

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, April 23, 2020, as a Virtual Meeting as authorized by Executive Order 2020-7. Chair Smith called the meeting to order at 6:05 p.m. When Secretary Allen called the roll, the following were present:

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. Trustee Evertsen was absent. Student Trustee Rendon joined the meeting at 6:54 p.m.

COLLEGE MISSION STATEMENT

Chair Smith recited the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the February 27, 2020 Regular Board Meeting were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PUBLIC COMMENTS

There were no visitors requesting to speak, nor any public comments submitted to the Board.

PRESIDENT'S REPORT

Dr. Gabbard reported that MCC administrators are focused on planning and strategizing to best support students with continuous course delivery. He noted that decisions may change moment by moment, adding that just today, Governor Pritzker extended the Stay-at-Home order through May 30. MCC will deliver summer classes in a primarily online format, and the contingency plan for fall semester will be to deliver instruction in the most appropriate format, with multiple scenarios currently being discussed. MCC is actively registering students for summer classes, and while many of our peer schools are seeing large enrollment drops, Dr. Gabbard was encouraged to note MCC's summer enrollment headcount is only down -9% as of current numbers.

Dr. Gabbard went on to state that MCC is considering creative ways to facilitate clinicals for select First-Responder courses so that faculty can verify the skills required of those students in order to finish their programs. Coursework may be scheduled through a combination of online learning and in-person skills testing that will observe social distancing and related protocols.

Highlighting some of the aspects of the CARES Act, Dr. Gabbard noted the pandemic is impacting many in our community, in terms of health and finances. As a result, the CARES Act federal funding is

garnering much attention. MCC hopes to receive the anticipated \$2.1 million funding allocated through the Act, half of which is to be spent directly on student needs. As way to distribute this CARES Act funding most effectively, MCC has established the **CARES Act Relief Scholarship**, to be awarded to MCC students enrolled in Spring 2020 and Summer 2020 credit classes. It is geared to assist those students most heavily impacted by the COVID-19 crisis. An online application will be used to begin the process to assess financial need, and a tiered structure of assistance is being developed. The goal is for the College to utilize those funds to best fill gaps and remove financial barriers that keep students from returning and continuing their education plans. Along the same topic, Dr. Gabbard remarked how pleased he was that the Student Success Fund supplied so many Chromebooks and laptops to help students as they moved to the online learning format. The MCC Foundation continues to offer great assistance to many of our students.

Dr. Gabbard reported that MCC will hold its May Commencement virtually, in order to honor those students and their accomplishments in a timely and respectful manner. He also noted that these students will also be given the option to walk in the December commencement if they desire. The College has contracted with Empire Photography to assist with the ceremony. In addition to a virtual commencement, administration is planning a virtual recognition of MCC employees that is typically done in spring.

MCC's focus continues on providing education and also the retraining of workforce. Trustee Speros remarked on the great job being done by our Mark Butler, Manager of the IL Small Business Development at Shah Center. Dr. Gray added that Mark has been doing amazing work and so many people are reaching out to him for his help and expertise. This is a critical role for the College. Trustee Speros also remarked on a great article about MCC in the Daily Herald, which was included in the President's Report. Ms. Christina Haggerty noted our new Content Marketing Writer, Katie Van Dyne, was responsible for writing the piece.

## COMMUNICATIONS

### A. Faculty Report

Ms. Sarah Sullivan compiled a written report to update the Board on faculty activity as of late, which was provided to the Board of Trustees before tonight's meeting.

### B. Adjunct Faculty Report

No report given.

### C. Staff Council Report

Ms. Tawnja Trimble reported that staff all are working hard, recreating MCC workplaces in their homes during the Governor's Stay-at-Home order. Student Navigators are embracing their new roles and have provided good feedback regarding online learning, also commenting that staff has been so supportive of each other in carrying out the College's efforts. She thanked HR's Michelle Skinder for hosting a large Zoom meeting with 169 staff in attendance, adding how nice it was to "see" our friends and peers, and to share information. Tawnja is happy that Ms. Skinder will continue weekly meetings with staff to share information and to help all feel connected while work continues remotely. She thanked the Board and administration for rapid response in executing a plan for online learning and transitioning all involved from feelings of shock to wow; praising what the College has accomplished very quickly.

### D. Student Trustee Report

Student Trustee Rendon prepared a written report for the Board which was provided in the meeting packets.

#### E. Attorney Report

Attorney Cavnar reports their firm continues to monitor state and federal action in response to the COVID-19 pandemic. Mr. Cavnar noted that he sees the high level of response from MCC's Board and administrators on all fronts, especially concerning students, employees, and facilities, as the College follows Executive Orders issued by the Governor.

#### APPROVAL OF CONSENT AGENDA

There being no items to be removed, Trustee Siddons motioned to accept the Consent Agenda as presented, seconded by Vice Chair Walsh. Chair Smith then opened the floor for questions and discussion, with questions asked and clarifications provided. On a roll call vote, all were in favor of approving the consent agenda reports as presented. The motion carried.

#### For Approval

- A. Executive Summary and Financial Statements
  - 1. Executive Summary, Board Report #20-41
  - 2. Treasurer's Report, Board Report #20-42
  - 3. Ratification for Accounts Payable Check Register, Board Report #20-43
  - 4. Ratification for Accounts Payable Check Register, Board Report #20-44
- B. Request to Approve/Lease/Purchase/Ratify /Renew
  - 1. Change Orders for Room A218 and Student Services Renovations, Board Report #20-45
  - 2. Children's Learning Center Playground Renovation, Board Report #20-46
  - 3. Furniture and Furnishings for A218, Bookstore and Student Services Remodeling Projects, Bd Rpt #20-47
  - 4. Furniture for the Atrium Open Space, the Advising Waiting Room and Advising Computer Room, Board Report #20-48
  - 5. Higher Education Scheduling Index, Board Report #20-49
  - 6. MCC Bookstore Retail Fixture Supply and Installation, Board Report #20-50
  - 7. Sophos Central Intercept X Advanced Virus Protection for Thirty-Nine Month Contract Term, Board Report #20-51
- C. Personnel
  - 1. Administrative Appointments for FY 2021, Board Report #20-52
  - 2. Ratification of Modified Administrative Appointments, Board Report #20-53
  - 3. Appointment of Replacement Farm Practicum Director, Center for Agrarian Learning, Bd Rpt #20-54

#### ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA:

No items were removed from the Consent Agenda.

#### REQUESTS FOR EMERITUS OR LEGACY STATUS

- A. Request to Grant Title and Benefits of Faculty Emeritus, Board Report #20-55
- B. Request to Grant Title and Benefits of Faculty Emeritus, Board Report #20-56
- C. Request to Grant Honorary Legacy Status, Board Report #20-57
- D. Request to Grant Honorary Legacy Status, Board Report #20-58
- E. Request to Grant Honorary Legacy Status, Board Report #20-59
- F. Request to Grant Honorary Legacy Status, Board Report #20-60

Trustee Smith asked for a motion to approve the requests for Emeritus or Legacy Status as presented. Trustee Siddons motioned to accept; seconded by Trustee Hoban. Chair Smith then opened the floor for discussion, during which he read board policy on how such status is granted, noting these are honorary designations with no

monetary payment to recipients. There was no further discussion. On a roll call vote, all voted in favor. Motion carried.

Chair Smith then went on to thank Gabriel Decio and Bruce Spangenberg for their service and congratulated them on being designated Faculty Emeritus. He also recognized four staff, Marianne Devenny, Kathy Hayhurst, Lori Smyth, and Pat Stejskal for being awarded designation of Legacy Status. On behalf the Board of Trustees, Chair Smith thanked each of these employees for their contributions to the College.

#### REQUEST FOR FACULTY SPONSORED LEAVE IN 2020-2021, Board Report #20-61

Trustee Smith asked for a motion to approve the requests for faculty sponsored leave as presented. Trustee Speros motioned; seconded by Vice Chair Walsh. No discussion was needed. On a roll call vote all were in favor. Motion carried.

#### FOR INFORMATION

- A. New Employees
- B. Employee Resignations
- C. ICCTA Paul Simon Student Essay Contest
- D. Partnership Agreements National Louis University and University of Wisconsin Platteville
- E. April Committee Meeting Summary
- F. Friends of McHenry County College Foundation Update
- G. Office of Marketing and Public Relations Update
- H. Office of Resource Development Update
- I. Sustainability Center Update

Chair Smith referred to each of the Information Reports, and several positive remarks were made about the content provided. Trustee Speros was especially moved by MCC's Paul Simon Student Essay Contest student's story, noting several poignant remarks within the writing.

#### SPECIAL RECOGNITION OF OUTGOING STUDENT TRUSTEE, ANDRES RENDON

The Board of Trustees acknowledged this is the last meeting for outgoing Student Trustee, Andres Rendon. Dr. Gabbard held up a special plaque in presentation to Andres, while Chair Smith thanked him for his service to the MCC Board of Trustees from May, 2019 through April, 2020. Board Trustees echoed similar sentiments that Mr. Rendon contributed much to the board and represented students and their perspectives so well. Trustees wish Mr. Rendon much success in his future endeavors.

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

Student Trustee Rendon reported that his online courses were going well, with instructors making everything possible available to students during this time. He went on to thank the Board for their support during his service.

Trustee Speros highlighted the honor of Anne Humphrey being selected the 2020 Phi Theta Kappa Distinguished Advisor, and was pleased to read many great things instructors are doing as outlined in the Faculty Report provided.

Trustee Allen noted the great job instructors are doing within the Nursing program. While there are no hands-on instruction or evaluations taking place, students have been doing hands-on practices at home during the remote instruction.

Trustee Hoban remarked that it is nice to see everyone, even if only virtually through Zoom capabilities. She shared accolades for the College received through personal texts from a friend regarding a student who was highly complimentary of how smooth MCC was making the transition to a four-year university, despite these unprecedented times.

Vice Chair Walsh echoed her thanks to the administration, faculty, and staff for coming together to deliver learning in a difficult situation. She also remarked how creative MCC instructors are with their classes, as highlighted in the Faculty Report. She asks that a future report be made to the Board on the data collection currently being gathered to study the College's carbon footprint.

Chair Smith offered condolences to Mr. Cavnar and his associates at Robbins Schwartz on the passing of Nanci Rogers, who served as MCC's attorney before Mr. Cavnar took on the role. Mr. Cavnar added her passing is a huge loss to their firm and the community.

CLOSED SESSION

There was no closed session held.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 7:07 p.m.

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Mary Cornett, Recording Secretary

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Thomas E. Allen, Board Secretary