

MINUTES  
REGULAR BOARD MEETING  
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of the Board of Trustees of McHenry County College was held on Thursday, February 28, 2019, in the Board Room, Room A217, in Building A on the Crystal Lake Campus. Chair Smith called the meeting to order at 6:00 p.m. When Secretary Walsh called the roll, the following were physically present:

Ms. Elliott  
Mr. Allen  
Mr. Domek  
Ms. Slddons  
Ms. Evertsen  
Ms. Tirio  
Ms. Walsh  
Mr. Smith

Dr. Gabbard was present. Attorney Samuel Cavnar was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Smith led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee Elliott recited the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Regular Board Meeting, January 24, 2019 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one addressed the Board.

PRESIDENT'S REPORT

Dr. Gabbard began his report by announcing that every report should be as exciting as this one. He stated that the nursing program had its first accreditation visit this week and believes the program will receive its first accreditation. Dr. Gabbard announced that the College was notified that the Liebman Science Center will receive gold status LEED certification. Dr. Gabbard then passed around copies of an article from *Reflejos* about the Latino Empowerment Conference attended last week by 350 students.

*Presentation: Entrepreneurial Agriculture Program*

Dr. Gabbard shared the Entrepreneurial Agriculture Report from Alissa Moore, Director of Urban Agriculture Project, noting that it was months in the making. Highlights of the report include the results of community planning, focusing on community economic development, and continuing initiatives the span the lifespan, including K-12 and continuing education. The program will address current pathways while imagining the next set of potential careers, and provide flexibility to learners. Dr. Gabbard focused on barriers for current farmers, and barriers for future farmers, and then received questions and

comments from the Board. A date will be identified in April to introduce this to the community, similar to strategic planning sessions. The report can be viewed at [www.mchenry.edu/ag/agriculture.pdf](http://www.mchenry.edu/ag/agriculture.pdf).

#### RECOGNITION OF ICCTA FACULTY OF THE YEAR

Dr. Gray introduced Ms. Sarah Ruthven, 2019 ICCTA Faculty of the Year, and spoke about her accomplishments. She was greeted with applause. Dr. Gray also named others nominated for this award, noted in Board Report #19-25, 2019 ICCTA Outstanding Full-time Faculty Member Award.

#### PRESENTATIONS

##### Reduction of Textbook Cost for Introduction to Speech

Ms. Bonnie Gabel and Mr. Ron Compton, Instructors of Speech, shared the result of their speech textbook project, which resulted in an annual savings of \$162,000 for students. Their presentation can be viewed at [www.mchenry.edu/board](http://www.mchenry.edu/board).

##### Update on Success Coaches

Ms. Melissa Sanchez and Ms. Sophia Silva, College Success Coaches, spoke about the students they serve, building meaningful relationships, interventions with students, initiatives, collaborations, and shared their enthusiasm for what they do. They then received questions and comments from the Board. Their presentation can be viewed at [www.mchenry.edu/board](http://www.mchenry.edu/board).

#### COMMUNICATIONS

##### A. Faculty Report

Ms. Elaine Whalen passed copies around, and spoke about several highlights in the faculty report.

##### B. Adjunct Faculty Report

Ms. Guin Mathey passed copies around, and highlighted the adjunct faculty professional development enrichment program.

##### C. Staff Council Report

Ms. Trimble reported that the Staff Council will be holding a silent auction fundraiser in April to raise money for scholarships, adding that donations are being sought. Ms. Trimble also reported that the Staff Council made a \$200 donation to the Friends of McHenry County College Foundation.

##### D. Student Trustee Report

Ms. Elliott reported on February student events, and noted that current student issues are MCC 101, student medical insurance, and cafeteria prices. She will bring more information if the Board wishes.

##### F. Attorney Report

Attorney Cavnar reported on required Trustee training in the first, third, and fifth years of trustee terms. Robbins Schwartz is hoping to partner with the Illinois Community College Trustees Association to provide training. More information will be forthcoming this summer.

#### APPROVAL OF CONSENT AGENDA

Chair Smith asked if there was anything to be removed from the Consent Agenda; Ms. Evertsen asked to remove item E.1., Appointment of Replacement Director of College and Career Readiness, Board Report #19-27. Ms. Tirio questioned the cost of Board Report #19-25, 2019 ICCTA Outstanding Full-time Faculty Member Award. Dr. Gabbard replied that this would involve the cost of attending the dinner. Ms. Tirio moved to approve the Consent Agenda minus item E.1., Appointment of Replacement Director of College and Career Readiness, Board Report #19-27, and Ms. Walsh seconded the motion. During discussion, Mr.

Allen noted a date correction on Board Report #19-24. The roll was called, and all were in favor. The motion carried.

#### **For Approval**

- A. Executive Summary and Financial Statements
  - 1. Executive Summary, Board Report #19-22
  - 2. Treasurer's Report, Board Report #19-23
  - 3. Ratification for Accounts Payable Check Register, Board Report #19-24
- B. 2019 ICCTA Outstanding Full-time Faculty Member Award, Board Report #19-25
- C. Destruction of Closed Session Recordings, Board Report #19-26
- D. Request to Lease/Replace/Renew/Purchase/Upgrade
  - 1. Commvault Backup Annual Support Agreement, Board Report #19-27
  - 2. Microsoft Premier Support Services, Board Report #19-28
- E. Personnel
  - 1. Appointment of Replacement Director of College and Career Readiness, Board Report #19-29

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

Ms. Walsh moved to approve Board Report #19-29, Appointment of Replacement Director of College and Career Readiness, and Ms. Siddons seconded the motion. During discussion, Ms. Evertsen voiced her concern that the salary of the new employee was very close to the employee who was retiring after more than ten years at the College. Dr. Gabbard replied that the College would like to get every person hired at the most economical rate. He added that the College pays what we need to get the skill set we need, adding that another candidate withdrew from the search due to salary concerns. Ms. Siddons asked whether regular Radford studies were done; Ms. Skinder replied that the College has done salary studies to take a look, and salary bands are adjusted every year. She is looking at how the College brings in more data as positions are hired. The roll was called, and all were in favor; the motion carried.

#### **BOARD POLICY MANUAL**

- A. 2.1.1 Investments, Second Reading and Approval, Board Report #19-16
- B. 2.3.1.1 Tuition, Second Reading and Approval, Board Report #19-17
- C. 3.10, Consensual Romantic or Sexual Relationships, Second Reading and Approval, Board Rept. #19-18
- D. 3.11 Nepotism, Second Reading and Approval, Board Report #19-18

Chair Smith asked for a motion and second to cover all four Board Reports. Mr. Allen moved to approve Board Reports #19-16 through #19-18 and Ms. Evertsen seconded the motion. There was no discussion. The roll was called, and all were in favor. The motion carried. Dr. Gabbard thanked Ms. Skinder, Chair Smith, and all who worked on these policies.

#### **BOARD TRAVEL REQUESTS AND ESTIMATED COSTS, Board Report #19-30**

Mr. Allen moved to approve Board Report #19-30, Board Travel Requests and Estimated Costs, and Ms. Siddons seconded the motion. During discussion, Ms. Walsh encouraged other trustees to attend this meeting in Naperville. The roll was called and all were in favor; the motion carried.

#### **APPROVAL OF FACULTY FOR TENURE APPOINTMENT IN 2019-2020, Board Report #19-31**

Ms. Walsh moved to approve Board Report #19-31, Approval of Faculty for Tenure Appointment in 2019-2020, and Ms. Tirio seconded the motion. During discussion, Mr. Allen asked how long faculty must be here before they are considered for tenure; Dr. Gray replied three years. He clarified that with Physical Therapy Assistant accreditation, a faculty member must be in place for two years prior to the application

for accreditation. He noted that this instructor did other work the first two years and is a strong instructor. The roll was called, and all were in favor. The motion carried.

#### REQUEST FOR FACULTY SPONSORED LEAVE IN 2019-2010, Board Report #19-32

Mr. Allen moved to approve Board Report #19-32, Request for Faculty Sponsored Leave in 2019-2020, and Ms. Tirio seconded the motion. During discussion, Ms. Tirio asked for the dates of leave and the cost. Dr. Gray replied that one leave was for the fall semester, one for the spring semester. There would be a cost to backfill instructional duties, approximately \$14,000 per sponsored leave. He added that this is part of the Faculty Collective Bargaining Agreement, and full salary is paid for a one-semester leave. Each faculty member must work for three years after the leave or pay back the cost. The roll was called, and all were in favor. The motion carried.

#### McHENRY COUNTY COLLEGE FY 2019-2024 STRATEGIC PLAN, Board Report #19-33

Ms. Siddons moved to approve Board Report #19-33, McHenry County College FY2019-2024 Strategic Plan, and Ms. Tirio seconded the motion. During discussion, Ms. Siddons stated she is looking forward to tying back the cost of implementing the Strategic Plan and asked how this would be done. She stated it was important that we are metering investments, looking forward to continued growth at the College. Ms. Walsh would like to see correlation between strategies, and would like an in-depth dive on the Community College Survey of Student Engagement (CCSSE). Dr. Gabbard replied that the latest survey is going out, canvassing classrooms this month. He plans to bring a report to the Board. Discussion followed on the PACE Survey; Ms. Haggerty stated that five categories are continuing to be looked at to make enhancements. The roll was called; Ms. Tirio abstained, and all others were in favor. The motion carried.

#### FY2020 TUITION APPROVAL, Board Report #19-34

Mr. Domek moved to approve Board Report #19-34, FY2020 Tuition Approval, and Mr. Allen seconded the motion. During discussion, Mr. Domek and Ms. Siddons stated that the pro forma provided was very helpful. Ms. Evertsen commented that she asked Ms. Elliott about the students' opinion on increasing tuition, and there did not seem to be a negative impact. Ms. Elliott stated that students want to make sure the increased tuition money goes into projects that will benefit students. Ms. Walsh thanked Mr. Tenuta for the pro forma, and stated she is not advocating an increase. Ms. Tirio asked about funding to maintain the Liebman Science Center; Mr. Tenuta replied that the infrastructure fee takes care of maintenance, and runs twenty years. Ms. Tirio asked whether students receiving aid would be getting more money from the state; Dr. Gabbard stated that McHenry County College does not have a high percentage of full Pell eligible students; he added that Pell funding has increased enough to take care of tuition. Chair Smith thanked Mr. Tenuta for his work; he stated this decision tonight is consistent with the revisions that have been made and approved as it relates to tuition policy. The roll was called; Ms. Walsh voted against and all others were in favor. The motion carried.

#### FOR INFORMATION

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

Ms. Walsh recognized Ms. Bev Thomas, who is retiring, and noted she would be missed. Ms. Haggerty stated that Ms. Thomas has agreed to stay involved with the College. Ms. Evertsen asked whether the Upward Bound staff are grant funded; Ms. Haggerty and Dr. Gabbard confirmed that they are. Ms. Walsh inquired about the 2018 annual report, and Ms. Haggerty stated that this report is still in production. Ms. Walsh would like a discussion with the Board about how the annual report is distributed. Ms. Haggerty replied that the traditional annual report has a lot of investment with very little yield in readership. She noted that we are looking at ways to consolidate, condense, and share big things with maximum exposure.

#### FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Allen asked whether the College is looking into a forensic course; Dr. Gray replied that this is offered in the Criminal Justice program. Mr. Allen inquired about welding classes and Dr. Gray replied that classes are full, and offered to provide a tour of the welding facility if trustees are interested.

#### CLOSED SESSION

At 8:04 p.m., Ms. Tirio moved to go into closed session to discuss matters covered under the Illinois Open Meetings Act, 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. Evertsen seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. A brief break was taken and closed session began at 8:10 p.m.

At 8:13 p.m., Ms. Tirio moved to come out of closed session and Ms. Evertsen seconded the motion. There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 8:14 p.m.

#### APPROVAL OF MOTION TO RELEASE CLOSED SESSION MINUTES AS A RESULT OF THE SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES

Ms. Siddons moved that McHenry County College, having on February 19, 2019 conducted the semi-annual review of its closed meeting minutes required by the Open Meetings Act, approves making public the minutes of its closed session 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, August 23, 2018
- Committee of the Whole Meeting, September 18, 2018
- Committee of the Whole Meeting, October 16, 2018, with text under Exception #1 (personnel) redacted
- Regular Board Meeting, October 25, 2018, with text under Exception #11 (litigation) redacted
- Special Board Meeting, October 29, 2018
- Committee of the Whole Meeting, November 6, 2018

Ms. Siddons further moves that closed meeting minutes, or specific parts thereof, remain confidential, as noted in the previous motion, and which McHenry County College previously determined to require continued confidentiality pursuant to semi-annual reviews previously conducted by the Board of Trustees.

Mr. Allen seconded the motion. There was no discussion. The roll was called, and all were in favor. The motion carried, based on recommendations made in closed session.

ACCEPTANCE OF CLOSED SESSION MINUTES

Mr. Allen moved to accept the closed session minutes of the Regular Board Meeting, November 15, 2018, and Ms. Siddons 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 8:17 p.m.

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Patricia Kriegermeier, Recording Secretary

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Molly H. Walsh, Board Secretary