

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, August 27, 2020, as a Virtual Meeting as authorized by Executive Order 2020-7. Vice Chair Walsh called the meeting to order at 6:00 p.m. As this board meeting was held virtually, Vice Chair Walsh read the following statement, in accordance with Public Act 101-640 issued by the Governor's office:

“On May 29, 2020, Governor Pritzker issued the fourth Gubernatorial Disaster Proclamation for all counties in the State of Illinois. In consideration of this and due to the COVID-19 health pandemic, MCC President Gabbard has determined that a fully accessible in-person meeting this evening is not practical or prudent. In accordance with Public Act 101-640, this meeting will thus be held without the physical presence of a quorum of trustees at the regular meeting location. The regular meeting location is the Board Room at McHenry County College, Room A217, 8900 US Hwy. 14, Crystal Lake, Illinois 60012. Additionally, in consideration of the COVID-19 pandemic and present health protocols, including limitations on physical gatherings, it is not feasible to have a trustee, chief administrative officer, or chief legal counsel physically present at this meeting, or to allow members of the public to attend the meeting in-person. Members of the public may provide public comment and access all open portions of the meeting via the Zoom link and accompanying information located on the Board of Trustees page of MCC's website, which is located at: <https://www.mchenry.edu/board>.”

Vice Chair Walsh then confirmed that all Trustees could both hear and be heard by all in attendance.

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

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

Chair Mike Smith was absent. Dr. Gabbard was present. Attorney Samuel Cavnar was present as legal counsel.

PLEDGE OF ALLEGIANCE

Vice Chair Walsh led the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee German recited the College Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the June 16, 2020 Special Meeting and the June 25, 2020 Regular Meeting of the Board of Trustees 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 gave an update on Fall 2020 enrollment, and was very pleased to report that MCC is up 2.3% in credit hours and 4.8% in headcount. Peer college enrollment numbers reflect lower numbers, which make MCC's standing remarkable. Dr. Gabbard noted our various modes of classroom delivery provided students the needed options and opportunities that would work best for their personal learning needs. He went on to sincerely thank his President's Cabinet members, administrators, and staff for all the additional work, planning, advising and student calling campaigns; the results which bolstered our enrollment. He also appreciates efforts to provide security, safety and technology support, all essential components in moving forward.

Regarding the Health Screening Stations on MCC Crystal Lake campus, after monitoring traffic flow the first two weeks of classes it was determined an additional entrance be opened in Building F, the Liebman Science Center, in addition to the two current entrances in Buildings A and B.

The first meeting of the President's Task Force on Diversity and Inclusion has been scheduled for September 15. At this kick-off meeting, the task force members will discuss goals and initiatives for the group.

Dr. Gabbard stated that before the FY 2021 Budget is presented for final vote at the September Board of Trustees meeting, the Finance Committee has scheduled a meeting at which to review the budget. This committee meeting will be held on September 15 to recap and to discuss revenue and expenditures, in order to prepare the Board for the Public Budget Hearing that will take place on September 24, 2020. Dr. Gabbard then added that MCC has implemented an additional way for submission of public comment for board meetings – through email and through a web form. The plan is for Trustees to return to meeting in person in September, yet also be equipped with remote capability for any who require or prefer that meeting mode.

COMMUNICATIONSA. Faculty Report

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 thanked the Board and administrators for their willingness and flexibility in working with the union. 18 meetings were held this week to have conversations with staff and Human Resources. While such meetings can start with anxiousness, Ms. Trimble indicated all of them ended in gratitude for the College's efforts through these difficult times. She added that staff employees take pride in their own positions but also take great pride in being a part of MCC. They understand the College wants meaningful work for all and requires support to maintain all operational aspects of the College. These employees are very appreciative to be able to assist where needed. Ms. Trimble thanked Human Resources for their collaboration and team approach, and also stated that through this, we are learning new and more efficient processes that will be utilized going forward.

D. Student Trustee Report

Ms. German reported the students enjoyed receiving welcome back bags that included an MCC-branded face mask. She indicated 17 organizations have submitted registration packets to be active on campus this fall with plans to meet virtually and work on student engagement ideas. She then reported that MCC's virtual support sessions offered in August were well-attended by students.

E. Attorney Report

No report given.

APPROVAL OF CONSENT AGENDA

Vice Chair Walsh asked for a motion to approve the Consent Agenda. Ms. Siddons motioned, seconded by Ms. Evertsen, then the floor was opened for questions and discussion. On a roll call vote, all voted in favor of approving the Consent Agenda. Motion carried.

For Approval

- A. Executive Summary and Financial Statements
 - 1. Executive Summary, Board Report #20-87
 - 2. Treasurer's Report, Board Report #20-88
 - 3. Ratification for Accounts Payable Check Register, Board Report #20-89
 - 4. Ratification for Accounts Payable Check Register, Board Report #20-90
- B. Request to Approve/Lease/Purchase/Renew
 - 1. Annual Extreme Networks Maintenance Contract, Board Report #20-91
 - 2. Annual Microsoft Consortia Enterprise Agreement, Board Report #20-92
 - 3. Boiler Replacement for Building B BK Boilers, Board Report #20-93
 - 4. Mitel VoIP Phone System/AVST Voicemail Support and Maintenance, Board Report #20-94
 - 5. Online Database Services, Board Report #20-95
 - 6. Services/Installation for Cloud-Based MCC Store POS, Board Report #20-96
 - 7. Snow Removal Equipment, Board Report #20-97
 - 8. Snow Removal Services, Board Report #20-98
- C. Personnel
 - 1. Ratification of Hires Replacement Administrative Appointment, Board Report #20-99
 - 2. Salary Adjustment, Board Report #20-100

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

N/A

REQUEST TO GRANT HONORARY LEGACY STATUS, Board Report #20-101

Vice Chair Walsh asked for a motion to approve the request for Honorary Legacy Status as presented. Ms. Speros motioned, seconded by Ms. Hoban. 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. Office of Resource Development Update Year End Report – Fiscal Year 2020
- H. Sustainability Center Update

Vice Chair Walsh mentioned each of the Information reports provided, opening the floor for discussion; there was none.

FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Evertsen asked that with students taking online instruction, whether administrators are concerned students may be reaching out for tutoring of some kind, and what processes are in place to identify and help them. Dr. Gabbard responded that the Student Navigators are a liaison of sorts, connecting students with the help they need. He added that the College offers virtual and in-person tutoring, and administration is always pursuing additional modes and extended times to aid students in learning.

Ms. Siddons thanked all for the extraordinary efforts which resulted in outstanding enrollment numbers. She then mentioned we will hold a Finance and Audit Committee meeting before the September 15 Committee of the Whole meeting, to which all are invited. She is also looking forward to the Foundation's annual Golf Invitational on August 31.

Mr. Allen mentioned parents have reached out to him to let him know MCC is far above in executing health screenings and safety protocol necessitated by the coronavirus, in order to allow staff and students on campus safely. He thanked the College for efficiently handling all the details to ensure smooth transitions for students, and is very appreciative of the Student Navigator role which impacts the success of online learning plans.

Ms. Speros congratulated administrators on the fall enrollment results. She mentioned talking with a parent who stressed she likes the options for MCC career training, but would like more promotion of these offerings.

Vice Chair Walsh asked questions on adult education. Dr. Gina McConoughey replied that ESL and GED classes are offered mainly online with fairly consistent enrollment. Dr. Gabbard reported continuing education has suffered some as it depends on bringing in groups to campus through the Shah Center, though the College continues to actively promote and market our program offerings.

CLOSED SESSION

There was no closed session held.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 6:48 p.m.

Mary Cornett, Recording Secretary

Thomas E. Allen, Board Secretary