

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, May 28, 2020, as a Virtual Meeting as authorized by Executive Order 2020-7. Chair Smith called the meeting to order at 6:01 p.m. When Secretary Allen called the roll, the following Trustees were present:

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

Ms. Evertsen viewed the Zoom meeting, but was unable to be seen or heard by the Trustee participants. Dr. Gabbard was present. Attorney Samuel Cavnar was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Smith led the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Chair Smith recited the Mission Statement.

MOMENT OF SILENCE

A moment of silence was held in honor of McHenry County College student, Andrew “Drew” Westfallen, who passed away earlier this month.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the April 23, 2020 Final Meeting of the Retiring Board, the Organization Meeting, and the First Meeting of the Newly Organized Board were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PUBLIC COMMENT

There were no visitors nor public comments submitted.

PRESIDENT’S REPORT

Dr. Gabbard reported that the MCC COVID-19 Response Team will meet next week to focus on a College Re-entry Plan, as we move into Phase 3 of Governor Pritzker’s *Restore Illinois* executive orders. The team’s planning will focus on several broad areas to include Fall Instructional Modalities, Student Remote Engagement, Employee re-entry, Student re-entry, Health and Safety, and Technology Support; each area focused on by an assigned cabinet member and their designated sub-committee. The Public Information Officer (PIO) and supporting team will continue to manage all communications around re-entry information, guidelines, and instructions. Administration plans for a cautious and phased re-entry of employees, then students, following the governor’s directives and CDC guidelines.

Dr. Gabbard reported on a recent CARES Act update; first recapping that in March Congress passed the act to provide relief to students in need, issuing broad guidelines. The Department of Education (DOE) has received much push-back on a stipulation they placed in order to distribute funds, which created barriers to doing so. The DOE has since issued a new notice which administrators understand would allow the College to move forward with distributing funds to more students identified as in need, with very minimal risk of audit exposure.

Dr. Gabbard then reported that state officials passed a flat budget. The College administration will leave the assumption of a 5% state revenue drop in its tentative FY 2021 budget, though things could change before presenting the final budget in September. Dr. Gabbard added that our summer enrollment is up, both in headcount and in credit hours, and our fall enrollment is consistent with the prior year. As such, administration is optimistic about seeing positive enrollment increases.

STUDENT TRUSTEE INDUCTION

Chair Smith introduced the Board's new Student Trustee, Gabriella "Gabby" German, and administered the Oath of Office. On behalf of the Board of Trustees he welcomed Gabby to the Board.

COMMUNICATIONS

A. Faculty Report

Faculty co-President, Ms. Sarah Sullivan, provided a compilation of updates from faculty before tonight's meeting, and went on to share her perspective on a most challenging spring semester. She is proud of her colleagues' efforts and in how they were able to do so much for the students while providing instruction remotely. Students were challenged with issues such as job loss and parents' job loss, and moving to all-online learning. She noted most had very successful outcomes due to faculty rising to the challenge, helping and guiding students through the learning process under unusual and challenging circumstances. Ms. Sullivan went on to say that faculty has been working on an E-Portfolio process as part of assessment, reviewing General Education goals, and becoming involved in student orientation, which provide a great connection opportunity.

B. Adjunct Faculty Report

No report given.

C. Staff Council Report

Ms. Tawnja Trimble submitted a written statement to the Board this evening, which was read by Chair Smith. In the statement, Ms. Trimble asked that those 31 employees being affected by Board Action tonight be recognized for their contributions to the success as the College transitioned to a remote work environment. Each of these employees accepted new tasks outside their position during these past two months, the majority serving as Student Navigators as MCC's instruction mode became online. Ms. Trimble acknowledged these employees' graciousness as they received difficult news of their temporary leave, and she and the College anxiously await their return when they will continue to be a valuable part of the staff team.

D. Attorney Report

No report given.

APPROVAL OF CONSENT AGENDA

Ms. Siddons motioned to accept the consent agenda as presented, seconded by Ms. Hoban. Chair Smith then opened the floor for questions and discussion. Discussion ensued, with Trustees urging that the College continue to stay ahead with regard to IT and infrastructure to ensure the ability to support a wide array of technologies going forward. Dr. Koronkiewicz provided information about the E108 remodel, noting that the

Title III Grant work continues with the creation of the second Pathway Center space in Building E. This space will offer program services currently only provided in Building A to those students with classes primarily in the outer buildings. It will also allow for faculty office hours which help build connections with students. With regard to the manner in which the CFO and President provide financial information to Trustees on a monthly basis, the format preferred by Trustees will be discussed at a future Board Retreat, as administration is happy to provide information in any - or multiple - ways. 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 #20-62
 - 2. Treasurer's Report, Board Report #20-63
 - 3. Ratification for Accounts Payable Check Register, Board Report #20-64
- B. Request to Approve/Lease/Purchase/Renew
 - 1. Business Intelligence Design and Support Services, Board Report #20-65
 - 2. Desktop and Laptop Computers, Board Report #20-66
 - 3. Ferrilli LLC Annual Enterprise Resource Planning (ERP) Support Agreement, Board Report #20-67
 - 4. Title III Grant Work Room E108 Construction Services, Board Report #20-68
 - 5. Amazon Points, Board Report #20-74
- C. Personnel
 - 1. Salary Adjustment, Board Report #20-69
 - 2. Appointment of Replacement Instructor of Speech, Board Report #20-70

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA:

No items were removed from the Consent Agenda.

FACULTY 2020 VOLUNTARY EARLY RETIREMENT INCENTIVE (VERI) PROGRAM, Board Report #20-71

Chair Smith asked for a motion to approve the VERI Program proposal; Ms. Speros motioned, seconded by Ms. Siddons. There was no discussion necessary. On a roll call vote, all voted in favor; motion carried.

PART-TIME STAFF FURLOUGH, Board Report #20-72

Chair Smith asked for a motion to approve; Ms. Siddons motioned, Vice Chair Walsh seconded. In discussions, Trustees acknowledged the difficulty in making such decisions, and look forward to welcoming those affected employees back after the temporary furlough. The statement shared by Staff Council representative Ms. Tawnja Trimble was appreciated by the Trustees. As with any questions posed to a Trustee, they should be forwarded to the Board Chair to direct a response. On a roll call vote all voted in favor; motion carried.

APPROVAL OF FISCAL YEAR 2021 TENTATIVE BUDGET, Board Report #20-73

Ms. Speros motioned, seconded by Ms. Hoban to approve the FY 2021 tentative budget. In discussions, Trustees felt the information provided during the budget presentation on May 19 was very complete, leaving them with no questions at this time. On a roll call vote, all voted in favor; motion carried.

FOR INFORMATION

- A. New Employees
- B. Employee Resignations and Retirement Notifications
- C. May 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. Sustainability Center Update

Chair Smith mentioned each of the above information reports provided, opening the floor for discussion and questions. Mr. Allen received a request from an alumna about the possibility of having a Facebook page dedicated to alumni. Vice Chair Walsh mentioned how pleased she was that the Center for Agrarian Learning received the Chicago Community Trust grant.

FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Siddons acknowledged these are sensitive, trying times, adding there is nothing easy about making difficult decisions with regard to employees. But given the current situation, she feels the temporary furlough is a conservative, proactive approach by leadership, and a very prudent action. She appreciates the caring efforts taken to make these decisions. She then thanked Ms. Speros for speaking up in meetings, which leads to good discussion and an open relationship as a Board.

Ms. Hoban shared her appreciation for the thoughts and insights shared by Ms. Siddons, and the value this brings to the Board.

Ms. Speros appreciated that tonight Trustees spoke with great concern about the furlough. She added that the current public health crisis is painful, with difficult economic consequences. She then mentioned speaking with the parent of an engineering pathways program student, who was very positive about MCC's transition to online instruction. The parent also shared how much she appreciated the video messages from Dr. Gabbard, finding them relatable, relevant, and informative. Ms. Speros is happy that MCC's 2020 Voices Literary Arts Magazine is out, and is proud to know a couple of students who submitted poetry writings.

Mr. Allen mentioned a Paramedic/EMT instructor reaching out to share that things have been going as well as possible, and that students have really stepped up with regard to completing their clinicals; making the best out of unusual circumstances.

Ms. German, new Student Trustee, shared that all her instructors did a superb job providing materials and information for her online classes and was happy instructors reached out and stayed connected with students.

Chair Smith, on behalf of the Board, again welcomed Gabby German to her Student Trustee role, adding that the Board looks forward to her contributions and to meeting her in person.

CLOSED SESSION

There was no closed session held.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 7:24 p.m.

Mary Cornett, Recording Secretary

Thomas E. Allen, Board Secretary