

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Monday, January 28, 2008, in the Board Room, Room A217, in Building A on the Campus. Chair Lowe called the meeting to order at 7:00 p.m. When Secretary Larson called the roll, the following were present:

Ms. Kurtz
Mrs. Larson
Mr. Lowe
Mr. Summers
Ms. Walters

Dr. Glosson and Student Trustee Claypool were absent. Ms. Miller arrived at 7:12 p.m. Attorney Sandra Kerrick was present as legal counsel.

Pledge of Allegiance

College Mission Statement

Trustee Kurtz read the Mission Statement.

APPROVAL OF AGENDA

A change was made to the agenda on an emergency basis to propose adoption of a resolution prohibiting flash photography during the Board Meeting. Chair Lowe read the resolution and addendum. Trustee Larson moved to pass Board Report #08-22, Resolution Adopting College Policy; Trustee Walters seconded the motion. Attorney Kerrick stated that per County Board statute, any person may record proceedings at meetings required to be open by tape, film, or other means. The authority holding the meeting shall govern the rules to make such recordings. A Board may make reasonable regulations, but not prohibit altogether. The roll was called. Trustees Summers and Kurtz voted no, Chair Lowe and Trustees Walters and Larson voted yes; the motion carried.

ACCEPTANCE OF MINUTES: Regular Board Meeting December 20, 2007
Regular Board Meeting, December 20, 2007, Closed Session
Committee of the Whole December 17, 2007 and Closed Session

Chair Lowe stated that there will be a change in the wording of agenda to reflect acceptance, not approval, of the minutes. There were no corrections; the minutes were accepted. The Board then discussed rules of order. The Chair may accept or reject a motion as it comes before the Board. At past

meetings, Trustees have abstained on motions when an item was removed from the consent agenda due to a potential conflict of interest. Chair Lowe indicated that in the future, in these instances, Trustees must recuse themselves, explain the reason, and leave the room during the vote.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No visitors signed in and addressed the Board. Ms. Plinske introduced Ms. Haggerty, new Director of Marketing & Public Relations.

BOARD COMMITTEE REPORTS

Committee of the Whole –January 21, 2008

Chair Lowe reported on the highlights on the Committee of the Whole Meeting: Mr. McDonald presented the Five-Year Financial Plan. The Facilities Master Plan was reviewed. Ms. Plinske presented an analysis of the Gilger Property. The college plans to attend the February 6, 2008 meeting of the Crystal Lake Planning and Zoning Committee to ask for a variance on the Gilger Property. Ms. Miller will speak at the Shah Center. A memorial service for Former President Bartlett was held January 24, 2008.

ICCTA REPORT

Chair Lowe reported that the next meeting will be held in Washington, D.C., February 10-13, 2008.

FRIENDS OF MCC FOUNDATION REPORT

Mr. Like presented highlights. This year's Golf outing will be held at the Grand Geneva Resort. Nine mini-grant applications were received this year; eight grants were awarded totaling over \$18,000. A Donor/Volunteer Recognition Dinner will be held on February 26, 2008 at the Shah Center. As of November 30, donations totaled \$401,000, about \$178,000 ahead of last year. The Foundation continues to receive scholarships: the newest include an endowed nursing scholarship named for Dolores R. Schmidt and a \$53,000 endowed grant from Chicago Tribune charities. The Foundation is accepting gifts in memory of Robert Bartlett, toward the Bartlett Special Needs scholarship. Trustee Miller was presented a pin, a bookmark, and a certificate for being a Heritage Society member.

PRESIDENT'S REPORT

President Packard reported on the following: (1) an MCC partnership with the McHenry County Workforce Investment Board, MCHC Workforce Network and McHenry County Economic Development

Corporation which received a \$380,000 federal earmark for the FAST program (Flexible and Sustainable Training) to meet workforce needs in McHenry County. (2) Continuing Education Division of Corporate, Community and Adult Education has formed a partnership with Cosmetology Spa Institute of Crystal Lake. Part time training will be offered to MCC referred students at a discounted rate. (3) An ESL program for parents, in collaboration with Canterbury School, began January 22, 2008, with 89 students enrolled. (4) Adult Education received a \$10,000 grant from the McCormick Tribune Foundation to expand literacy and ESL programming in the Harvard community. (5) The Department of Workforce Development Support Services plans to unveil a new marketing program called High School Plus, for dual credit/dual enrollment programs. It will be offered in partnership with the McHenry County Cooperative and includes Tech Prep, Running Start, and College in High School. All three programs are available to county high school students; Running Start is also available to home-schooled students. McHenry County College employees pledged over \$9,000 in support to the United Way. Trustees received a FOIA summary statement covering requests received January, 2007 through January, 2008.

PRESENTATIONS

A. Bridger Report, Sec. 1, AQIP, Ms. Kathleen Plinske

Ms. Plinske shared findings from Section 1 of the Bridger report. The Academic Quality Improvement Program timetable includes action project updates every year, a Systems Appraisal every four years, Systems Appraisal and reaffirmation of accreditation every seven years. The first submission of the Systems Portfolio is due November, 2009. Peer reviewers will identify strengths and opportunities for improvement and identify any accreditation or strategic issues.

B. Overview of AQIP Systems Portfolio, Ms. Kathleen Plinske

The Bridger report suggested that the development of the Systems Portfolio be an inclusive process, involving all employee groups. Accordingly, each month input is solicited from all employees regarding one of the Systems Portfolio chapters. A team of six which includes two faculty, two staff and two administrators works with Ms. Plinske to review the input and outline the college's responses. Ms. Plinske will then utilize those outlines to actually author the college's portfolio responses and will then send the draft responses out to the entire campus for review.

COMMUNICATIONS

A. Faculty Report

There was no faculty report.

B. Staff Council Report

Ms. Kivisto presented the MCCSC report. At the last executive board meeting, Staff Council voted to donate \$100 to the Bartlett Special Needs Scholarship. Congratulations to two MCC employees who ordered Market Day and won \$25 gift certificates to Best Buy in a national drawing. Market Day has brought in \$1,262.00 in profits, which are shared between Social and Scholarship Committees. An election will be held shortly for three positions – two representatives for Building A and Secretary. Two members will attend training on grievance administration (P. Kallaus) and union leadership (J. Kivisto).

C. Student Trustee Report

Student Senate held a Meet 'n Greet January 15 and 16 to welcome students back to school, create awareness of the new non-smoking law, and promote campus safety. On January 18 the Student Senate held a retreat.

VOUCHER #958, Board Report #08-01

Trustee Miller moved to approve Voucher #958, Board Report #08-01; Trustee Walters seconded. The roll was called, all were in agreement. The motion carried.

APPROVAL OF CONSENT AGENDA

Trustee Kurtz removed Item 15., C., h., from the agenda for additional discussion. Mrs. Larson moved to approve the Consent Agenda as amended. Ms. Walters seconded the motion. The Roll was called and all were in favor. The motion carried.

For Approval

- A. Executive Summary
- B. Financial Statements
 - a. Treasurer's Report
 - b. Voucher #959 - \$1,612,545.23, Board Report #08-2
 - c. Voucher #960 - \$228,528.53, Board Report #08-3
- C. Requests to Purchase
 - a. Rental of Adult Education Off-Campus Space, Board Report #08-4
 - b. Contract Training, Board Report #08-5
 - c. Renovation of Room A360, Board Report #08-6
 - d. Annual Maintenance for Cisco Core Switch and Firewall, Board Report #08-7
 - e. ERP Project Consulting Services, Board Report #08-8
 - f. Cleaning Contract Renewal for Satellite Sites, Board Report #08-9
 - g. McHenry County Economic Development Corporation Annual Membership, Board Report #08-10

- h. Consulting Engagement – Review of Feasibility Studies Related to the Health, Wellness, and Athletic Complex, Board Report #08-11
- D. Destruction of Audio Tape Recordings of the July 5, 2006, Committee of Whole Meeting and July 13, 2006, Regular Board Meeting, Board Report #08-12
- E. Personnel
 - a. Personnel Adjustments for Fall 2006 Transfer and Occupational Courses, Board Report #06-187 Addendum
 - b. Personnel Adjustments for Spring 2007 Transfer and Occupational Courses, Board Report #06-268 Addendum
 - c. Personnel Adjustments for Fall 2007 Transfer and Occupational Courses, Board Report #07-171 Addendum
 - d. Personnel Adjustments for Spring 2008 Transfer and Occupational Courses, Board Report #07-275 Addendum
 - e. Continuing and Professional Education Personnel Considerations for Spring 2008, Board Report #08-13
 - f. Appointment of New Illinois Small Business Development Center Specialist, Board Report #08-14
 - g. Appointment of Replacement Student Development Advisor, Board Report #08-15
 - h. Appointment of Replacement Student Development Advisor, Board Report #08-16
 - i. Appointment of Replacement Coordinator of Contract Training, Board Report #08-17
 - j. Request for Retirement, Board Report #08-18
 - k. Revision of Position, Receptionist/Office Assistant, Board Report #08-19
 - l. Salary/Advanced Placement Adjustments, Board Report #08-20
- F. Approval of Five-Year Financial Plan, Board Report #08-21

For Information

- A. Quarterly Report on Grants
- B. December 31, 2007 Accrued Financial Statements
- C. Refund Procedure
- D. Contract Training
- E. Rental of Adult Education Off-Campus Space

16. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

Discussion of Item 15., C., h. followed. Trustee Walters moved that Board Report #08-11 be approved as written, with the stipulation that ERA is hired to review the feasibility study with updated numbers on this project only and that they review the questions raised by their own report. Trustee Miller seconded. The roll was called. Chair Lowe and Trustees Miller, Walters, Larson, Kurtz voted yes; Trustee Summers voted no. The motion carried.

17. OPEN FOR BOARD MEMBERS

Chair Lowe, Trustee Larson and President Packard will attend the February ACCT Legislative Summit in Washington. While there, they will attend a meeting with Senator Durbin. Trustee Summers commended Dr. Packard and the staff for continued outstanding work on the GED program. Trustee Walters publicly acknowledged those Trustees who could not attend the memorial service for former President Bartlett and reminded all present about the Bartlett Special Needs scholarship. Trustee Kurtz remarked that over the

last few Committee of the Whole meetings the Board obtained input from community members; she would like to encourage community members to continue to share their thinking, as it helps the Board to be better community representatives. Chair Lowe called for a recess at 8:50 p.m. The meeting reconvened at 9:00 p.m.

18. CLOSED SESSION

Following the recess, Trustee Larson made a motion to move into Closed Session to discuss items related to 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; 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; the setting of a price for sale or lease of property owned by the public body. Trustee Kurtz seconded the motion. The Roll was called and all were in favor. The motion carried. Closed session began at 9:05 p.m. Trustee Kurtz made a motion to move out of Closed Session. Trustee Larson seconded the motion. Roll was called, all were in favor and the motion carried. Closed session ended 10:14 p.m.

19. FUTURE AGENDA ITEMS

Trustee Summers requested to place the two items discussed in December on the February Committee of the Whole agenda: FOIA appeals policy, posting of Board packets on the web and recording or streaming of meetings. Trustee Summers would also like to consider at the February meeting a discussion of a review of legal services. Trustee Miller indicated that she would like an update on our progress on the audit management letter. March Committee of the Whole will meet March 24, 2008; March Board Meeting is March 28, 2008.

ADJOURNMENT

At 10:15 p.m., with no further business, the meeting adjourned.