

MINUTES  
FINAL MEETING OF THE RETIRING BOARD  
of McHENRY COUNTY COLLEGE

The Final Meeting of the Retiring Board of the Board of Trustees of McHenry County College was held on Thursday, April 27, 2017, 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. Tirio  
Ms. Walsh  
Mr. Smith

Dr. Gabbard was also present. Attorney Sam Cavnar 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.

SPECIAL RECOGNITION

Chair Smith announced it was his distinct privilege to offer recognition to outgoing Trustee Kisser. He noted that she has been conferred Trustee Emeritus status per Board Policy 1.6.4.6. Chair Smith wished Ms. Kisser well, and she was greeted with a standing ovation. Ms. Kisser stated she would wait to speak further during summary comments.

ACCEPTANCE OF MINUTES

The minutes of the Regular Board Meeting, March 23, 2017 were accepted as corrected.

## OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Mr. George Lowe addressed the Board, thanking Ms. Kisser for her six years of dedicated service, as well as offering congratulations to Ms. Liddell on her re-election.

## PRESIDENT'S REPORT

Dr. Gabbard announced that the preview of the enrollment dashboard would be given at the May Board meeting, when several dashboards will be previewed. He announced that tonight each Trustee has a copy of the new issue of *Voices*, the student literary, visual, and musical publication. He also spoke about the new Green Guide, which contains information on where to take items for recycling. Dr. Gabbard thanked all who were at the April 20 Employee Appreciation and Recognition Reception, noting that the event was held on campus and featured the largest attendance ever. Dr. Gabbard also announced that Dr. Loreen Keller, Associate Dean for Humanities and Social Sciences, has accepted a new position in Washington State, and wished her well.

## PRESENTATION

### The State of Technology at MCC, Dr. Allen Butler, Chief Communications Officer

Dr. Butler provided information about technology services at MCC in the following areas: communications, administrative and student systems, the Colleague ERP system, desktop computing, the College network, remote access, cloud-based applications, cyber security, and the IT Services dashboard. He answered brief questions from the Board. His presentation can be seen at [www.mchenry.edu/board](http://www.mchenry.edu/board).

## COMMUNICATIONS

### A. Faculty Report

Ms. Whalen thanked Trustee Kisser for her service on the Board. She provided copies of the faculty report and spoke about several highlights. Instructor of Photography Mr. Justin Schmitz' experimental short film will be screened in Paris later this year. The MCC VITA tax clinic completed over 890 tax returns this season. Twenty-six new student members were admitted to the National Teachers' Honor Society. Nine students will be studying abroad, and one student received a full ride scholarship, the first in MCC

history. On Saturday, April 22, the automotive department hosted a popular event, the third annual

Women's Car Care class. Twenty-four women from ages 18 to 78 attended, with 36 on the waiting list.

**B. Adjunct Faculty Report**

Ms. Shuman reported that Ms. Donna Davis has donated 50 hours of free tutoring in honor of the College's 50<sup>th</sup> anniversary. She also noted that bereavement time has been negotiated into the adjunct faculty contract. Ms. Shuman listed those nominated for Adjunct Faculty of the Years: Rich Bruce, Beverly Jackson, Anne Marie Peterson, with the winner being Christina Swanson.

**C. Staff Council Report**

Chair Smith noted that Ms. Trimble was away on College business; there was no report.

**D. Student Trustee Report**

Mr. Worden presented his last report, speaking about approval of the Liebman Science Center, the formation of a textbook ad hoc committee with the goal of lowering costs for students, support was provided to students affected by the nursing cohort cut, funding for the Liebman Science Center was secured, and financial woes that led to a reduction in force. Mr. Worden also noted that although Board members have disagreed over the past year, they have worked well together to govern the College.

**F. Attorney Report**

Mr. Cavnar extended well wishes to Ms. Kisser and Mr. Worden. Robbins Schwartz is working on an agenda for Trustee training; he will provide information shortly.

**APPROVAL OF CONSENT AGENDA**

Chair Smith asked if anyone wished to remove items from the Consent Agenda; Ms. Kisser removed item 12. B. 4, Design and Engineering Services for City Water Main Connection. Ms. Liddell moved to approve the Consent Agenda minus that item, and Ms. Walsh seconded the motion. There was no discussion. 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 #17-36

- b. Treasurer's Report, Board Report #17-37
- c. Ratification for Accounts Payable Check Register, Board Report #17-38
- B. Request to Approve/Lease/Purchase/Renew
  - a. Installation of an Asphalt Drive Lane for Snow Removal, Board Report #17-39
  - b. Mitel VoIP Phone System Upgrade, Board Report #17-40
  - c. Services and Materials to Build a Garage for the Fire Truck, Board Report #17-41
  - d. Design and Engineering Services for City Water Main Connection, Board Report #17-42
  - e. Software License for PeopleAdmin , Board Report #17-43
- C. Destruction of Closed Session Recordings, Board Report #17-44
- D. Personnel
  - a. Appointment of Replacement Executive Director, Friends of MCC Foundation, Board Report #17-45
  - b. Administrative Appointments for FY 2018, Board Report #17-46

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

Board Report #17-42, Design and Engineering Services for City Water Main Connection, was tabled.

Trustees agreed that more information can be provided at the May Committee of the Whole meeting.

REQUEST FOR APPROVAL CREDIT CARD CONVENIENCE FEE FOR PAYMENT PLANS, Board Report #17-35, Postponed

Chair Smith noted that this was removed from the March agenda. Mr. Worden moved to approve Board Report #17-35, Request for Approval Credit Card Convenience Fee, and Ms. Tirio seconded the motion. Extensive discussion followed. The roll was called. Mr. Worden, Ms. Kisser, Mr. Parrish, and Ms. Walsh voted against, and Ms. Liddell, Ms. Tirio, Mr. Smith, and Mr. Jenner voted in favor. The motion carried.

APPROVAL OF PRIME TRADES UNDER BID PERIOD 1 FOR LIEBMAN SCIENCE BUILDING, Board Report #17-47

Ms. Walsh moved to approve Approval of Prime Trades Under Bid Period 1 for Liebman Science Building, Board Report #17-47, and Ms. Liddell seconded the motion. There was no discussion. The roll was called, and all were in favor. The motion carried.

BOARD TRAVEL REQUESTS AND ESTIMATED COSTS, Board Report #17-48

Ms. Walsh moved to approve Board Travel Requests and Estimated Costs, Board Report #17-48, and Ms. Liddell seconded the motion. During discussion, Mr. Jenner expressed his concern with ICCTA's legislative priorities, drawing a comparison to a sister organization of K-12 school boards where school districts could add, delete, or change priorities. Ms. Liddell confirmed that ICCTA also does this. Dr. Gabbard

spoke about the movement for community colleges to offer bachelor's degrees in nursing, noting that every nurse that will work at Centegra Health System must sign a pledge that they will complete a bachelor's degree. Ms. Walsh stated she supports having an MCC representative at ICCTA meetings. Ms. Kisser also supported this expense, as did Mr. Worden and Mr. Parrish. Mr. Smith shared Mr. Jenner's concern, but stated he would support this expense. The roll was called, and all voted in favor except for Mr. Jenner, who voted against. The motion carried.

#### TRAVEL REIMBURSEMENT REQUEST, Board Report #17-49

Ms. Kisser moved to approve Travel Reimbursement Request, Board Report #17-49, and Ms. Walsh seconded the motion. During discussion, Mr. Jenner offered his support of this expense, and discussion followed. The roll was called, and all voted in favor. The motion carried.

#### ICCTA REPORT

Ms. Liddell reported on the April 26 ICCTA Lobby Day in Springfield, which focused on three issues:

1) fiscal budget, 2) local control, and 3) the bachelor's degree in nursing. She brought documents from the meeting, which will be sent to the Trustees. Ms. Liddell also stated that Trustee training will be offered at the June ICCTA meeting.

#### FOR INFORMATION

- A. New Employee
- B. Resignations
- C. April 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 with Southern Illinois University/Carbondale

Ms. Walsh stated that the hiring of Mr. Brian DiBona as Executive Director for the Foundation is great news. She also stated that the Distinguished Alumni reception and awards ceremony will be held May 4.

Ms. Kisser stated that the generous donation received for the Liebman Science Center was much appreciated. Ms. Tirio offered congratulations to Mr. DiBona on his appointment. Mr. Parrish noted that the College receives more news than ever before in the *Northwest Herald*.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Liddell received information from Elgin Community College on how they budget for Trustee training and events. This information will be shared with the Board.

Ms. Walsh thanked Mr. Worden for giving students a voice at the Board table.

Mr. Jenner stated that he attended the McHenry County Council of Governments meeting; he asked that a reminder be placed on the Board calendar about reducing the infrastructure fee. He thanked Mr.

Worden for serving as Student Trustee. He stated that he has learned a lot from Ms. Kisser, was pleased with the work he and Ms. Kisser did on reviewing closed session minutes, and hopes that another Trustee will come forward on that task.

Ms. Tirio noted that the solar sign in the cornfield was not working. Mr. Wheeland will look into it.

Mr. Worden spoke about approval of the credit card convenience fee, and asked that the Board not discriminate against behavior. He thanked the Board for the changes he has experienced during his year as Student Trustee.

Mr. Parrish expressed that he was pleased by the new image and publicity the College has in our community. He thanked Ms. Kisser and Mr. Worden for their time on the Board.

Mr. Smith thanked Mr. Worden for her service, and hopes that he will remain a lifelong supporter of McHenry County College.

Ms. Kisser stated it has been a wonderful opportunity to be a Trustee at McHenry County College. She cited accomplishment during the last six years, which included: implementation of the Strategic Plan, Educational Master Plan, Technology Master Plan, as well as plans for Sustainability, Professional Development, and Branding. The campus public safety department transitioned into a full police department. Meaningful programs were added in Occupational Therapy Assistant, Health Information Technology, Industrial Maintenance Technology, Robotics, Web Design, Mobile Application Design, Culinary Management, as well as the MCC Café and student restaurant Slainte. She added that facility improvements were phenomenal despite the decreased state funding, noting that the College was able

to complete the culinary lab, commons renovation, manufacturing lab, redo Parking lots A, B, and D, and redo the entrance to the Shah Center and parking lot, and added solar panels at the Shah Center. Ms. Kisser noted that exterior signage was completed, LED lighting was added to the parking lot, a roof replacement was done, boilers were replaced, a Veterans' Center implemented, approval and planning was conducted for the Liebman Science Center, the RAVE alert program was implemented, the rebranding program has paid off, the College was recognized as one of the top 100 community colleges in the country by The Aspen Institute, and by CNN Money as one of the top four community colleges in Illinois for the past three years running. The student publication, Voices, has won awards, and there has been great success with grants. Ms. Kisser challenged the new Board to continue to work to ensure the same level of cooperation to make this a safe, rewarding, and meaningful environment for our students.

#### FUTURE AGENDA ITEMS

Future agenda items include a dashboard presentation in May or June, discussion about the Board Self-Evaluation, and a look at charges for internal groups to use college space.

#### CLOSED SESSION

No Closed Session was held.

#### ACCEPTANCE OF CLOSED SESSION MINUTES, Regular Board Meeting, March 23, 2017

Acceptance of the Closed Session minutes of the Regular Board Meeting, March 23, 2017, was tabled until the May Board meeting.

#### ADJOURNMENT

Hearing no further business, the meeting was adjourned at 8:34 p.m.

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Patricia Kriegermeier, Recording Secretary

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Chris Jenner, Board Secretary