

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

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, June 28, 2007, in the Board Room, Room A217, in Building A on the Campus. Chair Summers called the meeting to order at 7 p.m. When Secretary Lowe called the roll, the following were present:

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

Attorney Sandra Kerrick was present as legal counsel.

**PLEDGE OF ALLEGIANCE**

Chair Summers led the group in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

The agenda was approved as presented.

**DISPOSITION OF MINUTES:** Regular Board Meeting, May 24, 2007  
Committee of the Whole Meeting, June 25, 2007

Trustee Glosson asked that the minutes of the June 25, 2007, Committee of the Whole meeting be held for further review by the Board, and then brought to the next Committee of the Whole meeting for approval. Trustee Summers stated that the minutes of the May 24, 2007 Regular Board Meeting stand approved as presented.

**OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS**

There were no visitors or presentations.

**COMMITTEE REPORTS**

**Committee of the Whole** – June 25, 2007

Trustee Glosson, committee chair, reported on the Committee of the Whole meeting of June 25, 2007, where there was an Environmental and LEEDS Presentation with several speakers. There was also a

Bridger Update on Section 14, Organizational Structure; information about the balanced FY 2008 Budget; and also information on the FY 2007 Audit. Dr. Glosson noted that Board Report #07-120, Appointment of Financial Advisor, was also discussed. She stated that she shared notes from the recent Evaluation Committee meeting, and distributed the evaluations along with a draft copy of an agenda for the upcoming Board Retreat on July 28. Dr. Glosson added that Chair Summers reiterated his statement about committee appointments.

#### ICCTA REPORT

Trustee Summers reported on the recent ICCTA Annual Convention in Chicago attended by Trustee Lowe, Dr. Packard, Ms. Kopala, and himself. He congratulated Bruce Spangenberg, MCC Instructor of Horticulture, for his nomination to ICCTA Faculty Member of the Year. Mr. Summers reported on the State budget gridlock in Springfield. He also gave recent information on the Ethics Law, and how it would affect community colleges. Mr. Lowe spoke about a session put on by an Illinois company regarding computer security.

#### FRIENDS OF MCC FOUNDATION REPORT

Ms. Walters, outgoing Foundation Liaison, reported on several items, including the transitioning of the ABC Breakfast into a College event; continuation of fundraising for MCC Promise; and the upcoming Gala on November 9, 2007, at the Makray Memorial Golf Course in Barrington. Ms. Kurtz will follow Ms. Walters as the next Foundation Liaison.

#### PRESIDENT'S REPORT

President Packard opened his report with a reminder that there will be a July 26 Board Meeting. He then spoke about: (1) a very successful municipal expo presented at the Shah Center; (2) outdoor advertising that will be appearing along major district roadways during the summer months; (3) National-Louis starting their first Bachelor's Degree in Early Childhood Education cohort at MCC this fall; (4) recognitions and awards received by MCC's Phi Theta Kappa Chi Upsilon Chapter; and (5) MCC Student-athletes, staff and alumnus recognitions and awards. Chair Summers asked Ms. Kopala to send a

congratulatory letter to the co-advisors of Phi Theta Kappa Chi Upsilon Chapter, Mr. Elder and Ms.

Terlep.

#### PRESENTATION

##### Purchasing Processes and Procedures Action Team

Dr. Packard introduced Ms. Miljak, leader of the Purchasing Processes and Procedures Action Team, who reported on the team's activities and accomplishments. She introduced her team members Ms. Johnston, Ms. Naleway, Ms. Jahnke, Mr. Penoyer, and Ms. Watt, and sponsors Mr. Peterson, Ms. Sobolak, and Mr. Whittaker. In response to an inquiry from Trustee Miller, Mr. Penoyer stated that we are in the process of limiting the number of people who will be doing purchase orders at the College. The Board acknowledged this group for their fine work.

#### COMMUNICATIONS

##### A. Faculty Report

No report was given.

##### Staff Council Report

No report was given.

##### C. Student Trustee Report

Ms. Claypool reported on her recent attendance at the ICCTA 2007 Student Leadership Institute, stating that it was extremely educational. She spoke about the very informative session presented by Trustee Lowe regarding Small Board Rules, noting that she learned a lot.

#### APPROVAL OF CONSENT AGENDA

##### **For Approval**

- A. Executive Summary
- B. Financial Statements
  - a. Treasurer's Report
  - b. Voucher 939 - \$1,452,023.50, Board Report #07-101
  - c. Voucher 940 - \$378,932.44, Board Report #07-102
- C. Fiscal Year 2008 Proposed Budget for Public Display, Board Report #07-103
- D. Renewal of Treasurer's Bond and Athletic Insurance, Board Report #07-104
- E. Renewal of Property and Casualty Insurance, Board Report #07-105
- F. Renewal of Resolution for Prevailing Wage, Board Report #07-106
- G. Requests to Purchase/Lease
  - a. Third Party Administrator for FSA Program, Board Report #07-107

- b. Digital Media Software, Board Report #07-108
- c. Contract Training, Board Report #07-109
- d. Survey Scanning Software, Board Report #07-110
- e. MCC Promise Director Furnishings, Board Report #07-111
- f. Computer Lease Interim Rent, Board Report #07-112
- g. Unisys Mainframe Upgrade, Board Report #07-113
- h. Athletic Trainer Services, Board Report #07-114
- i. Public Radio Advertising, Board Report #07-115
- j. Outdoor Advertising, Board Report #07-116
- k. Additional ANGEL Disk and Database Space Capacity, Board Report, #07-117
- l. Fire Alarm and Clock Systems Service Contract, Board Report #07-118
- H. Merchant Card Processing Services, Board Report #07-119
- I. Appointment of Financial Advisor, Board Report #07-120
- J. Parameters Resolution for Debt Certificate Issuance, Board Report #07-121
- K. Approval of Memorandum of Understanding with McHenry County College and the Friends of MCC Foundations, Board Report #07-122
- L. Fiscal Year 2009 RAMP, Board Report #07-123
- M. Review of Closed Session Minutes, Board Report #07-124
- N. Destruction of Board Meeting Audio Tape Recording of December 15, 2005, Board Report #07-125
- O. 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 Summer 2007 Transfer and Occupational Courses, Board Report #07-93 Addendum
  - d. Continuing and Professional Education Considerations for Summer 2007, Board Report #07-94 Addendum
  - e. Adult Education Personnel Considerations for Summer 2007, Board Report #07-126
  - f. Appointment of Coaching Staff, Board Report #07-127
  - g. Appointment of Replacement Executive Dean of Business & Technology, Bd. Rpt. #07-128
  - h. Appointment of Replacement Instructor of Automotive Technology, Board Report #07-129
  - i. Appointment of Replacement Instructor of Biology, Board Report #07-130
  - j. Appointment of Replacement Instructor of Music, Board Report #07-131
  - k. Appointment of Replacement Laboratory Manager/Biological & Chemical Sciences, Bd. Rpt #07-132
  - l. Revised Appointment of Replacement Director of Workforce Development Support Services, Board Report #07-133
  - m. Appointment of Replacement Assistant Vice President of Human Resources, Board Report #07-134
  - n. Revision of Appointment of Executive Dean of Continuing, Corporate, and Adult Education, Board Report #07-135
  - o. Revision of Position and Appointment of Coordinator of Insurance, Board Report #07-136
  - p. Revision of Position and Appointment of Lead Cook/Food Production, Board Report #07-137
  - q. Compensation Adjustment for the President, Board Report #07-138
  - r. Salary/Advanced Placement Adjustments, Board Report #07-139

**For Information**

- A. Resignation
- B. Resignation
- C. Resignation
- D. Supplemental Instruction Lab

- E. Printing of *Voices* Literary Magazine
- F. Contract Training

Trustee Kurtz asked that the following items be removed from the Consent Agenda: Appointment of Financial Advisor, Board Report #07-120, Parameters Resolution for Debt Certificate Issuance, Board Report #07-121, and

Revision of Position and Appointment of Lead Cook/Food Production, Board Report #07-137.

Trustee Miller asked that Fire Alarm and Clock Systems Service Contract, Board Report #07-118, be removed from the Consent Agenda.

Mrs. Larson made a motion to approve the Consent Agenda. Mr. Lowe seconded the motion. When the roll was called, all were in favor and the motion carried.

#### ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

Trustee Miller clarified that in Board Report #07-118, Fire Alarm and Clock Systems Service Contract, the clocks were wall clocks. Mr. Lowe made a motion to approve Board Report #07-118, and Ms.

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

Both Trustees Kurtz and Summers stated that for personal reasons they would abstain from the vote on Appointment of Financial Advisor, Board Report #07-120. Mr. Lowe made a motion to approve Board Report #07-120. Ms. Walters seconded the motion. When the roll was called, Ms. Kurtz and Mr. Summers abstained. All others voted in favor, and the motion carried.

Trustee Kurtz stated that she will be abstaining from the vote on Parameters Resolution for Debt Certificate Issuance, Board Report #07-121. Mr. Lowe made a motion to approve Board Report #07-121.

Mrs. Larson seconded the motion. When the roll was called, Ms. Kurtz abstained. All others voted in favor, and the motion carried.

Trustee Kurtz spoke about Board Report #07-137, Revision of Position and Appointment of Lead Cook/Food Production, and questioned whether it was in line with the Bridger Report. Discussion

followed and several comments were made as to how we need to keep the Bridger Report in the forefront as we make further decisions regarding positions and appointments at the College. Dr. Glosson stated that she would like to see empirical data associated with reports, and Mr. Summers noted that the Board should be provided with cost savings figures.

There was discussion on the Information Item, Printing of *Voices* Literary Magazine, and the fact that the related purchase was made prior to Board approval.

OPEN FOR BOARD MEMBERS

- A. Mission Statement
- B. Board Calendar

Student Trustee Claypool read the Mission Statement.

Trustee Glosson reviewed the evaluation procedures and distributed a draft agenda for the upcoming July 28, 2007, Board Retreat. She stated that she was pleased that Dr. Gray attended and was a speaker at the graduation of the nursing students at Rock Valley.

Trustee Walters recommended that her fellow trustees read a booklet on Trusteeship by Dr. Potter that addresses the roles of Boards.

Trustee Lowe expressed his displeasure at being blind sided at Monday's Committee of the Whole meeting. He also spoke about some very favorable comments he received regarding the GED graduation ceremony.

Trustee Kurtz spoke about the watershed and storm water, and it was noted that items concerning this had been voted on and approved by the Board at an earlier date. Discussion followed, and several Board members stated that they would be interested in receiving more information at an upcoming Committee of the Whole meeting. Possible meeting dates were discussed.

Concern was expressed for addressing the number of retirees, and succession planning was brought up.

Chair Summers called a five-minute recess, and stated that afterward the Board would be going 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) 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.

CLOSED SESSION

Upon returning after the recess, Trustee Walters made a motion to move into Closed Session, and reiterated the reasons given by Chair Summers. Dr. Glosson seconded the motion. Secretary Lowe called the roll and all were in favor. The motion carried.

Mr. Lowe made a motion to move out of Closed Session. Dr. Glosson seconded the motion. The roll was called and all were in favor. The motion carried.

ADJOURNMENT

At 10:50 p.m., with no further business, the meeting adjourned.

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Mr. George Lowe, Secretary