

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, June 25, 2020, as a Virtual Meeting as authorized by Executive Order 2020-7. 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. Evertsen  
Ms. Speros  
Ms. Walsh  
Mr. Smith  
Mr. Allen  
Ms. German

Ms. Siddons was absent. 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

Student Trustee German recited the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as amended.

ACCEPTANCE OF MINUTES

The minutes of the May 28, 2020 Regular Meeting of the Board of Trustees were accepted as amended.

OPEN FOR RECOGNITION OF VISITORS AND PUBLIC COMMENT

There were no visitors nor public comments submitted.

PRESIDENT'S REPORT

Dr. Gabbard recapped his report, noting that as the fall semester approaches, administrators are working to anticipate how students will best continue learning. Class sections have been created using a variety of teaching modes and the College remains fluid in making adjustments based off student needs. With these new class sections, students will be aware of the learning mode when they register for a course.

Dr. Gabbard went on to report that MCC will hold an event on July 15 focused on racial inequality. As listening is imperative to learning, the College's goal is to invite students and staff to share their personal stories and experiences, and from there, to grow in supporting positive change.

He then touched on fall enrollment planning, noting that many students have yet to make those decisions as to how they will proceed with their higher education learning plans. MCC is contacting thousands of students as well as implementing more marketing plans to reach as many potential students as possible – including traditional as well as the career and tech population who may wish to return to college. MCC has boosted its social media presence, also advertising on cable TV and via streaming services.

Dr. Gabbard ended by recapping the number of Spring 2020 graduates and certificate completers, noting the many honors awarded. The College put together a nice student awards presentation, and sent nearly 500 care packages to graduates. Students receiving high impact scholarships reflected a great representation of the district high schools from where our students come.

#### PRESENTATION: RETURN TO CAMPUS PLANNING

Dr. Gabbard recapped a phased return-to-campus plan created with both health and safety in mind. He noted a shift from previous conversations regarding those employees considered essential to come back to campus in the initial phases. Aside from those necessary for facilities, maintenance and security, in the initial return phase beginning July 6 employees who work directly with students will be on campus. As fall registration progresses, determinations will be made as to when to increase on-campus staff presence. All phases considered will be with safety in mind, with entrance protocols, face coverings required, a screening questionnaire and thermal checks. Administrators have worked tirelessly to consider every contingency and focus on all aspects including traffic flow in and out of buildings, maintaining social distancing, installing plexi-screens for high-contact employees, ionization processes for daily cleaning of all areas, and processes for vulnerable populations and anyone exhibiting symptoms. Discussion ensued and questions were asked, with clarification and answers provided to the Trustees.

#### COMMUNICATIONS

##### A. Faculty Report

No report given, though Faculty co-president Ms. Sarah Sullivan provided a compilation of updates, a "Faculty Spotlight" which was sent to Trustees before tonight's meeting.

##### B. Adjunct Faculty Report

No report given.

##### C. Staff Council Report

Ms. Tawnja Trimble shared her experience in making calls today to inform early-registered students of subsequent learning mode change, noting positive reception from those who answered her calls. The students were thankful the College reached out to explain these changes. She went on to report that staff continues to work hard with new innovations and initiatives, taking on different roles and duties. Ms. Trimble highlighted our sous Chef who has been working to complete COVID-19 related certifications while volunteering for additional duties - learning new technology and new things created by the pandemic. He is happy to do all he can to help the College. Lastly, on behalf of the Staff Council, Ms. Trimble offered best wishes to Ms. Deetra Sallis, MCC's Director of Employee Relations and Benefits who is leaving. Ms. Trimble appreciates Deetra's work at MCC and is thankful for all she has learned while working with Deetra.

##### D. Student Trustee Report

Ms. German reported on the new and improved online process for New-Student Orientation, noting many have already completed this orientation. She went on to share the GPA successes of the athletic teams and Student Government and mentioned the annual student awards video which was compiled and shared with the MCC community. She ended by sharing a message from a recipient of one of the student awards, who acknowledged the huge impact the award – and the unceasing support of MCC – had on her success in graduating despite her very challenging personal situation.

##### E. Attorney Report

No report given.

APPROVAL OF CONSENT AGENDA

Ms. Evertsen requested Board Reports #20-83 and #20-84 be removed from the Personnel section of the Consent Agenda, and Vice Chair Walsh motioned to accept the consent agenda as amended, seconded by Ms. Hoban. Chair Smith then opened the floor for questions and discussion. On a roll call vote, all voted in favor of approving the amended Consent Agenda.

For Approval

- A. Executive Summary and Financial Statements
  - 1. Executive Summary, Board Report #20-76
  - 2. Treasurer's Report, Board Report #20-77
  - 3. Ratification for Accounts Payable Check Register, Board Report #20-78
- B. Request to Approve/Lease/Purchase/Renew
  - 1. Annual Ellucian ERP, CROA, and Self Service Financial Aid Software Maintenance, Board Report #20-79
  - 2. Augusoft Lumens Integrated Professional (iPRO) and Lumens Contract Training – Premium Module Licenses, Board Report #20-80
  - 3. Emergency Medical Technician (EMT) Training, Board Report #20-81
  - 4. Title III: Pathways Web Development Contract, Board Report #20-82
- C. Personnel

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA:

Regarding Board Report #20-83, Appointment of Replacement Instructor of Entrepreneurial Agriculture and Horticulture, Chair Smith asked for a motion to approve before opening the floor for discussion. Vice Chair Walsh moved, seconded by Ms. Speros. In the discussion, Ms. Evertsen voiced concerns and asked questions. Dr. Gray clarified this is to replace the retiring Horticulture instructor position, with the primary responsibility of teaching the transfer courses for students pursuing baccalaureate degrees. He added this academic appointment requires a Master's degree, making it difficult to find an adjunct instructor with the precise qualifications. On a roll call vote, all Trustees voted in favor of this appointment, with the exception of Ms. Evertsen who voted no. The motion carried.

Regarding Board Report #20-84, Authorization for Personnel Appointment, Chair Smith asked for a motion to approve before opening the floor for discussion. Vice Chair Walsh moved, seconded by Ms. Speros. In discussions, Ms. Evertsen voiced concern with this, stating the role of Board is partially to have checks over the operation of the institution, adding she is hesitant to give up control of the board vote for personnel appointments. As the Board is currently meeting remotely via Zoom, she does not feel it would be difficult to call a meeting for purposes of appointments in July when the Board does not hold a regular meeting. Chair Smith acknowledged this valid point, then added the historical perspective that this action is brought forth annually to give Dr. Gabbard the ability to exercise his judgment and to authorize hiring when necessary in the month of July. Discussion continued, with clarification provided that this is only to be used for existing, open positions, not new positions. There are very few instances of hiring in any given July, usually for instructors, though this year there is a possibility of making a hire for one open staff position. On a roll call vote, all voted yes. Motion carried. Chair Smith appreciated the points made by Ms. Evertsen.

REQUESTS FOR EMERITUS OR LEGACY STATUS

- A. Request to Grant Honorary Legacy Status, Board Report #20-85
- B. Request to Grant Honorary Legacy Status, Board Report #20-86

Chair Smith asked for a motion to approve the two requests for Honorary Legacy Status as presented for Rita Dubas and Marie Day. Trustees are in favor of these honorary designations as appreciation for years of good

service to MCC. Ms. Evertsen motioned, seconded by Ms. Speros. On a roll call vote, all voted in favor; motion carried.

#### FOR INFORMATION

- A. New Employees
- B. Employee Resignations
- C. June 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. Mr. Allen welcomed Tina Hueppe as the newly elected Friends of MCC Foundation Board president. Christina Haggerty provided additional information about the Foundation's 2020 Golf Invitational on August 31, adding modifications have been made to hold an online auction portion of the event. She voiced great appreciation for the golf sponsors and donors who understand the importance of raising money to support MCC students, providing even more support during these uncertain times.

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

Vice Chair Walsh asked that at some point the Trustees be provided with information about the guided pathways and how this impacts students' success.

Ms. Hoban was proud of MCC for getting one of three transformational grants, noting this is a very competitive process. She also reported on enjoying her third online class through the Center of Agrarian learning, appreciative of the highly skilled speaker brought to MCC for this particular class lesson.

Ms. Speros appreciates the comprehensive planning being put into action for returning to campus, with all its health and safety protocols addressed. She is also proud of the MCC students who received special awards and recognitions reflected in the Student Awards Ceremony.

Mr. Allen voiced appreciation of the return-to-campus plan, and also remarked that as a parent of a college student, he feels MCC is far ahead of his student's transfer university in addressing and implementing learning plans going forward.

#### CLOSED SESSION

There was no closed session held.

#### ADJOURNMENT

Hearing no further business, the meeting was adjourned at 7:26 p.m.

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Mary Cornett, Recording Secretary

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Thomas E. Allen, Board Secretary