

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, January 25, 2018, in the Board Room, Room A217, in Building A on the Crystal Lake Campus. Chair Liddell called the meeting to order at 6:00 p.m. When Secretary Walsh called the roll, the following were present:

Ms. Vazquez
Ms. Evertsen
Mr. Parrish
Mr. Smith
Ms. Tirio
Ms. Walsh
Ms. Liddell

Mr. Allen was absent at roll call, and arrived at 6:15 p.m. Dr. Gabbard was present. Attorney Samuel Cavnar was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Liddell led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee Vazquez recited the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the November 16, 2017 Regular Board Meeting were accepted as presented. The minutes of the January 4, 2018 Special Board Meeting were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one addressed the Board.

PRESIDENT'S REPORT

Dr. Gabbard spoke about the following: A legislative update was provided, noting proposed changes to the PROSPER Act, an effort to reauthorize the Higher Education Act, and how these laws would affect community colleges. Dr. Gabbard noted that the College hosted Leadership Greater McHenry County Education Day, where community leaders learned about the county's education system. Visitors provided immediate positive feedback about their experience at the College. A discussion of renovating the greenhouse followed with a proposal to add 2,100 square feet of teaching space. Dr. Gabbard stated it would be cost-prohibitive to build on to the existing greenhouse, and noted that funds for this project will come through the Chicago Community Trust and RAMP funds. Mr. Tenuta projected images of the proposed project, spoke about details, and answered questions from the Trustee. Dr. Gabbard asked the Board about holding an Evaluation and Policies Committee meeting to look at policy review materials; it was agreed that this would happen as part of the February 13 Committee of the Whole. Dr. Gabbard encouraged Trustees to attend the January 27 People in Need Forum. He reported that as part of the Urban Agriculture project, the College was just asked to submit a large grant proposal for the United States Department of Agriculture. Dr. Berryman added that 141 pre-proposals were submitted, and 21 moved forward. MCC is in the group of 21, eleven of which will be selected. She also noted that Loyola will be working with MCC on this grant. Dr. Gabbard noted that the Bioneers series begins in February, and noted a former MCC student will be presenting. He noted that the Cabinet is in the final stages of re-imagining the vacated science space, which will include sim labs for the nursing program. The Board will see a final bid for furnishing and fitting out the old Sage Learning Center space as well.

PRESENTATION

Dr. Ann Esarco gave a presentation about the VITA tax clinic, which is in its eleventh year. She noted that in 2011, 640 tax returns were completed, while last year, 975 returns were done. She provided a chart that showed how much money was returned to the community in the form of refunds. She noted that

ten students are now involved in the tax internship program. Information on this program can be viewed at www.mchenry.edu/vita.

FY19 BUDGET AND TUITION DISCUSSION

Mr. Tenuta stated that the budget process is beginning again, as well as a mid-year forecast. He noted that the College is looking very good for FY 2018 and is on pace to meet the budget. He noted that he looks five years out when doing the forecast, adding that costs continue to rise. He stated we will have to start considering whether tuition is sufficient. Dr. Gabbard noted that the Cabinet will meet next week to pool budget assumptions and discuss what can be done over the next year. The infrastructure fee will also be reviewed to see if it is still sufficient to cover the debt expense. Mr. Smith would like the Board to look at proposing a tuition policy statement to mitigate uncertainty tied to tuition, and spoke about considering a series of modest increases. He noted that McHenry County College tuition tends to be in Illinois' bottom quartile, adding this is an imbalance that should be looked at closely. Ms. Walsh felt that a look at what peer colleges are charging for tuition would be in order. Dr. Gabbard spoke about the textbook cost reduction initiative currently in progress. Discussion followed about how the Foundation could help to offset student costs. Ms. Tirio added that the Board has to be realistic, noting that improving the College costs money. She felt that the level of service at McHenry County College has increased dramatically.

COMMUNICATIONS

A. Faculty Report

Ms. Humphrey offered congratulations to Chair Liddell and Trustee Allen; she noted it was a busy week at the College and stated she does not have a report tonight. She hopes that next month's presentation will be on textbook costs.

B. Adjunct Faculty Report

The Adjunct Faculty report highlighted instructors Ms. Lee Stanton, Instructor of Art, and Mr. Dennis McSherry, Instructor of Speech.

C. Staff Council Report

Ms. Trimble welcomed Trustee Allen and offered congratulations to Chair Liddell. She shared that the Staff Council participated in Operating Cheer and Operation Gratitude, two programs which provide help to veterans.

D. Student Trustee Report

Ms. Vazquez reported that Student Senate resumed this week, and noted that the Student Veterans' Club is interested in finding out about a reduced Fitness Center price for students; after discussion, it was agreed that a student survey will be sent out on this topic. She noted that an event for non-traditional students will be planned, and invited Board members to join the Student Senate meetings as their schedules permit.

E. Attorney Report

Mr. Cavnar stated that the Illinois General Assembly passed Public Act 554, requiring additions to sexual harassment policy. He will speak with Dr. Gabbard about what is required. This will be discussed at the Evaluation and Policies Committee.

APPROVAL OF CONSENT AGENDA

Chair Liddell asked if any items were to be removed; Ms. Evertsen removed Board Reports #18-10-, #18-11, #18-12, and #18-13. Mr. Smith moved to approve the consent agenda minus the Board Reports listed above, and Ms. Walsh seconded the motion. Ms. Tirio then noted she would like to remove Board Reports #18-6, and #18-8; Mr. Smith amended his motion to include all Board Reports listed above, and Ms. Walsh seconded the amended motion. There was no discussion. The roll was called, and all were in favor. The motion carried.

For Approval

- A. Executive Summary and Financial Statements
 - a. Executive Summary, Board Report #18-1
 - b. Treasurer's Report, Board Report #18-2
 - c. Ratification for Accounts Payable Check Register, Board Report #18-3
 - d. Ratification for Accounts Payable Check Register, Board Report #18-4
- B. Destruction of Closed Session Recordings, Board Report #18-5

- C. Request to Lease/Replace/Renew/Purchase/Upgrade
 - a. Autoclaves, Board Report #18-6
 - b. Computer Numerical Control Mill with 4th Axis Drive and Wireless Intuitive Probing System, Bd Rpt #18-7
 - c. Student Engagement Space Furniture, Board Report #18-8
 - d. Construction Services for Connection to City Water Main, Board Report #18-9
- D. Personnel
 - a. Approval of New and Eliminated Administrative Positions, Board Report #18-10
 - b. Approval of New Position Internship and Apprenticeship Coordinator, Board Report #18-13
 - c. Appointment of Replacement Associate Vice President of Human Resources, Board Report #18-11
 - d. Salary Adjustments, Board Report #18-12

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

Ms. Tirio questioned Board Report #18-8, Autoclaves, and asked why this cost was not included in the expansion. Dr. Gray replied that this is equipment, which is not part of the building cost. Dr. Gabbard added that if there was no new building, the College would still need new autoclaves, as the current equipment has reached the end of its useful life.

Ms. Tirio questioned Board Report #18-8, Student Engagement Space Furniture. Copies were passed around for Trustees to review. Dr. Gabbard explained that this space would be retrofitted to accommodate student clubs and gatherings, and would not include recreational items such as pinball machines or pool tables. The Student Success Coaches will have offices in this area, to be near the students. He noted that technology would be repurposed for this area.

Ms. Evertsen spoke about Board Reports #18-10, Approval of New and Eliminated Administrative Positions, Board Report #18-13, Appointment of New Position Internship and Apprenticeship Coordinator, Board Report #18-11, Appointment of Replacement Associate Vice President of Human Resources, and Board Report #18-12, Salary Adjustments, noting that the Board does not get a total package cost. She would like to receive total compensation for each of these positions. Discussion followed that before employees are hired, it is impossible to know the exact cost for benefits. Mr. Tenuta added that the average employee benefit cost is about \$25,000.00. After extensive discussion, Mr. Allen moved to approve Board Reports #18-6, #18-8, #18-10, #18-11, #18-12, and #18-13 as shown above. Ms. Walsh seconded the motion. There was no discussion. The roll was called, and all were in favor. The

motion carried. Dr. Gabbard shared an article with Trustees about adding a Navigator to staff to act as a connection between the College and local employers.

BOARD POLICY MANUAL

A. 3.6 Emeritus/Legacy Program, Second Reading and Approval, Board Report #17-141

Ms. Evertsen moved to approve Board Report #17-141, and Mr. Smith seconded the motion. During discussion, Ms. Walsh asked if any staff planned to retire. Dr. Gray replied that five faculty members have submitted applications. The roll was called, and all were in favor. The motion carried.

ICCTA REPORT

Ms. Liddell stated that there will be a conference call for the entire state on Saturday, February 3. She also announced that the next ICCTA meeting will be held March 8-10, 2018 in Lisle, and encouraged Trustees to attend. She noted that there will be a round table event, at which questions on tuition could be asked of other community colleges. She noted also that the Parkland College Board has approved a contract to build a 2-megawatt solar energy field on the campus. Parkland would save \$25,000 to \$30,000 annually on its electricity costs and would pay none of the upfront or operating costs of the system. Brief discussion followed on looking into whether something like this would work for McHenry County College; Dr. Gabbard has already looked into this and found that the College is getting such a good price on electricity already, that this would cost money, rather than save money.

FOR INFORMATION

- A. New Employees
- B. Resignations
- C. Guaranteed Admission Agreement with University of Wisconsin - Whitewater
- D. January Committee Meeting Summary
- E. Friends of McHenry County College Foundation Report
- F. Office of Marketing and Public Relations Update
- G. Office of Resource Development Update
- H. Sustainability Center Update

Ms. Walsh asked how many Presidential Scholarships the Foundation will award; Ms. Haggerty replied that there are 13 scholarships. Ms. Walsh asked whether one scholarship could be set aside for non-traditional students.

FUTURE AGENDA ITEMS

Future agenda items include state Adult Education Committee updates, Sustainable/Long-Term Tuition Policy, an update on Success Coaches, expense areas discussion (food, legal, engineering), status on changes for preventing sexual harassment policy, and paperless Board Packet discussion.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Tirio referenced the recent news of the Harper College professor who shot people in Iowa, and stated that at times we all go off the rails – get help. Ms. Liddell noted that she attended the McHenry County Council of Governments meeting and heard news about transportation and bringing new business to the county. She noted that the ICCTA wants MCC to stay involved at the state level, to understand what policies come out and could affect community colleges. Mr. Parrish commented on how well tonight's meeting went.

CLOSED SESSION

At 8:17 p.m., Ms. Walsh moved to go into closed session to discuss matters covered under the Illinois Open Meetings Act, 120/2(c), Exception #1, *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity*, 120/2(c), Exception #11, *Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting*, and 120/2(c) Exception #21, *Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06*. Mr. Allen seconded the motion. There was no discussion. The roll was called, and all were in favor. A brief break was taken, and closed session began at 8:26 p.m.

At 9:02 p.m., Ms. Evertsen moved to come out of closed session, and Ms. Tirio seconded the motion.

There was no discussion. A voice vote was taken, and all were in favor. Closed Session ended at 9:03 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES, Regular Board Meeting, November 16, 2017, Committee of the Whole, November 7, 2017, Special Board Meeting, January 4, 2018

Ms. Evertsen moved to approve the acceptance of the Closed Session Minutes of the Regular Board Meeting, November 16, 2017, Committee of the Whole, November 7, 2017, and Special Board Meeting, January 4, 2018. Ms. Tirio seconded the motion. There was no discussion. The roll was called, and all were in favor. The motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 9:04 p.m.

Patricia Kriegermeier, Recording Secretary

Molly H. Walsh, Board Secretary