

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 16, 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:

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

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

PLEDGE OF ALLEGIANCE

Chair Jenner led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Mr. Parrish recited the Mission Statement and spoke about what the statement really means to us.

ACCEPTANCE OF AGENDA

The agenda was accepted as revised.

ACCEPTANCE OF MINUTES

The minutes of the November 7, 2017 Special Board Meeting were accepted as presented. The minutes of the October 26, 2017 Regular Board Meeting were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one addressed the Board.

INSTALLATION OF STUDENT TRUSTEE

Chair Jenner introduced Ms. Zuri Vazquez, Student Trustee-Elect, and then administered the Oath of Office. Ms. Vazquez was greeted with applause and assumed her place at the Board Table.

PRESIDENT'S REPORT

Dr. Gabbard spoke about the November 15 MCC Night, at which a record number of applications were received. He noted that a copy of the Systems Portfolio was at each Trustee's place, and praised the work done on it by Ms. Catherine Jones. Dr. Gabbard stated that the gala was very well attended and raised over \$80,000 in net proceeds for Foundation scholarships. He stated that a potluck luncheon for College employees is coming up soon, and noted that Winter Commencement will be held December 16.

COMMUNICATIONS

A. Faculty Report

Ms. Elaine Whalen passed around copies of the report and noted its highlights.

B. Adjunct Faculty Report

Ms. Guin Mathey presented the adjunct report; she was the subject of the faculty highlight. She noted that the Tartan student newspaper is now only online.

C. Staff Council Report

Ms. Trimble offered kudos to Ms. Haggerty's team and the Foundation team for a wonderful gala event. She noted that MCC Night was incredible, with great energy from parents and students. She presented a check for \$2,000.00 from the MCC Staff Council to the Liebman Science Center campaign, noting that 96% of the Staff Council members voted to donate funds. She wished all a wonderful holiday season.

D. Attorney Report

There was no report.

APPROVAL OF CONSENT AGENDA

Chair Jenner asked if any items were to be removed; Ms. Tirio removed item 11. A. 3, Ratification for Accounts Payable Check Register, Board Report #17-130. Mr. Smith moved to approve the consent

agenda minus item 11. A. 3., and Ms. Tirio 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 #17-128
 - b. Treasurer's Report, Board Report #17-129
 - c. Ratification for Accounts Payable Check Register, Board Report #17-130
- B. Destruction of Closed Session Recordings, Board Report #17-131
- C. Request to Lease/Replace/Renew/Purchase/Upgrade
 - a. Annual Citrix Software Licensing, Board Report #17-132
 - b. Construction Services to Remodel Room A247, Board Report #17-133
 - c. Site License for Lynda.com Web-based Training Programs, Board Report #17-134
 - d. Three New 15-Passenger Buses, Board Report #17-135
- D. Minimum Qualifications for Full-Time Faculty, Board Report #17-136
- E. Request to Approve Compressed Summer Work Schedule for Summer 2018, Board Report #17-137
- F. Personnel
 - a. Appointment of New Director of Marketing and Creative Services, Board Report #17-138
 - b. Appointment of New Director of Urban Agriculture Project, Board Report #17-139
 - c. Request for Retirement, Board Report #17-140

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

Ms. Walsh moved to approve Ratification for Accounts Payable Check Register, Board Report #17-130, and Ms. Evertsen seconded the motion. During discussion, Ms. Tirio asked about the \$9,200.00 payment to Great America. In Mr. Tenuta's absence, Ms. Haggerty stated she thought it was a purchase by the Student Life Office at a bulk rate, with the plan to resell tickets to students, bringing revenue back to the College. Ms. Evertsen asked about items paid to Panera Bread and Portillo's; Dr. Gabbard replied that this was food provided for Professional Development Day when the cafeteria staff is offered professional development. Ms. Haggerty noted that Food Service is given right of first refusal on this event. This was an all-employee event where the department is asked to participate, so the Food Services employees don't work in the cafeteria that day. The roll was called, and all were in favor. The motion carried. Ms. Walsh suggested that Mr. Tenuta provide reports on expense areas, such as food, legal, engineering, and temporary employees.

BOARD POLICY MANUAL

A. 1.15 Board Self-Evaluation and Board Retreat, 1.15.1 Board Self-Evaluation, and 1.15.2 Board Retreat, First Reading, Board Report #17-127

Mr. Smith moved to approve Board Report #17-127, and Ms. Tirio seconded the motion. There was no discussion. The roll was called, and all were in favor. The motion carried.

B. 3.6 Emeritus/Legacy Program, First Reading, Board Report #17-141

This was a first reading; therefore, no vote was taken.

APPROVAL OF PRIME TRADES UNDER BID PERIOD 4 FOR LIEBMAN SCIENCE CENTER, Board Report #17-142

Ms. Evertsen moved to approve Board Report #17-142, and Ms. Tirio seconded the motion. During discussion, it was noted that the flooring was budgeted at \$325,000.00 and came in at \$334,000.00. Dr. Gabbard explained that there is a boon in commercial flooring. He sat with a flooring person at a recent community event, who noted that companies are unable to find workers. The roll was called, and all were in favor. The motion carried.

ICCTA REPORT

There was no report.

FOR INFORMATION

- A. New Employees
- B. November 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

There was no discussion.

FUTURE AGENDA ITEMS

Future agenda items include Board email forwarding discussion, and email addresses on the College website, and a financial update on how the College is doing, including costs on the building project. Ms. Walsh asked for an update on sexual harassment policy. Ms. Tirio asked that administration look into paperless Board packets. Mr. Jenner asked that the College look into on-campus student housing.

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Parrish stated he was delighted with the way this Board has turned, and commended all as colleagues. Mr. Smith extended best wishes to Student Trustee Vazquez for success. Ms. Walsh stated that the Veterans' Day program was great. Mr. Jenner noted that he was absent from the Veterans' Day ceremony as he was speaking at another Veterans' Day ceremony, which honored his father, who was in the Air Force.

Mr. Jenner read aloud a letter to Secretary Walsh, officially resigning from the McHenry County College Board of Trustees at the end of tonight's meeting. Mr. Jenner will be moving out of the district, to Florida. He highlighted four items during his tenure on the Board: 1) improved transparency with streamed and archived Board meetings, 2) a flat levy for five consecutive years, with kudos to Mr. Tenuta for keeping the College's budget balanced under the current conditions, 3) the approval of the Liebman Science Center expansion with a plan that the Board could agree on, and 4) the hiring of an excellent president. Mr. Jenner stated he was gratified to have been a part of the Board when these things happened.

Dr. Gabbard then presented Mr. Jenner with a commemorative plaque for his service on the Board.

CLOSED SESSION

At 7:11 p.m., Ms. Walsh 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*, 120/2(c), Exception #3, *The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.*, 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. 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 7:26 p.m.

At 8:01 p.m., Ms. Evertsen 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. Closed Session ended at 8:02 p.m.

APPROVE SETTLEMENT AGREEMENT AND RELEASE WITH FORMER EMPLOYEE

Mr. Parrish moved to approve Settlement Agreement and Release with Former Employee, and Ms. Evertsen 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, October 26, 2017

Mr. Smith moved to approve the acceptance of the Closed Session Minutes of the Regular Board Meeting, October 26, 2017. 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 8:04 p.m.

Patricia Kriegermeier, Recording Secretary

Molly H. Walsh, Board Secretary