

MINUTES  
REGULAR BOARD MEETING  
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, September 28, 2017, in the Board Room, Room A217, in Building A on the Crystal Lake Campus. Chair Jenner called the meeting to order at 6:00 p.m. When Secretary Walsh called the roll, the following were present:

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

Student Trustee Peters was absent. Dr. Gabbard was present. Attorney Sam Cavnar was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Jenner led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Trustee Parrish recited the Mission Statement in Student Trustee Peters' absence.

MOMENT OF SILENCE

A moment of silence was observed in memory of students Ryan Hanson and Richard Grusdis.

ACCEPTANCE OF AGENDA

The agenda was accepted as amended, Exception #1, Personnel, was added to Closed Session.

ACCEPTANCE OF MINUTES

The minutes of the August 24, 2017 Regular Board Meeting were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one addressed the Board.

## PRESIDENT'S REPORT

As part of the President's Report, Dr. Gabbard introduced Dr. Terri Berryman, who presented a report on chargeback. She explained that there are seven common programs (Hospitality, American Sign Language, Welding, Human Services, Dental Hygiene, Medical Imaging, and Heating, Ventilation, and Air Conditioning). She provided the number of students in each program who chose to study elsewhere, since McHenry County College does not offer these programs. She spoke about the Illinois Community College Board process to approve new programs, which takes between 18 and 24 months, after data collection and Advisory Board feedback.

Dr. Gabbard added that he recently visited a local firm, and was asked about a welding program. He noted in addition that noncredit American Sign Language sections are full, and adding this area as a program will be looked into.

Dr. Gabbard stated that the Board will be voting tonight on a reorganization in Academic and Student Affairs, as well as approving the hiring of a crisis coordinator.

Dr. Gabbard stated that the September 26 Chamber Mixer was a success; he read an email message from a former student, sharing his experiences when he was a student many years ago, and how his life was changed by attending McHenry County College. Dr. Gabbard also shared news that the College's default rate just fell from 14.2% in 2013 to 13.5% in 2014.

The Board meeting was suspended at 6:30 p.m. to hold the Budget Hearing, and resumed at 6:35 p.m.

## PRESENTATION

### Textbook Initiative

Ms. Julie Freelove, Instructor of Business, Ms. Sherry Ridge, Instructor of Business, and Ms. Sarah Sullivan, Instructor of History, gave a presentation about the textbook cost reduction camp held in May. This camp was held to locate innovative instruction materials that not only improve the student experience, but lower textbook costs. Ms. Ridge explained how materials were found for Introduction to Business were found, and how course objectives, assignments, exercises, and projects were created,

along with a repository where instructors could pick and choose resources to meet objectives. She noted that over the next three years, 1,000 students will take this class, saving over \$120,000.00 in fees just for this course. Ms. Sullivan noted that stated that what was created was very flexible; the group did a terrific job coming up with an enormous repository of course materials. Dr. Gabbard stated that Dr. Gray and Mr. Tenuta found money for stipends to hold this boot camp, and Ms. Freelove's leadership has brought this initiative into its second year. Trustees offered their thanks for this work.

The presentation can be viewed at [www.mchenry.edu/board](http://www.mchenry.edu/board).

#### COMMUNICATIONS

##### A. Faculty Report

Ms. Humphrey presented the Faculty Report and provided copies. She highlighted several items, and invited Trustees to sit in on Learning Communities classes.

##### B. Adjunct Faculty Report

Ms. Shuman sent word that the Adjunct Association had nothing to report at this time.

##### C. Staff Council Report

Ms. Trimble reported that she was elected to another two-year term as President of the Staff Council,

Ms. Pat Kallaus was re-elected as Secretary, Ms. Laura Lagerhausen was re-elected as Treasurer. She

stated that the Board would be asked to vote on the new Staff Council contract tonight, and thanked Mr.

Tenuta for leading his team in a respectable and professional manner. She noted that the process

resulted in a contract that is fair and equitable.

##### D. Attorney Report

Mr. Cavnar noted that a decision was made on the Parkland College versus Harden case, which indicated that an individual cannot serve as trustee and employee simultaneously.

#### APPROVAL OF CONSENT AGENDA

Chair Jenner asked whether there were items to be removed from the Consent Agenda; Ms. Walsh

removed item 12. C. 2., Contract Extension Landscape Maintenance Services, Board Report #17-106, and

Attorney Cavnar asked to remove item 12. C. 4., Construction Materials Testing Services, Board Report

#17-108. Mr. Smith moved to approve the Consent Agenda minus those two items, and Ms. Liddell

seconded the motion.

During discussion, Ms. Walsh questioned where the Interim Dean of Academic Services position fit in

with other deans. Dr. Gray replied that it actually doesn't fit in; it belongs in a cluster of services that

directly serve instruction. The roll was called, and all were in favor. The motion carried.

#### **For Approval**

- A. Executive Summary and Financial Statements
  - 1. Executive Summary, Board Report #17-101
  - 2. Treasurer's Report, Board Report #17-102
  - 3. Ratification for Accounts Payable Check Register, Board Report #17-103
- B. Destruction of Closed Session Recordings, Board Report #17-104
- C. Request to Lease/Replace/Renew/Purchase/Upgrade
  - 1. Contract Extension Custodial Services, Board Report #17-105
  - 2. Contract Extension Landscape Maintenance Services, Board Report #17-106
  - 3. Contract Extension Snow Removal Services, Board Report #17-107
  - 4. Construction Materials Testing Services, Board Report #17-108
- D. Personnel
  - 1. Appointment of Replacement Positions in Academic and Student Affairs, Board Report #17-109
  - 2. Ratification of Resolution Authorizing Issuance of Notice to Remedy Approved at September 19, 2017 Special Board Meeting

#### **ACTION ON ITEMS REMOVED FROM CONSENT AGENDA**

Mr. Smith moved to approve Board Report #17-106, Contract Extension Landscape Maintenance

Services, and Ms. Tirio seconded the motion. During discussion, Ms. Walsh questioned the scope of

services and Mr. Wheeland replied that this covers lawn mowing, weeding, bedding and mulch for the

perimeter of the building, and the grounds. Ms. Walsh stated that the College does not have a

landscaping plan; she added there is no mechanism in place to allow native plantings. Mr. Tenuta

responded that \$206,000.00 will be set aside for landscaping in the science building project, and the

Board will see the landscaping plan before it is implemented. Dr. Gabbard added that the Facilities

Master Plan will be undertaken with an eye toward the future after the completion of the Liebman

Science Center. The roll was called, and all were in favor. The motion carried.

Mr. Smith moved to approve Board Report #17-108, Construction Materials Testing Services, and Mr. Parrish seconded the motion. During discussion, Attorney Cavnar spoke about a legal technicality. He stated that the terms and conditions brought forth in this Board Report appear to be the same as previously executed. He proposed approving the proposal and expenditure, and authorizing administration to go back and verify that the terms and conditions are consistent with those attached to the prior proposal, when the same firm was hired to conduct initial soil borings and report. Chair Jenner asked that a report be given at the next Board Meeting. Attorney Cavnar noted that the motion should be amended to approve the Services of ECS for material testing services at a cost of \$41,430.75, which is inclusive of the original geotechnical proposal and material testing proposal, and to authorize administration and legal counsel to confirm that the terms and conditions are the same as in the original agreement, prior to execution. Mr. Smith amended his motion as stated by Attorney Cavnar, and Mr. Parrish seconded the amended motion. The roll was called, and all were in favor. The motion carried.

AGREEMENT BETWEEN BOARD OF TRUSTEES OF McHENRY COUNTY COLLEGE AND McHENRY COUNTY COLLEGE STAFF COUNCIL, Board Report #17-110

Ms. Walsh moved to approve the agreement with Staff Council, Board Report #17-110, and Ms. Liddell seconded the motion. During discussion, Ms. Evertsen asked for total costs for each year of the contract. Mr. Tenuta replied that the total cost is approximately \$1.3 million, which varies based on population. He noted that fifteen additional employees, who are non-union but receive the same benefits, represent about \$110,000.00 over the four-year period. He stated that the increase is roughly \$300,000.00 a year, which includes benefits. Ms. Evertsen thanked Mr. Tenuta for the information.

The roll was called, and all were in favor. The motion carried. Dr. Gabbard thanked Staff Council for their participation in this process.

BENEFITS ADJUSTMENT FOR CONFIDENTIAL AND SECURITY PERSONNEL FOR FY18 – FY21, Board Report #17-111

Ms. Tirio moved to approve Board Report #17-111, and Ms. Liddell seconded the motion. There was no discussion. The roll was called, and all were in favor. The motion carried.

COMPENSATION ADJUSTMENT FOR CONFIDENTIAL AND SECURITY PERSONNEL FOR FY18 – FY21, Board Report #17-112

Ms. Tirio moved to approve Board Report #17-112, and Ms. Evertsen seconded the motion. There was no discussion. The roll was called, and all were in favor. The motion carried.

BOARD APPROVAL OF EXCEEDED TRAVEL EXPENSES, Board Report #17-113

Ms. Evertsen moved to approve Board Report #17-113, and Ms. Walsh seconded the motion. During discussion, clarification was given on the room rate excluding taxes. The figure to be approved represents a \$37.00 cost for four nights, a total of \$148.00. The roll was called, and all were in favor. The motion carried.

BOARD POLICY MANUAL

A. 2.15 Reimbursement of Travel, Meal and Lodging Expenses, First Reading, Board Report #17-114

Chair Jenner noted that there would be no vote at tonight's meeting, as this was a first reading. Ms.

Liddell commented that the clarification was nicely done. This will come back to the October Board meeting for a second reading and approval.

APPROVAL OF THE 2017 ESTIMATED TAX LEVY AND ADOPTION OF ESTIMATED TAX LEVY RESOLUTION, Board Report #17-115

Ms. Liddell moved to approve Board Report #17-115, and Ms. Tirio seconded the motion. During discussion, Chair Jenner noted that Dr. Gabbard mentioned at the Committee of the Whole meeting that McHenry County College is one of the few taxing bodies in the county to go five straight years with a flat levy. He expressed thanks to administration for doing what they do to keep the levy flat, and Ms. Walsh added that this was done during the two years that no state funding was received. The roll was called, and all were in favor. The motion carried.

ICCTA REPORT

Ms. Liddell provided a written report; she and Ms. Walsh attended the September 8 meeting at Heartland Community College. She noted that this meeting featured communications about the veto

session, dual enrollment, taking a knee, the Tier 3 pension plan brief, and Title IX. She noted that the next meeting is November 10, which is the same date as the Foundation's gala.

Ms. Walsh stated that a resolution honoring Ms. Liddell's service as President of the ICCTA was adopted; she read the resolution aloud, and Ms. Liddell was greeted with applause. The resolution can be seen at <http://www.communitycolleges.org/lindaliddellresolution917.pdf>.

#### FOR INFORMATION

- A. New Employees
- B. Resignations
- C. Retirement
- D. September 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. Office of Resource Development Update – Fiscal Year 2017 Year End Report
- I. Sustainability Center Update
- J. Partnership Agreements Columbia College Missouri, Eastern Illinois University, Lake Forest College, and National Louis University
- K. Partnership Agreements Eastern Illinois University, Northeastern Illinois University, Northern Illinois University, Roosevelt University, and Southern Illinois University Carbondale

Ms. Walsh stated she appreciated the information reports and found them very informative. Mr. Jenner echoed Ms. Walsh's statement.

#### SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Walsh stated that brochures were at each Trustee's place for the November 4 Green Living Expo; she encouraged all to attend. She added that at the McHenry County Council of Governments meeting, the president of the Mental Health Board spoke about services provided; she hopes that the new Director of Crisis Intervention will make contact with the Mental Health Board. Dr. Gabbard will arrange this contact.

Ms. Liddell noted that the Foundation Gala is November 10 and hoped that all Trustees would make their reservations for this event. Ms. Liddell commented favorably on the Learning Communities program and the textbook initiative.

Mr. Parrish commented favorably on the Foundation Board.

Ms. Evertsen stated that the cost of textbooks is shocking, and appreciated the fact that efforts are being made to reduce these costs.

Mr. Jenner offered congratulations to all who helped put the September 26 Multi-Chamber Mixer together; he added that it was a great event.

#### FUTURE AGENDA ITEMS

Future agenda items include a report on the sustainability department's program review, a report on the College's exchange program, and proposed policies to be discussed on Board self-evaluation, Board Retreat, and a discussion of Tax Increment Financing districts. Ms. Tirio asked whether the tax levy could be lowered, if extra money is found. Mr. Tenuta stated that the College does not usually run surpluses.

#### CLOSED SESSION

At 7:46 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, Personnel, *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*, 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*. Ms. Tirio seconded the motion. There was no discussion. The roll was called, and all were in favor. A short break was taken, and closed session began at 7:56 p.m.

At 8:43 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 8:43 p.m.

#### ACCEPTANCE OF CLOSED SESSION MINUTES, Regular Board Meetings, May 25, 2017 and August 24, 2017

Ms. Liddell moved to approve the acceptance of the Closed Session Minutes of the Regular Board Meetings, May 25, 2017 and August 24, 2017. Ms. Walsh 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 8:44 p.m.

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Patricia Kriegermeier, Recording Secretary

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Molly H. Walsh, Board Secretary