

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 24, 2019, in the Board Room, Room A217, in Building A on the Crystal Lake Campus. Chair Smith called the meeting to order at 6:00 p.m. When Secretary Walsh called the roll, the following were physically present:

Ms. Elliott
Mr. Allen
Ms. Evertsen
Ms. Tirio
Ms. Walsh
Mr. Smith

Upon reaching a quorum, Chair Smith asked for a motion and second to allow Trustee Siddons to participate in the meeting by telephone. Ms. Tirio so moved and Ms. Evertsen seconded. Chair Smith asked Trustee Siddons to confirm that any closed session conversation would be kept confidential, and Trustee Siddons so confirmed. The roll was called and the motion carried.

The roll was called again, including the Trustee participating by telephone.

Ms. Elliott
Ms. Evertsen
Ms. Siddons
Ms. Tirio
Ms. Walsh
Mr. Smith
Mr. Allen

Mr. Domek was absent. Dr. Gabbard was present. Attorney Samuel Cavnar was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Smith led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee Elliott recited the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as amended; the title of Board Policy 2.18, Tuition, was changed to 2.3.1.1, Tuition.

ACCEPTANCE OF MINUTES

The minutes of the Regular Board Meeting, November 15, 2018 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one addressed the Board.

PRESIDENT'S REPORT

Dr. Gabbard began his report by announcing that enrollment for spring semester is up a little, with a figure of 6% as of today. He noted that this number will decrease a little bit. He remains positive, noting that this is a fairly sharp contrast to our peer colleges' experience with enrollment, and shared numbers from those institutions. He added that high school enrollment reached a record new peak this semester; outreach to high schools is part of that increase.

Dr. Gabbard stated that the Facility Master Plan must be updated every five years by ICCB requirement. He added that the College will probably find a consultant who specializes in library reapportionment, as this would be a great space to do exciting things for students. A push will be made to find philanthropic people who want to help us achieve this.

Dr. Gabbard spoke about the Strategic Plan, noting that values, vision and goals were introduced to the campus. This will be brought to the Board in February. Dr. Gabbard shared an article with the Trustees showing that MCC is above the state and national average in alumni earning degrees after they leave the College. Dr. Gabbard also noted that Sherry Ridge, Instructor of Business, has been able to get under the \$50.00 mark for textbooks for each of two classes, bringing the number to ten business, management, and marketing classes that have books less than \$50.00. He noted that we are not just keeping tuition low, but also the cost of books.

Dr. Koronkiewicz gave a presentation about the early alert system. She noted that team members get an email when faculty submit a concern. She noted that 245 alerts came in this semester. Dr. Butler provided cell phones, and members of the team started texting students, which has been working very well. She noted this is an exciting adventure, and will share more information as it is available.

INTRODUCTION OF NEW FACULTY AND STAFF

Ms. Skinder introduced the following new employees: 1) Ms. Kelly Garcia, Contract Training Assistant at Shah Center; 2) Ms. Carol Gerber, Adjunct Instructor of Management; 3) Mr. Zak Dolezal, Instructor of Culinary; 4) Ms. Amanda Baudin, Learning and Retention Specialist, and 5) Ms. Lisa Brncich, Director of Student Retention and Conduct.

PRESENTATION

Math Co-Requisite Courses

Ms. Laura Middaugh, Instructor of Mathematics, gave a presentation on co-requisite courses in math. She noted that this began in the English department first, and worked out so well it was brought to the math department. The presentation can be viewed at www.mchenry.edu/board.

Alumni Effort

Mr. Brian DiBona, Executive Director, Friends of MCC Foundation, and Ms. Jessica Rizza, Development Coordinator, gave a presentation on alumni efforts from 2000-2013. The presentation can be viewed at www.mchenry.edu/board.

COMMUNICATIONS

A. Faculty Report

Ms. Humphrey provided copies of the Faculty Report and spoke about several of its highlights.

B. Adjunct Faculty Report

There was no adjunct report. Chair Smith wished Ms. Shuman a speedy recovery from her illness.

C. Staff Council Report

Ms. Trimble reported that two weeks before class, she received a phone call from a student worker in the Sage Center. A student's car had been broken into, and the calculator she was renting, as well as her backpack, were stolen. She and the student visited Ms. Rachel Boldman, and were able to use the Student Success Fund to help the student get what she needed for the last two weeks of classes. The student finished her finals, and was thrilled with the help. Ms. Trimble noted that if you feel it in your heart to give to this fund, now is the time. She was greeted by applause.

D. Student Trustee Report

Ms. Elliott spoke about the award received by the Multicultural Office from *Reflejos* newspaper, noted that the Student Peace Action Network answered 254 Letters to Santa, providing gifts for students at a school in Chicago, noted that the Advising/Transfer Center held 400 early new student orientations, spoke about the January 16 New Student Welcome event, and the Martin Luther King Jr. Day seminars and day of service.

F. Attorney Report

Attorney Cavnar reported that last Tuesday, the Governor signed a prevailing wage law into effect; this means that the Board will no longer pass a resolution for Prevailing Wage. As of April 2020, the Department of Labor will have an electronic depository for certified payroll, which takes the administrative burden off the College. Ms. Walsh asked about legislation proposed to reverse the 3% rule; Mr. Cavnar has heard of this and noted that work is in the early stage. He will check and report back.

APPROVAL OF CONSENT AGENDA

Chair Smith asked if there was anything to be removed from the Consent Agenda; nothing was requested. Ms. Tirio moved to approve the Consent Agenda, and Ms. Evertsen seconded the motion. During discussion, Ms. Walsh questioned the eighth salary adjustment on Board Report #19-21. She asked if there were parameters for salary adjustments. Dr. Gabbard replied that Ms. Skinder has brought this up to Executive Council; Dr. Gray added that most salary adjustments are part of the Collective Bargaining Agreement. Mr. Allen questioned Board Report #19-7, Annual Citrix Software License and Maintenance, wondering if there was a possibility to renew for longer than one year to receive savings. Dr. Butler replied that renewals depend on the vendor. If the opportunity for savings comes up, he always considers that.

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 #19-1
 2. Treasurer's Report, Board Report #19-2
 3. Ratification for Accounts Payable Check Register, Board Report #19-3
 4. Ratification for Accounts Payable Check Register, Board Report #19-4
- B. Destruction of Closed Session Recordings, Board Report #19-5
- C. Facilities Master Plan, Board Report #19-6 (attachment)
- D. Request to Lease/Replace/Renew/Purchase/Upgrade
 1. Annual Citrix Software License and Maintenance, Board Report #19-7
 2. Approval of Prime Trades Under Bid Period 3 for Buildings A and E Infill Renovation, Bd Rpt #19-8
 3. Architectural Services for Renovation of Buildings A and E, Board Report #19-9
 4. Char Broiler, Refrigerated Base for Char Broiler, Countertop Griddle, Double Panini Press, 4 Door Reach-in Refrigerator with Installation, Board Report #19-10

5. Construction Manager Advisory Services for Renovation of Buildings A and E, Board Report #19-11
 6. Construction Services for Welcome Center, Board Report #19-12
 7. Parking Lot E Reconstruction and Parking Lot F Extension, Board Report #19-13
- E. Personnel
1. Ratification of Hires, Board Report #19-14
 2. Salary Adjustments, Board Report 19-21

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

No action was needed.

APPROVAL OF COURSE FEES FOR FY2020, Board Report #19-15

Ms. Walsh moved to approve Approval of Course Fees for FY2020, Board Report #19-15, and Ms. Siddons seconded the motion. During discussion, Ms. Evertsen wondered if there was any feedback from students. The roll was called and result. The motion carried.

BOARD POLICY MANUAL

- A. 2.1.1 Investments, First Reading, Board Report #19-16
- B. 2.3.1.1 Tuition, First Reading, Board Report #19-17
- C. 3.10, Consensual Romantic or Sexual Relationships, Board Report #19-18
- D. 3.11 Nepotism, First Reading, Board Report #19-18

As this was a first reading, there was no vote taken. Ms. Evertsen commented that longer range, longer term investments are helpful to us. Chair Smith thanked Ms. Walsh and Mr. Tenuta for their collaboration on language from the revised tuition policy. These items will move forward to the February Board Meeting for approval.

CELL TOWER AGREEMENT AMENDMENT, Board Report #19-20

Dr. Gabbard noted that no action would be taken at tonight's meeting; Mr. Tenuta is waiting for information on electrical service. This will be moved to the February Board Meeting.

FOR INFORMATION

- A. New Employees
- B. Departures
- C. Articulation Agreement Saint Xavier University
- 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 commented favorably on a grant received for the girls only camp. Dr. Butler noted that there were issues with Ustream on tonight's Board meeting video.

FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Walsh expressed her appreciation for the math presentation given tonight and appreciates what Ms. Middaugh is doing to help students. She reminded all that the People in Need Forum will be held this Saturday.

Ms. Evertsen noted that we could look at how students are being instructed in mathematics in junior high and high school. Ms. Elliott added that she has received many phone calls in Advising about the co-requisite math class, adding that it is encouraging to students to have another option.

Mr. Allen thanked Dr. Gabbard and Mr. Tenuta for answering his questions on the Board packet. He asked about a notification system for school closing; Ms. Haggerty stated that Rave Alert is the system used by MCC and will send information to the Trustees.

Dr. Gabbard stated that the road crew did a great job clearing the campus this week. He noted that when the decision is made to close campus, it is all about safety.

CLOSED SESSION

It was agreed not to hold a closed session. The minutes to be reviewed will be moved to the February Board meeting.

ACCEPTANCE OF CLOSED SESSION MINUTES

The minutes were deferred to the February Board meeting.

APPROVE PRESIDENT'S EMPLOYMENT CONTRACT COMMENCING JANUARY 24, 2019 AND EXTENDING THROUGH DECEMBER 31, 2022 AT AN ANNUAL SALARY OF \$248,855.00 FOR THE 2019 CONTRACT YEAR

Chair Smith stated that we are pleased to be making a motion to approve the employment agreement between the College and Dr. Gabbard.

President Gabbard is currently employed through December 31, 2020. The new agreement extends the President's employment an additional two years.

Under recent changes to the Illinois Public Community College Act, we have provided detailed notice of the proposed action which included making available to the public a copy of the agreement. Copies are also available this evening from the Board's secretary.

The Agreement is for a four-year term from January 24, 2019 through December 31, 2022 with an annual salary of \$248,885 for the 2019 contract year. The College is also providing an annual matching contribution to a qualified tax-sheltered annuity that shall not exceed the applicable IRS Maximum Amount Contributable annual limitation for any year of the contract, a monthly vehicle allowance of \$500, and is covering the full premium cost of medical insurance participation by the President, his spouse, and any eligible dependents. All other benefits are the same as provided to other administrative staff at the College.

Having provided this summary, Chair Smith asked for a motion to approve the employment agreement between McHenry County College and Dr. Clinton Gabbard.

Ms. Tirio moved to approve the four-year employment agreement between McHenry County College and Dr. Gabbard, the terms of which have been published and summarized here this evening. Ms. Evertsen seconded the motion.

During discussion, Ms. Siddons commented that this was well deserved. Ms. Walsh echoed that statement, noting it was a pleasure working with Dr. Gabbard and looks forward to working with him more. Ms. Evertsen stated she was good with the agreement, as was Ms. Elliott, and Mr. Allen. Ms. Tirio

stated that pleasure of working with Dr. Gabbard is all hers. Mr. Smith stated it has been a privilege to work with Dr. Gabbard, and is thrilled to continue this partnership.

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

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 7:48 p.m.

Patricia Kriegermeier, Recording Secretary

Molly H. Walsh, Board Secretary