

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 28, 2021, as a Virtual Meeting as authorized by Executive Order 2020-7, and as permitted by Section 7(e) of the Open Meetings Act, 5 ILCS 120/7(e) to be held without the physical presence of a quorum of trustees at the regular meeting location. Members of the public were able to provide public comment and access all open portions of the meeting via the link and accompanying information located on the Board of Trustees page of MCC's website, located at: <https://www.mchenry.edu/board>. Chair Smith called the meeting to order at 6:00 p.m.

When Secretary Allen called the roll, the following Trustees were present:

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

Dr. Gabbard attended, and Samuel Cavnar was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Smith led the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee German recited the College Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as amended, with the removal of Board Report #21-9, Colleague Course Catalog Customization. Dr. Gabbard explained that the College will use another firm we work with to perform these customizations at a substantial cost savings, crediting Ms. Michelle Skinder for finding this opportunity.

ACCEPTANCE OF MINUTES

The minutes of the November 19, 2020 Regular Meeting of the Board of Trustees were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PUBLIC COMMENT

Osama Huq submitted the following written comment, was read aloud by Chair Smith: *I wanted to make the request of keeping the current Gmail and Google Account Systems at MCC. The Google Account system has unlimited storage, while the Microsoft Email Account only has a terabyte of storage. The unlimited storage has provided the benefit of accessing my body of work, and for keep all my work for my classes. It has also been useful for backing up my computer as I have experienced various computer related issues. I also think that the storage is useful for the current covid-19 pandemic as other students are able to store their data files for class without having to worry about space on their computer. A terabyte of storage would not be enough*

for students' needs. I currently have 5.5 terabytes of storage used on the Google Account, and I can't keep or back up that data on any hard drives or on the Microsoft Account.

PRESIDENT'S REPORT

Dr. Gabbard began with a COVID-19 update, during which he stated MCC plans to offer the various modes of instruction to students this spring as offered in the fall semester. A student survey was done in October 2020 to assess MCC's new delivery modes, from which helpful feedback was gained. Given the different instructional modes, a majority of students felt safe while finding it easier to balance school and home life. Students were divided on how the instructional modes impacted their learning. As the release of vaccines is being planned, the College reported to McHenry County Department of Health that a vast majority of MCC employees would desire the vaccine. MCC continues with reassigning duties where feasible, and safety protocols remain in place for staff and students when entering its buildings.

Dr. Gabbard noted that MCC's spring enrollment is in a much stronger position than anticipated, showing a 2.2% increase in headcount and credit hours decreasing by only 0.7% from spring 2020. This is a positive outlook when compared to the combined Illinois community college average showing significant drops in both categories - 15.9% in headcount, and 15.85% in credit hours. Dr. Gabbard then outlined the many means of financial assistance offered through MCC in addition to the traditional Foundation scholarship funds awarded. Among them are the Scot Success Scholarship awards, Student Success Funds awards and Purple Pride Relief Funds awards, all of these making a huge difference in MCC students being financially supported and able to stay in school. He is very pleased how quickly the College is distributing award dollars, with continued focus on awarding more funds this spring with the prospect of additional federal aid dollars to be received.

Dr. Gabbard went on to provide updates within the Center for Agrarian Learning and its Entrepreneurial Agriculture Degree Program, noting nine students are currently enrolled in Introductory Farm Practicum. Instruction is focused on how to plan to grow and sell, and on creating more product delivery systems. He then ended by mentioning several upcoming events scheduled on campus. The Faculty Experts & Insights events continue virtually, with a recent presentation on resiliency and an upcoming one on Improving Wellness and Preventing Falls. Dr. Gabbard urges all to take advantage and register for these free events.

Dr. Gabbard reported nearly 500 people online this past Saturday for the virtual People In Need Forum. He was delighted our community finds so many ways to give back to the College.

PRESENTATION: NEW MCC WEBSITE

Ms. Christina Haggerty provided an overview of the newly revamped and recently launched MCC website. Changes were very student-focused, some changes prompted by input from students and users. She highlighted elements within the site - functionality and efficiency, community awareness and engagement, and the student experience. The site is more intuitive and greatly improved, both aesthetically and functionally. Prospective students can access so much information easily and in a more clear and intuitive order, and students are able to begin the application process directly on the website should they desire to get started with enrollment. Attention was also given to workforce and noncredit program information to make it easier for adult/returning learners. A highlight of the new site is a live 'Chat Box' that is staffed so questions are answered quickly and effectively. Ms. Haggerty then explained how the changes made connect pathways as they relate to our Title III programming. Building additional pathways continues so students may find dynamic information that easily leads them to program recommendations, then on to the courses needed for that path. She urges all to take the time to look at the new website.

COMMUNICATIONSA. Faculty Report:

Faculty co-president Ms. Sarah Sullivan provided the January Faculty Spotlight, sent to Trustees before tonight's meeting.

B. Adjunct Faculty Report

No report given.

C. Staff Council Report

Ms. Tawnja Trimble reflected on all the College has accomplished since last March, when the coronavirus pandemic forced a change in operation. She added that at one point prior to Dr. Gabbard's hire, a staff survey was taken which showed moral to be at a low, with distrust and a lack of communication between staff and administrators to be main complaints. She is pleased that we now have empowered and encouraged employees who appreciate the two-way trust and communicative environment, and feels this is why MCC has been so successful in carrying out its mission during a challenging time. She added that intentional communication has been the key, thanking administrators for their support.

D. Student Trustee Report

Ms. German gave a report on recent student-focused meetings, events and activities held.

E. Attorney Report

No report given.

APPROVAL OF CONSENT AGENDA

Chair Smith, acknowledging the removal of agenda item 11.D.3 Colleague Course Catalog Customization, Board Report #21-9, asked Trustees whether they had additional action they would like removed from the consent agenda. There was none. He then asked for a motion to approve the amended Consent Agenda. Ms. Walsh motioned, seconded by Ms. Siddons. After discussion, a roll call vote was taken. All voted in favor of approving the amended Consent Agenda; motion carried.

For Approval

- A. Executive Summary and Financial Statements
 1. Executive Summary, Board Report #21-1
 2. Treasurer's Report, Board Report #21-2
 3. Ratification for Accounts Payable Check Register, Board Report #21-3
 4. Ratification for Accounts Payable Check Register, Board Report #21-4
- B. Destruction of Closed Session Recordings, Board Report #21-5
- C. Fiscal Year 2020 Audit, Board Report #21-6
- D. Request to Purchase
 1. Cascade Content Management System License, Board Report #21-7
 2. Emergency Extension Custodial Services, Board Report #21-8
 3. Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Student Laptops, Board Report #21-10
 4. Licensing and Migration Services for Microsoft Office365 Email in the Cloud, Board Report #21-11
- E. Personnel
 1. Ratification of Staff Positions, Board Report #21-12
 2. Salary Adjustment, Board Report #21-13

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

No action.

REQUESTS TO GRANT HONORARY LEGACY STATUS, Board Reports #21-14 and #21-15

Chair Smith asked for a motion to grant honorary legacy status as requested in board reports #21-14 and #21-15. Ms. Siddons motioned, seconded by Ms. Speros. On a roll call vote, all voted in favor. Motion carried.

STATE UNIVERSITIES RETIREMENT SYSTEM (SURS) 457(b) DEFERRED COMPENSATION PLAN APPROVAL, Board Report #21-16

Motion to approve was made by Ms. Walsh, seconded by Ms. Speros. No discussion was necessary, and a roll call vote was taken. All Trustees voted in favor; motion carried.

APPROVAL OF COURSE FEES FOR FY 2022, Board Report #21-17

Motion to approve was made by Ms. Siddons, seconded by Ms. Speros. Discussion took place with Dr. Gabbard reiterating that since faculty was charged with a full review and analysis of course fees three years ago, this practice continues. Dr. Gray assured the Trustees that faculty annually reviews every associated course expenditure, and fees are adjusted to pass on never more than actual costs to the students. Trustees were pleased that some fees were either reduced or eliminated in this board action. On a roll call vote, all Trustees voted in favor; motion carried.

AUTHORIZATION OF FY 2021 NON-MANDATORY TRANSFERS OF FUNDS, Board Report #21-18

Motion to approve was made by Ms. Hoban, seconded by Ms. Siddons. When Ms. Evertsen questioned the anticipated deficit in the education fund, Dr. Gabbard provided clarification. On a roll call vote, all Trustees voted in favor; motion carried.

FOR INFORMATION

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

Chair Smith mentioned the informational reports provided.

FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Evertsen asked whether there was a plan for MCC employees who have been furloughed since the pandemic began, asking for an update.

Ms. Hoban asked whether there is any sharable data on employment after students graduate MCC, specifically whether these graduates are finding employment in their field of study.

Ms. Walsh remarked that in the January Committee of the Whole meeting presentation on student success, onboarding was discussed. She requests we include data on students in developmental classes when planning the presentation for the Board.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Walsh mentioned the refrigerated cooler in the cafeteria area, which is occasionally stocked with produce grown on our student farm, available for purchase.

Ms. Speros reflected on a recent Experts & Insights event held with over 200 people in virtual attendance, noting this is the third one she has attended and she always finds them insightful. She enjoys seeing the instructors and hearing their stories.

Mr. Allen remarked he is glad Ms. Speros is running for Trustee again, noting her work on the board. He also mentioned how impressed he is by what the College continues to do, especially related to our efforts with COVID-19 and safety measures taken. He appreciates that greatly, both as a Trustee and as a parent.

Ms. Siddons remarked that the student who Dr. Koronkiewicz recently helped with the transfer process is enjoying MCC. She appreciates the efforts made by administrators and staff this past year, noting these efforts are what set MCC apart from other schools.

CLOSED SESSION

At 7:26 p.m., Chair Smith asked for a motion to move into Closed Session under Illinois Open Meetings Act 120/2(c) #21 – Review of Closed Session Minutes. Ms. Walsh moved on the amended motion; Ms. Evertsen seconded. On a roll call vote, all were in favor.

At 7:37 p.m. Ms. Hoban motioned to come out of Closed Session, seconded by Ms. Evertsen. On a voice vote, all were in favor.

ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meetings of January 23, 2020, October 22, 2020, and November 19, 2020

Chair Smith asked for a motion to approve the meeting minutes of the January 23, 2020, October 22, 2020, and November 19, 2020 Closed Sessions as presented. Ms. Hoban motioned; seconded by Ms. Walsh. On a roll call vote, all voted yes. Motion carried.

ADJOURNMENT

Hearing no further business, the meeting adjourned at 7:39 p.m.

Mary Cornett, Recording Secretary

Thomas E. Allen, Board Secretary