

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, February 22, 2018, in the Board Room, Room A217, in Building A on the Crystal Lake Campus. Chair Liddell called the meeting to order at 6:01 p.m. When Secretary Walsh called the roll, the following were present:

Ms. Evertsen
Mr. Allen
Mr. Parrish
Mr. Smith
Ms. Tirio
Ms. Walsh
Ms. Liddell

Ms. Vazquez was absent. Dr. Gabbard was present. Attorney Samuel Cavnar was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Liddell led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Ms. Evertsen recited the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as amended; Exception #2, Negotiations, was added to item #28, Closed Session.

ACCEPTANCE OF MINUTES

The minutes of the January 25, 2018 Regular Board Meeting were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one addressed the Board.

PRESIDENT'S REPORT

Dr. Gabbard's report covered the BS Bridge Program, a partnership with Watlow Electric Manufacturing Company, offering an Associate of Applied Science degree in Manufacturing Management. A second employer, Scot Forge, has begun discussion for a similar program. Dr. Gabbard also provided an update on the Urban Agriculture program; interviews and discussions with over thirty farmers, business owners, students, and faculty have been conducted to assess the local food economy and MCC offerings. Dr. Gabbard noted the following dates to save: February 27, when Dr. James Nienhuis will join the Bioneers Speaker Series; February 25, the MCC Faculty Recital, and noted that the student-run restaurant Tartan Bistro would be open this semester. Dr. Gabbard also mentioned that this semester's Black Box Theatre production is *Trudy and Max in Love*, running March 8 through 24. MCC Instructor of Ceramics, Mr. Tom Vician, was spotlighted in the report.

RECOGNITION OF ICCTA FACULTY OF THE YEAR

Dr. Gabbard introduced Ms. Heidi Boring, Instructor of Mathematics, has been selected as this year's ICCTA Outstanding Full-time Faculty of the Year; she was greeted with applause. Dr. Gabbard stated that outside the classroom, Ms. Boring's passion is honor society Phi Theta Kappa. Dr. Gray added that Ms. Boring is well-respected across the state. Ms. Boring thanked all and noted it is a true honor to be singled out among faculty. Dr. Gabbard then introduced Ms. Michelle Skinder, MCC's new Associate Vice President of Human Resources; she was greeted by applause.

PRESENTATION

Mr. Matt Irie and Ms. Sarah Ruthven, Instructors of Art, gave a presentation entitled, "Bookless Initiative: Cutting Costs for Students and Improving Curriculum." They showed materials from the ARTSTOR website, and spoke about links in Canvas to class materials.

Dr. Gabbard spoke about the Ad Hoc Textbook committee and provided some quick facts – annualized savings to students now amounts to approximately \$611,786 and savings will continue to grow. Mr. Irie

and Ms. Ruthven's presentation is available at www.mchenry.edu/board/index.asp. He thanked Ms.

Ruthven, Mr. Irie, Ms. Humphrey, and Ms. Freelove for their work on this initiative.

COMMUNICATIONS

A. Faculty Report

Ms. Humphrey provided copies of the Faculty Report, noting that Ms. Boring was featured on the back page for the Faculty Scholars training camp.

B. Adjunct Faculty Report

Ms. Mathey provided handouts on this month's featured adjunct Instructors of Philosophy, Dr. Mark Rockwell and Dr. William Behun, both of whom have published in their fields.

C. Staff Council Report

Ms. Trimble noted she had no report and wished all a good evening.

D. Student Trustee Report

Ms. Vazquez's report can be viewed at www.mchenry.edu/board/17_18/packets/022218.pdf.

E. Attorney Report

Mr. Cavnar noted he had nothing to report this month.

APPROVAL OF CONSENT AGENDA

Chair Liddell stated that the purpose of the consent agenda is to approve many documents at once. She noted that after a motion and second have been made, Trustees can ask about specific items for further discussion. Items that Trustees need more depth on can be removed from the agenda and voted on separately. Mr. Smith moved to approve the consent agenda as presented, and Ms. Walsh seconded the motion. During discussion, Mr. Allen questioned several checks; he was provided with explanations on all of them. A discussion on temporary workers followed; Dr. Gabbard explained that many of the temporary workers were in the Human Resources department. He noted that he wanted Ms. Skinder to do her own searches for these positions. Mr. Tenuta replied that for semester book buyback, the College contracts with a temporary agency for workers. Dr. Gray noted that an automotive technician left, and a temporary

worker was needed to help the students. He noted that temporary workers are brought into the Advising office during peak periods as well. In response to Ms. Walsh's question about hiring contractually for short-term positions, Dr. Gray noted that the agency assumes legal responsibility for the temporary employees. Dr. Gabbard felt that Ms. Skinder could give a more comprehensive explanation on why it is more cost efficient to use temporary workers, and asked that Ms. Skinder put this on her to-do list. Mr. Tenuta passed copies around showing the savings for the Voluntary Early Retirement Incentive (VERI) program. Dr. Gabbard answered Ms. Tirio's question about the cost of the ICCTA banquet, which was \$95.00 per person last year. This year's information has not been posted yet. Mr. Smith asked that the names of all nominees for Faculty of the Year be read aloud for the public record. The nominees were: Ms. Heidi Boring, Instructor of Mathematics, Ms. Lisa Crizer, Instructor of English, Ms. Bonnie Gabel, Instructor of Speech, Dr. Amy Ortiz, Instructor of Art History/Art Appreciation, Dr. Cynthia VanSickle, Instructor of English, and Ms. Shiela Venkataswamy, Instructor of Sociology. The roll was called, and all were in favor. The motion carried.

For Approval

- A. Executive Summary and Financial Statements
 - a. Executive Summary, Board Report #18-14
 - b. Treasurer's Report, Board Report #18-15
 - c. Ratification for Accounts Payable Check Register, Board Report #18-16
- B. Request to Approve/Lease/Purchase/Renew
 - a. City of Crystal Lake Infrastructure Availability Charge, Board Report #18-17
 - b. Commvault Backup Annual Support Agreement, Board Report #18-18
 - c. Dell Server and Tape Library Lifecycle Replacements and Licensing, Board Report #18-19
- C. 2018 ICCTA Outstanding Full-time Faculty Member Award, Board Report #18-20
- D. Destruction of Closed Session Recordings, Board Report #18-21
- E. Personnel
 - a. Salary Adjustment, Board Report #18-22
 - b. Requests for Retirement Voluntary Early Retirement Incentive (VERI) Participants, Bd Rpt #18-23

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

No action was needed.

BOARD TRAVEL APPROVAL AND ESTIMATED COSTS, Board Report #18-24

Ms. Evertsen moved to approve Board Report #18-24, Board Travel Approval and Estimated Costs, and Mr. Parrish seconded the motion. There was no discussion. The roll was called, and all were in favor. The motion carried.

APPROVAL OF COURSE FEES FOR FY2019, Board Report #18-25

Ms. Evertsen moved to approve Board Report #18-25, Approval of Course Fees for FY2019, and Ms. Walsh seconded the motion. During discussion, Dr. Gray gave a presentation on screen providing a detailed explanation of the course fees. Dr. Gray's presentation can be seen at www.mchenry.edu/board/17_18/presentations/022218coursefees.pdf. The roll was called, and all were in favor. The motion carried.

FY2019 TUITION APPROVAL, Board Report #18-30

Mr. Smith moved to approve Board Report #18-30, FY2019 Tuition Approval, and Mr. Parrish seconded the motion. During discussion, Mr. Parrish shared that he hears appreciative comments from members of the community. Ms. Walsh stated tuition rates for the past five years, and asked when does MCC not raise tuition. Mr. Smith stated that Ms. Walsh's comments are worthy of a much deeper discussion by the Board. He stated that two primary factors must be looked at: faculty and adjunct collective bargaining agreements, and market conditions over the past four to five years. He stated that the Board has strived to create a balanced structure and has protected the taxpayer along that road. Mr. Smith stated that the Foundation has a unique opportunity to leverage rising tuition costs. Dr. Gabbard added that next month, the IPEDS (Integrated Postsecondary Education Data System) report will be brought to the Board; he noted that total support to students is higher than comparative groups. The roll was called, and Ms. Walsh voted against. All others voted in favor. The motion carried.

ADJUSTED INFRASTRUCTURE FEE, Board Report #18-31

Dr. Gabbard commented that this had been discussed at the Committee of the Whole meeting and represents a reduction in the infrastructure fee based on capital campaign efforts. Mr. Smith complimented all parties involved; he said this is an extraordinary good faith effort. Mr. Allen moved to approve Adjusted Infrastructure Fee, Board Report #18-31, and Ms. Walsh seconded the motion. There was no discussion. The roll was called, and all were in favor. The motion carried.

APPROVAL OF FACULTY FOR TENURE APPOINTMENT IN 2018-2019, Board Report #18-26

Ms. Walsh moved to approve Approval of Faculty for Tenure Appointment in 2018-2019, Board Report #18-26, and Ms. Evertsen seconded the motion. During discussion, Ms. Tirio asked when faculty are eligible for tenure. Dr. Gray replied that this is a formal process outlined in the Illinois Community College Public Act; if the Board does not take action, state statute would kick in and faculty members would be tenured. He noted that it is possible to recommend an additional year of probation before tenure is granted. Mr. Smith asked that each faculty member be recognized for the public record. Those being granted tenure are: Ms. Robin Deak, Psychology, Ms. Tina Drzal, Culinary Management, Ms. Anitha Korla, Mathematics, Ms. Alison Minicz, Health Information Technology, Ms. Sherry Ridge, Business, Mr. Justin Schmitz, Photography, and Ms. Melissa Veljasevic, Early Childhood Education. The roll was called, and all were in favor. The motion carried.

APPROVAL OF FACULTY SPONSORED LEAVE, Board Report #18-27

This item was removed from the agenda and will come to the March Board meeting for a vote.

BOARD POLICY MANUAL

A. 6.2.2, Sexual Harassment, Second Reading and Approval, Board Report #18-28

Mr. Allen moved to approve Board Report #18-28, 6.2.2, Sexual Harassment, Second Reading and Approval, and Ms. Tirio seconded the motion. There was no discussion. The roll was called. Mr. Parrish abstained, and all others voted in favor. The motion carried.

B. 6.2.3, Discrimination, Harassment and/or Anti-Violence, Second Reading and Approval, Board Report #18-29

Ms. Walsh moved to approve Board Report #18-29, 6.2.3, Discrimination, Harassment and/or Anti-Violence, Second Reading and Approval, and Ms. Tirio seconded the motion. There was no discussion. The roll was called, and all were in favor. The motion carried.

REQUEST TO PURCHASE DIGITARIUM LAMBDA PLUS PROJECTOR AND ASTROFX AURORA COVE LIGHT SYSTEM, Board Report #18-32

Mr. Smith moved to approve Board Report #18-32, Request to Purchase Digitarium Lambda Plus Projector and Astrofix Aurora Cove Light System, and Ms. Evertsen seconded the motion. There was no discussion. The roll was called, and all were in favor. The motion carried.

APPROVAL OF INTERGOVERNMENTAL AGREEMENT AND EASEMENT AGREEMENTS FOR CONNECTION TO CITY WATER MAIN, Board Report #18-33

Attorney Cavnar provided a detailed explanation of the documents provided to the Board, some of which were still being worked on as late as this afternoon. He recommended that the Board approve these documents subject to attorney and engineer review and finalization. Ms. Evertsen moved to approve Board Report #18-33, Approval of Intergovernmental Agreement and Easement Agreements for Connection to City Water Main, subject to attorney and engineer review and finalization, and Mr. Allen seconded the motion. There was no discussion. The roll was called, and all were in favor. The motion carried.

APPOINTMENT OF FOUNDATION LIAISON

Ms. Liddell stated that the Board is in need of an appointment for Foundation Liaison; Dr. Gabbard added that Mr. Parrish has suggested Mr. Allen as liaison, and Mr. Allen has generously offered to serve.

Ms. Tirio moved to appoint Mr. Tom Allen to the Foundation Liaison position, and Mr. Ron Parrish to serve as alternate. Mr. Parrish seconded the motion. There was no discussion. The roll was called, and all were in favor. The motion carried. Ms. Liddell announced that the roll call was unanimous, and that Mr. Allen will serve as Foundation Liaison and Mr. Parrish as alternate until the end of the Board year.

ICCTA REPORT

Ms. Liddell passed copies around; she spoke about a proposal to shift pension costs to colleges, and noted that the next ICCTA meeting will be held March 9 and 10 in Lisle, IL. Ms. Liddell also spoke about college admission-related testing, and analysis on attending for-profit schools versus regular state or private colleges.

FOR INFORMATION

- A. New Employees
- B. February Committee Meeting Summary
- C. Friends of McHenry County College Foundation Report
- D. Office of Marketing and Public Relations Update
- E. Office of Resource Development Update
- F. Sustainability Center Update
- G. Legislative Update

Ms. Liddell thanked Dr. Gabbard for providing the legislative update.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Walsh stated that she attended a student senate meeting this week. Mr. Allen will be attending next week. Ms. Tirio stated that our hearts go out to those in Florida. Mr. Parrish spoke about an announcement by Representative Randy Hultgren on the death of Ron Parrish, which was another Ron Parrish.

FUTURE AGENDA ITEMS

Future agenda items include security updates, tutorial on the Key Performance Indicators dashboard, and an update on online classes, including Massive Open Online Courses.

CLOSED SESSION

At 7:53 p.m., Ms. Walsh moved to go into closed session to discuss matters covered under the Illinois Open Meetings Act, 120/2(c), Exception #2, *Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.*, 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. Ms. Tirio seconded the motion. There was no discussion. The roll was called, and all were in favor. A brief break was taken, and closed session began at 8:05 p.m.

At 8:39 p.m., Ms. Evertsen moved to come out of closed session, and Ms. Tirio seconded the motion.

There was no discussion. A voice vote was taken, and all were in favor. Closed Session ended at 8:40 p.m.

APPROVAL OF MOTION TO RELEASE CLOSED SESSION MINUTES AS THE RESULT OF THE SEMIANNUAL REVIEW OF CLOSED SESSION MINUTES

Ms. Tirio moves that McHenry County College, having on February 8, 2018 conducted the semi-annual review of its closed meeting minutes required by the Open Meetings Act, approves 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:

- Regular Board Meeting, October 26, 2017
- Committee of the Whole Meeting, November 7, 2017, with text under Exceptions #11 and #21 (review of closed minutes) redacted
- Regular Board Meeting, November 16, 2017, with text under Exception #1 (personnel), Exception #11 (litigation) and Exception #21 (review of closed minutes) redacted
- Special Board Meeting, January 4, 2017, with text under Exception #11 (litigation) redacted

Mr. Allen seconded the motion. There was no discussion. The roll was called, and all were in favor. The motion carried.

ACCEPTANCE OF CLOSED SESSION MINUTES, Regular Board Meeting, January 25, 2018

Ms. Walsh moved to accept the Closed Session Minutes of the Regular Board Meeting, January 25, 2018, and Ms. Tirio seconded the motion. There was no discussion. The roll was called, and all were in favor.

The motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 8:45 p.m.