

MINUTES  
REGULAR BOARD MEETING  
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, August 25, 2016, in the Board Room, Room A217, in Building A on the Crystal Lake Campus. Chair Smith called the meeting to order at 6:30 p.m. When Secretary Jenner called the roll, the following were present:

Mr. Worden  
Mr. Jenner  
Ms. Kisser  
Ms. Liddell  
Mr. Parrish  
Ms. Walsh  
Chair Smith

Ms. Tirio was absent. Dr. Gabbard was also present. Attorney Nanci Rogers was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Smith led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee Worden recited the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Regular Board Meeting, July 28, 2016, were accepted as revised.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Board.

PRESIDENT'S REPORT

Dr. Gabbard reported that the semester was opened with fun and meaningful interaction at the New-Student Convocation and Opening Day ceremony. He was appreciative that Trustee Jenner attended the convocation. Dr. Gabbard noted that 950 students participated in Kids and College this summer. He

reported on a \$150,000.00 WIOA grant that provides training for out of school young adults ages 17 to

24. He also noted the Veterinary Technician Assistant program received approval from the National Association of Veterinary Technicians in America. MCC is one of three colleges in Illinois that have an approved program. Dr. Gabbard reported on the Occupational Therapy Assistant (OTA) program, noting that graduates ranging from ages 19 to 54 achieved testing results above the mean score, and obtain jobs that provide a living wage. Ms. Marlene Vogt, director of the OTA program, reported that the average pay varies from state to state, with a high of \$100,000.00 in Las Vegas, with an average of \$46,000.00 in Illinois. Fifteen students a year are placed in jobs after graduation; they are difficult to track down once they are employed. Each cohort has 16 students for a four-semester program. Fifty-two students applied this year for the 16 spots. The program can only be offered during the day due to community and field work placement. Dr. Gabbard reported that he returned to a prospective donor for the Science Center, who indicated his full commitment to a \$3 million gift, available when McHenry County College needs it. Dr. Gabbard noted this donation allows the College to reach higher in terms of the capital campaign.

#### PRESENTATIONS

##### Adult Education Update

Chair Smith introduced Mr. David Matts, Executive Director, Workforce, Community, and Business Programs, and Ms. Dori Sullens, Director of Continuing Education, who gave a presentation on noncredit programs. The presentation included information about the Retired Adult Program (RAP), career training, CPR classes, among others, and noted that the WIOA Young Adult Student Success grant was renewed for fiscal year 2017 for the manufacturing and health care career tracks.

##### The Journey Home: A Learning Community funded by the National Endowment for the Humanities

Dr. Todd Culp, Instructor of History and Political Science, and Dr. Mark Waters, Instructor of English, gave a presentation on this Learning Community course. Dr. Culp stated that he saw a steady stream of veterans in his classes, who would speak to him after class about their struggles in transitioning from battlefield to classroom and civilian life. Dr. Culp was approached by Mr. Mark Dougher, Director of

Resource Development, about writing a proposal for a grant. The first attempt was not successful, but a second grant application was made. The National Endowment for the Humanities awarded \$100,000.00 for a three-year program to help veterans transition from battlefield to classroom. The class began this week. Dr. Waters spoke about the assignments and curriculum.

Both of the above presentations can be viewed at [www.mchenry.edu/board](http://www.mchenry.edu/board).

## COMMUNICATIONS

### A. Faculty Report

Ms. Humphrey passed around copies of the faculty report and spoke about several highlights, specifically the satellite art gallery opening reception on Thursday, September 8 on the Woodstock Square.

### B. Adjunct Faculty Report

Ms. Shuman was unable to attend the Board meeting; Ms. Humphrey noted that Dr. Juliana Eimer, an adjunct instructor of philosophy, passed away recently. She noted that a GoFundMe account had been set up and read a student comment, which follows.

"Dr. Eimer inspires me to become a better communicator and student. She doesn't make you feel less significant for your weaknesses or shortcomings. I fear that others may take advantage of her kindness, however. She is quirky and her personality shines through her teaching. Engage in lecture and she will engage with you! Favorite teacher thus far!"

### C. Staff Council Report

Ms. Trimble reported that welcome stations have been set up to help students the first week of the semester. She noted that Staff Council elections were held for two offices: Ms. Wendy Lauen will serve as Vice President, and Ms. Lynn McCabe will serve as Grievance Officer. The Staff Council awarded a fall scholarship to Miss Amber Steiger, who maintains a 4.0 grade point average.

### D. Student Trustee Report

Mr. Worden reported that the College's 50<sup>th</sup> anniversary year is coming up, and reported on the first student leadership conference recently held, which replaces the L.E.A.D. program. He noted that Student

Convocation was very successful this year, and that a record number of students (38) attended the recent student government meeting.

F. Attorney Report

Attorney Rogers reported on two new laws. The first requires newly elected or appointed community college trustees to take a minimum of four hours of training, during the first, third, and fifth years of their six-year terms. Ms. Liddell noted that a document was at each Trustee's desk outlining this legislation. Attorney Rogers also spoke about a new law that limits the actions of outgoing community college boards on certain employment agreements, effective January 1, 2017. For 45 days prior to Election Day through the time when the new Board holds its organizational meeting, the outgoing Board will not be able to appoint or select a president or modify, add or amend to the President's contract.

APPROVAL OF CONSENT AGENDA

Chair Smith asked for a motion to approve the consent agenda. Ms. Liddell moved to approve the consent agenda, and Ms. Kissler seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

**For Approval**

- A. Executive Summary, Board Report #16-89
- B. Financial Statements
  - a. Treasurer's Report, Board Report #16-90
  - b. Ratification for Accounts Payable Check Register, Board Report #16-91
- C. Destruction of Closed Session Recordings, Board Report #16-92
- D. Request to Lease/Renew/Purchase/Upgrade
  - a. Annual Microsoft Consortia Enterprise Agreement, Board Report #16-93
  - b. Annual VMWare Licensing and Support, Board Report #16-94

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

No action was necessary.

BOARD POLICY MANUAL

The following were brought forth for a second reading.

- A. Section 3 – First Reading, Board Report #16-85
- B. Section 5 – First Reading, Board Report #16-86

C. Section 6 – First Reading, Board Report #16-87

D. New Policy 2.13 Records Retention, First Reading, Board Report #16-88

Mr. Jenner moved to approve Board Reports #16-85, #16-86, #16-87, and #16-88 listed above, and Ms. Kisser seconded the motion. During discussion, praise was given to the Internal Board Policy Manual Review Committee for their work on the manual. Ms. Kisser questioned whether the alcohol policy covered the student restaurant, and Mr. Jenner replied that this was discussed in committee and is covered under instructional purposes. The roll was called and all were in favor; the motion carried.

#### ICCTA REPORT

Ms. Liddell stated that the ICCTA is focusing on three things this year: 1) funding, as downstate colleges are feeling the pinch, 2) collaboration, working with Presidents' Council and other organizations that support education in Illinois, and 3) walking through Trustee training requirements as required by new legislation. She invited all to attend the September ICCTA meeting in Springfield, where she and Ms. Kim Hankins will present on sustainability.

Chair Smith added that the Board is supporting Trustee Molly Walsh's nomination as Chair of the ICCTA North Suburban Region and read aloud the Board's letter supporting Ms. Walsh.

#### FOR INFORMATION

- A. New Employees
- B. Resignations
- C. August Committee Meeting Summary
- D. Friends of McHenry County College Foundation Report
- E. Office of Marketing and Public Relations Update
- F. Office of Resource Development Update
- G. Sustainability Center Update
- H. Program Articulation Agreement: Southern Illinois University at Carbondale

Ms. Walsh asked that a column be added to the New Employees report, indicating whether a position is a new or existing position. Ms. Kisser spoke about a past report that showed how long positions had been vacant; she found the report helpful in alerting the Board to potential problems in filling critical positions,

as well as some idea of cost savings and shifting responsibilities. Dr. Gabbard replied that as the budget is firmed up, this could be brought to the Board for a broader picture.

Ms. Walsh stated she knows there is a reason why we have a lot of interim positions right now; she doesn't like to see that go on long. Dr. Gabbard noted that the search committee for Vice President of Academic and Student Affairs meets August 26. He noted that 52 applications were received at last count, and the Search Committee will work as fast as it can to fill the position.

#### SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Jenner offered compliments to all who put on the New-Student Convocation and thanked all who volunteered. He noted that he took some aerial drone photos at the convocation and photos of the parking lot as well.

Ms. Kisser used her tote bag from the Sustainability Center while shopping recently and heard very enthusiastic comments about MCC from the cashier. She stated the new bathroom sinks look very nice.

Ms. Liddell commented that the new parking lot is not only efficient but looks fresh and nice. She added that on Monday night, she noticed a few hundred students of all ages in the cafeteria area.

Ms. Walsh thanked Drs. Culp and Waters for a wonderful presentation, noting that this program is really something to be proud of.

Mr. Parrish spoke about a friend whose daughter graduated from MCC, and who asked Mr. Parrish to help him find a new job. Mr. Parrish recommended that he complete the GED program. This friend is in the program, and has already received a job that pays more than he used to make. Mr. Parrish stated he is proud to be associated with McHenry County College.

Chair Smith congratulated Dr. Gabbard on his successful fundraising work in securing the extraordinarily generous gift for the science center. He noted that last week, the *Northwest Herald* featured an article on social media training at the Shah Center. Chair Smith later heard about that course and MCC on WBBM news radio. He extended congratulations to Mr. Jared Wacker, head baseball coach, as a player from

Huntley High School on the first all-area team, who had extensive Division I interest, has chosen to play baseball at MCC due in large part to its successful run in the World Series this year.

#### FUTURE AGENDA ITEMS

Ms. Walsh noted that the Sustainability Report mentioned a presentation on MCC water infrastructure and conservation. She would like to have an update on this topic.

Ms. Kisser spoke about the student food bank, and would like more information about why the food bank is in place, how many students are using it, and why they are using it.

Ms. Walsh noted that the American Association of Women in Community Colleges raised money for cafeteria vouchers to be used by students. Ms. Walsh added that some time ago, a student proposed using Pell Grant funds in the cafeteria. Ms. Liddell would like to see partnerships to provide solutions such as this.

Ms. Kisser stated she was pleased with the requirement for Trustee training and continuing education. She would like to see the Board consider talking about the training and whether in addition to what is required by law, does the Board want to ask continuing Board members whether they want to agree to the first, third, and fifth year training as well?

Mr. Smith asked to include an item for discussion of legislation about local government travel expenses.

#### CLOSED SESSION

At 8:09 p.m., Ms. Kisser moved to go into closed session to discuss matters covered under the Illinois Open Meetings Act, 120/2(c), Exception #1, *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity*, and 120/2(c), Exception #21, *Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06*. Mr. Worden seconded the

motion. There was no discussion. The roll was called and all were in favor; the motion carried. A short break was taken and closed session began at 8:17 p.m.

At 8:31 p.m., Ms. Liddell moved to come out of closed session, and Ms. Walsh seconded the motion.

There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 8:31 p.m.

#### ACCEPTANCE OF CLOSED SESSION MINUTES, Regular Board Meeting, July 28, 2016

Mr. Parrish moved to accept the closed session minutes of the Regular Board Meeting, July 28, 2016, and Ms. Liddell seconded the motion. There was no discussion. The roll was called; Mr. Worden, Ms. Walsh, and Ms. Liddell abstained. All others were in favor; the motion carried.

#### APPROVAL OF MOTION TO RELEASE CLOSED SESSION MINUTES AS A RESULT OF THE SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES

Mr. Jenner moved that McHenry County College, having on August 6, 2016 conducted the semi-annual review of its closed meeting minutes required by the Open Meetings Act, approve making public the minutes of its closed meetings held during the Board meetings identified by the dates below with the specific exceptions as noted below, because they no longer require confidential treatment:

- 10/21/15 Regular Board Meeting: release 120/2(c) 8, Security Procedures, and 120/2(c) 21, Review of Closed Session Minutes; **do not release 120/2(c) 2, Negotiations.**
- 11/18/15 Regular Board Meeting: release 120/2(c) 21, Review of Closed Session Minutes; **do not release 120/2(c) 2, Negotiations.**
- 12/1/15 Special Board Meeting: release 120/2(c) 1, Personnel.
- 12/2/15 Special Board Meeting: release 120/2(c) 1, Personnel.
- 12/3/15 Special Board Meeting: release 120/2(c) 1, Personnel.
- 12/4/15 Special Board Meeting: release 120/2(c) 1, Personnel.
- 12/8/15 Committee of the Whole Meeting: release 120/2(c) 1, Personnel, second topic of discussion; **do not release 120/2(c) 1, Personnel, first topic of discussion.**
- 12/17/15 Regular Board Meeting: release 120/2(c) 1, Personnel, first topic of discussion and 120/2(c) 21, Review of Closed Session Minutes; **do not release 120/2(c) 1, Personnel, second topic of discussion.**
- 1/28/16 Regular Board Meeting: release 120/2(c) 21, Review of Closed Session Minutes.
- 2/25/16 Regular Board Meeting: release 120/2(c) 21, Review of Closed Session Minutes; **do not release 120/2(c) 2, Negotiations, or 120/2(c) 1, Personnel.**
- 3/15/16 Committee of the Whole: release 120/2(c) 1, Personnel; **do not release 120/2(c) 2, Negotiations.**
- 3/24/16 Regular Board Meeting: release 120/2(c) 2, Negotiations, 120/2(c) 21, Review of Closed Session Minutes and 120/2(c) and 120/2(c) 1, Personnel; **do not release 120/2(c) 11, Litigation.**



- 4/19/16 Committee of the Whole Meeting: release 120/2(c) 1, Personnel and 120/2(c) 21, Review of Closed Session Minutes; **do not release 120/2(c) 2, Negotiations.**
- 4/28/16 Regular Board Meeting: release 120/2(c) 1, Review of Closed Session Minutes; **do not release 120/2(c) 1, Personnel.**
- 5/26/16 Regular Board Meeting: release 120/2(c) 21, Review of Closed Session Minutes; **do not release 120/2(c) 11, Litigation, or 120/2(c) 1, Personnel.**

Mr. Jenner further moved that closed meeting minutes, or specific parts thereof, remain confidential, as noted in the previous motion, and which McHenry County College previously determined to require continued confidentiality pursuant to semi-annual reviews previously conducted by the Board of Trustees. Mr. Parrish seconded the motion. During discussion, Ms. Kisser noted that the Board is getting a good procedure down for completing the semi-annual review of closed session minutes, and good quality minutes are being taken. The roll was called and all were in favor; the motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 8:35 p.m.

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Patricia Kriegermeier, Recording Secretary

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Chris Jenner, Board Secretary