

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

Thursday, February 24, 2022
Regular Board Meeting



MCC Conference Center - A215
8900 U.S. Highway 14
Crystal Lake, IL 60012

MINUTES

1. CALL TO ORDER

Vice Chair Allen called the meeting to order at 6:02 p.m.

2. ROLL CALL

Vice Chair Allen announced that Trustee Evertsen would be attending via telephone. He asked Secretary Hoban to call the roll for all Trustees physically present. Six Board Trustees were physically present, with the exception of Trustees Evertsen.

Vice Chair Allen asked Trustee Evertsen whether any closed session conversation will be kept confidential. Trustee Evertsen confirmed.

Motion: Move that the Board of Trustees approve Trustee Evertsen to attend via telephone. Trustee Morton motioned, seconded by Trustee Walsh. Motion Approved.

Vice Chair Allen asked Secretary Hoban to take a final roll call to include all Trustees attending.

Trustees Present

Suzanne Hoban
Elizabeth Speros
Molly Walsh
Diane Evertsen – attended via telephone
Dale Morton
Tom Allen
Edith Sanchez
Carlos Arévalo

Also Present

Dr. Clinton Gabbard- College President
Joe Perkoski – Legal Counsel

3. PLEDGE OF ALLEGIANCE

Vice Chair Allen led the Pledge of Allegiance.

4. COLLEGE MISSION STATEMENT

Student Trustee Sanchez recited the College Mission Statement.

5. ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

6. APPOINTMENT OF TRUSTEE

Move that the Board of Trustees appoint Mr. Carlos Arévalo as Board Trustee. Trustee Hoban motioned; Trustee Morton seconded.

7. OATH OF OFFICE

Vice Chair Allen then issued the Oath of Office to newly elected Trustee Carlos Arévalo who will be serving on the Board of Trustees until April 2023.

8. ELECTION OF BOARD OFFICER(S)

The resignation of Chair Siddons left a vacant position for Board Chair.

Vice Chair Allen opened the floor for nominations for the position of Board Chair. Trustee Morton nominated Trustee Allen for Board Chair, Trustee Speros seconded. No other nominations were made, and there was no discussion. The roll was called with all voting in favor of Trustee Allen. The announcement was made that Tom Allen will serve as Board Chair for the coming year.

Chair Allen announced that the floor was open for nominations for the position of Vice Chair. Trustee Morton nominated Trustee Hoban, and Trustee Speros seconded the motion. No other nominations were made, and there was no discussion. The roll was called with all voting in favor of Trustee Hoban. The announcement was made that Suzanne Hoban will serve as Board Vice Chair for the coming year.

Chair Allen announced that the floor was open for nominations for Board Secretary. Chair Allen nominated Trustee Morton and Trustee Speros seconded the motion. There were no other nominations, and there was no discussion. The roll was called, and all voted in favor of Trustee Morton. The announcement was made that Dale Morton will serve as Board Secretary for the coming year.

9. ACCEPTANCE OF MINUTES: Regular Board Meeting, January 27, 2022

Motion: Move that the Board of Trustees approve the minutes from regular Board meeting, January 27, 2022. Trustee Walsh motioned, seconded by Trustee Speros. Motion approved. Trustee Arévalo abstained.

10. OPEN FOR RECOGNITION OF VISITORS / PUBLIC COMMENTS

There were no visitors nor public comments for the Board.

11. PRESIDENT'S REPORT: DR. CLINTON GABBARD

Dr. Gabbard noted that he appreciates the Board for working it out in the Board transition. He has had conversations with other presidents that the Board transition at their colleges is not as smooth as here.

COVID-19 Update

In alignment with the Governor's recommendation from earlier this month, individuals will no longer be required to wear a mask/face covering on campus beginning on Monday, February 28. Mask-wearing will still be encouraged, and respected, for those individuals choosing to continue this health safety practice. We strongly encourage individuals to continue wearing a mask in crowded classrooms and other highly populated areas of campus.

MCC Day of Remembrance and Resilience

In honor and reflection of the two-year anniversary since the COVID-19 pandemic began, MCC is holding a Day of Remembrance and Resilience on Monday, March 14. The focus of this day will allow individuals to reflect on the past two years of collective work, share diverse memories and experiences, and acknowledge the connectedness and resilience of employees across the College.

MCC Website Now Offers Translation Capabilities

The College's website now offers full translation in both Spanish and Polish. This option is located in the

upper right-hand corner of the page. Leveraging services through Google Translate, the Office of Marketing and Public Relations team has finalized all webpages to ensure readability and scalability in these languages based on which device someone is using to look at the website. Additional website translation will soon be available in other languages as well.

Update on Foglia CATI Funding

Dr. Gabbard gave an overview of the funding evolution related to the Foglia Center for Advanced Technology and Innovation (CATI). Significant changes have occurred since the approval of the Foglia CATI project under the Resource Allocation Management Plan (RAMP) in 2020. With additional funding needs associated with federal equipment grants and the updated inflationary impact, the College is analyzing the FY 2022 Budget's end performance. Currently, we expect that both salaries and benefits will be under budget. When budgeting salaries for FY 2022, we employed a 3.32% vacancy rate to account for unfilled positions throughout the year. However, there has been a challenge in filling many positions due to economic conditions and labor shortages. Therefore, the College is currently looking at a potential 8% or more vacancy, which equates to a potential savings of approximately \$2 million. Benefits use has not yet returned to pre-pandemic levels. For FY 2022, we estimate to be under budget in this group by approximately \$500,000. Given the College's strong financial position and the potential one-time savings within the FY 2022 Budget, we propose increasing the budgeted FY 2022 fund transfer of \$1,000,000 to a minimum of \$2,500,000 to Fund 03 Operations and Maintenance (Restricted). Fund 03 is projected to have an unrestricted balance of only \$320,000 once all the projects are completed. Other than that balance, every dollar in Fund 03 is currently assigned toward approved projects. This increased transfer will provide necessary funding for the current budgetary demands of the Foglia CATI. Finishing a budget with a strong result and having a sound financial position allows the College this ability to react and adapt to an ever-changing environment.

Upcoming Events

Dr. Gabbard gave an overview of upcoming events of the College.

12. RECOGNITION OF ICCTA OUTSTANDING FACULTY OF THE YEAR

Dr. Gabbard introduced faculty member, Ms. Lisha Linder who has been selected to represent the College as its Outstanding Faculty of the Year. Dr. Koronkiewicz recapped details surrounding the nominees and selection process for this award, and remarked that Ms. Linder is an enthusiastic, involved, and energetic leader on campus. Her enthusiasm in leading Early Childhood Education has been outstanding and very much appreciated. She has made so many improvements in her time at MCC. All congratulated Ms. Linder on this honor.

13. COMMUNICATIONS

A. Faculty Report: Ms. Sarah Sullivan

Ms. Sarah Sullivan gave a recap of the Faculty Spotlight report submitted to the Board of Trustees.

B. Student Trustee Report: Ms. Edith Sanchez

Student Trustee Sanchez gave a recap of the student activities that were in her report submitted to the Board of Trustees.

14. APPROVAL OF CONSENT AGENDA

Motion: Move that the Board of Trustees approve the consent agenda as presented. Trustee Walsh motioned; Trustee Hoban seconded. Motion approved.

For Approval

A. Executive Summary and Financial Statements

1. Executive Summary, Board Report #22-18
2. Treasurer's Report, Board Report #22-19
3. Ratification for Accounts Payable Check Register, Board Report #22-20
- B. 2022 ICCTA Outstanding Full-time Faculty Member Award, Board Report #22-21
- C. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
 1. Cancer Registry Management Certificate, Board Report #22-22
 2. Commencement Stage, Board Report #22-23
 3. Ferrilli Database Administration Services, Board Report #22-24
 4. Microsoft Unified Enterprises Support, Board Report #22-25
 5. Commvault Backup Annual Support Agreement, Board Report #22-26
 6. Landscape Services for Student Farm Renovation. Board Report #22-27
 7. Food Hub Feasibility Study, Board Report #22-28
- D. Personnel
 1. Salary Adjustment, Board Report, Board Report #22-29

15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from consent agenda.

16. ONE YEAR CONTRACT EXTENSION FOR AUDITOR SERVICES, Board Report #22-30

Motion: Move that the Board of Trustees approve a one-year contract extension for auditor services. Trustee Speros motioned; Trustee Hoban seconded. Motion approved.

17. FY 2023 FLAT TUITION APPROVAL, Board Report #22-31

Motion: Move that the Board of Trustees approve the FY 2023 Flat Tuition. Trustee Hoban motioned; Trustee Arévalo seconded. Motion approved.

18. OUT-OF-DISTRICT AND OUT-OF-STATE TUITION AND FEES, Board Report #22-32

Motion: Move that the Board of Trustees approve the out-of-district and out-of-state tuition and fees. Trustee Walsh motioned; Trustee Hoban seconded. Motion approved.

19. APPROVAL OF FACULTY FOR TENURE APPOINTMENT IN 2022-2023, Board Report #22-33

Motion: Move that the Board of Trustees approve the appointment of faculty for tenure. Trustee Hoban motioned; Trustee Arévalo seconded. Motion approved.

20. APPROVAL TO EXTEND THE FOURTH PROBATIONARY YEAR FOR NON-TENURED FACULTY, Board Report #22-34

Motion: Move that the Board of Trustees approve to extend the fourth probationary year for non-tenured faculty. Trustee Hoban motioned; Trustee Walsh seconded. Motion approved.

21. FACULTY SPONSORED LEAVE, Board Report #22-35

Motion: Move that the Board of Trustees approve a faculty sponsored for Todd Culp. Trustee Speros motioned; Trustee Walsh seconded. Motion approved.

22. BOARD POLICY MANUAL, 2.1.1. Investments, Second Reading and Approval, Board Report #22-36

Motion: Move that the Board of Trustees approve policy change 2.1.1 Investments be adopted. Trustee Walsh motioned; Trustee Hoban seconded. Motion approved.

23. FOR INFORMATION REPORT

Vice Chair Allen commented that a lot of good information reports were included in the Board packet and went over all the reports titles.

24. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

Trustee Speros asked to add Board Retreat to next month's COTW meeting.

Trustee Walsh thanked Mr. Allen, Ms. Hoban and Mr. Morton for stepping up and taking the leadership positions. She would like to have a finalized DEBI report next month.

Trustee Evertsen would like a report on how the MCC Store is doing for a future agenda item.

Trustee Arévalo thanked everyone for the support and is honored to be part of the MCC Board of Trustees. He is looking forward to working with everyone.

Trustee Sanchez welcomed Mr. Arévalo to the Board. Also, she encouraged the Board Trustees to stop by the basketball game if they had a chance.

Trustee Morton welcomed Mr. Arévalo to the Board.

Trustee Hoban noted that she is excited about the opportunity for the Cancer Registry Management Certificate.

25. CLOSED SESSION

At 7:47 p.m., Chair Allen asked for a motion to move into Closed Session under Illinois Open Meetings Act 120/2(c), Exception #2 Collective Negotiations and Exception #21 – Review of Closed Session Minutes. Trustee Hoban motioned; seconded by Trustee Arévalo. On a roll call all were in favor.

Closed session started at 7:57 p.m.

At 8:04 p.m. Trustee Hoban motioned to come out of Closed Session, seconded by Trustee Speros. On a voice vote, all were in favor.

Dr. Gabbard thanked the Board for reviewing the MOU-rollover of 2019-2022 Collective Bargaining Agreement with the MCC Faculty Association and the MOU will be approved at the March BOT Meeting.

26. ACCEPTANCE OF CLOSED SESSION MINUTES: January 27, 2022 Regular Board Meeting Closed Session Minutes.

Motion: Move that the Board of Trustees approve the closed session minutes from January 27, 2022 Regular Board Meeting. Trustee Hoban motioned; Trustee Arévalo seconded. Motion approved.

27. ADJOURNMENT

Hearing no further business, Trustee Hoban motioned to adjourn, seconded by Trustee Walsh. All voiced aye and the meeting adjourned at 8:07 p.m.

Denisa J. Shallo, Recording Secretary

Dale Morton, Board Secretary