

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, September 25, 2008, in the Board Room, Room A217, in Building A on the Campus. Chair Lowe called the meeting to order at 7:02 p.m. When Secretary Glosson called the roll, the following were present:

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

Ms. Kurtz was absent during roll call and arrived at 7:28 p.m. Attorney Sandra Kerrick was present as legal counsel.

COLLEGE MISSION STATEMENT

Student Trustee Kendzie read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted.

ACCEPTANCE OF MINUTES

The minutes of the Budget Hearing, Regular Board Meeting and Closed Session, for August 28, 2008 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Board.

BOARD COMMITTEE REPORTS

Trustee Miller reported on the September 22, 2008, Committee of the Whole Meeting.

ICCTA REPORT

Mr. Lowe reported on the ICCTA meeting September 12 and 13 in Springfield. State funding for higher education was at 14% last year and this year it has declined to 7%.

FRIENDS OF MCC FOUNDATION REPORT

Dr. Packard introduced the new Director of the Foundation, Ms. Donna Magnani. Ms. Magnani gave a brief description of her experience in fundraising. She is happy to join the College and the Board welcomed her.

PRESIDENT'S REPORT

Dr. Packard reported that the student headcount increased 2% over last Fall, and credit hour enrollment is up 3.2%. The shift in the age of our students is continuing, as our fastest growing group continues to be those 19 and under. The median age of our students has dropped to 20. MCC hosted MCC Night on September 10, and approximately 800 high school juniors, seniors, and their parents attended. We also had a record high of 236 seniors apply for admission during the event. On September 12, Professional Development took 11 employees to the Northern Illinois Network's Staff Exchange at the College of DuPage. Also on September 12, the College kicked off its third round of MCC's Community College Operations Overview. In the Shifting Gears program, 27 students completed classes and were honored on September 20. The MCC Shifting Gears program was also featured in the September 12 edition of the *Community College Times*. Earlier this month the College tested its Mass Notification System. The College found that the fastest method to communicate with our students and employees is text messaging; we will be conducting several smaller scale tests this fall, and will conduct another system-wide test next semester.

PRESENTATIONS

NISOD Winners

Dr. Brian Sager introduced to the Board three of our 2008 NISOD Excellence Award Recipients and gave a brief review of their accomplishments at the College. The recipients are Mrs. Deb Gallo, Administrative Assistant, Learning and Student Support Services; Mr. Bruce Spangenberg, Chair and Instructor of Horticulture; Dr. Thomas Takayama, Chair and Instructor of Music. The Board offered their congratulations to the winners.

Digital Media Update

Mr. Jim Falco introduced Ms. Meri Albright and Mr. Thomm Beggs, Co-Chairs and Instructors of Digital Media. They presented an overview of the Digital Media program to the Board, including samples of student work and career opportunities that await our graduates.

COMMUNICATIONS

A. Faculty Report

Ms. Cynthia Van Sickle reported the College is into week six of the semester and faculty is ready for midterms. The Board offered congratulations to Ms. Van Sickle for completing law school.

B. Staff Council Report

Ms. Jonna Kivisto reported on the upcoming book sale scheduled for October 6, 7 and 8. Funds raised will go toward two scholarships offered by Staff Council. Ms. Kivisto thanked everyone who donated books. Scholarship applications for the spring semester are now available.

C. Student Trustee Report

Student Trustee Kendzie reported that he attended the ICCTA Student Advisory Conference in Springfield. He was appointed as the ICCB Finance Committee Student Advisor. As a group, the student trustees plan to organize a fundraising drive to assist families with autistic dependents. In the September issue of the *Tartan* there will be an article updating the student body on discussions held by the Student Senate.

VOUCHER 983, BOARD REPORT #08-206

Dr. Glosson declared a conflict of interest and recused herself from the vote. Trustee Walters moved to approve Board Report #08-206; Trustee Kurtz seconded the motion. Trustee Larson called the roll and all present were in favor; the motion carried. Dr. Glosson returned to the meeting.

APPROVAL OF CONSENT AGENDA

Dr. Packard noted the amended Board Report #08-216 distributed to the Board and Executive Council. Trustee Walters removed Item H., Approval of the Shah Center Build-Out and Transfer of Programming from the University Center, Board Report #08-216. Trustee Larson moved to approve the consent agenda

as amended. Trustee Kurtz second the motion. 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 #984 - \$1,026,729.61, Board Report #08-207
 - c. Voucher #985 - \$300,754.28, Board Report #08-208
- C. Requests to Purchase
 - a. Faculty Office Modular Furniture, Board Report #08-209
 - b. Grounds Utility Vehicle, Board Report #08-210
 - c. Renewal URSA Software Maintenance Agreement, Board Report #08-211
- D. Academic Calendar 2009-2010, Board Report #08-212
- E. Fiscal Year 2008 Audit and Management Letter, Board Report #08-213
- F. Certification of Chargeback Reimbursement, Board Report #08-214
- G. Out-of-District and Out-of-State Tuition and Fees, Board Report #08-215
- H. Approval of Shah Center Build-Out and Transfer of Programming from University Center, Board Report #08-216
- I. Personnel
 - a. Personnel Adjustments for Summer 2008 Transfer and Occupational Courses, Board Report #08-115 Addendum
 - b. Personnel Adjustments for Fall 2008 Transfer and Occupational Courses, Board Report #08-200 Addendum
 - c. Continuing and Professional Education Personnel Considerations for Fall 2008, Board Report #08-201 Addendum
 - d. Adult Education Personnel Considerations for Fall 2008, Board Report #08-217
 - e. Appointment of Coaching Staff, Board Report #08-218
 - f. Request to Hire Nursing Faculty, Board Report #08-219
 - g. Appointment of Replacement Secretary, Dean of Academic Support Services/Acquisitions Specialist, Board Report #08-220
 - h. Appointment of Replacement Financial Aid, Work Study and Outreach Specialist, Board Report #08-221
 - i. Appointment of Replacement Coordinator for 22nd Judicial Circuit Family Violence Coordinating Council, Board Report #08-222
 - j. Appointment of Replacement Coordinator of Credentials Evaluation, Board Report #08-223
 - k. Appointment of Replacement Research and Assessment Associate, Board Report #08-224
 - l. Position Revisions, Board Report #08-225
 - m. Salary/Advanced Placement Adjustments, Board Report #08-226

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

Item H., Approval of the Shah Center Build-Out and Transfer of Programming from the University Center, Board Report #08-216. After discussion, Trustee Miller moved that this item be approved and Trustee Kendzie seconded the motion. The roll was called, Trustee Walters abstained, all others voted in favor. The motion carried.

FOR INFORMATION

- A. Articulation Agreement with Kaplan University
- B. Test of Mass Notification System
- C. ERP Update
- D. ICCB Recognition Report
- E. AQIP Action Project Annual Updates
- F. Requests from Trustees

OPEN FOR BOARD MEMBERS

Trustee Kurtz stated she was excited about upcoming Visioning session in late October with the Board and Executive Council. Trustee Walters commented on the Digital Media presentation and that she is very excited about the program and how far the program has come in just two years. Trustee Larson commented on the October 1, Greening the Campus Conference for Illinois Community Colleges and expressed an interest in attending. Trustee Glosson is excited to see the nursing students doing clinical work at Centegra and Good Shepherd hospitals. Trustee Walters offered congratulations to Ms. Gwen Koehler on her recent article in the *College Community Times*. Chair Lowe called for a break at 7:48 p.m. The meeting reconvened at 7:55 p.m.

CLOSED SESSION

Trustee Miller made a motion to go into Closed Session to discuss item #8, Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger. Trustee Walters seconded the motion. The roll was called; all were in favor. The motion carried. Trustee Miller made a motion to come out of Closed Session and Trustee Walters seconded the motion. The roll was called and all were in favor. Closed Session ended at 8:17 p.m.

ADJOURNMENT

Hearing no further business, the meeting adjourned at 8:17 p.m.

Margaret Keehn, Recording Secretary to the Board

Frances Glosson, Board Secretary