

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, May 25, 2017, in the Board Room, Room A217, in Building A on the Crystal Lake Campus. Chair Jenner called the meeting to order at 6:00 p.m. When Secretary Walsh called the roll, the following were present:

Mr. Peters
Ms. Evertsen
Mr. Parrish
Mr. Smith
Ms. Tirio
Ms. Walsh
Mr. Jenner

Ms. Liddell was absent. Dr. Gabbard was also present. Attorney Sam Cavnar was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Jenner led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee Peters recited the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the April 27, 2017 Final Meeting of the Retiring Board, Organizational Meeting, and First Meeting of the Newly Organized Board were all accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one addressed the Board.

PRESIDENT'S REPORT

Dr. Gabbard announced that the College has been awarded an Upward Bound TRIO grant which helps students to be successful. It is intended for sixty low-income, first-time college students, starting in

seventh grade. This grant, which provides \$275,000.00 a year for five years, helps McHenry County College reach into the middle school with programming, support, and guidance.

Dr. Gabbard announced also that the College received a \$500,000.00 check today from an anonymous donor through the McHenry County Community Foundation, to pursue a sustainable agriculture program.

Dr. Gabbard reminded the Board of upcoming events: June 5, Foundation Golf Invitational, June 10, MCC ScotsFest, and November 10, Foundation Moonlight Masquerade Gala. He asked the Board to consider changing the date of the June Board meeting from June 22 to June 29, which would allow bids to come in for the Liebman Science Center, providing more time for the Board to review documents. All were in agreement with changing the date; notification of the change will be posted.

PRESENTATION

Student Competition – The Great Scot Hunt

Ms. Sherry Ridge, Instructor of Business, Ms. Julie Freelove, Instructor of Administrative Office Management, and Mr. Brian DiBona, Executive Director of the Friends of McHenry County College Foundation, gave a presentation. The collaborative project was offered in two sections of Introduction to Business, in online and face-to-face sections. Students were given a goal to find 300 alumni; 299 were found through surveys. The data will be analyzed in class next semester, and this will likely be an annual event. A student phone bank is planned to connect with alumni. Students gained valuable experience, and the Foundation gained quite a lot of information. The presentation can be seen at www.mchenry.edu/board.

COMMUNICATIONS

A. Faculty Report

Ms. Anne Humphrey provided the Faculty Report; she spoke about the recent textbook cost reduction camp. Both Ms. Humphrey and Dr. Gabbard spoke enthusiastically about the inception and progress of this project, which will provide quality materials and reduce student costs.

B. Adjunct Faculty Report

There was no report.

C. Staff Council Report

Ms. Trimble shared a touching story about an incredible student named Fernando, who came to McHenry County College as part of at-risk population. Less than 50% of these students complete remedial courses, let alone graduate, and yet Fernando graduated and received a scholarship to Rockford University.

D. Student Trustee Report

Mr. Peters reported that the MCC Drag Show almost sold out and filled the entire Luecht Conference Center; funds were raised so that students can attend a winter conference. He noted many recent events, including the May 3 Student Awards Ceremony, the May 4 Block Party for all students, the Art Department show featuring student work, and noted that over 200 students graduated on May 13.

F. Attorney Report

Mr. Cavnar stated that his firm is still working on details relating to the recent Freedom of Information Act decision for the *Chicago Tribune*. Advice will be forthcoming on the Memorandum of Understanding between the College and the Friends of McHenry County College Foundation. Dates have been firmed up for Trustee training at Harper College on Saturday, June 17. Information will be made available.

APPROVAL OF CONSENT AGENDA

Chair Jenner asked if anyone wished to remove items from the Consent Agenda; there were no items removed. Ms. Walsh moved to approve the Consent Agenda, and Mr. Smith seconded the motion. During discussion, Ms. Walsh asked about a jump in temporary employment costs; Dr. Gray replied that there were three temporary employees in his division due to three recent resignations, as well as a short-term project for dates and data correlation. Ms. Walsh asked that the Trustees receive a vendor report; Mr. Tenuta will provide the report. 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 #17-50

- b. Treasurer's Report, Board Report #17-51
- c. Ratification for Accounts Payable Check Register, Board Report #17-52
- B. Request to Approve/Lease/Purchase/Renew/Upgrade
 - 1. Design and Engineering Services for City Water Main Connection, Board Report #17-42, Postponed
 - 2. Construction Services to Remodel the Library, Board Report #17-53
 - 3. Leica DM500 Microscope Packages, Board Report #17-54
 - 4. Main Campus Internet Connection, Board Report #17-55
 - 5. Nebraska Cash Registers and Mobile Point of Sale (POS) Devices, Board Report #17-56
 - 6. Prime Trade for Elevator Work under Bid Period 1 for Liebman Science Center, Bd Rpt #17-57
 - 7. Procurement Services Program for Food Services, Board Report #17-58
 - 8. Shah Center Network Connections, Board Report #17-59
 - 9. Destruction of Closed Session Recordings, Board Report #17-60

Dr. Gabbard spoke about Board Report #17-53, Construction Services to Remodel the Library. He noted that this is the first move away from the original space analysis, with administration beginning to think about economically reapportioning existing space. This is a way of using the College's existing budget and creating useful spaces.

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

No action was needed.

TRAVEL REIMBURSEMENT REQUEST, Board Report #17-62

Ms. Walsh moved to approve Travel Reimbursement Request, Board Report #17-62, and Ms. Tirio seconded the motion. During discussion, this expense was clarified by Attorney Cavnar, who explained that under Board Policy 1.9, the Board originally pre-approved estimated expenses which must now be reconciled to the actual expenses. The roll was called, and all were in favor. The motion carried.

BOARD APPROVAL OF EXCEEDED TRAVEL EXPENSES, Board Report #17-62

Ms. Evertsen moved to approve Board Approval of Exceeded Travel Expenses, Board Report #17-62, and Ms. Tirio seconded the motion. During discussion, it was proposed that Board Policy be revised to allow a range of expenses, and Attorney Cavnar will make a note of that proposal. The roll was called, and all were in favor. The motion carried.

BOARD TRAVEL REQUESTS AND ESTIMATED COSTS, Board Report #17-63

Ms. Walsh moved to approve Board Travel Requests and Estimated Costs, Board Report #17-63, and Mr. Peters seconded the motion. After brief discussion, a straw poll was taken on how many people would

attend the 2017 ACCT Leadership Congress. Mr. Parrish felt all who are willing to go should be sent; Ms. Tirio felt that this year zero should attend, and Mr. Peters, Ms. Evertsen, Mr. Smith, and Mr. Jenner agreed with Ms. Tirio. Ms. Walsh felt that at the minimum, one person should be sent. Mr. Jenner stated that this will be discussed at the June Committee of the Whole meeting, to discuss whether it will come to the June Board meeting. Ms. Walsh withdrew her motion, and no action was taken.

ICCTA REPORT

There was no report.

FOR INFORMATION

- A. May Committee Meeting Summary
- B. Friends of McHenry County College Foundation Report
- C. Office of Marketing and Public Relations Update
- D. Office of Resource Development Update
- E. Sustainability Center Update

Ms. Walsh asked whether Trustees would receive an updated Fast Facts brochure; Ms. Haggerty replied that this is updated after tenth day enrollment figures are available in the fall. Two pieces will be provided, a fold-out as well as a booklet with enrollment and program information.

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Smith congratulated Dr. Gabbard and the entire administration, faculty, and staff for their success and good news this evening on grants. Dr. Gabbard praised Mr. Mark Dougher, Director of the Office of Resource Development, to acknowledge his work on grants.

Ms. Tirio offered thanks to the anonymous donor.

Mr. Peters reminded the Trustees that August 17 is Opening Day (formerly Convocation), noting that all Trustees should attend to meet new students and let them know the Board is here for them. Ms.

Haggerty will send a general outline of Opening Day to the Board.

FUTURE AGENDA ITEMS

Future agenda items include discussion of vacated space and special student space.

CLOSED SESSION

At 7:13 p.m., Ms. Tirio 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*, 120(c) 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 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. Walsh seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. Closed Session began at 7:17 p.m.

At 7:34 p.m. Mr. Smith 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. The motion carried. Closed Session ended at 7:34 p.m.

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

The Closed Session minutes of the Regular Board Meeting, March 23, 2017 and the Closed Session minutes of the Committee of the Whole, April 18, 2017 were accepted as presented.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 7:35 p.m.