

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, June 24, 2021, in the MCC Conference Center, Rooms A213-215, in Building A on the Crystal Lake Campus. Chair Siddons called the meeting to order at 6:00 p.m.

When Secretary Hoban called the roll, the following were present:

Ms. Hoban
Ms. Siddons
Ms. Speros
Ms. Walsh
Mr. Morton
Mr. Allen
Ms. Evertsen
Ms. Sanchez

Dr. Gabbard was also present. Attorney Samuel Cavnar was present as legal counsel.

COLLEGE MISSION STATEMENT

Student Trustee Sanchez recited the College Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the regular board meeting held on May 27, 2021 were accepted as presented.

OPEN FOR RECOGNITION OF PUBLIC COMMENTS

There were no visitors nor public comments for the Board.

PRESIDENT'S REPORT

As discussed in a previous meeting, Dr. Gabbard provided a case study report highlighting solar savings at Shah Center which reflected substantial savings in energy costs.

Related to the Access Roadway and Dock Project, Dr. Gabbard reported on the approval granted by the Capital Development Board (CDB) in May, 2019 for this deferred maintenance project. On June 11, 2021 the CDB opened the bid results. The lowest bid – with its added/required 10% contingency of \$49,075.61 – resulted in this project being over the authorized budget by \$56,831.73. As such, Dr. Gabbard asked the Board whether they would support the change in the local share of the 25% match of \$140,000.00 to an amount not to exceed \$196,831.73 should it be necessary during completion of this work. After discussion, the Trustees voiced no opposition to proceeding with the repairs. Board action related to this change will be scheduled for August 26, 2021.

Dr. Gabbard shared that all will have another chance to attend the virtual *Listening for a Cause* recorded in April for a \$20 donation to the MCC Student Success Fund.

He then recapped some upcoming MCC events scheduled, among them the July 10 Gardenwalk, the MCC Store Grand Re-Opening scheduled for the week of July 26, and the October 29 President's Dinner. He encourages Trustees who have never attended MCC's Fall Opening Day to join us on August 12 and participate in events and activities on that day.

Dr. Gabbard by reporting no real update on the Foglia CATI, aside from attending a lengthy meeting recently after which the architect is working to retain every square foot of desired space and reduce costs in order to have good options for Trustees to consider in order to move forward with this project.

COMMUNICATIONS

A. Faculty Report

Ms. Sarah Sullivan provided the June Faculty Spotlight which was provided to Trustees at the meeting.

B. Adjunct Faculty Report

No report.

C. Staff Council Report

No report.

D. Student Trustee Report

Student Trustee Sanchez prepared a written report that recapped student activities of this past month. She relayed that online orientation began on April 5 for incoming summer and fall students and the College has had 510 students complete orientation in this manner. Upon completion, students are then contacted by their assigned advisor and invited to meet and get answers the students may need. Ms. Sanchez also reported that MCC's Purple Pride Relief Funds are set up to assist students who have experienced economic challenges related to the COVID-19 pandemic. Also, she reported on student-athletes Spring 2021 semester grades that resulted in an average 3.13 GPA.

E. Attorney Report

Attorney Cavnar shared a heartfelt message directed to the Board Trustees, Dr. Gabbard and MCC Administrators, as this is his last board meeting. He has enjoyed working with and representing McHenry County College. He went on to introduce Mr. Kenneth Florey, his colleague from Robbins-Schwartz who will take over as legal counsel for the College upon Mr. Cavnar's departure.

APPROVAL OF CONSENT AGENDA

Chair Siddons asked whether there were any board reports to be removed from the Consent Agenda before asking for a motion to approve. Mr. Allen motioned; seconded by Ms. Hoban. Questions were asked about furniture and catalog software being purchased, and about board action related to the CampusWorks Information Technology Services Contract Agreement. Discussion ensued, with answers and clarification provided. On a roll call vote, all voted in favor of approving the Consent Agenda as presented.

For Approval

- A. Executive Summary and Financial Statements
 1. Executive Summary, Board Report #21-68
 2. Treasurer's Report, Board Report #21-69
 3. Ratification for Accounts Payable Check Register, Board Report #21-70
- B. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
 1. MCC 2021 Updated Calendar of Events with Alcohol Service, Board Report #20-126, Amended

2. Adobe Site License Agreement, Board Report #21-71
 3. CampusWorks, Inc. Information Technology Services Contract Agreement, Board Report #21-72
 4. Catalog Production Software, Board Report #21-73
 5. ComEd Electrical Supply to New Storage Building, Board Report #21-74
 6. Digital Lightboard and One Button Studio, Board Report #21-75
 7. Electrical Equipment Upgrades, Board Report #21-76
 8. Ferrilli LLC Annual Enterprise Resource Planning (ERP) Support Agreement, Board Report #21-77
 9. Furniture for B166-B167 and B255 Math Tutoring Services Center, Board Report #21-78
 10. New Next Generation Firewalls Hardware/Install, Board Report #21-79
 11. Support/Services for Cloud-Based MCC Store POS, Board Report #21-80
 12. Title III: Pathways Center Furniture for Room E108, Board Report #21-81
- C. Personnel
1. Authorization for Personnel Appointment, Board Report #21-82
 2. Salary Adjustment, Board Report #21-83

REQUEST TO GRANT HONORARY LEGACY STATUS, Board Report #21-84

Chair Siddons asked for a motion and a second to approve this action. Mr. Allen moved, seconded by Mr. Morton. There was no discussion needed. On a roll call vote, all voted yes. Motion carried.

APPROVAL OF FISCAL YEAR 2022 TENTATIVE BUDGET, Board Report #21-85

Chair Siddons asked for a motion and second to approve the FY 2022 Tentative Budget, then opened the floor for discussion. Ms. Walsh moved and Mr. Allen seconded. During discussion, Ms. Evertsen stated she is not in favor of the budget, related to its salary increases. Ms. Walsh then suggested that for budget review time be spent on all revenue and expense categories that are not discussed often but which do add up. Mr. Allen and Ms. Speros agreed with Ms. Walsh that they would like more review of all the funds ongoing throughout the year. Dr. Gabbard agreed and will provide more review monthly at board meetings. On a roll call vote, all voted yes with the exception of Ms. Evertsen who voted no. Motion carried.

FISCAL YEAR 2023 RESOURCE ALLOCATION MANAGEMENT PROGRAM (RAMP), Board Report #21-86

Mr. Allen moved to approve Board Report #21-86; seconded by Mr. Morton. During discussion, Ms. Evertsen asked for clarification about the project which includes a new fire tower. Mr. Tenuta answered that this project also includes a first responder training center for police, fire, ambulance with their more specialized training regimen, in addition to a new fire tower. On a roll call vote, all voted yes. Motion carried.

ADMINISTRATIVE COMPENSATION ADJUSTMENT FOR FY 2022, Board Report #21-87

Ms. Walsh motioned to approve Board Report #21-88, seconded by Mr. Speros. There was no discussion, and on a roll call vote, all voted in favor with the exception of Ms. Evertsen who voted no. Motion carried.

COMPENSATION ADJUSTMENT FOR CONFIDENTIAL AND SECURITY PERSONNEL FY 2022-FY 2024, Bd Rpt #21-88

Mr. Allen motioned to approve Board Report #21-88, seconded by Mr. Morton. There was no discussion, and on a roll call vote, all voted in favor with the exception of Ms. Evertsen who voted no. Motion carried.

COMPENSATION ADJUSTMENT FOR CONTINGENT EMPLOYEES FOR ACADEMIC YEAR 2021-2022, Bd Rpt #21-89

Ms. Walsh motioned to approve Board Report #21-89, seconded by Mr. Allen. There was no discussion, and on a roll call vote, all voted in favor with the exception of Ms. Evertsen who voted no. Motion carried.

CONTINGENT TUTOR SALARY REPLACEMENT, Board Report #21-90

Ms. Speros motioned to approve Board Report #21-90, seconded by Mr. Allen. Questions were asked related to tutor qualifications and hiring. Ms. Walsh shared concerns related to the salary matrix, and Ms. Skinder explained how Human Resources continually monitors salary ranges in order to bring forth salary shifts when the market dictates. On a roll call vote, all voted yes, with the exception of Mr. Morton who abstained from voting.

MEMORANDUM OF AGREEMENT BETWEEN BOARD OF TRUSTEES OF MCHENRY COUNTY COLLEGE AND MCHENRY COUNTY COLLEGE STAFF COUNCIL, Board Report #21-91

Mr. Allen motioned to approve Board Report #21-91, seconded by Ms. Evertsen. In discussions, Ms. Skinder clarified an omission to the Agreement which Staff Council had voted on and approved, but which was inadvertently omitted from the draft agreement. Clarification was added to the contract in Section D. On a roll call vote, all voted in favor. Motion carried.

FOR INFORMATION

1. New Employees
2. Employee Resignations and Retirement Notifications
3. June Committee Meeting Summary
4. Center for Agrarian Learning Update
5. Friends of McHenry County College Foundation Update
6. Grants Office Update
7. Office of Marketing and Public Relations Update
8. Sustainability Center Update
9. Workforce Development Update

Chair Siddons mentioned each of the Information Reports provided in the board packets.

FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Walsh congratulated Christina Haggerty who will be honored at a *Women of Distinction* event on June 30. Ms. Walsh then thanked Attorney Sam Cavnar for his service to the board, wishing him luck before welcoming new Board Attorney, Ken Florey. Ms. Walsh also asked that Dr. Gabbard keep Trustees updated to any CATI action during July when the board has no scheduled meetings.

Ms. Hoban echoed Ms. Walsh's congratulations to Christina Haggerty, and sentiments to both Sam Cavnar and Ken Florey, Board Counsel.

Mr. Allen thanked Mr. Cavnar for serving the board, then shared his hope that we continue to see him at future annual Foundation golf outings.

Dr. Gabbard received a PACE survey and looks forward to sharing it with Trustees in August.

CLOSED SESSION

At 7:21 p.m., Chair Siddons asked for a motion to move into Closed Session under Illinois Open Meetings Act 120/2(c) #1 – Personnel, and #21 – Review of Minutes. Ms. Walsh moved; Ms. Evertsen seconded. On a roll call vote, all were in favor. After a short break, the closed session meeting began.

At 8:10 p.m. Ms. Evertsen motioned to come out of Closed Session, seconded by Mr. Allen. On a roll call vote, all were in favor.

ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meetings of February 25, 2021 and March 25, 2021

Chair Siddons asked for a motion to approve the minutes of the February 25, 2021 and March 25, 2021 Closed Session meetings as presented. Ms. Hoban motioned; seconded by Ms. Evertsen. On a roll call vote, all voted yes with the exception of Mr. Morton, who abstained from voting. Motion carried.

ADJOURNMENT

Hearing no further business, the meeting adjourned at 8:12 p.m.

Mary Cornett, Recording Secretary

Suzanne Hoban, Board Secretary