

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, July 26, 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
Mrs. Larson
Mr. Lowe
Ms. Miller
Mr. Summers
Ms. Walters
Ms. Claypool

Attorney Sandra Kerrick was present as legal counsel.

Trustee Kurtz arrived at 7:40 p.m.

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 June 28, 2007
Regular Board Meeting June 28, 2007 Closed Session

Trustee Lowe noted that the motion and vote on the Consent Agenda items were not recorded, and asked that these be added to the minutes of the Regular Board Meeting of June 28, 2007. Ms. Kopala stated that the minutes now include: "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." Following circulation of the June 28, 2007 Closed Session minutes, Trustee Summers stated that the minutes of the June 28, 2007 Regular Board Meeting stand approved as amended, and the minutes of the Closed Session of June 28, 2007, stand approved as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

There were no visitors or presentations.

COMMITTEE REPORTS

Finance – July 18, 2007

In the absence of Trustee Kurtz, Committee Chair, the report was deferred until later in the meeting.

After Ms. Kurtz arrived at 7:40 p.m. she reported on the Finance Committee meeting of July 18, 2007.

She spoke about the auditor's presentation and noted that they will be looking at the purchasing policies.

Ms. Kurtz noted that Board members were interviewed by the auditors. She stated that she would like to talk about GASB 43, 45, and 50 at the next Finance Committee meeting, as these will force us to do an accounting of retirement benefits. Following discussion, the Board agreed that an Audit review will take place at a Committee of the Whole meeting on October 4, and that will be followed that same night by a

Special Board Meeting. Ms. Kurtz stated that she would like to establish goals for the Finance

Committee, talked about the need to assign certain areas of the Bridger Report to different committees,

and expressed a concern for more detail in the Budget. Ms. Kurtz initiated discussion on the HWAC

contract, in particular selection of the engineers and architects. It was noted that the quality based

selection process was used, and that the selection of a professional service company does not require a

competitive bid process. Instead, an RFP is issued, and a selection made from the people who have

responded. There was further discussion that would be continued at the upcoming Board Retreat.

Board Policy Review – July 19, 2007

Mrs. Larson, committee chair, reported on the July 19, 2007, meeting of the Board Policy Review

Committee, and Mr. Summers noted that the two new Board Policies will be considered later in the

meeting.

Committee of the Whole – July 19, 2007

Dr. Glosson, committee chair, reported on the Committee of the Whole meeting of July 19, 2007,

highlighting the following: (1) an introduction by Dr. Packard as to what is in the College's PUD; (2) a

presentation by Mr. Schuh of Patrick Engineering that focused on groundwater and stormwater

management; and (3) discussion on an Emergency Change Order Board Policy.

ICCTA REPORT

Trustee Summers reported that the next meeting will be on September 14 and 15 at the Holiday Inn in Champaign. Mr. Lowe stated that he will be attending his first meeting as ICCTA committee chair in a couple of weeks in Oak Brook.

FRIENDS OF MCC FOUNDATION REPORT

This report was deferred until the arrival of Ms. Kurtz, Foundation Liaison. In her report Ms. Kurtz noted that: (1) the ABC Breakfast is being turned over to the College and speakers have been identified for the coming year; and (2) the MCC Promise fundraising cabinet continues to move forward, and the Foundation is financing the Promise Director position. Mr. Like continued with further information on the activities of the Friends of MCC Foundation.

PRESIDENT'S REPORT

President Packard talked about a communication from Dr. Bruce regarding the State Budget. He went on to report that tomorrow he will meet with city staff to review our PUD and their responses, and that a PUD hearing will be held on Wednesday, August 1, at 6 p.m. Dr. Packard reported that: (1) Mr. Allerheilgen, Director of the MCC Fitness Center, was recently presented with several honors at the National Strength and Conditioning Association National Conference; and (2) the Shah Center's Contract Training Department received an additional \$100,000 competitive grant from the Department of Commerce and Economic Opportunity's Employer Training Investment Program, a supplement to a larger \$550,000 grant. Dr. Packard called attention to a travel expense form at Board places that needed to be filled out. In closing he handed out a schedule of initial steps to get us through PUD and construction, prepared by Patrick Engineering, and asked the Board to look at this with the possibility of further discussion at Saturday's Retreat.

PRESENTATION

Key Performance Indicators (KPI), Ms. Jones, KPI Action Team Leader, and Action Team Members

Dr. Packard introduced Ms. Jones, leader of the KPI Action Team, who explained the work of their Action Team. Dr. Quirk followed with an explanation of a balanced scorecard, a strategic management tool that not a lot of institutions are working with yet. The first scorecard will be presented in December which will be a starting point and will continually be refined. Trustee Glosson was the Board representative on the Key Performance Indicators team. She stated that we need to stay focused on four to five items and to be proactive instead of reactive.

Ms. Kurtz arrived at 7:40 p.m.

COMMUNICATIONS

A. Faculty Report

When no report was given, Dr. Glosson expressed her disappointment in again not receiving a faculty report.

B. Staff Council Report

Board disappointment was expressed at not having a Staff Council report.

C. Student Trustee Report

Ms. Claypool reported that she had a Meet and Greet, and many of the students she spoke with had very favorable comments about their professors taking time with them. Ms. Claypool then expressed students' concern about campus security.

APPROVAL OF CONSENT AGENDA

For Approval

- A. Financial Statements
 - a. Treasurer's Report
 - b. Voucher 941 - \$1,074,317.33, Board Report #07-140
 - c. Voucher 942 - \$226,750.00, Board Report #07-141
- B. Requests to Purchase/Lease
 - a. Contract Training, Board Report #07-142
 - b. CAD/Drafting Tables and Stools, Board Report #07-143
 - c. Renewal of Microsoft Campus Agreement, Board Report #07-144
 - d. Library Database Subscriptions Renewals, Board Report #07-145
- C. Destruction of Board Meeting Audio Tape Recording of January 26, 2006, Board Report #07-146
- D. Personnel
 - a. Personnel Adjustments for Spring 2007 Transfer and Occupational Courses, Board Report #06-268 Addendum
 - b. Personnel Adjustments for Summer 2007 Transfer and Occupational Courses, Board

Report #07-93 Addendum

- c. Appointment of Replacement Secretary, Department Chairs of Mathematics and Sciences, Board Report #07-147
- d. Salary/Advanced Placement Adjustments, Board Report #07-148

Trustee Summers stated that the change in the format of the Board agenda is an attempt to highlight items for Board consideration, as items in the past have not had enough attention given to them. Dr. Glosson asked that Item 13 A. c. Voucher #942 be removed from the Consent Agenda. Mr. Lowe made a motion to approve the Consent Agenda minus item 13 A. c., and Ms. Walters seconded the motion. The roll was called and all were in favor. The motion carried.

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

Mr. Lowe made a motion to approve Item 13 A. c. Voucher #942, and Ms. Walters seconded the motion.

When the roll was called, Dr. Glosson abstained. All others voted in favor and the motion carried.

STORAGE AREA NETWORK, Board Report #07-149

Mr. Linehan explained that this is an upgrade of a similar piece of equipment that we have now have, and allows us to affordably move forward.

LIBRARY SYSTEM SERVER, MCC WEB SITE SERVER AND DATABASE SERVER, Board Report #07-150

Mr. Linehan reported that this will update our server that has been out of warranty for a couple of years, and continues our server virtualization plan. In response to an inquiry from Ms. Kurtz, Mr. Linehan stated that this should last three years minimum.

LIBRARY BOOKS, CATALOGING RECORDS, AND PROCESSING SUPPLIES, Bd. Rpt. #07-151

Dr. Packard called attention to an Information Report in the packet regarding the purchase of items in the library over the course of the year. Dr. Birnbaum stated that the library budget for purchases is \$100,000, and explained the item further.

COMPUTER SOFTWARE: IMAGING AND DEPLOYMENT, INVENTORY, AND SECURITY SUITE, Board Report #07-152

Mr. Linehan gave information on this item.

NEW BOARD POLICIES

A. 2.1.4.6 Emergency Construction Change Order, Board Report #07-153

B. 4.10 Religious Observances, Board Report #07-154

Dr. Packard pointed out that according to the Board Policy Manual, new Board policies require waiting until the next meeting for a vote.

Mr. Lowe made a motion to postpone this item until the August Board meeting. Dr. Glosson seconded the motion. When the roll was called, all were in favor and the motion carried.

Mrs. Larson made a motion to approve Board Reports #07-149, #07-150, #07-151, and #07-152. Ms. Walters seconded the motion. The roll was called and all were in favor. The motion carried.

EXTENSION OF LAND ACQUISITION OPTION, Board Report #07-155

Mr. Summers stated that we will be considering this Board Report in Closed Session under Provision 5 of the Open Meetings Act, 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.

INFORMATION REPORT

- A. Resignation
- B. Outdoor Storage Shed – Athletic Field
- C. Library Books, Records, and Supplies
- D. Revised Student Code of Conduct and Disciplinary Procedures

Dr. Packard spoke briefly on each of the Information items. He noted that we are joining with CABA to build a storage shed for the athletic fields, and that we are serving as one of the fields CABA will use for their games.

OPEN FOR BOARD MEMBERS

- A. Mission Statement
- B. Board Calendar

Dr. Glosson read the Mission Statement.

Mr. Summers talked about the retreat on Saturday. Attorney Kerrick stated that this is the time to show that the College is united and that the Board speaks with one voice. Mr. Summers talked about calling a Special Board Meeting for Wednesday, August 1, at 6 p.m., when the Board will be in attendance at the City of Crystal Lake Planning and Zoning Commission. All were in agreement with this.

Student Trustee Claypool asked, and trustees agreed, to the Mission Statement being moved to after the Pledge of Allegiance. At the suggestion of her fellow trustees, Ms. Claypool will read the Mission Statement.

CLOSED SESSION

Dr. Glosson made a motion to move into Closed Session for discussion of 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. Mr. Lowe seconded the motion. The roll was called and all were in favor. The motion carried. At 9:12 p.m. Chair Summers stated that the Board will recess until 9:20 and will reconvene for Closed Session. Upon returning after the recess, at 9:25, Mr. Lowe reiterated and 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 and Ms. Walters seconded the motion. The roll was called and all were in favor. The motion carried.

Mr. Lowe made a motion to approve Board Report #07-155 Extension of Land Acquisition Option. Ms. Miller seconded the motion. The roll was called and all were in favor. The motion carried.

ADJOURNMENT

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



Mr. George Lowe, Secretary