

**BOARD OF TRUSTEES**  
**McHENRY COUNTY COLLEGE DISTRICT #528**

Thursday, November 18, 2021  
Regular Board Meeting



MCC Board Room A217  
8900 U.S. Highway 14  
Crystal Lake, IL 60012

**MINUTES**

Vice Chair Allen presided over this meeting as Chair Siddons joined the meeting over the phone.

**1. CALL TO ORDER**

Vice Chair Allen called the meeting to order at 6:01 p.m.

**2. ROLL CALL**

Vice Chair Allen announced that Trustees Evertsen and Siddons 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 and Siddons.

Vice Chair Allen asked Trustees Evertsen and Siddons whether any closed session conversation will be kept confidential. Trustees Evertsen and Siddons both confirmed.

Motion: Move that the Board of Trustees approve Trustee Evertsen and Trustee Siddons to attend via telephone. Trustee Speros 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  
Mary Beth Siddons-attended via telephone  
Elizabeth Speros  
Molly Walsh  
Diane Evertsen – attended via telephone  
Dale Morton  
Tom Allen  
Edith Sanchez

**Also Present**

Dr. Clinton Gabbard- College President  
Ken Florey – 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. ACCEPTANCE OF MINUTES: Regular Board Meeting, October 28, 2021

Motion: Move that the Board of Trustees approve the minutes from regular Board meeting, October 28, 2021. Trustee Morton motioned, seconded by Trustee Walsh. Motion approved.

7. OPEN FOR RECOGNITION OF VISITORS / PUBLIC COMMENTS

There were no visitors nor public comments for the Board.

8. PRESIDENT'S REPORT: Dr. CLINTON GABBARD

**COVID-19 Update – Preparations for Spring 2022 Semester**

Dr. Gabbard updated the Board on preparations for Spring 2022 Semester. Through the duration of the fall semester, we have continued to simultaneously serve students and ensure compliance without turning a single student away from learning in our facilities.

While there are still several weeks left in the term, preparation for the Spring 2022 semester has already begun. Part of this preparation includes communication about the mandate with those students enrolled for spring in-person classes. Over the coming weeks, we want to ensure that as many in-person students as possible comply before the semester begins. Specifically, we have launched two parallel communication plans for specific student groups. Each plan includes the combined use of email, texts, web reminders, and phone calls to ensure that students receive ample information.

We are also adjusting the webpage where students are directed to go so that instructions are clear and organized in a stepped format – see [www.mchenry.edu/welcomeback](http://www.mchenry.edu/welcomeback). Since we will be able to confirm that all in-person students and all employees are complying, we will no longer use screening stations at specific campus entrances, and instead we will re-open all entrances on campus. If a student registers for an in-person class but is not willing to provide proof of COVID-19 vaccination or get weekly testing, the student will be dropped from that class and will not be allowed on campus until they are able to show compliance with the mandate. Visitors will still be required to wear masks and adhere to all safety measures.

**New MCC Storage Building Construction Update**

Dr. Gabbard informed the Board that the groundwork for the New Storage Building began on Monday, November 15, 2021. There is earth moving equipment on-site and the contractor started the work of creating the road to the new storage building. This project has an estimated completion date of February 2022, pending no supply chain issues. As the College continues to grow and add additional programs for students, there is a need for more storage space. Many of the existing and older buildings were not created for future growth of programs or modern technology and equipment needs.

Therefore, the College is in desperate need of additional storage space, not only to accommodate the current programs and equipment, but in anticipation of new programs as well.

This project is being funded through multiple sources: Fund 01, Fund 02, Fund 03, and Fund 06, with an estimated budget of \$1.4 million. This storage project was budgeted as part of a larger FY 2021-2022 project, which included Building B renovations.

**Upcoming Events**

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

**Abraham Lincoln Civic Award**

Dr. Gabbard presented Student Trustee Edith Sanchez with the 2021 Abraham Lincoln Civic award, sent by the Illinois Governor. He noted that he is proud that Edith was honored by the Governor.

## 9. COMMUNICATIONS

### A. 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.

## 10. APPROVAL OF CONSENT AGENDA

**Motion:** Move that the Board of Trustees approve the consent agenda as presented. Trustee Siddons motioned; Trustee Speros seconded. Motion approved.

### **For Approval**

- A. Executive Summary and Financial Statements
  - 1. Executive Summary, Board Report #21-128
  - 2. Treasurer's Report, Board Report #21-129
  - 3. Ratification for Accounts Payable Check Register, Board Report #21-130
- B. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
  - 1. Hybrid Trainer equipment, Board Report #21-131
  - 2. 2021 Food Service Renovations, Board Report #21-132
  - 3. MCC 2022 Calendar of Events with Alcohol Service, Board Report #21-133
  - 4. Annual Fees for MCC Website Content Management System (CMS), Board Report #21-134
  - 5. Minimum Qualifications for Full-Time Faculty 2022-2023, Board Report #21-135
  - 6. Determination of Seniority for Full-Time Faculty, Board Report 21-136
  - 7. Dell Hardware Support, Board Report #21-137
  - 8. Ellucian Annual Support Services, Board Report #21-138
  - 9. Server Lifecycle Replacements, Board Report #21-139
  - 10. Board of Trustees Travel Request, Board Report #21-140
  - 11. Authorization for Personnel Appointments, Board Report #21-141

## 11. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from consent agenda.

## 12. MOA BETWEEN MCC AND FRIENDS OF MCC FOUNDATION – PORTRAIT IN PRINT COLLECTION, Board Report #21-142

Motion: Move that the Board of Trustees approve the MOA between MCC and Friends of MCC Foundation-Portrait in Print Collection. Trustee Walsh motioned; Trustee Morton seconded. Motion approved.

## 13. 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.

## 14. ADOPTION OF 2021 TAX LEVY, Board Report #21-143

Motion: Move that the Board of Trustees approve the adoption of 2021 Tax Levy. Trustee Evertsen motioned; Trustee Speros seconded. Motion approved.

## 15. FY21 AUDIT ACCEPTANCE, Board Report #21-144

Motion: Move that the Board of Trustees approve the FY21 Audit Acceptance. Trustee Walsh motioned; Trustee Morton seconded. Motion approved.

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

Trustee Speros congratulated Student Trustee Sanchez on the Abraham Lincoln Civic Award. Also, she informed the Board that she attended the ICCTA conference, it was really well attended. It was a wonderful opportunity to get to talk with trustees from other colleges. Trustee Speros visited a psychology class and enjoyed it. This experience will help her answer questions in the community about what smaller classes mean.

Trustee Walsh asked for a review of capital projects update. She also congratulated trustee Sanchez on the award.

Trustee Morton asked for a future agenda item for an outline of what our capabilities are and what's coming up for renewal. He would like an overall picture of IT.

Student Trustee Sanchez thanked Dr. Gabbard for presenting the award and everyone for recognizing her hard work, it motivates her to fight for her dreams.

Trustee Hoban congratulated our attorney, Ken Florey, on his presentation on the OMA. Also, the president's dinner was exceptional. She loved the interaction with our students.

Trustee Evertsen expressed her concern about our students' mental health while shutdowns are happening and there is no socialization. Kids are afraid to leave their home and meet new people. She asked that we start planning for what we are going to be faced and understand what our students are dealing with when they walk in.

Trustee Siddons had a question about recent couple of donation days we had, how did we do? Christina Haggerty answered her question. We had an employee giving campaign, goal was \$5,000 and we raised over \$8,000 in one day. The renewal of a grant going into student success fund is \$12,000.

Trustee Allen echoed what Trustee Morton said. He commented that he trusts the staff and they know what they are doing but it would good to see the overall picture of what we have and what we need.

## 17. APPROVE AMENDMENT TO THE PRESIDENT'S EMPLOYMENT AGREEMENT TO MODIFY THE TERM OF THE AGREEMENT TO BE FROM JANUARY 1, 2022 THROUGH DECEMBER 31, 2025 AND TO PROVIDE A SINGLE PAYMENT RETENTION INCENTIVE TO THE PRESIDENT

Motion: Move that the Board of Trustees approve the amendment to the President's employment agreement to modify the term of the agreement to be from January 1, 2022 through December 31, 2025 and to provide a single payment retention incentive to the President. Chair Siddons will be executing the agreement. Chair Siddons motioned; Trustee Walsh seconded. Motion approved. Trustee Speros voted yes but had reservation about the single payment retention incentive. Trustee Evertsen objected.

## 18. CLOSED SESSION

At 7:17 p.m., Vice Chair Siddons asked for a motion to move into Closed Session under Illinois Open Meetings Act 120/2(c), Exception #1, Personnel (President's Evaluation) and Exception #21 – Review of Closed Session Minutes. Trustee Walsh motioned; seconded by Trustee Hoban. On a roll call all were in favor.

At 7:48 p.m. Trustee Hoban motioned to come out of Closed Session, seconded by Trustee Speros. On a voice vote, all were in favor.

19. ACCEPTANCE OF CLOSED SESSION MINUTES: October 28, 2021 Regular Board Meeting Closed Session Minutes.

Motion: Move that the Board of Trustees approve the closed session minutes from October 28, 2021 Regular Board Meeting. Trustee Walsh motioned; trustee Morton seconded. Motion approved.

20. ADJOURNMENT

Hearing no further business, Trustee Walsh motioned to adjourn, seconded by Trustee Morton. All voiced aye and the meeting adjourned at 7:50 p.m.

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Denisa J. Shallo, Recording Secretary

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Suzanne Hoban, Board Secretary