

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, January 23, 2020, 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 Allen called the roll, the following were present:

Mr. Rendon
Ms. Evertsen
Ms. Hoban
Ms. Siddons
Ms. Speros
Ms. Walsh
Mr. Smith
Mr. Allen

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

COLLEGE MISSION STATEMENT

Student Trustee Rendon recited the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as amended, removing Board Report #20-7 from the Consent Agenda.

ACCEPTANCE OF MINUTES

The minutes of the November 21, 2019 Tax Levy Public Hearing were accepted as presented, and the minutes of the November 21, 2019 Regular Board Meeting were accepted as amended.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

There were no visitors requesting to speak.

PRESIDENT'S REPORT

Dr. Gabbard reported that the Center for Agrarian Learning is launching a free, four-speaker 'Forefront' event series, to be held in the Luecht Auditorium on the fourth Sunday of the month, from January through April, 2020. These sessions will be led by entrepreneurs in agriculture, and all are urged to attend and become engaged in the latest techniques. Two flyers were provided as handouts, one showcasing how MCC's agrarian learning relates to continuing education; the second flyer will be distributed to recruit students to this new program at MCC.

Dr. Gabbard then reminded the attendees that the College is hosting *2020 People in Need Forum* on Saturday, January 25. This forum connects participants to community resources and provides important information to those in need. This collaborative community event provides care and support to students.

He then went on to recap what MCC's Institutional Research team, in collaboration with College and Career Readiness, is developing to showcase a new Dual Enrollment Dashboard. This Dashboard will reflect data on our district high schools, in terms of dual credit and dual enrollment. A three-year history shows some great growth in high school students earning college credits.

Dr. Gabbard then reviewed information which compares MCC's enrollment numbers to many of its community college counterparts, noting MCC's enrollment is up significantly while others across the state are experiencing a significant downward trend.

PRESENTATION: FINANCIAL AID

Dr. Talia Koronkiewicz introduced two consultants from Third Coast Higher Education, Jeanne Locarcini and Eric Weems. Dr. Koronkiewicz noted tonight's presentation is an update per the Board's request on recent restructuring of the Financial Aid office. Ms. Locarcini reported Third Coast began their engagement to provide MCC with transitional staffing and to aid in improvement to MCC's business processes within the Financial Aid department. Technological efficiencies have been gained which move processes along and provide systems for better analysis and reporting.

Mr. Weems presented much statistical data which included numbers of students who file with FAFSA, the level of financial need of our students, and those awarded financial aid. The data also supports MCC's student population as being a high-need population, with the largest source of funds to our students coming from Federal PELL grants. The presenters also noted MCC does a good job managing the 'gap' between monies the students are awarded versus their true and direct cost of attending.

The facilitators then answered questions of the Trustees. Dr. Koronkiewicz thanked Ms. Locarcini and Mr. Weems for their presentation, and also thanked our IT staff who assisted with this project to keep processes and updates progressing.

COMMUNICATIONS

A. Faculty Report

Ms. Sarah Sullivan provided an update as of the third day of the new semester, noting increasing positive comments from students who are proud to be at McHenry County College. She is seeing great enthusiasm in the classroom, and feels the College is moving in a very positive direction. Dr. Gabbard thanked faculty for their part in analyzing whether some of our high-costs textbooks were necessary. This review resulted in costs savings to MCC students due to the College's eliminating the requirement for some of the high-cost textbooks.

B. Adjunct Faculty Report

No report.

C. Staff Council Report

No report.

D. Student Trustee Report

Student Trustee Rendon highlighted many events held in January related to the celebration of African American History Month: the Men of Color Conference at Elgin Community College on January 8, the Martin Luther King Day of Service on January 17; and the MLK Breakfast on January 20. He noted on January 28 students will have the opportunity to learn more about African American Culture by attending ABANTU Art Fusion; and on January 29, MCC's Campus Police Department will host a 'Chat with a Cop' event during which students will have the opportunity to meet with campus police officers to learn about issues and to ask questions.

E. Attorney Report

Attorney Cavnar mentioned the new legislation in effect as of January 1, the most notable of which is the Cannabis Regulation and Tax Act. He stated that while the law is intended to strengthen employers' rights, there is much to navigate in the public employer sector. One challenge he noted was how the College will develop policies with respect to clinical agreements and partnerships. Mr. Cavnar will keep College administration apprised as things develop.

APPROVAL OF CONSENT AGENDA

Chair Smith suggested that Board Report #20-7, Building Renovations for Student Services, Room 218, and MCC Bookstore be removed from the Consent Agenda, and asked whether any other items were to be removed; there were none. Trustee Siddons motioned to accept the amended consent agenda, seconded by Trustee Evertsen. Chair Smith then opened the floor for questions and discussion. With regard to Board Report #20-6, Trustee Hoban had a question about the purchase of additional document imaging services and scanners; asking whether MCC will be able to accommodate this with its current staff. Dr. Koronkiewicz answered she believes so, with possibly just an increase in hours. On a roll call vote, all were in favor of accepting the agenda as amended. The motion carried.

For Approval

- A. Executive Summary and Financial Statements
 - 1. Executive Summary, Board Report #20-1
 - 2. Treasurer's Report, Board Report #20-2
 - 3. Ratification for Accounts Payable Check Register, Board Report #20-3
 - 4. Ratification for Accounts Payable Check Register, Board Report #20-4
- B. Destruction of Closed Session Recordings, Board Report #20-5
- C. Request to Purchase
 - 1. Additional Document Imaging Services and Scanners, Board Report #20-6
 - 2. Design and Engineering Services for Children's Learning Center Playground, Board Report #20-8
 - 3. Roof Replacement Building E, Board Report #20-9
 - 4. Splunk Security Information Event Management System, Board Report #20-10
 - 5. Syllabus Management Software, Board Report #20-11
- D. Personnel
 - 1. Ratification of Hires, New and Replacement Administrative Appointments, Board Report #20-12
 - 2. Salary Adjustment, Board Report #20-13

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA: Building Renovations for Student Services, Room A218, and MCC Bookstore, Board Report #20-7

To recap information that had been shared prior to this meeting, Dr. Gabbard provided three handouts to Trustees: an overview and timeline of these planned projects, floor plan renderings of the three areas which were reviewed at the November 2019 Board meeting, and a renovations summary sheet including what was budgeted for and the estimated cost of these projects. Dr. Gabbard concurred with Chair Smith, acknowledging this is a big project, deserving of full attention and discussion. Chair Smith and the Trustees want to ensure strong fiduciary oversight to such projects, and appreciated the summary of rationale, costs and the timeline recapped this evening. Ms. Hoban made a motion to approve the building renovations, seconded by Ms. Siddons. On a roll call vote, all voted yes. Motion carried.

APPROVAL OF COURSE FEES FOR FY 2021, Board Report #20-14

Chair Smith asked for a motion to approve the presented course fees; Ms. Hoban motioned, seconded by Vice Chair Walsh. Mr. Smith asked whether there was any discussion needed before the vote and Ms. Hoban remarked on many reductions in costs and was pleasantly surprised by them. Dr. Gray replied that

the College's goal is to break even, not to make money, and he is pleased with the hard work put forth by the Deans in assessing these fees each year. On a roll call vote, all voted yes. Motion carried.

AUTHORIZATION OF FY 2020 NON-MANDATORY TRANSFERS OF FUNDS, Board Report #20-15

Chair Smith asked for a motion to approve; Trustee Siddons motioned and Trustee Speros seconded. Discussion followed, with Vice Chair Walsh voicing her thoughts about budget transfers, and of always being mindful and aware of what is being spent. She requests a presentation on Fund 05 in the spring to help Trustees understand how it works. After questions and answers, a roll call vote was taken; all voted yes. Motion carried.

FOR INFORMATION

- A. New Employees
- B. Employee Resignations and Retirement Notifications
- C. November Committee Meetings Summary
- D. Friends of McHenry County College Foundation Update
- E. Office of Marketing and Public Relations Update
- F. Office of Resource Development Update
- G. Sustainability Center Update

Chair Smith mentioned the above information reports provided, asking whether there were any questions or discussion. There was a question related to the new employee list. MCC analyzed and standardized job descriptions and duties over the last eighteen months. Dr. Gabbard mentioned a possible overview of that review process may be presented to the Board at a future meeting.

FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Speros appreciated the Center for Agrarian Learning handouts tonight.

Student Trustee Andres remarked that on this third day of classes, he sees a big change in students, noting they are happy to be at MCC. He is also working to gather student feedback about a possible tuition increase and will report to the Board.

Mr. Allen echoed many related sentiments, noting marked student excitement when he manned a student station on campus to help guide new students this semester. He also commended Sheri Doyel on what she is doing with the Center for Agrarian Learning.

Ms. Siddons mentioned recent events she attended at MCC, and added she is interested in the CAL Forefront Speaker series these next few months. She has also spent time with CEO Bob Tenuta to better understand our budget, thanking Mr. Tenuta for his assistance.

Ms. Walsh remarked about Huntley schools' solar panels, asking what MCC's role is in reducing its carbon footprint. She later added that she would like information regarding a tuition discussion provided prior to the February 18 Committee of the Whole meeting to give them time to pore over.

Ms. Hoban mentioned considering reusable Trustee folders for board packets. Regarding the HESI scheduling software presentation at the January 14 Committee of the Whole meeting, she remarked she had no idea of the amount of work involved in the process to allow the College to analyze space and course offering decisions. The presentation was so interesting, and she appreciated it very much.

Ms. Evertsen was at a recent event in the Luecht Auditorium and approached some students' parents to get feedback about what they thought of MCC. One set mentioned this was their first visit and they were

impressed with the College. They hadn't considered sending their children to MCC, but after attending an event here they certainly would. Ms. Evertsen asks that we have materials available to visitors which showcase, promote, and encourage tours of MCC. Dr. Koronkiewicz added that Student Services has implemented a process to encourage prospective students to see our campus, noting that when they visit, they are very pleasantly surprised with what MCC has to offer.

Chair Smith mentioned the possibility of recognizing our Campus police on a recent milestone, and whether we might integrate their presence at a Board meeting with some discussion about the issues and challenges the College will face, given the new cannabis laws.

CLOSED SESSION

At 7:49 p.m., Chair Smith asked for a motion to move into Closed Session under Illinois Open Meetings Act 120/2(c), noting Exception #1, Personnel, and 120/2(c), Exception #21, Review of Closed Session Minutes. Ms. Evertsen motioned; Ms. Hoban seconded. The roll was called, and all were in favor. The motion carried. After a short break, the closed session began.

At 8:12 p.m., there being no further discussion, Vice Chair Walsh moved to come out of Closed Session, seconded by Ms. Hoban. A voice vote was taken and all were in favor. Closed Session adjourned.

BOARD REVIEW OF DISMISSAL PURSUANT TO BOARD POLICY 3.9

Chair Smith asked for a motion to uphold the dismissal of Karen Smith pursuant to Board Policy 3.9 – Request for Review of Suspension or Termination of Employment; Ms. Evertsen motioned, Vice Chair Walsh seconded. There was no further discussion and on a roll call vote, all voted yes. Motion carried.

ACCEPTANCE OF CLOSED SESSION MINUTES: Closed Session of Regular Meeting, November 21, 2019

Ms. Evertsen motioned to accept the closed session minutes, seconded by Ms. Speros. On a roll call vote, all voted yes. Motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 8:15 p.m.

Mary Cornett, Recording Secretary

Thomas E. Allen, Board Secretary