

MINUTES  
COMMITTEE OF THE WHOLE  
OF McHENRY COUNTY COLLEGE

A meeting of the Committee of the Whole was held on Tuesday, February 18, 2020, in the Board Room, Room A217, of Building A on the Campus. Vice Chair Walsh 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. Siddons  
Mr. Smith  
Ms. Speros  
Ms. Walsh  
Ms. Hoban  
Mr. Allen

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

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the January 14, 2020 Committee of the Whole meeting were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Ms. Leslie Mueller addressed the Board to share her thoughts about a tuition increase. She stated she is a MCC student and a member of Student Government Association, but had not heard about the scheduled tuition talks on campus or the student survey which was issued in order to gather feedback on a possible tuition increase and how those funds impact the College. She feels there has been much confusion between talks of a tax levy and tuition increase possibilities. Ms. Mueller said that both increased taxes and a tuition increase would be hard on her family, and asks that the College not raise tuition.

PRESIDENT'S REPORT

Dr. Gabbard reported that McHenry County College was recognized at the Harvard Chamber Annual Dinner on February 7 as Harvard's *2019 Outstanding Business of the Year*. He shared the value of such partnerships - with both the City of Harvard and the Harvard School District – which facilitate greater community outreach together. At the February dinner Dr. Gabbard accepted the College's award, then presented it tonight to our Committee of the Whole Chair Molly Walsh and the Board Trustees.

He then introduced McHenry County College's AVP of Human Resources, Michelle Skinder, who spoke to the Board about a recent project which required extensive review of job descriptions for Administrative

support roles. The goal of this review was to make broad changes to the essential duties levels for purposes of consistency within roles. Changes will allow a clear progression in pay grade and duties, and also make it easier for Human Resources to develop and align training to employees.

Dr. Gabbard then briefed the Board on progression of the signage installation effort across the Crystal Lake campus and at Shah Center. The first phase of new signage installed in Building A has been met with tremendous positive response, so there is excitement in bringing positive, helpful changes to the rest of campus as we move forward with installations.

Within his report, Dr. Gabbard was proud to showcase Ernie Stevens as a wonderful example of a true lifelong learning student. Mr. Stevens, age 92, was recognized recently with another certificate of completion for a noncredit program offered through MCC.

Dr. Gabbard then recapped several upcoming events to be held, encouraging all to attend. Among them, the Faculty Speaker Series event on Thursday, February 20; the Forefront: Ideas in Food and Farming event on Sunday, February 23; and also on February 23, the MCC Faculty Recital.

#### PRELIMINARY JANUARY FINANCIAL STATEMENTS

Mr. Tenuta provided a brief summary of the preliminary financials. He focused on the new format on the last page which he hopes is more user friendly, clearly showing where the College stands in terms of actual versus budgeted amounts. The report also compares line items to the same time last year, and he noted we are on track with the budget. He added the possibility of changing the Executive Summary for presentations, asking for suggestions that may help all to better understand the College financial statements.

#### PRESENTATION ON FUND 05 – AUXILIARY ENTERPRISE

Mr. Tenuta prepared a presentation requested by Trustees, to describe and review the College's Fund 05. This fund accounts for college services where fees are charged to students or staff and the activity is intended to be self-supporting. Examples of accounts in this fund include food services, the bookstore, Workforce Development, and athletics; involving monies over which the institution has complete control. Though intended to be self-sustaining, some of these programs and offerings which College administrators feel are necessary to continue do run at a deficit, and require subsidization from the Education Fund to stay solvent. Dr. Chris Gray then gave a high level review of Workforce Development's program offerings of Community Education, Career Training, Workforce Training and Court-Mandated, noting some of these are community-focused services and others generate revenue.

#### TUITION DISCUSSION

Dr. Gabbard thanked the Board for allowing administration to present on tuition, referencing MCC's Tuition Policy Statement intended to assist the Board of Trustees in their continuous pursuit to implement prudent processes to address the financial needs of the College. The presentation and discussion laid out the reasons why the Board may want to consider a modest tuition increase at this time, the potential impact on MCC students, and whether the value MCC brings to the community and its student base can withstand a tuition cost increase.

### EVALUATION AND POLICY COMMITTEE ITEMS

Vice Chair Walsh recapped sections of Board Policy discussed in the Evaluation and Policy Meeting which were brought to this Committee of the Whole meeting for First Reading: 2.11 Investments; 2.15 Reimbursement of Travel, Meal and Lodging Expenses; Exhibit A-Permissible Travel Expenses; 3.1.2.1 Equal Opportunity and Non-Discrimination; 6.2.3 Discrimination, Harassment and/or Anti-/Violence; 6.1.3 Drug Free Schools and Communities Act Policy; 6.14 Drug and Alcohol-Free Workplace; and 6.1.5 Smoke and Tobacco-Free Campus. After confirming there were no further questions or discussion, the Committee will move these to a Second Reading at the February 27 Board of Trustees' meeting.

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

Trustee Smith reflected on the need to always be cognizant of cost cutting measures. He added that if there are organizations in which MCC and the Trustees may belong but that do not align to the College's mission, the Board and administrators consider whether it is essential or fiscally prudent to remain members. He would also like to have discussions about whether the Board should ever choose to become involved in ongoing diligence related to vetting brokers the College uses to provide employee benefits.

Trustee Hoban thanked the College for hosting the free VITA Tax Clinic, and also mentioned how heartwarming last week's Foundation Donor Breakfast was, and well-attended.

Trustee Allen enjoyed attending the Basketball Hall of Fame recognition and game, and thanked College administrators for the hard work that went into preparing presentations for tonight's discussions.

Student Trustee Rendon thanked Mr. Tenuta and Dr. Koronkiewicz for attending the six sessions of the student tuition talks held, and for answering questions. Andres went on to mention he and 15 other MCC students will be attending a Hispanic Leadership Conference in Chicago on February 21. He noted that next year's group will hold fundraising efforts in order to attend this conference.

Trustee Evertsen asked what foods the MCC campus food pantry has in stock. Dr. Koronkiewicz indicated MCC's goal is to have a small amount of non-perishable food on campus for student emergencies, but that more often a student is issued a cafeteria voucher. MCC recently partnered with the Crystal Lake Food Pantry, which has canned and fresh food offerings, and all students with an MCC I.D. card may access its services.

Vice Chair Walsh mentioned the ACCT Leadership Conference in Chicago in late September 2020 and feels there are sessions being offered that would really be educational for Board Trustees, and noted minimal travel is required and no hotel accommodations would be necessary to attend this conference.

### CLOSED SESSION

At 8:49 p.m., Vice Chair Walsh asked for a motion to move into Closed Session to discuss matters covered under the Illinois Open Meetings Act, 120/2(c) Exception #1, Personnel, and Exception #21, Review of Closed Session Minutes. Ms. Evertsen motioned; Ms. Siddons seconded. The roll was called, and all were in favor. After a brief break, the closed session began at 8:57 p.m.

At 9:27 p.m. Ms. Evertsen moved to come out of Closed Session, and Ms. Siddons seconded the motion. A voice vote was taken and all were in favor. The motion carried.

ACCEPTANCE OF CLOSED SESSION MINUTES of  
Committee of the Whole Meetings of November 12, 2019 and January 14, 2020

Ms. Hoban moved to accept the Closed Session meeting minutes as presented from November 19, 2019 and January 14, 2020; Ms. Evertsen seconded. The roll was called, and all were in favor. The motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 9:28 p.m.

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Mary Cornett, Recording Secretary

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Thomas E. Allen, Board Secretary