

MINUTES  
REGULAR BOARD MEETING  
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, November 17, 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 Mr. Jenner called the roll, the following were present:

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

Ms. Tirio was absent. Dr. Gabbard was also present. Attorneys Nanci Rogers and Sam Cavnar were 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, September 22, 2016, were accepted as corrected.

The minutes of the Regular Board Meeting, October 27, 2016, were accepted as amended.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Ms. Kristina van Ochten stated she was a member of student government, attending the meeting to see what the Board does.

Mr. Brandon May stated that the nursing cohort's spring program was declined, which necessitated making changes in his plans.

#### PRESIDENT'S REPORT

Dr. Gabbard reported that due to a presenter's illness, another presentation will be substituted.

Dr. Gabbard stated that the November 16 MCC night had between 1,200 and 1,500 attendees, with a record 547 applications completed. The admissions team will reach out to applicants shortly with follow-up communications, and will continue to track the rate at which they convert into enrollments. He offered congratulations to everyone at the College for collaborating on this successful event.

Dr. Gabbard noted that partnerships have been established with three institutions for the Associate in Fine Arts (AFA) in Art degree: School of the Art Institute; Columbia College Chicago; and Western Illinois University. He provided information about recent events in the Workforce and Community Education department, and provided a detailed update on the paralegal program which touched on program need, number of students served, career options, job earning and outlook potential, and job placement.

Following Dr. Gabbard's President's Report, a presentation on mobile application development was given by Mr. Bill Skrzypczak and Mr. Thomm Beggs, who noted that the curriculum began two years ago with a National Science Foundation grant. Student Ms. Jennifer Hott created the shared curriculum website, and students Ms. Janet Weber, Mr. Dylan Weaver, and Mr. Dave Boesen spoke about their class project and their experiences in the program. The presentation can be seen at [www.mchenry.edu/board](http://www.mchenry.edu/board).

#### PRESENTATION

##### Adult Education Update

Due to illness, this presentation was not given.

#### COMMUNICATIONS

##### A. Faculty Report

Ms. Humphrey passed around copies of her report; she spoke about several highlights and noted that history instructor Ms. Sarah Sullivan recently gave a presentation on Alexander Hamilton.

B. Adjunct Faculty Report

There was no report; Ms. Shuman was unable to attend.

C. Staff Council Report

All present wished Ms. Trimble a happy birthday. Ms. Trimble noted that the staff art exhibit will be featured in the art hallway from November 28 through December 5. She also recognized Ms. Stephanie Stoklosa, who will retire at the end of the year. She noted that Ms. Stoklosa was a past recipient of the staff member of the year award, and her spirit and dedication to her job will be missed.

D. Student Trustee Report

Student Trustee Worden reported that 250 students were registered to vote through student government's efforts. He noted that the women's volleyball team is currently at the national tournament. He then referred to Mr. Brandon May's public comments on the nursing program cohort and asked if a solution could be found. Dr. Gabbard replied with details on the process of contacting and assisting the 13 students who were affected by this change.

F. Attorney Report

Ms. Rogers stated that there has been no specific new legislation or regulations in the last four weeks; with the coming of the new year, new things will be seen, of which the Board will be apprised.

APPROVAL OF CONSENT AGENDA

Chair Smith asked whether there were any items to remove from the Consent Agenda. Mr. Jenner inquired about Board Report #16-125, Systems Portfolio Consulting Agreement. Dr. Gabbard noted that the Higher Learning Commission does not support bringing in a consultant with no prior experience of the College. In this case, the consultant had worked at McHenry County College, and left to take another job. Dr. Gabbard noted this is a rare individual who knows the College well and is highly regarded. He added that the contract is project-based, including up to 1,300 hours of work on the Systems Portfolio. Ms. Walsh stated that she knows this consultant and thinks she will do an excellent job. She asked that a look be taken at interim positions and get them filled.

Mr. Worden asked why course fees in several classes are being doubled and tripled. Dr. Berryman replied that for two of the classes, Management and Nursing, the fee covers new software being used. Dr. Berryman will provide specifics on the automotive fee increase.

Mr. Parrish moved that the Consent Agenda be approved as presented, and Ms. Liddell seconded the motion. There was no discussion. The roll was called, and all voted in favor. The motion carried.

#### **For Approval**

- A. Executive Summary, Board Report #16-116
- B. Financial Statements
  - 1. Treasurer's Report, Board Report #16-117
  - 2. Ratification for Accounts Payable Check Register, Board Report #16-118
- C. Approval of Laboratory, Computer Usage and Technology Course Fees for FY 2018, Bd Rpt #16-119
- D. Approval of New Position full-time Fast Track Assistant, Board Report #16-120
- E. Four-Day College Work Schedule for Summer 2017, Board Report #16-121
- F. Destruction of Closed Session Recordings, Board Report #16-122
- G. Request to Lease\Purchase\Renew
  - a. Annual Citrix Software and Purchase Citrix Mobile Device Management Software, Bd Rpt #16-123
  - b. Server Lifecycle Replacements, Board Report #16-124
- H. Systems Portfolio Consulting Agreement, Board Report #16-125
- I. Personnel
  - 1. Appointment of Replacement Vice President for Academic and Student Affairs, Bd Rpt #16-126
  - 2. Approval of New and Eliminated Positions, Board Report #16-131

#### **ACTION ON ITEMS REMOVED FROM CONSENT AGENDA**

No action was needed.

#### **BOARD POLICY MANUAL**

- A. 2.1.1 Investments – Second Reading and Approval, Board Report #16-113
- B. 2.14 Business Enterprises Act – Second Reading and Approval, Board Report #16-114
- C. 2.15 Reimbursement of Travel, Meal and Lodging Expenses – Second Reading and Approval, Board Report #16-115

Ms. Kisser moved to approve Board Reports #16-113, #16-114, and #16-115, with the scrivener corrections that the Board requested at the last meeting. Mr. Jenner seconded the motion. During discussion, it was recommended that the Reimbursement of Travel, Meal and Lodging Expenses be reviewed every year under the Evaluation and Policies Committee. The roll was called and all were in favor; the motion carried.

D. 1.9 Reimbursement for Expenses – First Reading, Board Report #16-127

There was general agreement that this policy will go to the December Board meeting for a second reading and approval.

RESOLUTION APPROVING BOARD POLICY 2.15, REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES, Board Report #16-128

Ms. Walsh moved to approve Board Report #16-128, and Mr. Worden seconded the motion. During discussion, the motion was amended to include the scrivener's changes discussed under item 13. C. Mr. Worden seconded the amended motion. The roll was called, and all were in favor; the motion carried.

MEMORANDUM OF AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF MCHENRY COUNTY COLLEGE AND MCHENRY COUNTY COLLEGE FACULTY ASSOCIATION, Board Report #16-129

Mr. Worden moved to approve Board Report #16-129, and Ms. Walsh seconded the motion. There was no discussion. The roll was called, and all were in favor; the motion carried.

APPROVAL OF THE 2016 ESTIMATED TAX LEVY AND ADOPTION OF ESTIMATED TAX LEVY RESOLUTION, Board Report #16-130

Mr. Parrish moved to approve Board Report #16-130, and Ms. Walsh seconded the motion. During discussion, Mr. Jenner commented that he was glad the levy is staying flat, and Ms. Walsh echoed Mr. Jenner's sentiments. She noted this was the fourth year of a flat levy. The roll was called. Mr. Worden abstained, all others voted in favor, and the motion carried.

ICCTA REPORT

Ms. Liddell provided materials from the November ICCTA meeting, which will be scanned and sent to all Trustees. She noted that ICCTA is highly recommending Boards bring legislation to county decision makers and state representatives.

FOR INFORMATION

- A. New Employees
- B. Resignation
- C. Retirements
- D. Committee Meeting Summary November 2016
- E. Friends of McHenry County College Foundation Report
- F. Office of Marketing and Public Relations Update
- G. Office of Resource Development Update

#### H. Office of Sustainability Center Update

Ms. Walsh noted that the Foundation is seeking nominations for Distinguished Alumni. She asked that Mr. DiBona receive the scanned ICCTA information on Foundations.

Dr. Gabbard noted that the capital campaign team will meet on Tuesday. He showed images of the proposed building, adding that alternatives are being looked at in terms of cost to make sure the project comes in under budget. He pointed out that the exterior is brick, as the cost of concrete was significantly over the budget.

#### SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Parrish spoke about assistance the Shah Center can provide, noting his pride and pleasure in being involved with McHenry County College.

Mr. Worden thanked Dr. Berryman for answering his questions on the spot.

Ms. Kisser expressed her appreciation for the courteous way in which Mr. May spoke about the spring cohort change in the nursing program. She apologized to the thirteen students who had registered for the cohort, who were not able to participate because it was postponed. She noted the food bank donations, adding that it is a small way the Board can support the College. She also spoke about the Green Expo, noting it is growing each year.

Ms. Liddell spoke about MCC Night, noting that good prospects were coming to the College. She enjoyed the Green Expo as well.

Ms. Walsh complimented faculty who spoke about their programs at MCC Night. She visited the Veterans' Resource Center, noting the space is much improved.

Mr. Jenner stated that he echoed his fellow trustees' comments.

#### FUTURE AGENDA ITEMS

Future agenda items include the following: discussion on tuition and infrastructure fee, and how debt certificates for the Liebman Science Center will be done. Ms. Liddell asked for an update on high school engagement, including successes and challenges. Ms. Kisser would like to see a presentation on

mentoring and success. She would also like to hear from the Interim Executive Director of the Foundation. Ms. Kisser noted that in the past, the Board of Trustees held a social event with the Foundation Board and would like to see that considered again.

#### CLOSED SESSION

At 8:11 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*, Exception #11, *Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.*, and 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. Liddell seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. A break was taken at 8:12 p.m., and closed session began at 8:22 p.m.

At 10:07 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 10:07 p.m.

#### ACCEPTANCE OF CLOSED SESSION MINUTES, Regular Board Meeting, September 22, 2016

Ms. Liddell moved to accept the September 22, 2016 Closed Session Minutes as amended, and Ms. Walsh 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 10:08 p.m.

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Patricia Kriegermeier, Recording Secretary

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Chris Jenner, Board Secretary