

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, November 19, 2020, 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. German
Mr. Smith

Ms. Evertsen was absent. 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 presented.

ACCEPTANCE OF MINUTES

The minutes of the October 22, 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 reported that for the new Center for Advanced Technology and Innovation (CATI), the CDB/Capital Development Board voted to select Ross Barney Architects of Chicago. Dr. Gabbard has scheduled a campus walk-through with Ross Barney to get a sense of their ideas moving forward, and to share MCC's vision for this new space. The College plans to graduate about 100 and train nearly 400 students each year, many of them workers desiring to skill up, learning new technology.

He went on to announce a generous donor has come forward to support the CATI with a lead gift of \$2.5 million, with naming rights. More news of this exciting donation will be announced soon.

Dr. Gabbard went on to provide a COVID-19 operations update, given the rising COVID-19 positive incidents in Illinois. Out of an abundance of care and caution, MCC has made adjustments to move all in-person lecture classes to online beginning November 16 to continue through early January, with the expectation to return to campus near the beginning of the spring 2021 semester. During this time on campus activity is limited, as is on-campus staffing to serve students and to provide on-campus appointments as needed. He added the College is reaching out to students to support their needs as they finish fall semester and to assist with spring enrollment.

Dr. Gabbard reported the College has sent congratulatory messages to newly elected officials representing our College district as a result of the November 2020 election. MCC has invited them to campus and offered to be a resource to these new representatives.

Dr. Gabbard reported on the MCC Day of Giving held on November 12, noting a 20% increase in donations over last year's event. He thanks all who gave so generously to help MCC students.

COMMUNICATIONS

A. Faculty Report

Faculty co-president Ms. Sarah Sullivan provided the November 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 flexibility in working to reassign staff impacted by the move to remote learning. She then announced Pat Kallaus will be joining her as the V.P. of Staff Council due to Wendy Lauen's new position with the Grants department. Ms. Trimble and Ms. Lauen shared appreciation for one another, thankful for all they accomplished and learned while working together on the Staff Council these past years. She welcomes Ms. Kallaus to the Staff Council, and congratulated Ms. Lauen on her new position.

D. Student Trustee Report

Ms. German gave a report on events and programs held for students during November.

E. Attorney Report

No report given.

APPROVAL OF CONSENT AGENDA

Chair Smith asked for a motion to approve the Consent Agenda. Ms. Siddons motioned, seconded by Ms. Speros. Trustees asked questions about board reports, and clarification was provided. 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 #20-123
 2. Treasurer's Report, Board Report #20-124
 3. Ratification for Accounts Payable Check Register, Board Report #20-125
- B. MCC 2021 Calendar of Events with Alcohol Service, Board Report 20-126
- C. Determination of Seniority for Full-Time Faculty, Board Report #20-127

- D. Minimum Qualifications for Full-Time Faculty 2020-2021, Board Report #20-128
- E. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
 - 1. Advanced Driver Assistance Systems (ADAS) Diagnostic and Calibration Equipment, Bd Rpt #20-129
 - 2. Cisco SmartNet Support, Board Report #20-130
 - 3. Darktrace Immune System, Board Report #20-131
 - 4. Hunter Hawkeye Elite Wheel Alignment Equipment, Board Report #20-132
 - 5. Site License for Linked-In Learning Web-based Training Programs, Board Report #20-133
- F. Personnel
 - 1. Appointment of Replacement, Director, Grants, Board Report #20-134
 - 2. Approval of Modified Administrative Appointment, Board Report #20-135
 - 3. Approval of New Administrative Position and Direct Hire, Executive Director, Human Resources, Board Report #20-136
 - 4. Authorization for Personnel Appointments, Board Report #20-137

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

N/A

VOLUNTARY EARLY RETIREMENT INCENTIVE (VERI) PARTICIPANTS, Board Report #20-138

Ms. Siddons motioned, seconded by Ms. Speros, to approve Board Report #20-138. After sharing stories about the employees retiring, a roll call vote was taken with all voting in favor. Motion carried.

REQUESTS TO GRANT HONORARY LEGACY STATUS, Board Reports #20-139 and #20-140

Chair Smith asked for a motion to grant honorary legacy status for both board reports #20-139 and #20-140. Ms. Walsh motioned, seconded by Ms. Siddons. On a roll call vote, all voted in favor. Motion carried.

ADOPTION OF 2020 TAX LEVY, Board Report #20-141

Chair Smith asked for a motion to adopt the 2020 Tax Levy; Ms. Walsh motioned, seconded by Ms. Speros. Chair Smith expressed appreciation of Dr. Gabbard, administration, and the institution in managing the fiscal responsibilities of the College, noting this is the seventh time in the last eight years to pass a flat levy. On a roll call vote, all Trustees voted in favor. Motion carried.

FISCAL YEAR 2022 RESOURCE ALLOCATION MANAGEMENT PROGRAM (RAMP), Board Report #20-142

Per Dr. Gabbard's request to present the RAMP in more detail in January, the Board agreed to table action until the January Board meeting.

FOR INFORMATION

- A. New Employees
- B. Employee Resignations and Retirement Notifications
- C. November 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. With regard to the Foundation update, Ms. Walsh noted that Carol Larson led the Harvard Lions Club in establishing three new scholarships. Ms. Walsh appreciates these efforts and hopes for continued good working relationships between MCC and the Harvard Lions Club.

FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Siddons thanked administration and faculty for continuing to reach out to students, acknowledging those struggling during this pandemic and with different instruction modes. She then asked that administrators let the Trustees know whether they can in any way with the upcoming virtual graduation.

APPROVE AMENDMENT TO THE PRESIDENT'S EMPLOYMENT AGREEMENT TO MODIFY THE TERM OF THE AGREEMENT TO BE FROM JANUARY 1, 2021 THROUGH DECEMBER 31, 2024 AND TO PROVIDE FOR THE PAYMENT OF A SINGLE LUMP SUM RETENTION INCENTIVE TO THE PRESIDENT

Chair Smith asked for a motion to approve; Ms. Siddons motion, seconded by Ms. Walsh. On a roll call vote, all voted in favor. Motion carried.

Copies of the proposed Amendment to the President's Employment Agreement and the current President's Employment Agreement are available at www.mchenry.edu/board or by contacting the Office of the President, on campus in Room A233, during regular business hours.

CLOSED SESSION

At 6:48 p.m., Chair Smith asked for a motion to move into Closed Session under Illinois Open Meetings Act 120/2(c) #1 – Personnel. Attorney Cavnar suggested adding # 11 – Litigation, and #21 – Review of Closed Session Minutes. Ms. Siddons moved on the amended motion; Ms. Speros seconded. On a roll call vote, all were in favor.

At 7:30 p.m. Ms. Siddons motioned to come out of Closed Session, seconded by Ms. Hoban. On a voice vote, all were in favor.

APPROVAL OF SEPARATION AGREEMENT WITH FORMER EMPLOYEE

Chair Smith asked for a motion to approve the separation agreement of Adriane Hutchinson pursuant to the terms reviewed by the Board in closed session. Ms. Walsh motioned; seconded by Ms. Hoban. There was no further discussion. On a roll call vote, all voted in favor. Motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 7:34 p.m.

Mary Cornett, Recording Secretary

Thomas E. Allen, Board Secretary