing, Dr. Sager stated that he is pleased with the ongoing communications taking place and excited about working together in a collaborative manner as we look toward finding mutually beneficial solutions to the situations that exist.

b. Staff Council Report

No report was given.

c. Student Trustee Report

Newly appointed Student Trustee Payne thanked the Board and Dr. Packard for her appointment, and stated that she is looking forward to working with them and with Dr. Salleh-Barone during

the next year. She went on to report on several student activities that had taken place since the start of the semester.

#### APPROVAL OF CONSENT AGENDA

##### **For Approval**

- A. Financial Statements
  - a. Treasurer's Reports
  - b. Voucher #918 - \$1,364,627.02, Board Report #06-165
  - c. Voucher #919 - \$146,489.15, Board Report #06-166
  - d. Voucher #920, \$140,413.50, Board Report #06-167
- B. Requests to Purchase
  - a. Primary and Backup Voice Services Contract, Board Report #06-168
  - b. Telephone Equipment Maintenance Contract, Board Report #06-169
  - c. Books for Traffic Safety School Program, Board Report #06-170
  - d. Replacement Classroom Audio Visual Equipment, Board Report #06-171
  - e. Renewal Contract for Dedicated T-1 Data Services, Board Report #06-172
  - f. Artistic Services Contract, Board Report #06-173
  - g. Trips and Tours, Board Report #06-174
  - h. Illinois State Library Services Renewal Contract, Board Report #06-175
  - i. Sirsi Software License and Maintenance Agreement, Board Report #06-176
  - j. Primary Food Distributor Agreement, Board Report #06-177
- C. Requests to Lease
  - a. President's Vehicle, Board Report #06-178
  - b. Welding Boot Camp Training Agreement, Board Report #06-179
- D. Organizational Effectiveness Study, Board Report #06-180
- E. New and Revised Board Policies
  - a. 1.15 Confidential Information Security, Board Report #06-181
  - b. 2.4.7 Tobacco-Free Campus, Board Report #06-182
- F. Cooperative Joint Agreement Addendum with William Rainey Harper College, Board Report #06-183
- G. Approval of Fee for Criminal Background Checks for Education Students, Board Report #06-184
- H. Destruction of Audio Tape Recording of December 2004 Board Meeting, Board Report #06-185
- I. Change in September Board Meeting Date, Board Report #06-186
- J. Personnel
  - a. Personnel Adjustments for Summer 2006 Transfer and Occupational Courses, Board Report #06-77 Addendum
  - b. Personnel Adjustments for Fall 2006 Transfer and Occupational Courses, Board Report #06-187
  - c. Continuing and Professional Education Personnel Considerations for Summer 2006, Board Report #06-107 Addendum
  - d. Continuing and Professional Education Personnel Considerations for Fall 2006, Board Report #06-188

- e. Upgrade in Pay Rate for Independent and Individualized Study, Board Report #06-189
- f. Appointment of Replacement Executive Dean of Humanities, Board Report #06-190
- g. Appointment of Replacement Associate Director of Computing Services, Bd. Rpt. #06-191
- h. Appointment of Replacement Secretary for the Department Chairs of Humanities, Board Report #06-192
- i. Appointment of Coaching Staff for 2006-2007, Board Report #06-193
- j. Human Resources Interim Appointments, Board Report #06-194
- k. Request for Unpaid Leave of Absence, Board Report #06-195
- l. Request for Retirement, Board Report #06-196
- m. Request for Retirement, Board Report #06-197
- n. Request for Retirement, Board Report #06-198
- o. Salary/Advanced Placement Adjustments, Board Report #06-199

**For Information**

- A. Resignation
- B. Resignation
- C. Resignation
- D. Quarterly Reports on Grants
- E. Revised Student Code of Conduct and Disciplinary Procedures

Chair Lowe asked that the following be removed from the Consent Agenda: Item 14. E.

New and Revised Board Policies, a. 1.15 Confidential Information Security, Board

Report #06-181, b. 2.4.7 Tobacco-Free Campus, Board Report #06-182, and Item 14 D.

Organizational Effectiveness Study, Board Report #06-180. Mrs. Larson made a motion

to approve the Consent Agenda and Ms. Walters seconded the motion. When the roll

was called, all were in favor and the motion carried.

**ACTION ON ITEMS REMOVED FROM CONSENT AGENDA**

Ms. Walters made a motion to postpone Board Report #06-181 and Board Report #06-182. Mr.

Summers seconded the motion. Secretary Glosson called the roll and all were in favor. The motion carried.

With regard to Board Report #06-180, Organizational Effectiveness Study, Trustee Miller stated

that she would have liked if Bridger got one part of the bid and Virchow Krause did the financial

part. Dr. Glosson made a motion to approve Board Report #06-180, and Mr. Summers seconded

the motion. When the roll was called, Ms. Miller, Ms. Walters and Mr. Lowe vote no. The Student Trustee was excused from the vote. All others voted in favor and the motion carried.

#### OPEN FOR BOARD MEMBERS

- A. Mission Statement
- B. Review of Board and Administration Action Items

Trustee Summers read the Mission Statement as a reminder of the purpose of the Board and staff.

Dr. Glosson reported that she received the following preferred sections to the Board and Administration Action Items listing: (1) Requestor; (2) Date Requested; (3) Request Name; (4) Priority Listing; and (5) Detailed Status. Discussion followed.

Recruitment was brought up and Dr. Packard talked about MCC Night on September 13, from 5 – 8:30 p.m., with the goal of signing up 300 new admissions that evening. High school students and their parents have been invited.

Dr. Glosson asked those trustees attending outside conferences to get benchmarks from other community colleges regarding registration.

Telecourses and distance education were then discussed.

Trustee Summers spoke about the many splendid non-credit classes being offered by the College including Welding Boot Camp and the Digital Media program.

Dr. Glosson asked that we identify what our listening posts are and that this be put on the Action List.

#### CLOSED SESSION

Mr. Lowe stated that the Board will take a five-minute break, and will move into Closed Session to discuss property and negotiations.

Mrs. Larson 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) 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. 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 Mrs. Larson seconded the motion. The roll was called and all were in favor. The motion carried.

ADJOURNMENT

At 9:55 p.m., with no further business, the meeting adjourned.

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Dr. Frances Glosson, Secretary