

MINUTES
COMMITTEE OF THE WHOLE
McHENRY COUNTY COLLEGE

A meeting of the Committee of the Whole of the Board of Trustees of McHenry County College was held on Monday, August 20, 2007, in the Board Room in Building A on the Campus. Dr. Glosson, Chair of the Committee of the Whole, called the meeting to order at 6: p.m.

The roll was called and the following were present: Dr. Glosson, Mrs. Larson, Mr. Lowe, Mr. Summers, Ms. Walters, and Student Trustee Claypool. Ms. Kurtz and Ms. Miller were not present for roll call. Ms. Miller arrived at 6:15 p.m.

Attorney Kerrick was not in attendance.

Chair Glosson announced that Student Trustee Claypool will be leaving the meeting at 7 p.m. in order to go to class.

APPROVAL OF AGENDA

Chair Glosson stated that hearing no objections, the agenda stands approved as presented.

APPROVAL OF MINUTES: Committee of the Whole Meeting July 19, 2007

Chair Glosson stated that the minutes stand approved as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

There were no visitors or presentations.

BICYCLE PATH PRESENTATION BY McHENRY COUNTY CONSERVATION DISTRICT

John Kremer, of the McHenry County Conservation District, gave background information on a bicycle path project that began in the 1990's, and noted that an alignment study was performed. He spoke about the four stages of the project. Michael Plant, Baxter and Woodman, presented drawings of the plan. Trustee Lowe stated that he and Trustee Larson met on this subject at an earlier date, and expressed a concern for

impervious surfaces. Mr. Summers stated that he was very much in favor of the bike path, and asked Dr. Packard about a circulator system, and extending the bike path around the campus to make it bicycle friendly. This is being looked into. Mr. Kremer stated that he will continue to refine the plan and come back to the Board at a later date.

BRIDGER REPORT

Dr. Ally introduced Mr. Penoyer, Mr. McDonald and Mr. Selcke who are at the meeting tonight to talk about the sections of the Bridger Report.

Section 6 – Contract Evaluation

Mr. Penoyer spoke about this section, noting the Bridger Identified Strength and Opportunity and the College Response. He gave information on this item, which discouraged the use of verbal agreements and purchase orders. Ms. Walters suggested buying paper direct from the paper company, and Mr. Penoyer stated that we do not do this because we do not have storage facilities. Ms. Miller spoke about the importance of using local vendors whenever possible. Dr. Glosson asked if we've entertained outsourcing all of our cleaning, and Mr. Selcke stated that we have. Ms. Miller suggested a checklist for looking at contracts. Dr. Glosson stated that at this point we need to formalize the informal, and need to make sure contractors are aligned with the College's goals. Mr. Summers pointed out that with impending retirements it is important to have procedures recorded.

A. Section 7 – Energy Management

Mr. Selcke spoke about the Bridger Report and Energy Management. He listed the things the College has already been involved in. Mr. Selcke demonstrated how he can control operations from off campus.

B. Section 8 – Purchase/Procurement

Mr. Penoyer gave information on this item. He pointed out that the number of people who can currently order is 700 and this will be reduced to 100 to 150 people. Ms. Miller stated that it is important that purchase orders have a check system. Mr. Penoyer explained the system currently in place. Dr. Glosson stated that a flow chart of the operation might be helpful. She asked about the implementation date and Mr. Penoyer stated that this should happen very shortly. She asked for a report back to the Board in November.

C. Section 11 – Vehicle Management

Mr. Penoyer talked about vehicle management and leasing and/or renting vehicles. He highlighted the replacement of the College's fifteen-passenger vans with mini-buses.

BOARD POLICY MANUAL

Mrs. Larson explained the procedure that took place in the latest revision of the Board Policy Manual.

OPEN FOR BOARD MEMBERS

Mrs. Larson offered home grown produce to her fellow Board members.

Dr. Glosson shared outcome items from the recent Board Retreat.

She also pointed out that the Board meeting agenda should be co-created for the Board meeting, and should not be distributed until the Chair has met with Dr. Packard.

Mr. Lowe stated that he was recommended by Dr. Davis Gary to sit on the ACCT panel for Board chairs.

CLOSED SESSION

There was no Closed Session.

ADJOURNMENT

At 8 p.m., with no further business, the meeting adjourned.