

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, November 21, 2019, in the Board Room, Room A217, in Building A on the Crystal Lake Campus. Chair Smith called the meeting to order at 6:04 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 presented.

ACCEPTANCE OF MINUTES

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

RECOGNIZE OUTGOING LIAISON TO BOARD OF TRUSTEES

Chair Smith took a moment to recognize Ms. Pat Kriegermeier for her exemplary service to McHenry County College's Board of Trustees since 2007, presenting her with an engraved appreciation gift on behalf of the Board. Ms. Kriegermeier will continue her service to MCC in a new assignment she accepted in July 2019 as the ambassador to the MCC Welcome Center.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

There were no visitors requesting to speak.

PRESIDENT'S REPORT

Dr. Gabbard referenced MCC Night 2019 on November 13 geared toward prospective students. He witnessed palpable energy from faculty interacting with the students and parents, with faculty showing parents why their student should make MCC their choice. Prior to the evening, we had 195 new student applications, and that evening added 361 more. On this evening we waive the required application fee, which is greatly appreciated community-wide.

Dr. Gabbard shared information about MCC's Day of Giving, with the Foundation Board's dollar-for-dollar match of up to \$3,000, the Friends of MCC Foundation exceeded the goal of raising \$6,000 by over \$2,000, also with support from trustees. The day was focused on raising money for the MCC Student Success Fund.

Dr. Gabbard reported on a new partnership with Northwestern Medicine, a nine-month development program to provide onsite skills training to young adults with disabilities. Participants in programs around the country have been shown to thrive in these settings; learning skills to make them employable for increased quality of life.

Dr. Gabbard mentioned that the College's manufacturing pre-apprentice program at Shah Center received an innovation award. Also, MCC's Illinois Small Business Development Center has been completing more counseling sessions, acknowledging the efforts of Mark Butler who began there as manager in May 2019.

Dr. Gabbard discussed the current signage installation project, which started in a portion of Building A. Employees – and students and visitors – have remarked how wonderful everything looks and how much easier it is to navigate the building. New signage will continue throughout the entire Crystal Lake main campus and at the Shah Center in McHenry, to be installed in early spring.

#### PRESENTATION: AUTOMOTIVE DEPARTMENT UPDATE

Mr. Mike Albamonte, Instructor of Automotive Technology, led a presentation, updating the Board on enrollment numbers and an overall update as to activities within his department. The program is currently offering dual credit with six area high schools, and McHenry High School is working to become certified and added to that list. Mr. Albamonte is working with the marketing team to set up an open house for dual-credit students and their parents to showcase the department and discuss the seamless transition from high school into the automotive program at McHenry County College. He remarked that many businesses recruit MCC automotive graduates due to the extensive training MCC provides, noting those students have gone on to form successful careers.

#### COMMUNICATIONS

##### A. Faculty Report

Mr. Jim Stockwell provided a handout recapping various activities MCC faculty have been involved in this past month, which brought many individuals to the College.

##### B. Adjunct Faculty Report

Ms. Guin Mathey, adjunct faculty in Humanities and Social Sciences, made mention of the bi-annual adjunct meetings held, noting that faculty development is steadily improving.

##### C. Staff Council Report

Ms. Tawnja Trimble reported on the Staff Council scholarship, noting they were able to provide two \$700 scholarships this year. She then read the recipients' thank-you letters, noting that one was a traditional student and the other a non-traditional student. Both students were very appreciative of the financial support.

##### D. Student Trustee Report

Student Trustee Rendon highlighted the many events held during November.

##### Attorney Report

No report by Attorney Cavnar.

APPROVAL OF CONSENT AGENDA

Chair Smith asked if there were any agenda items to be removed. After several questions were asked and clarifications were provided, Chair Smith asked for a motion to approve the consent agenda. Ms. Evertsen moved to approve the agenda, and Ms. Walsh seconded the motion. On a roll call vote, all were in favor. The motion carried.

**For Approval**

- A. Executive Summary and Financial Statements
  - 1. Executive Summary, Board Report #19-142
  - 2. Treasurer's Report, Board Report #19-143
  - 3. Ratification for Accounts Payable Check Register, Board Report #19-144
- B. Destruction of Closed Session Recordings, Board Report #19-145
- C. MCC 2020 Calendar of Events with Alcohol Service, Board Report #19-146
- D. Determination of Seniority for Full-Time Faculty, Board Report #19-147
- E. Minimum Qualifications for Full-Time Faculty 2020-2021, Board Report #19-148
- F. Interior Finish Work for Wash Station, Board Report #19-149
- G. Supply Chain Management Certificate Approval, Board Report #19-150
- H. Request to Lease/Replace/Renew/Purchase/Upgrade
  - 1. Contract Renewal for the Alertus Enhanced Desktop Notification, Board Report #19-151
  - 2. Carpet Replacement in Luecht Auditorium, Board Report #19-152
  - 3. Dell Hardware Support Renewal, Board Report #19-153
  - 4. Server Lifecycle Replacements Lease, Board Report #19-154
- I. Personnel
  - 1. Approval of New Administrative and Staff Positions Title III Grant, Pathways to Persistence and Graduation, Board Report #19-155
  - 2. Authorization for Personnel Appointment, Board Report #19-156
  - 3. Request for Discretionary Unpaid Leave, Board Report #19-157
  - 4. Request for Retirement, Board Report #19-158
  - 5. Request for Retirement, Board Report #19-159

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed; no action needed.

ADOPTION OF THE 2019 TAX LEVY, Board Report #19-160

Before bringing forth this motion, Chair Smith asked Attorney Cavnar for clarification as to why there was a vote last month on a tax levy, yet it is being brought forward again. Attorney Cavnar explained that in October, a proposal to increase the levy was brought forth, and at that point it was estimated. Tonight is the request for the Adoption of the Tax Levy. Mr. Tenuta explained the levy increase and the laws by which the College is required to post notifications for a certain amount of time between the proposal and the actual adoption of such an increase. Ms. Siddons moved to approve Board Report #19-160, and Ms. Speros seconded the motion. Chair Smith asked whether any discussion was needed, and questions of Ms. Walsh were answered. On a roll call vote, Ms. Evertsen, Ms. Walsh, and Mr. Smith voted no; Ms. Hoban, Ms. Speros, Ms. Siddons, Mr. Rendon, and Mr. Allen voted in favor. The motion carried.

BOARD APPROVAL OF EXCEEDED TRAVEL EXPENSES, Board Report #19-161

Chair Smith asked for a motion to approve Board Report 19-161. Ms. Hoban motioned; seconded by Ms. Siddons. Mr. Allen remarked that hotel rates seem to be increasing, and Ms. Evertsen asked how the College selects where employees stay when attending conference. Dr. Gabbard answered their questions and noted that the administration will need to bring forth a revised travel expense policy as a result of

hotels throughout Illinois raising rates and room taxes. On a roll call vote, all were in favor. The 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

FUTURE AGENDA ITEMS

Mr. Allen would like a report/update on the Occupational Therapy Assistant program, and Ms. Walsh would like an update on the Center for Agrarian Learning.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Walsh received complimentary feedback from a parent who attended MCC Night, noting the parent and daughter attended the transfer workshop, which was very helpful to them.

Ms. Siddons remarked that she worked with Mr. Allen as greeters at MCC Night and loved the experience. She was struck by how community focused McHenry County College is, and mentioned speaking with some adults who were both excited and emotional about returning to school. She said the night was energetic and is pleased that we at MCC are life-changers.

Mr. Allen echoed Ms. Siddons' sentiments. He has also met with several groups on campus and attended recent events, which he feels were well implemented. He mentioned speaking with student government who shared their desire for a place on campus where they can interact and not be worried about interrupting those in quiet spaces.

Student trustee Rendon reminded all of the new student orientation on November 22, stating an estimated 80 students to attend. Also, the College is still collecting frozen turkeys to feed local families.

Ms. Speros noted that MCC Night was phenomenal, and well attended despite cold, icy weather. She was able to shadow an instructor and two students and was very impressed. Also, she arranged for some small groups to tour the Liebman Science Center. Dr. Gabbard encouraged anyone who would like to see the facility to contact the College for a tour.

Ms. Evertsen was appreciative of the new *Truth is...* postcard mailers. This campaign is focused on providing the community with the true/real facts about MCC.

Chair Smith asked whether there would be a nurses' pinning in December; there will not be one.

APPROVE AMENDMENT TO PRESIDENT'S EMPLOYMENT AGREEMENT COMMENCING JANUARY 1, 2020 AND EXTENDING THROUGH DECEMBER 31, 2023 AT AN ANNUAL SALARY OF \$260,831.48 FOR THE 2020 CONTRACT YEAR, WITH SUBSEQUENT SALARY ADJUSTMENTS AS PROVIDED IN THE AMENDMENT

Chair Smith read the proposed Amendment to the President's Employment Agreement, outlining the salary and benefits being proposed, and its extension the President's contract an additional year. He then asked for a motion to approve. Ms. Siddons motioned, seconded by Ms. Walsh. Chair Smith asked whether there was any discussion needed. Ms. Speros read a prepared statement, and acknowledging Dr.

Gabbard's strengths in leading the College, she is in favor of extending his contract. But, citing fiscal responsibility, she is not in favor of amendments to contracts that guarantee CPI-U increases, stating she would vote no. Ms. Evertsen agreed with Ms. Speros. On a roll call vote, five voted yes, and Ms. Speros and Ms. Evertsen voted no. Motion carried with 5 – 2 vote.

#### CLOSED SESSION

At 7:19 p.m., Ms. Evertsen moved to go into Closed Session under Illinois Open Meetings Act 120/2(c), Exception #1, Personnel, and 120/2(c), Exception #21, Review of Closed Session Minutes. Ms. Hoban seconded the motion. There was no discussion. The roll was called, and all were in favor. The motion carried. A short break was taken, and closed session began at 7:24 p.m.

At 7:45 p.m., Ms. Hoban 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. The motion carried. Closed Session ended at 7:46 p.m.

#### ACCEPTANCE OF CLOSED SESSION MINUTES: Closed Session of Regular Meeting, August 22, 2019

Ms. Evertsen motion to accept the closed session minutes of August 22, 2019; seconded by Ms. Siddons. On a roll call vote, all voted yes.

#### ADJOURNMENT

Hearing no further business, the meeting was adjourned at 7:47 p.m.

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Mary Cornett, Recording Secretary

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Thomas E. Allen, Board Secretary