

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

Thursday, February 29, 2024  
Regular Board Meeting  
6:00pm



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

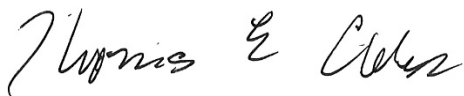
**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board of Trustees Meeting, January 25, 2024
7. OPEN FOR RECOGNITION OF VISITORS  
*Three (3) minutes per person or less.*
8. FY 2023 AUDIT PRESENTATION
9. RECOGNITION OF ICCTA OUTSTANDING FACULTY OF THE YEAR
10. RECOGNITION OF ICCTA OUTSTANDING ADJUNCT FACULTY OF THE YEAR
11. PRESIDENT'S REPORT: Dr. Clinton Gabbard
12. COMMUNICATIONS
  - A. Faculty Report: Ms. Sarah Sullivan
  - B. Adjunct Faculty Report: Dr. Mark Rockwell
  - C. Staff Council Report: Mr. David Behrens
  - D. Student Trustee Report: Ms. Liza Smith
  - E. Attorney Report
13. APPROVAL OF CONSENT AGENDA

**For Approval**

- A. Executive Summary and Financial Statements
  1. Executive Summary, Board Report #24-19
  2. Treasurer's Report, Board Report #24-20
  3. Ratification for Accounts Payable Check Register, Board Report #24-21
- B. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
  1. CATI Amitrol Hydraulic Trainer, Board Report #24-22
  2. CATI Swift CNC Plasma Table, Board Report #24-23
  3. Rave Mass Notification, Board Report #24-24
  4. Panopto Software and Support Agreement, Board Report #24-25
  5. SoftDocs, Board Report #24-26
  6. Microsoft Unified Enterprises Support, Board Report #24-27
  7. Computers for CATI and University Center, Board Report #24-28
  8. Computer Equipment for CATI and University Center, Board Report #24-29
  9. Rev UP EV Grant Vehicle, Board Report #24-30
  10. Appointment of Campus Realtor, Board Report #24-31
  11. Uninterruptible Power Supply for University Center at MCC, Board Report #24-32

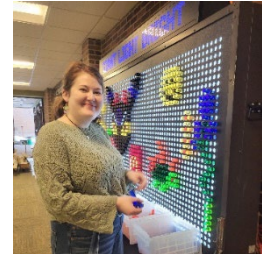
- C. Personnel
  - 1. Salary Adjustment, Board Report #24-33
- D. 2024 ICCTA Awards
  - 1. 2024 ICCTA Outstanding Full-Time Faculty Member Award, Board Report #24-34
  - 2. 2024 ICCTA Outstanding Adjunct Faculty Member Award, Board Report #24-35
- 14. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
- 15. APPROVAL OF CONTRACT EXTENSION FOR AUDITING SERVICES, Board Report #24-36
- 16. APPROVAL OF FACULTY FOR TENURE APPOINTMENT IN 2024-2025, Board Report #24-37
- 17. APPROVAL OF CONTINUATION OF EMPLOYMENT OF PROBATIONARY NON-TENURED FACULTY 2024-2025, Board Report #24-38
- 18. ACCEPTANCE OF FISCAL YEAR 2023 AUDIT, Board Report #24-39
- 19. OUT-OF-DISTRICT AND OUT-OF-STATE TUITION AND FEES, Board Report #24-40
- 20. FOR INFORMATION
  - A. New Employees
  - B. Employee Resignations and Retirement Notifications
  - C. Friends of McHenry County College Foundation Update
  - D. Grants Office Update
  - E. Office of Marketing and Public Relations Update
  - F. Center for Agrarian Learning Update
  - G. Sustainability Center Update
  - H. Workforce Development Update
- 21. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS
- 22. CLOSED SESSION
  - A. 120/2(c), Exception #21, Review of Closed Session Minutes
  - B. Other matters as pertain to the exceptions of the Open Meetings Act
- 23. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting of January 25, 2024
- 24. ADJOURNMENT



Thomas E. Allen  
Chair

Student Trustee Report

This month commenced on a positive note with the MCC’s Student Involvement Fair, showcasing 31 clubs. Of notable interest was the Young Democratic Socialists of America (YDSA), drawing significant attention from passing students. The event featured caramel apples with delicious toppings, a pool table, and a large Lite-Brite, fostering an engaging atmosphere. Following the fair, clubs have commenced regular weekly and biweekly meetings.



The Great Seed Event was organized by MCC’s Emily Zach, in collaboration with the University of Illinois Extension Master Gardeners. This was a well-attended event, filling every square inch of the MCC Commons and CO/LAB B, which facilitated seed exchanges and offered valuable gardening insights to students and the community keen on developing their green thumbs. There were three breakout sessions where every lecture was filled, including the floor space. I attended the loofa lecture; attendees learned the do’s and don’ts from germination to harvesting and drying the loofa. The event was generously sponsored by Ball Seed, Environmental Defenders of McHenry County, Platt Hill Nursery, and Natural Communities.

The "Make Your Voice Count" College Leadership Summit, which is generously supported by the Kennedy Family Foundation, is in loving memory of George Kennedy, who is a survivor of the Holocaust. This summit provided students in the REAL program and LAS 250 with leadership skills and opportunities to effect change within McHenry County.



The Tea with the Trustee was a success, with appreciation extended to attending students who enjoyed Mission BBQ while talking with me on important topics. This event has shed light on unmet student needs, guiding us toward improved student support and getting a temperature on how the students are feeling this semester. Over 80 students attended the event. A special acknowledgment goes out to Our Bodies, Ourselves (OBOS) for their impactful "Consent Discussion" with 25 in attendance, a collaborative effort with NIU's Science of BDSM team. Also, OBOS has been very active this month with a two-day sale on Valentine cards created by the members and two raffles won by a student and staff member. The raffled items were a generous donation from Scott, owner of GriffonNest, and Susanna, owner of Silver Prairie Nature Soap Company – both shops are on the Woodstock Square. Anticipation builds for upcoming events on the horizon from OBOS.



A visit to the Art Club, run by Issac Mayer (President), revealed a unique perspective on the creative projects, encapsulated by Joe Ndu's statement: "Life is like a sandwich, no matter which way you flip it, the bread is always on top." The fishbowl was filled with busy students working on linocut designs with a collaborative print-making project. The club members used different substrates to carve away the negative space to showcase a design of linear line work, flowers, a large mosquito, frames, a caricature, and fish, to name a few, which are going to be used to print a primary color schema for this project.

The second *Pizza and a Program* series this semester was well-received, with nearly 50 who attended – half were students. The lecture on "Bad Boys, Movie Villains" was presented by MCC instructor Jim Stockwell, who stated with delight, "I spoke to 7 p.m., then answered questions for about another 30 minutes – which was wonderful." The *Experts and Insights* Faculty Speaker Series session was attended by student Evelyn Bustos, who stated, "I learned that the difference between a villain and an antagonist. I didn't know that there was a clear distinction before. I also learned that the villain is what makes the heroes great."

Another creative outlet, the recent clay workshop showcased Lisa Orr's remarkable expression and journey through her utilitarian low-fire pottery, leaving a lasting impression on attendees. Some topics covered were engobe, which is like slip, however, it has fritted material such as silica and flux. Orr used the engobe to enhance her pieces with such mystical creatures as antelope, hare, and fish. The students had the opportunity to use plastalina modeling clay to form their strigs and cast several molds to adorn small dishes using a bisque mold, finishing them with sprigs, slip, engobe, and jewel-toned glazes.



I had the opportunity to sit down with Sam Clifford, the new Student Advocacy Coordinator, to discuss the impact the College has on supporting students in need. Since the start of the semester, 46 students have been supported by vouchers and MCC Café Cards totaling \$2,120. This support is funded by the remaining COVID relief funds. Along with students with food insecurities, the Emergency Fund has supported 33 students, totaling \$13,834 for this fiscal year funded by the Friends of the Foundation, and 63 students totaling \$20,000 FY 2023. Some health needs have been met with access to Health Kiosk (Plan B). The textbooks scholarships, gas cards, and Uber rides have allowed students to continue their education journey despite the challenges they have encountered.

## Executive Summary

### Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2024 through the month of January.

### Recommendation

It is recommended that the Board of Trustees accepts the Executive Summary as presented.



Clinton E. Gabbard  
President

## Executive Summary

Fiscal Year 2024 is currently 58.6% complete with the year-to-date results ending January 31, 2024 being reported. In the Operating Funds, total revenue is 45.1% of budget, as compared with 43.0% at the same time last year. Total expenditures are 38.4% of budget, as compared with 36.5% of budget at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College. The following items relate to the Operating Funds (Fund 01 and Fund 02) as a whole:

### Revenue

- Local governmental is 58.6% of budget and down \$165,137 (-1.0%) from last year at this time. FY 2024 revenue is \$16,814,768 vs. FY 2023 revenue of \$16,979,905. For FY 2024, this revenue is derived from 50% of the 2022 tax levy (as approved by the Board in November 2022) and 50% of the 2023 tax levy (as approved by the Board in November 2023).
- State government is 54.4% of budget and up \$3,431,273 (149.9%) from last year at this time. FY 2024 revenue is \$5,719,658 vs. FY 2023 revenue of \$2,288,385.
- Federal government is 0.0% of budget and even \$0 (0.0%) from last year at this time. FY 2024 revenue is \$0 vs. FY 2023 revenue of \$0.
- Student tuition and fees is 70.7% of budget and up \$529,254 (5.5%) from last year at this time. FY 2024 revenue is \$10,146,055 vs. FY 2023 revenue of \$9,616,801. Budgeted tuition and fees revenue is calculated based on a calculated net billable credit hours and not total reported credit hours, which includes dual credit. Dual credit only generates tuition revenue if these classes are held on campus with our instructors.
- Sales and service fee is 43.3% of budget and up \$20,881 (38.0%) from last year at this time. FY 2024 revenue is \$75,816 vs. FY 2023 revenue of \$54,935. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 84.2% of budget and even \$0 (0.0%) from last year at this time. FY 2024 revenue is \$15,966 vs. FY 2023 revenue of \$15,966. Revenue in this category is comprised of the leasing of the land owned by the College to the radio station and as farmland.
- Investment is 300.6% of budget and up \$704,568 (428.9%) from last year at this time. FY 2024 revenue is \$868,860 vs. FY 2023 revenue of \$164,292.
- Nongovernmental gifts, scholarships, grants & bequests is 122.6% of budget and up \$10,733 (389.9%) from last year at this time. FY 2024 revenue is \$13,486 vs. FY 2023 revenue of \$2,753. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 12.7% of budget and down \$23,798 (-0.7%) from last year at this time. FY 2024 revenue is \$3,623,118 vs. FY 2023 revenue of \$3,646,916. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$3,545,978 Retiree Health contributions, which account for \$315, Other Misc. Income, which account for \$39,782 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$37,043. The large variance to budget is the result of the "On-Behalf Payment" for the employer's pension contribution for employees made by the State. For FY 2023 that "On-Behalf Payment" was \$11,174,056.

## Expenditures

- Salaries expenditures are 57.5% of budget and up \$1,225,594 (7.9%) from last year at this time. FY 2024 expenditures are \$16,836,736 vs. FY 2023 expenditures of \$15,611,141.
- Employee benefit expenditures are 17.4% of budget and up \$446,099 (8.3%) from last year at this time. FY 2024 expenditures are \$5,795,261 vs. FY 2023 expenditures of \$5,349,163. ***This line item is dependent on the health experience or the use of benefits by the employee group and their own independent choice of coverage. Therefore, it will always be difficult to budget in advance to any degree of certainty and will experience good years and bad years as a result.*** This account group will always be significantly below budget until year-end adjustments are made for SURS contributions paid by the State on behalf of the employees. The amount expensed for SURS contributions are about \$14-21 million annually depending on the actuarial tables maintained by the State. However, this expense is offset by an equal amount in “other revenue” and therefore has no effect on the operating performance of the College.
- Contractual services expenditures are 47.6% of budget and up \$62,257 (2.6%) from last year at this time. FY 2024 expenditures are \$2,430,053 vs. FY 2023 expenditures of \$2,367,796. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 55.4% of budget and up \$62,586 (3.4%) from last year at this time. FY 2024 expenditures are \$1,912,300 vs. FY 2023 expenditures of \$1,849,714.
- Travel and meeting expenditures are 39.2% of budget and up \$44,285 (35.7%) from last year at this time. FY 2024 expenditures are \$168,375 vs. FY 2023 expenditures of \$124,090.
- Fixed charges expenditures are 81.5% of budget and up \$298,516 (29.2%) from last year at this time. FY 2024 expenditures are \$1,319,632 vs. FY 2023 expenditures of \$1,021,116. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 40.1% of budget and up \$125,096 (35.2%) from last year at this time. FY 2024 expenditures are \$480,637 vs. FY 2023 expenditures of \$355,541.
- Capital Outlay expenditures are 3.0% of budget and up \$36,434 (350.7%) from last year at this time. FY 2024 expenditures are \$46,822 vs. FY 2023 expenditures of \$10,389. ***Please be aware that large projects started in one fiscal year may cross into a new fiscal year and will therefore have an impact on two fiscal years (i.e. one year under budget and the next over budget).***
- Other expenditures are 60.8% of budget and up \$20,663 (3.6%) from last year at this time. FY 2024 expenditures are \$586,917 vs. FY 2023 expenditures of \$566,254. The main category of expenses includes tuition waivers, tuition related refunds, and miscellaneous expense.
- Contingency expenditures are 0.0% of budget and even \$0 (0.0%) from last year at this time. FY 2024 expenditures are \$0 vs. FY 2023 expenditures of \$0.



Clinton E. Gabbard  
President

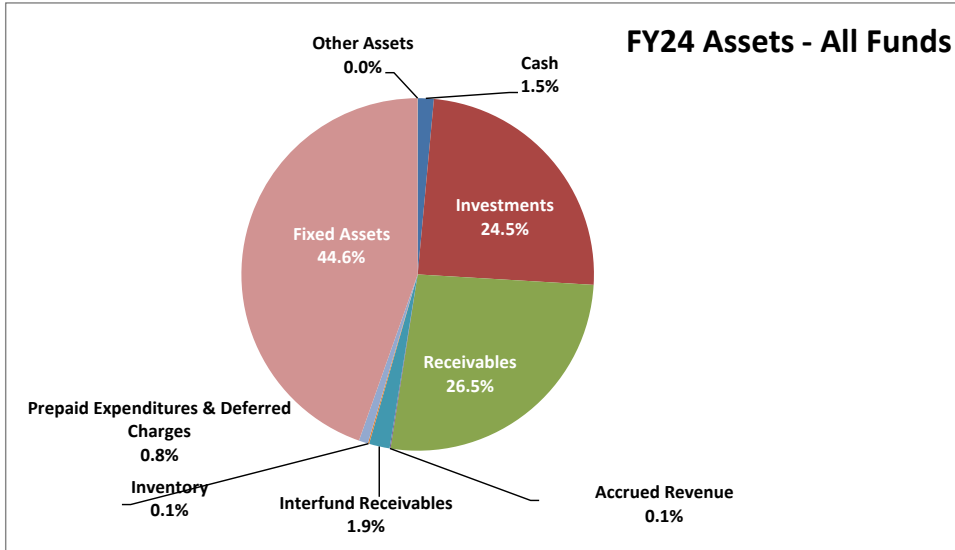
All Funds Statement of Net Position (Balance Sheet)  
January 31, 2024

	01	02	03	04	05	06	07	08	09	10	11	12	17	
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund	
<b>Assets</b>														
Cash	2,520,001	505,230.79	-	-	531,563.18	10,268	255,494	95,646	-	-	453,587	18,211	-	650,000
Investments	41,943,343	20,337,535	5,487,333	10,838,552	-	-	3,085,662	-	-	-	-	2,194,261	-	
Receivables	45,458,850	39,799,332	2,817,232	-	-	(1,969)	2,065,470	-	-	-	75,118	703,667	-	
Accrued Revenue	150,280	68,653	15,594	41,987	-	-	-	13,573	-	-	-	10,473	-	
Interfund Receivables	3,242,911	3,730,766	1,004,804	(300,000)	-	303,008	(1,495,666)	-	-	0	-	-	-	
Inventory	213,173	-	-	-	-	213,173	-	-	-	-	-	-	-	
Prepaid Expenditures & Deferred Charges	1,437,090	834,873	18,389	-	-	6,960	102,471	-	78,144	-	-	127,716	268,537	
Fixed Assets	76,409,227	-	-	-	-	-	-	76,409,227	-	-	-	-	-	
Other Assets	16,239	-	-	-	-	-	-	-	16,239	-	-	-	-	
<b>Total Assets</b>	<b>171,391,114</b>	<b>65,276,390</b>	<b>9,343,352</b>	<b>10,580,539</b>	<b>531,563</b>	<b>531,440</b>	<b>927,769</b>	<b>3,194,882</b>	<b>76,409,227</b>	<b>94,383</b>	<b>453,587</b>	<b>93,329</b>	<b>3,036,116</b>	<b>918,537</b>
<b>Liabilities</b>														
Payroll Deductions Payable	1,286,845	1,139,492	30,554	-	-	109,772	7,027	-	-	-	-	-	-	
Accounts Payable	550,172	378,624	-	130,010	-	17,227	24,312	-	-	-	-	-	-	
Interfund Payable	3,242,911	-	-	1,510,335	-	-	-	-	-	-	-	1,732,575	-	
Accrued Expense	9,265,105	637,824	-	-	-	-	-	-	2,661	-	-	-	8,624,620	
Deferred Revenue	50,752,006	31,567,990	2,603,573	-	-	5,775	-	-	-	-	68,750	643,907	15,862,011	
Fixed Liabilities	13,271,122	-	-	-	-	-	-	-	13,271,122	-	-	-	-	
Other Liabilities	240,801	54,775	-	-	-	186,026	-	-	-	-	-	-	-	
<b>Total Liabilities</b>	<b>78,608,960</b>	<b>33,778,704</b>	<b>2,634,126</b>	<b>1,640,345</b>	<b>-</b>	<b>318,801</b>	<b>31,339</b>	<b>-</b>	<b>13,273,783</b>	<b>-</b>	<b>68,750</b>	<b>2,376,482</b>	<b>24,486,631</b>	
<b>Designated Fund Balance</b>	<b>92,782,154</b>	<b>31,497,687</b>	<b>6,709,226</b>	<b>8,940,194</b>	<b>531,563</b>	<b>212,639</b>	<b>896,430</b>	<b>3,194,882</b>	<b>76,409,227</b>	<b>(13,179,400)</b>	<b>453,587</b>	<b>24,579</b>	<b>659,634</b>	<b>(23,568,094)</b>
<b>Assigned Fund Balance</b>														
33% Unassigned for annual budgeted expenditures	20,002,250	18,189,447	1,812,803	-	-	-	-	-	-	-	-	-	-	-
Other Designated Reserves	0	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Improvement/Investment in Capital Assets	85,349,420	-	-	8,940,194	0	-	-	76,409,227	-	-	-	659,634	-23,568,094	
Liabilities, Protection, and Settlement	-36,179,581	-	-	-	-	-	-	-	-13,271,122	-	-	-	-	
Working Cash/Other Restricted	3,124,596	-	-	-	-	896,430	1,750,000	-	-	453,587	24,579	-	-	
<b>Remaining Unassigned Balance</b>	<b>20,485,468</b>	<b>13,308,240</b>	<b>4,896,423</b>	<b>0</b>	<b>531,563</b>	<b>212,639</b>	<b>0</b>	<b>1,444,882</b>	<b>0</b>	<b>91,722</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

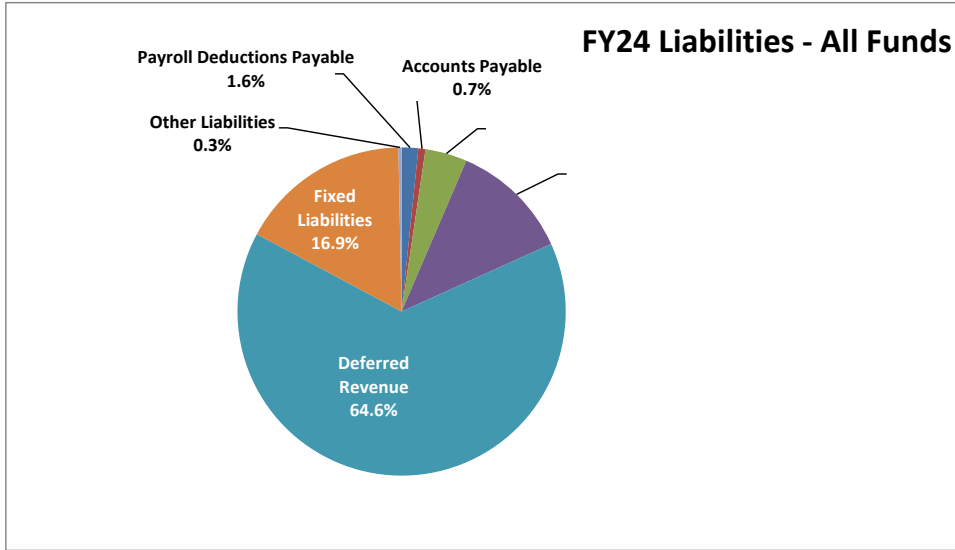
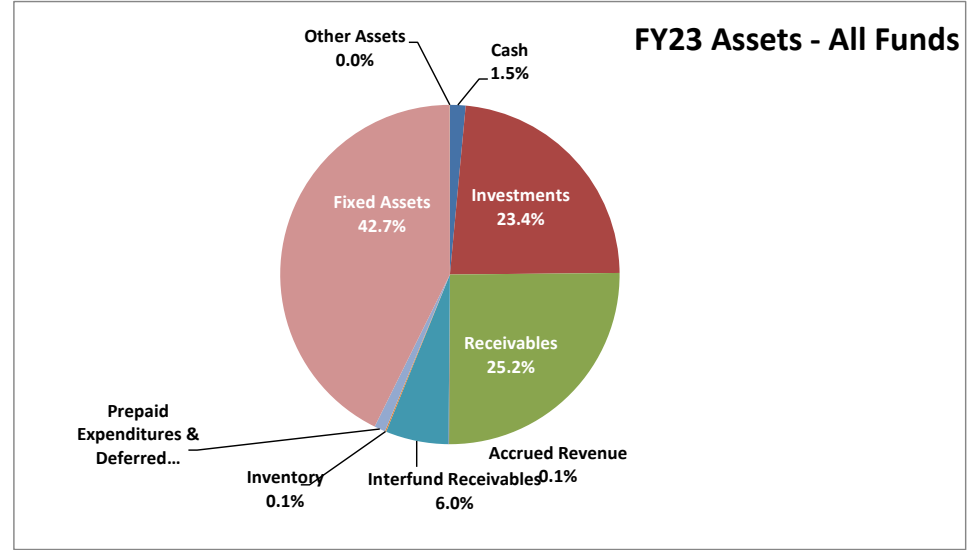


All Funds Statement of Net Position (Balance Sheet)  
January 31, 2024

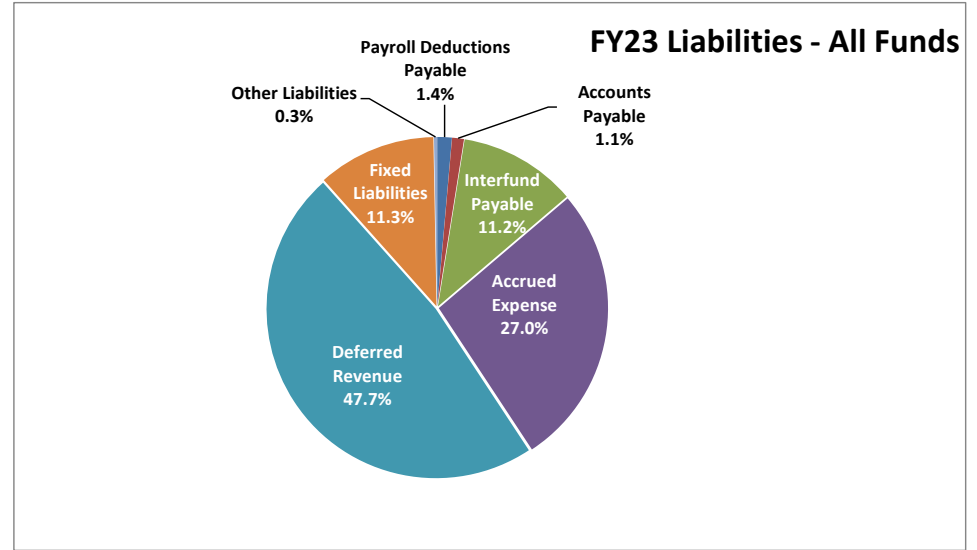
Total Assets = \$ 171,391,114



Total Assets = \$ 168,186,716



Total Liabilities = \$ 78,608,960



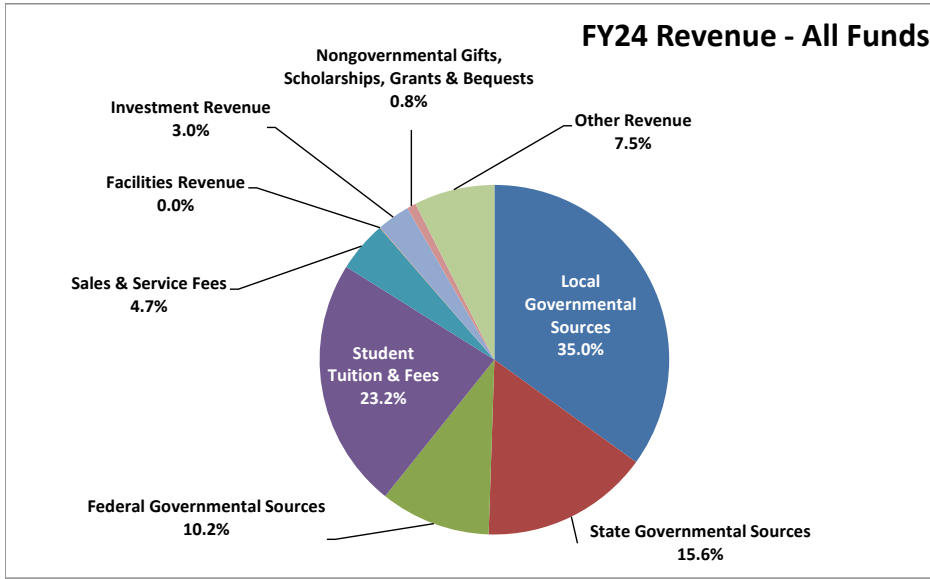
Total Liabilities = \$ 83,523,027

All Funds Statement of Activities (Income Statement)  
January 31, 2024

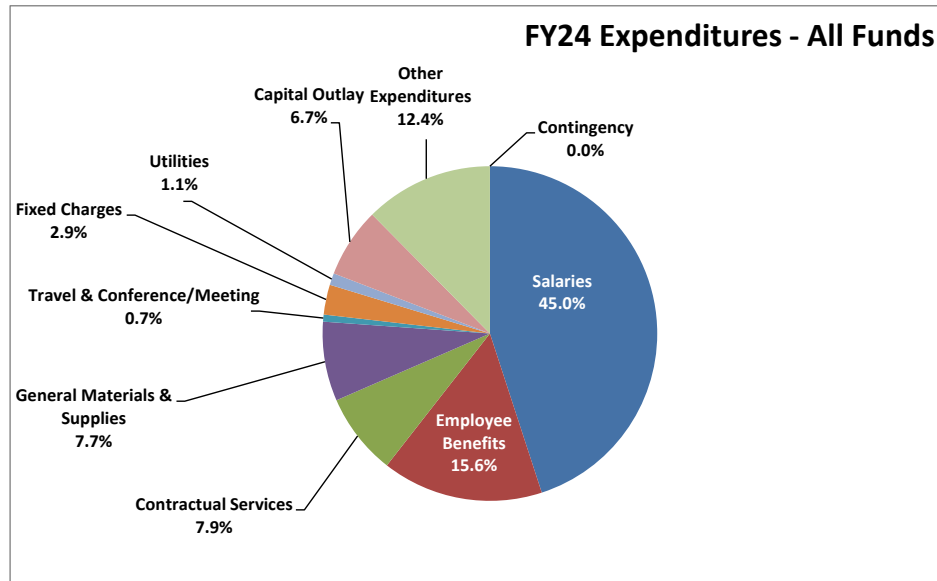
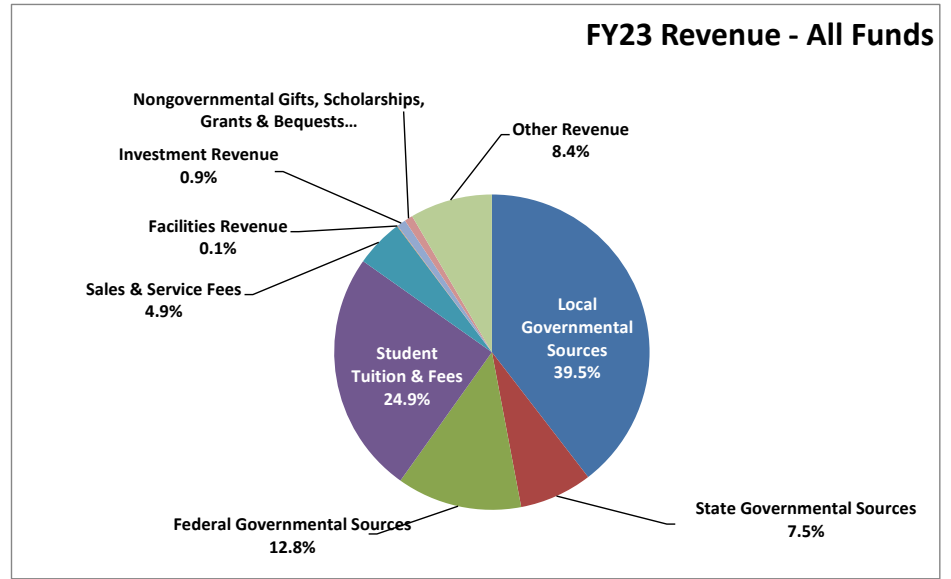
	01	02	03	04	05	06	07	08	09	10	11	12	17	
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
<b>Revenue</b>														
Local Governmental Sources	17,268,372	15,258,098	1,556,670	-	-	-	-	-	-	-	-	43,776	409,828	-
State Governmental Sources	7,686,146	5,097,168	622,490	-	-	-	1,966,487	-	-	-	-	-	-	-
Federal Governmental Sources	5,049,036	-	-	-	-	-	5,049,036	-	-	-	-	-	-	-
Student Tuition & Fees	11,442,573	9,239,641	906,414	76,290	712,058	508,169	-	-	-	-	-	-	-	-
Sales & Service Fees	2,320,592	75,816	-	-	-	2,244,776	-	-	-	-	-	-	-	-
Facilities Revenue	22,726	15,966	-	-	-	6,760	-	-	-	-	-	-	-	-
Investment Revenue	1,503,966	582,318	286,543	358,908	-	-	-	161,389	-	-	-	-	114,810	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	413,330	13,486	-	-	-	-	333,220	-	-	-	66,624	-	-	-
Other Revenue	3,685,205	3,617,115	6,003	1,241,620	-	-	-	-	-	(1,241,620)	62,087	-	-	-
<b>Total Revenue</b>	<b>49,391,946</b>	<b>33,899,609</b>	<b>3,378,119</b>	<b>1,676,818</b>	<b>712,058</b>	<b>2,759,705</b>	<b>7,348,743</b>	<b>161,389</b>	<b>-</b>	<b>(1,241,620)</b>	<b>128,712</b>	<b>43,776</b>	<b>524,637</b>	<b>-</b>
<b>Expenditures</b>														
Salaries	18,897,620	16,457,920	378,815	-	-	1,150,254	910,631	-	-	-	-	-	-	-
Employee Benefits	6,542,693	5,689,504	105,757	-	-	163,607	184,850	-	-	-	-	-	398,975	-
Contractual Services	3,325,172	1,284,279	1,145,774	70,720	-	390,730	365,500	-	-	-	68,170	-	-	-
General Materials & Supplies	3,219,341	1,552,674	359,626	161,255	-	882,430	263,356	-	-	-	-	-	-	-
Travel & Conference/Meeting	284,965	164,000	4,375	-	-	39,607	76,982	-	-	-	-	-	-	-
Fixed Charges	1,215,229	1,271,825	47,808	-	624,000	8,867	-	-	-	(806,097)	-	-	68,826	-
Utilities	480,637	107,654	372,983	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	2,828,657	6,629	40,194	2,082,820	-	30,731	106,349	-	561,935	-	-	-	-	-
Other Expenditures	5,216,514	586,917	-	-	-	2,924	4,530,351	-	-	-	96,324	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>42,010,828</b>	<b>27,121,401</b>	<b>2,455,332</b>	<b>2,314,795</b>	<b>624,000</b>	<b>2,669,150</b>	<b>6,438,019</b>	<b>-</b>	<b>561,935</b>	<b>(806,097)</b>	<b>96,324</b>	<b>68,170</b>	<b>467,801</b>	<b>-</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>7,381,118</b>	<b>6,778,207</b>	<b>922,788</b>	<b>(637,977)</b>	<b>88,058</b>	<b>90,555</b>	<b>910,725</b>	<b>161,389</b>	<b>(561,935)</b>	<b>(435,522)</b>	<b>32,388</b>	<b>(24,394)</b>	<b>56,836</b>	<b>-</b>
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	85,401,031	24,719,477	5,786,437	9,578,171	443,504	122,085	(14,295)	3,033,493	76,971,160	(12,743,878)	421,199	48,973	602,799	(23,568,094)
Ending Fund Balance	92,782,149	31,497,684	6,709,225	8,940,194	531,562	212,640	896,430	3,194,882	76,409,225	(13,179,400)	453,587	24,579	659,635	(23,568,094)

All Funds Statement of Activities (Income Statement)  
January 31, 2024

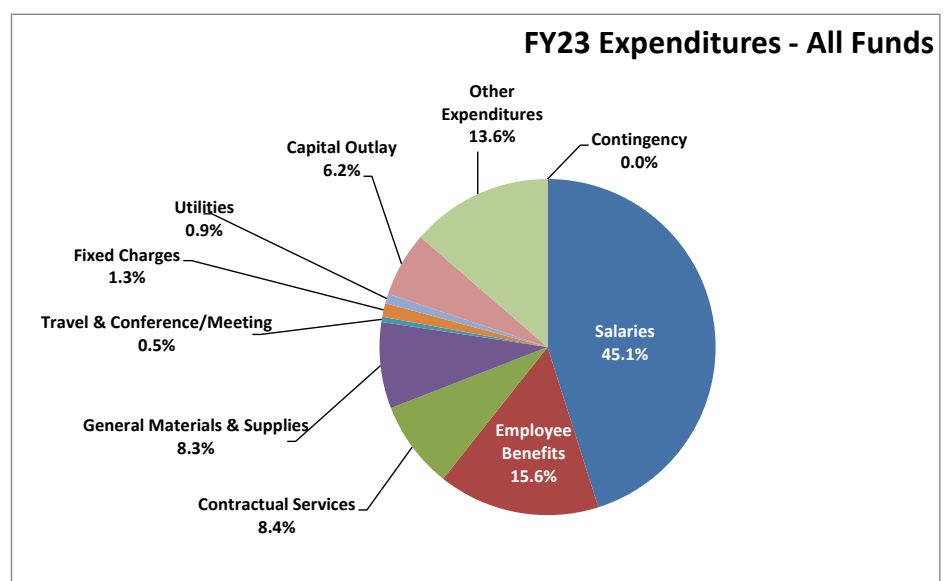
Total Revenue = \$ 49,391,946



Total Revenue = \$ 44,080,617



Total Expense = \$ 42,010,828



Total Expense = \$ 38,657,069

Operating Funds  
Net of SURS/Investments

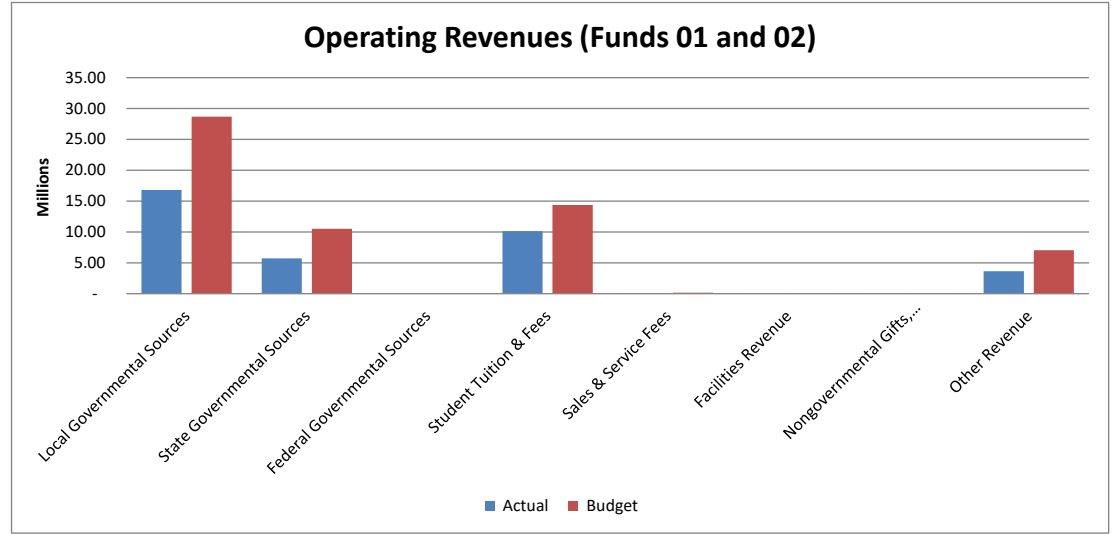
**Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)**

January 31, 2024

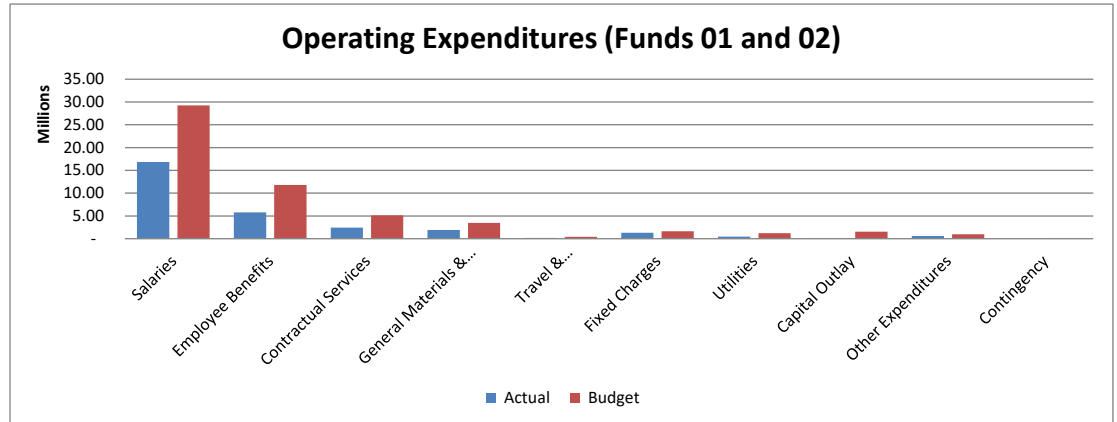
	FY24			FY23		FY23			FY24 Act.	
	YTD Actual	YTD Budget	Full Budget	YTD Bud.	Full Bud.	YTD Actual	Budget	% Chng	Change Over FY23 Act.	% Chng
<b>Revenue</b>										
Local Governmental Sources	\$ 16,814,768	\$ 16,815,748	\$ 28,700,710	100.0%	58.6%	\$ 16,979,905	\$ 28,962,379	58.6%	\$ (165,137)	-1.0%
State Governmental Sources	5,719,658	6,157,302	10,509,134	92.9%	54.4%	2,288,385	4,872,056	47.0%	\$ 3,431,273	149.9%
Federal Governmental Sources	-	-	-	0.0%	0.0%	-	-	0.0%	\$ -	0.0%
Student Tuition & Fees	10,146,055	9,178,932	14,360,846	110.5%	70.7%	9,616,801	13,350,427	72.0%	\$ 529,254	5.5%
Sales & Service Fees	75,816	102,533	175,000	73.9%	43.3%	54,935	164,000	33.5%	\$ 20,881	38.0%
Facilities Revenue	15,966	11,112	18,966	143.7%	84.2%	15,966	18,966	84.2%	\$ -	0.0%
Nongovernmental Gifts	13,486	6,445	11,000	209.3%	122.6%	2,753	11,000	25.0%	\$ 10,733	389.9%
Other Revenue	3,623,118	4,129,293	7,047,777	87.7%	51.4%	3,646,916	11,671,443	31.2%	\$ (23,798)	-0.7%
<b>Total Revenue</b>	<b>\$ 36,408,868</b>	<b>\$ 36,401,365</b>	<b>\$ 60,823,433</b>	<b>100.0%</b>	<b>59.9%</b>	<b>\$ 32,605,661</b>	<b>\$ 59,050,271</b>	<b>55.2%</b>	<b>\$ 3,803,207</b>	<b>11.7%</b>
<b>Expenditures</b>										
Salaries	\$ 16,836,736	\$ 17,155,534	\$ 29,280,648	98.1%	57.5%	\$ 15,611,141	\$ 28,170,035	55.4%	\$ 1,225,594	7.9%
Employee Benefits	5,795,261	6,902,359	11,780,779	84.0%	49.2%	5,349,163	15,614,102	34.3%	\$ 446,099	8.3%
Contractual Services	2,430,053	2,991,071	5,105,087	81.2%	47.6%	2,367,796	4,823,014	49.1%	\$ 62,257	2.6%
General Materials & Supplies	1,912,300	2,022,524	3,451,994	94.6%	55.4%	1,849,714	3,307,839	55.9%	\$ 62,586	3.4%
Travel & Conference/Meeting	168,375	251,970	430,056	66.8%	39.2%	124,090	332,282	37.3%	\$ 44,285	35.7%
Fixed Charges	1,319,632	949,149	1,619,985	139.0%	81.5%	1,021,116	1,591,347	64.2%	\$ 298,516	29.2%
Utilities	480,637	701,779	1,197,780	68.5%	40.1%	355,541	1,220,675	29.1%	\$ 125,096	35.2%
Capital Outlay	46,822	910,374	1,553,805	5.1%	3.0%	10,389	1,687,269	0.6%	\$ 36,434	350.7%
Other Expenditures	586,917	565,394	965,000	103.8%	60.8%	566,254	916,500	61.8%	\$ 20,663	3.6%
Contingency	-	39,387	67,225	0.0%	0.0%	-	100,000	0.0%	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 29,576,733</b>	<b>\$ 32,489,541</b>	<b>\$ 55,452,359</b>	<b>91.0%</b>	<b>53.3%</b>	<b>\$ 27,255,204</b>	<b>\$ 57,763,063</b>	<b>47.2%</b>	<b>\$ 2,321,529</b>	<b>8.5%</b>
<b>Surplus/(deficit)</b>	<b>\$ 6,832,135</b>	<b>\$ 3,911,824</b>	<b>\$ 5,371,074</b>			<b>\$ 5,350,457</b>	<b>\$ 1,530,279</b>		<b>\$ 1,481,678</b>	<b>27.7%</b>
Net Transfers Out/(In)	\$ -		\$ 850,000			\$ -	\$ 1,530,279		\$ -	0.0%
<b>Net Operating Funds Surplus/(Deficit)</b>	<b>\$ 6,832,135</b>	<b>\$ 3,911,824</b>	<b>\$ 4,521,074</b>			<b>\$ 5,350,457</b>	<b>\$ -</b>		<b>\$ 1,481,678</b>	<b>27.7%</b>
<i>Beginning Fund Balance</i>	<i>30,505,914</i>	<i>30,505,914</i>	<i>30,505,914</i>			<i>33,702,147</i>				
<i>Net Operating Funds Surplus/(Deficit)</i>	<i>6,832,135</i>	<i>3,911,824</i>	<i>4,521,074</i>			<i>5,350,457</i>				
<i>Add: Contingency (assumption is it is not used)</i>			<i>67,225</i>							
<b>Calculated YTD Ending Fund Balance (b)</b>	<b>\$ 37,338,049</b>	<b>\$ 34,417,738</b>	<b>\$ 35,094,213</b>			<b>\$ 39,052,604</b>				

**Operating Funds - Statement of Activities**  
**January 31, 2024**

	Actual	Budget
<b>Revenue</b>		
Local Governmental Sources	16,814,768.14	28,700,710.00
State Governmental Sources	5,719,658.11	10,509,134.00
Federal Governmental Sources	-	-
Student Tuition & Fees	10,146,055.24	14,360,846.00
Sales & Service Fees	75,816.41	175,000.00
Facilities Revenue	15,966.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	13,486.00	11,000.00
Other Revenue	3,623,117.83	7,047,777.00
<b>Total Revenue</b>	<b>36,408,867.73</b>	<b>60,823,433.00</b>



<b>Expenditures</b>		
Salaries	16,836,735.51	29,280,648.00
Employee Benefits	5,795,261.10	11,780,779.00
Contractual Services	2,430,052.64	5,105,087.00
General Materials & Supplies	1,912,299.89	3,451,994.00
Travel & Conference/Meeting	168,375.19	430,056.00
Fixed Charges	1,319,632.48	1,619,985.00
Utilities	480,637.14	1,197,780.00
Capital Outlay	46,822.45	1,553,805.00
Other Expenditures	586,916.50	965,000.00
Contingency	-	67,225.00
<b>Total Expenditures</b>	<b>29,576,732.90</b>	<b>55,452,359.00</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>6,832,134.83</b>	<b>5,371,074.00</b>



\*#N/A or "-" indicates that there is no activity to record for this category in Fund 01 or 02.

Treasurer's Report

Information

Attached is the Treasurer's Report for the month of January including details regarding the College's investments.

Recommendation

It is recommended that the Board of Trustees approves the Treasurer's Report as presented.



Clinton E. Gabbard  
President

**McHenry County College  
Treasurer's Report  
For the Month of January 2024**

<b>Bank Name Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
Crystal Lake Bank & Trust <b>Credit Cards</b>	\$254,527.18	\$980,460.54	\$1,123,513.07	\$111,474.65
Crystal Lake Bank & Trust <b>Direct Pay</b>	\$16,748.51	\$1,452,721.65	\$1,448,332.18	\$21,137.98
Crystal Lake Bank & Trust <b>Employee Benefits</b>	\$0	\$30,028.97	\$30,028.97	\$0
Crystal Lake Bank & Trust <b>Federal Student Loan</b>	\$10,000.00	\$172,972.29	\$172,972.29	\$10,000.00
Crystal Lake Bank & Trust <b>Funds Holding</b>	\$234,008.54	\$8,819,108.41	\$6,962,378.45	\$2,090,738.50
Crystal Lake Bank & Trust <b>Operations</b>	\$101,174.71	\$1,414,008.55	\$1,239,443.32	\$275,739.94
Crystal Lake Bank & Trust <b>Payroll</b>	\$13,265.56	\$1,761,678.14	\$1,769,258.44	\$5,685.26

McHenry County College  
January 31, 2024

Investments

College Fund	Financial Institution			01/31/24			
		Investments	Investments	% of Total	Interest	No. of Days	Maturity
Education	Illinois Funds	\$27,007	\$14,544	0%	see below	N/A	On Demand
Education	PFM Investments	20,379,181	23,647,818	48%	see below	N/A	Various
Operations & Maintenance	PFM Investments	5,502,927	5,469,524	13%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	1,677,394	1,667,212	4%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	8,693,189	8,654,421	21%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	130,899	130,899	0%	variable	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	379,057	377,366	1%	see below	N/A	Various
Working Cash	PFM Investments	3,099,236	3,080,423	7%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,204,734	2,191,351	5%	see below	N/A	Various
	<b>Total</b>	<b>\$42,093,624</b>	<b>\$45,233,559</b>	<b>100%</b>			

Investment Revenue

Investment Revenue

College Fund	Jan-24	Fiscal YTD
Education	\$64,950	\$565,267
Operations & Maintenance	33,982	289,566
Operations & Maintenance (Restricted)	10,358	88,264
Operations & Maintenance (Restricted CDB Projects)	40,458	271,571
Working Cash	19,138	163,083
Liability, Protection and Settlement	13,615	116,014
<b>Total</b>	<b>\$182,501</b>	<b>\$1,493,765</b>

Illinois Fund Rates - December 31, 2023

Annualized rate - Money Market

Low	5.351%
High	5.451%
Average	5.392%

PFM Investment Rates - December 31, 2023

Range of CD Rates

	Short Term*	Long Term*	CDB Trust 019*	CDB Trust 020*
Low	5.72%	-	-	-
High	5.75%	-	-	-

Yield to Maturity of Notes

	Short Term*	Long Term	CDB Trust 019*	CDB Trust 020
At Cost	5.720%	3.920%	-	-
At Market	5.460%	4.380%	-	-

\*Currently there are no investments in these categories.



Ratification for Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$1,209,042.90. Please note that the expenses are not segregated into the respective funds.

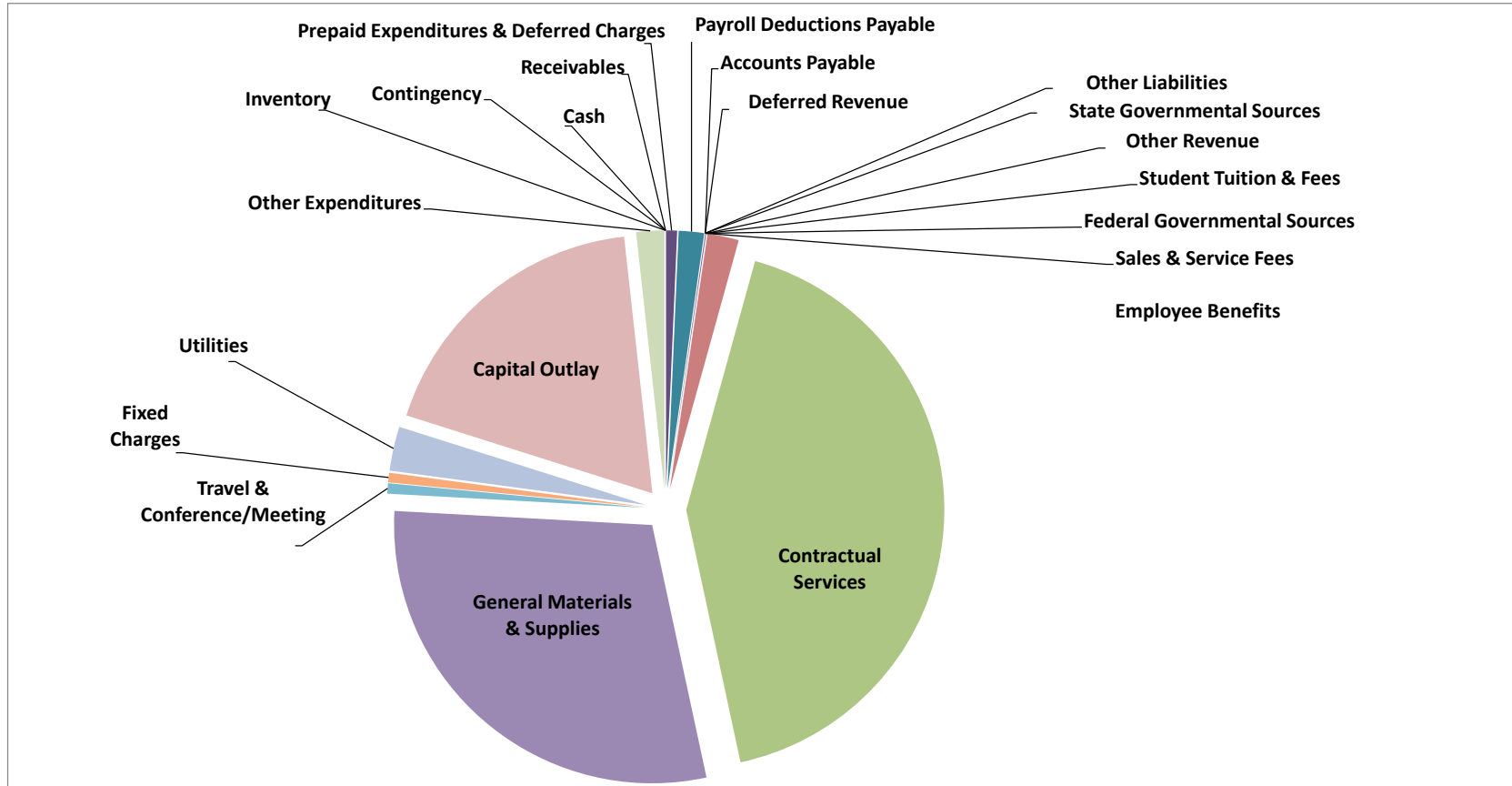
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of January 1 - January 31, 2024 totaling \$1,209,042.90.



Clinton E. Gabbard  
President

## Distribution of Monthly Check Register Payments 1/1/24 through 1/31/24



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	37.50	0.00%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	23,766.38	1.97%
Prepaid Expenditures & Deferred Charges	8,352.00	0.69%	Contractual Services	511,672.40	42.32%
Payroll Deductions Payable	19,174.04	1.59%	General Materials & Supplies	353,608.61	29.25%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	7,841.21	0.65%
Deferred Revenue	0.00	0.00%	Fixed Charges	7,230.00	0.60%
Other Liabilities	0.00	0.00%	Utilities	33,413.42	2.76%
State Governmental Sources	0.00	0.00%	Capital Outlay	222,051.79	18.37%
Federal Governmental Sources	682.84	0.06%	Other Expenditures	21,212.71	1.75%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			<b>Total All Categories</b>	<b>1,209,042.90</b>	<b>100.00%</b>

**Six Month  
Select Vendor History Report**

SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	Six (6) Calendar Months					
						FY24: (8-Aug)	FY24: (9-Sep)	FY24: (10-Oct)	FY24: (11-Nov)	FY24: (12-Dec)	FY24: (1-Jan)
Engineering	53	Contractual Services	0396644	Quality Engineering	\$2,260.00	2,260.00					
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$1,663.85	1,663.85					
<b>Engineering Total</b>					\$ 3,923.85	3,923.85	-	-	-	-	-
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$3,744.30	729.43	952.77	785.12	682.32	346.90	247.76
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$3,433.04	452.64	445.68	585.60	867.20	1,032.32	49.60
Food Vendor	54	General Materials & Supplies	0396759	3 CHEFS CATERING SE	\$1,518.20			1,338.20			180.00
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$4,818.70		943.00	1,342.70	1,108.60	792.80	631.60
Food Vendor	55	Travel & Conference/Meeting	0396759	3 CHEFS CATERING SE	\$1,686.00	1,686.00					
<b>Food Vendor Total</b>					\$ 15,200.24	2,868.07	2,341.45	4,051.62	2,658.12	2,172.02	1,108.96
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,250.00	250.00	250.00		500.00	250.00	
Landscaping	54	General Materials & Supplies	0394808	COUNTRYSIDE GARDEN	\$31.96		31.96				
Landscaping	59	Other Expenditures	0395554	INTERIOR TROPICAL G	\$525.00						525.00
<b>Landscaping Total</b>					\$ 1,806.96	250.00	281.96	-	500.00	250.00	525.00
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$27,501.58		16,786.25			10,715.33	
<b>Legal Total</b>					\$ 27,501.58	-	16,786.25	-	-	10,715.33	-
Temporary Staffing	51	Salaries	0396989	WORKING WORLD INC	\$792.80		792.80				
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$103,803.75	21,723.60	22,992.35	19,976.12	20,846.45	6,916.78	11,348.45
<b>Temporary Staffing Total</b>					\$ 104,596.55	21,723.60	23,785.15	19,976.12	20,846.45	6,916.78	11,348.45
<b>Grand Total</b>					\$ 153,029.18	\$ 28,765.52	\$ 43,194.81	\$ 24,027.74	\$ 24,004.57	\$ 20,054.13	\$ 12,982.41

Request to Purchase  
Foglia CATI Amitrol Hydraulic Trainer

Information

The MCC Automation, Robotics, and Mechatronics program includes training on hydraulics, electrical, and pneumatics. The current hydraulic trainer allows for two to three students to actively engage in the lab exercises. The additional of the Amitrol Hydraulic Trainer will allow MCC to expand the current hydraulic trainer to be double sided and add an additional double sided hydraulic trainer. This expansion and additional will adjust the student to equipment ration from 12:1 to 3:1, thereby providing a significantly improved learning experience. As such, students will fabricate, assemble, operate, and troubleshoot hydraulic systems used in many automated systems.

The cost for this Amitrol Hydraulic Trainer equipment is \$38,358.38 and is provided by Moss Enterprises of Johnston, Iowa.

The cost is budgeted in the Fund 03 Foglia Center for Advanced Technology and Innovation budget.

This purchase is from a sole source technology supplier, and therefore exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 105 ILCS 5/10-20.21, exemption (xiii) which reads, "contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph"; and exemption (vii) which reads, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services."

Recommendation

It is recommended that the Board of Trustees approve the purchase of the Amitrol Hydraulic System Trainer from Moss Enterprises of Johnston, IA for \$38,358.38.



Clinton E. Gabbard  
President

Request to Purchase  
Foglia CATI Swift CNC Plasma Table

Information

MCC will be moving its Welding Program from Woodstock, IL to the Foglia Center for Advanced Technology and Innovation (CATI) when it opens in August 2024. The College is seeking to purchase a Swift CNC Plasma Table for use in the Foglia CATI Welding and Fabrication Lab.

A CNC plasma table is a machine that uses a plasma torch to make precise and efficient cutting of metal. The term "CNC" refers to "Computer Numerical Control", which means that a computer is used to direct the machine's motion based on numerical codes in a program.

The mission of McHenry County College's Welding and Fabrication Program is to develop students who can work safely and efficiently while they fabricate, assemble, weld, and troubleshoot welded assemblies. Students will learn to program and operate the CNC plasma table to cut parts that will be used as they fabricate their projects during their lab activities. These machines are becoming very common in the metal fabrication and manufacturing industries.

The quote for this equipment, which is a demonstration unit sold as used, is from the Weldstar Company of Aurora, IL, at a cost of \$41,500.00. This expense is budgeted between the following accounts:

- \$36,600.00 – 2024 – Perkins Grant
- \$4,900.00 – Fund 03 – Foglia Center for Advanced Technology and Innovation account

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 105 ILCS 5/10-20.21, exemption (x) which reads, "purchases of equipment previously owned by some entity other than the district itself."

Recommendation

It is recommended that the Board of Trustees approves the purchase of a Swift CNC Plasma Table from Weldstar Company of Aurora, IL for \$41,500.00.



Clinton E. Gabbard  
President

Request to Approve  
Contract Renewal for the Rave Mass Notification

As part of its U.S. Department of Education compliance under the Jeanne Clery Act, colleges and universities are required to provide emergency notifications, timely warnings, and community advisories to alert its campus population of potential threats. These threats can be human made or natural disasters. McHenry County College (MCC) currently uses the RAVE Mass Notification platform for a variety of emergency notifications for its students, employees, and the community.

MCC’s current five year contract with RAVE is set to expire in February 2024. MCC is requesting Board approval to renew the contract for RAVE Mobile Safety and continue its service without interruption to comply with the Jeanne Clery Act, supporting our efforts to keep our campuses safe and informed. Beginning February 2024, RAVE Mobile Safety kept its annual costs for institutions representative of our enrollment to \$9,873.89 per year. A five-year extended contract will provide an economy of scale that offers a set cost per year over the five year period. The payment schedule is listed below:

Year	Amount
2024-2025	\$9,873.89
2025-2026	\$9,873.89
2026-2027	\$9,873.89
2027-2028	\$9,873.89
2028-2029	\$9,873.89

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (e) which reads, “contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent.” and exemption (f) which reads, “purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.”

The total expense of \$49,369.45 for the five-year contract extension is budgeted in the General Institutional account within the Education Fund (Fund 01).

Recommendation

It is recommended that the Board of Trustees approves a five-year contract renewal from RAVE Mobile Safety of Farmingham, MA for \$49,369.45.



Clinton E. Gabbard  
President

Request to Renew  
Panopto Software and Support Agreement

Information

Panopto, MCC's college-wide video platform, supports faculty in creating, managing, and sharing video content with a user-friendly interface and robust features, making it a valuable tool for enriching teaching methods and deepening student engagement. Integrated seamlessly with Canvas, MCC's Learning Management System, Panopto facilitates easy access to lectures and interactive content, including quizzes, discussion forums, and note-taking capabilities, anytime and anywhere. This enhances learning engagement and effectiveness by allowing students to actively participate in their education. Additionally, its automated video transcription and closed captioning features ensure inclusivity, making content accessible to all students, including those with disabilities, thereby fostering an inclusive learning environment.

Previously, MCC had a yearly renewal policy. The proposed three-year contract is more cost-effective. To continue uninterrupted service with Panopto, this Board report requests a renewal with a three-year subscription to Panopto from March 2, 2024 to March 1, 2027, with a total cost of \$76,040.36.

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act, Chapter 110 ILCS 805/3-27.1, under exemption (f), which reads: "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services."

This software and support expense of \$76,040.36 is budgeted in the CAO account within the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of a three-year Panopto software and support agreement from Panopto of Pittsburgh, PA for an initial year-one cost of \$23,652.35, with a total three-year cost of \$76,040.36.



Clinton E. Gabbard  
President

Request to Renew SoftDocs

Information

In March 2019, the MCC Board of Trustees approved the purchase of the Etrieve document imaging cloud subscription system and services from Softdocs, Inc. (Board report #19-40). In January 2020, the Board approved an expansion of the SoftDocs application that allowed for additional development and adoption of the technology throughout the College (Board report #20-6). With those approvals, the College received forms design and imaging training and system setup services to use the Softdocs cloud-based subscription software. The College also implemented online forms for 11 departments, including Financial Aid, Human Resources, and the Student Records department, along with the ability to scan/image paper documents to reduce the College’s reliance on paper and paper storage. The system also was integrated with the College’s Ellucian Colleague ERP system, and these combined activities have resulted in reduced labor and manual process through automation, along with a reduction in the need for storage facilities for paper files.

MCC’s current agreement with Softdocs expires on March 31, 2023. The College would like to continue the use and relationship with Softdocs and sought an extended agreement to achieve long-term discounts in annual renewal costs. In addition to cloud storage services, the renewal agreement includes the following Etrieve modules: Central, Connect, Content, Flow, Forms, Forms Builder, Reports and Security. The total cost of continued document imaging, electronic forms, and digital storage over the next five years is below:

Year 1	Year 2	Year 3	Year 4	Year 5
\$85,000.00	\$87,550.00	\$90,176.50	\$92,882.33	\$95,667.50

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, “purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services.”

This expense is budgeted in the FY 2024/FY2029 Enterprise Applications Fund 01 account.

Recommendation

It is recommended that the Board of Trustees approves the purchase of document imaging and managed services from Softdocs, Inc. of Columbia, SC at a total five-year cost of \$451,276.33.



Clinton E. Gabbard  
President



Request to Renew Microsoft Unified Enterprises Support

Information

For the past seven years, McHenry County College has subscribed to Microsoft's Unified Enterprise Support Services for 200-plus Windows servers and nearly 2000 Windows desktop computers. This support is provided by assigned Microsoft resources and includes problem resolution support, additional proactive services and enhanced solutions, information services to MCC IT staff for the latest knowledge on Microsoft technologies, and workshops to prevent problems, including increasing system availability and assisting with the creation of technology solutions using Microsoft technologies.

The current Unified Enterprise Support Service agreement expires on March 23, 2024 and needs to be renewed. The renewal cost for the Microsoft Unified Enterprise Support is \$58,206.00 for one year of support.

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, "purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services."

This expense is budgeted in the IT Infrastructure and Security account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of Microsoft Premier Support Services from March 24, 2024 to March 23, 2025 from Microsoft Corporation of Redmond, WA for \$58,206.00.



Clinton E. Gabbard  
President

Request to Lease  
Computers for University Center at MCC and Foglia CATI

In support of outfitting 13 computer classrooms and labs in both the University Center at MCC (Woodstock, IL) and the Foglia Center for Advanced Technology and Innovation, we propose leasing 350 computers (250 desktops and 100 laptops). These computers will feature enhanced memory and processor configurations to support specialized software used in the classrooms.

This lease features a \$1 buyout option, which will allow MCC to either return the computers at the end of the lease or keep them permanently upon payment of \$1. This gives us more flexibility to extend the useful life of the computers, thereby reducing overall computer acquisition costs.

- Lease term: 4 years (starts upon receipt of computers)
- Total cost of 4-year lease of 350 computers, with \$1 buyout: \$687,461.80

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, “purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services.

This expense is budgeted in Fund 3 – IT Technology Services account.

Recommendation

It is recommended that the Board of Trustees approves the lease of computers from Dell, Inc. of Round Rock, TX for \$687,461.80.



Clinton E. Gabbard  
President

Request to Purchase  
Computer Equipment for University Center at MCC and Foglia CATI

In support of outfitting the Foglia CATI and University Center at MCC (Woodstock, IL), we propose to purchase computer equipment that is needed to ensure that computer labs can meet the needs of University Center students and faculty. The following equipment is being requested to support these efforts:

3 laptop carts: \$3,439.38  
225 widescreen monitors: \$74,135.35

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Total cost: \$77,574.63

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, "purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services."

This expense is budgeted in Fund 3 – IT Technology Services fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of computer equipment from CDW, Vernon Hills, IL for \$77,574.63.



Clinton E. Gabbard  
President

Request to Purchase  
Rev UP EV Grant Vehicle Purchase

Information

MCC has been awarded a Rev UP EV grant from the Illinois Community College Board (ICCB). This grant is to promote the development and growth of training programs that prepare individuals for careers in EV technology and EV-specific advanced manufacturing fields. The award includes the funds to purchase an electric vehicle, electric vehicle tools, and instructor training.

The electric vehicle will be used in the MCC Automotive department to provide MCC students with training on electric vehicle theory, operation, safety, diagnosis, and repair. We are requesting to purchase a 2023 Toyota bZ4X XLE electric vehicle from Pauly Toyota in Crystal Lake, IL. The cost of this vehicle is \$36,514.03.

This expense is budgeted in the Rev UP EV grant, and as a used vehicle it is exempt from bidding.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the 2023 Toyota bZ4X XLE electric vehicle from Pauly Toyota in Crystal Lake, Illinois for \$36,514.03.



Clinton E. Gabbard  
President

### Appointment of Campus Realtor

#### Information

McHenry County College needs to enlist a professional realtor to work on the potential sale of one of the College's buildings.

As part of the University Center at MCC's renovation, existing operations located at the Shah Center (4100 Shamrock Lane, McHenry, IL) will eventually be relocated to the University Center. Since the College deemed that the soon-to-be vacated Shah Center site does not fit in its long-range plans, the decision has been made to sell that building, saving the College on maintaining the Shah Center once unoccupied.

The College issued a Request for Proposal (RFP) for realtor services with experience in commercial properties. Sales commissions for the sale of the property will be offset through the sale and closing of the building when sold.

#### Recommendation

It is recommended that the Board of Trustees approves the appointment of Premier Commercial Realty of Lake in the Hills, IL to market and sell the Shah Center site.



Clinton E. Gabbard  
President

Request to Purchase  
Uninterruptible Power Supply for University Center at MCC

Information

In support of outfitting the University Center at MCC in Woodstock, a 15 kVa uninterruptible power supply for the main server room is needed to provide backup power. In the event of power outages this UPS will keep the network services to computers, wireless access points, telephones, and other equipment running until power is restored. This purchase includes:

- 15 kVa Tower UPS
- Batteries
- Service bypass panel
- 2 Power distribution units
- Installation

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Total: \$26,367.63

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, “purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services.”

This expense is budgeted in Fund 3 – IT Technology Services.

Recommendation

It is recommended that the Board of Trustees approves the purchase of an uninterruptible power supply from CDW, Vernon Hills, IL for \$26,367.63.

Clinton E. Gabbard  
President

Salary Adjustment

Information

The Administrative Salary Adjustment Program includes a salary adjustment of \$1,400.00 for full-time administrative staff members upon completion of 15 credit hours of pre-approved course work. In accordance with this program, the following administrator qualifies for a salary adjustment currently. The salary adjustment takes effect for the fiscal year noted.

	<u>Current Salary</u>	<u>Adjusted Salary</u>
Amy Carzoli – 3rd Adjustment – FY 2024 Assistant Vice President of Enrollment Services	\$122,000.00	\$123,400.00

Recommendation

It is recommended that the Board of Trustees ratifies the salary adjustment as stated above.



Clinton E. Gabbard  
President

## 2024 ICCTA Outstanding Full-Time Faculty Member Award

### Information

Since 1986, the MCC Board of Trustees has nominated a faculty member for the Illinois Community College Trustees Association's (ICCTA) Outstanding Full-Time Faculty Member Award. A selection team was led by the Faculty Association, Vice President of Academic Affairs, and past MCC Full-Time Faculty Member award winners. The selection team reviewed 11 nominations for this year's award, with each finalist submitting supporting materials that responded to the following criteria:

- Institutional Contributions
- Community Service
- Teaching/Professional Capabilities
- Professional Development

The many accomplishments and contributions of each of the following faculty members led to their nomination by their peers:

- Magdalena Farc – Instructor, Psychology
- Sherry Ridge – Instructor and Program Chair, Business
- Garrett Beier – Instructor, Entrepreneurial Agriculture and Horticulture
- Christen Louderman – Instructor, Physical Therapist Assistant Program
- Laura Middaugh – Instructor, Mathematics
- Mark Carlson – Instructor, Mathematics

Each faculty member has shown a commitment to the institution, participated in community service activities, has exemplary teaching and professional philosophies, and actively pursued professional development activities.

After considerable debate, the selection committee chose **Magdalena Farc** to represent McHenry County College as its ICCTA Outstanding Full-Time Faculty Member for 2024.

Maria-Magdalena "Magdalena" Farc has demonstrated excellence in teaching at McHenry County College for almost 16 years. During this time, she has inspired innumerable students to continue in the field of Psychology through her sound pedagogical approach and deep passion for teaching students. She helps students interested in learning more about themselves and about their relationships gain a scientific understanding of behavior and mental processes - about the link between their bodies and their minds, about the way in which they remember or think about reality, about human diversity, and about mental illness. Outside of the classroom, Magdalena successfully sponsors students participating in the Undergraduate Research Scholar Program which has led to one student presenting relevant findings at a national conference. She participates in the student-based mentoring initiative and is participating in the student focused Amplified Conference this spring. In addition to teaching credit courses, Magdalena has taught for the Kids & College program, actively participates in recruitment and



retention initiatives, and supports student organizations such as the Homeless Aid Coalition and MCC's chapter of PSI Beta, the Community College National Honor Society in Psychology.

In addition to transforming the lives of her students, Magdalena is active on campus collaborating with and leading her peers. She is a former chair of the Psychology department, and either currently serves or has previously served on the Student Placing, Advising & Support Standing Committee, Curriculum Development & Review Standing Committee, Curriculum Promotion and Review Standing Committee, Academic Competencies: Identifying Remedies for Under-prepared Students Committee, Textbook Advisory Committee, Academic Competencies Ad Hoc Committee, Faculty Association Nominations Committee, Student Evaluation of Instructor Form Ad Hoc Committee, Program Review Committee, Department Chair Manual Committee, Assessment Committee (Liaison for Unit B), Faculty Speaker Series Committee, and is an Advisory Board for the Nursing program. She also serves as a Scholarship Application Reviewer, E-Portfolio Reviewer, and on the Retention Software Recommendation Team. She helped design the Faculty Speaker Series, organized a "Wall of Inspiration" in the Commons for Women's History Month, and co-spearheaded the American Psychological Association's Poverty Initiative at MCC. Magdalena actively participates in professional development opportunities on and off campus, and co-edited a book study of "Belonging," the seminal research synthesis published in 2023 by Geoffrey Cohen. She has served on a colleague's tenure committee and has been a coach to two others as they have gone through the tenure process at MCC. Furthermore, during the past seven years, Magdalena has represented MCC's interests by serving on the state's IAI Social and Behavioral Science Panel and IAI Psychology Panel.

Magdalena is not only an excellent teacher who cares deeply for her students, but she is also a psychologist who is passionate about making the world a better place to live and helping students become well-rounded members of our community. Through all her work and interactions, Magdalena remains humble, gracious, and scholarly, which may be best embodied by the statement she submitted on her nominee form, "To be nominated for the MCC Full-Time Faculty of the Year Award is a great honor for me. I know I stand in the company of many worthy nominees, and I will celebrate this year's chosen faculty wholeheartedly."

Magdalena embodies the mission of the College and is truly deserving of the 2024 ICCTA Outstanding Full-Time Faculty Member Award.

#### Recommendation

It is recommended that the Board of Trustees ratifies the nomination of faculty member Magdalena Farc to represent McHenry County College at the 2024 ICCTA Awards Banquet in June 2024, where the statewide winner will be announced.



Clinton E. Gabbard  
President

## 2024 MCC Outstanding Adjunct Faculty Member Award

Information

Since 1986, the Board of Trustees has nominated a faculty member for the Illinois Community College Trustees Association's (ICCTA) Outstanding Full-Time Faculty Member Award. Beginning last year, the College has also selected an adjunct faculty member to nominate for the Illinois Community College Trustees Association's (ICCTA) Outstanding Adjunct Faculty Member Award. A selection team was composed of eight adjunct faculty members and facilitated by the Dean of Business, Social Sciences, and Public Services. Nine nominations were received for this year's award, the selection team reviewed the six completed applications, and the finalist was reviewed by the Vice President of Academic Affairs.

Each applicant submitted supporting materials which responded to the following criteria:

- MCC's Tenets of Excellence in Teaching:
  - Subject Matter
  - Pedagogy
  - Assessment
  - Professionalism
- Impact beyond the classroom
- Other items of interest

The many accomplishments and contributions of each of the following finalists led to their consideration.

- Connie Lambke – Adjunct Instructor, Administrative Office Technologies
- Anne Meny – Adjunct Instructor, French
- Mark Menzel – Adjunct Instructor, Fire Science
- Ribhi Salhi – Adjunct Instructor, Political Science
- Armando Valdes – Adjunct Instructor, Spanish
- William Zingrone – Adjunct Instructor, Psychology

Each adjunct faculty member has shown a commitment to the institution, commendable teaching and professional philosophies, exemplary representation of MCC's Tenets of Teaching Excellence, and active contribution to the MCC community.

After considerable discussion, the selection committee chose **Anne Meny** to represent McHenry County College as its 2024 Outstanding Adjunct Faculty Member.

Ms. Meny's work as an adjunct instructor of French embodies the tenets of excellence to which all teachers aspire. With respect to her subject area, she models for her students the curiosity and enthusiasm necessary for lifelong learning. She is consultant for the McGraw-Hill textbook her students use, and she influences how that book remains relevant as its editions evolve. To ensure ongoing improvement in her pedagogical choices, Ms. Meny works with MCC's Instructional Designer to maximize her utilization of Canvas's features in her courses. She also incorporates games and simulations in class to simultaneously build comradery among students while allowing for

extemporaneous practice. Because students expect to acquire usable language skills while enrolled in her classes, Ms. Meny has developed transparent assessment mileposts that allow French learners to track their own progress and stay mindful of their opportunities for improvement. She uses reader-friendly rubrics and provides feedback in a timely fashion. Because MCC's institutional goals stress professionalism, Ms. Meny embeds transferable skill reinforcement in her Humanities instruction. She models professionalism herself in her communication with students and she fosters an environment where they treat one another professionally. Because language instruction requires a lot of collaborative learning, her French classes are an ideal place for students to develop their work habits. In addition, Ms. Meny serves the college outside the classroom as Adjunct Instructor Coordinator and she also serves on the Faculty Development Team.

Anne Meny is an excellent instructor and is truly deserving of the 2024 MCC Outstanding Adjunct Faculty Member Award.

### Recommendation

It is recommended that the Board of Trustees ratifies the nomination of adjunct faculty member Anne Meny to represent McHenry County College at the 2024 ICCTA Awards Banquet in June 2024, where the statewide winner will be announced.



Clinton E. Gabbard  
President

Approval of Contract Extension for Auditing Services

Information

McHenry County College had been prepared to issue a Request for Proposal (RFQ) for audit services, however, due to a significant change in personnel within Business Affairs that set the audit schedule back, we are recommending postponing the RFQ for another year.

The reason for the extension is due to the retirement of the Assistant Vice President of Finance earlier last year and with a turnover of her replacement during the start of the FY 2023 audit process. The College feels that changing out an audit firm at this time is not advantageous due to changes in personnel, both within the College as well as Sikich, with the official retirement their managing partner Fred Lantz, who oversaw our account. These critical personnel changes comply with the Board’s desire to look at audit relationships given the significance of both individuals changing in the audit process. Also, there is not sufficient time to issue an RFQ, review responses, and bring any potential new auditors before the Board of Trustees for the start of the FY 2024 audit.

The College’s current audit agreement expired with the completion of the audit for the fiscal year ending June 30, 2023. Given our deadlines and the need to begin preparations for audit work beginning in March 2024 with audit planning beginning soon thereafter, the College has requested a fee proposal on a one-year contract extension from Sikich LLP and is requesting the Board to grant the extension.

The following is the approved fee schedule for the new one (1) year extension.

Fiscal Year Engagement Fees		
Year 1 Extension	Fiscal Year 2024	\$86,750.00

This expense is budgeted in the Audit Fund.

Recommendation

It is recommended that the Board of Trustees approves a contract extension of one year for auditing services with Sikich LLP of Naperville, IL, to perform the audits for FY 2024 for a fee of \$86,750.00.



Clinton E. Gabbard  
President

Approval of Faculty for Tenure Appointment in 2024-2025

Information

Awarding of tenure by the Board of Trustees to probationary faculty members signifies that both the faculty and the administration endorse each candidate as having the professional skills and personal qualities to contribute to student learning for many years to come. The following candidates for tenure have demonstrated that they exhibit instructional excellence in support of McHenry County College's mission and goals, and have achieved a level of performance that will make them high-quality additions to the College's tenured faculty:

Gaylord Rodeman – Instructor, Welding

Guinevere Mathey – Instructor, Speech

Robin Berry – Instructor, Paralegal

Lisa Roth – Instructor, Speech

Violet Luczak – Instructor, Graphic Design

Recommendation

It is recommended that the Board of Trustees ratifies the aforementioned MCC faculty members for tenure appointment, effective in the academic year 2024-2025.



Clinton E. Gabbard  
President

Approval of Continuation of Employment of Probationary Non-Tenured Faculty

Information

The continuation of employment of non-tenured faculty signifies that both the faculty and the administration endorse each candidate as having the professional skills and personal qualities to contribute to student learning. The Illinois Public Community College Act (the “Act”) authorizes the Board of Trustees to award tenure to a faculty member after three consecutive academic years. McHenry County College has a non-tenured faculty evaluation process during these three consecutive academic years.

The administration has met with the following faculty members to notify them of the administration’s recommendation to continue their probationary period to the next academic year.

Name	Department	Status
Jason Boring	Manufacturing	2 <sup>nd</sup> Year
Kim Tipton	Reference Librarian	2 <sup>nd</sup> Year
Mark Krause	Criminal Justice	2 <sup>nd</sup> Year
Nichole Babcock-Zook	Nursing	2 <sup>nd</sup> Year
Steve Dempsey	Automotive Technology	2 <sup>nd</sup> Year
Christopher Davis	Anthropology	2 <sup>nd</sup> Year
Wes Delaney	Biology	1 <sup>st</sup> Year
Carol Gerber	Business	1 <sup>st</sup> Year
Courtney Prange	Occupational Therapy Assistant	1 <sup>st</sup> Year
Lee Stanton	Art	1 <sup>st</sup> Year
Jennifer Giangreggo	English	1 <sup>st</sup> Year
Prarthana Gosh	Biology	1 <sup>st</sup> Year
Lisa Douglas	Nursing	1 <sup>st</sup> Year

Recommendation

It is recommended that the Board of Trustees approve a continuation of employment of probationary non-tenured MCC faculty members through the academic year 2024-2025.



Clinton E. Gabbard  
President

Fiscal Year 2023 Audit

Information

Sikich LLP has completed their independent audit of McHenry County College for FY 2023. The auditor's opinion is unmodified, or a "clean" audit opinion. The Audit will be presented to the Board on February 29, 2024. The copies of the FY 2023 AFR have been provided to the Board.

Recommendation

It is recommended that the Board of Trustees accepts the FY 2023 Audit as presented.



Clinton E. Gabbard  
President

Out-of-District and Out-of-State  
Tuition and Fees

Information

When the annual audit is complete, the College adjusts the tuition and fee rates for out-of-district and out-of-state students to more currently reflect the actual cost of instruction.

Following are the FY 2025 rates that will be charged based upon FY 2023 audited figures:

	<u>Current – 2024</u>	<u>Proposed – 2025</u>
Out-of-district Illinois residents without an approved chargeback	\$333.73	\$329.15
Out-of-district (audit courses)	\$478.94	\$462.73
Out-of-state residents	\$478.94	\$462.73

The rates are based on the per capita cost calculation on the Certification of Chargeback Reimbursement of the FY 2023 Annual Comprehensive Financial Report. The Out-of-district Illinois residents without an approved chargeback rate is the per capita cost less our federal, state, and ICCB grant rates per credit hour.

Recommendation

It is recommended that the Board of Trustees approves the above 2025 out-of-district and out-of-state tuition and fees rates, effective Summer 2024.



Clinton E. Gabbard  
President



New Employees

Information

The following list identifies new employees or those who have transferred to another position at McHenry County College.

Classification	Start Date	Employee Name	Primary Position	Position Status
CON	1/22/2024	Zoe Marshall	Accessibility Aide	N
CON	1/22/2024	Head Men’s Soccer Coach	Jeff Nehila	R
STA	1/29/2024	Karina Rivas	Testing Center Assistant – PT	R
STA	2/12/2024	Amy Neff	Coordinator of Orientation & Academic Advising	T
STA	2/19/2024	Carlos Garrison	Laboratory Assistant – Biology	R
ADJ	6/6/2024	Olivia Hackman Baker	Instructor of Spanish	R

***Through February 20, 2024***

\*Current MCC employee who has transferred or accepted a different or additional position.

Position Status Key: R=Replacement; N=New; RC=Retitled/Reclassified; T=Transfer to New Position; A=Additional Position; S=Seasonal

Employee Resignations and Retirement Notifications

Information

The following list identifies employees who have served their last day of employment, have retired, or resigned from their position at McHenry County College.

<b>Classification</b>	<b>End Date</b>	<b>Employee Name</b>	<b>Primary Position</b>
ADM	1/29/2024	Delia Rodriguez	Director of Adult Education
STA	2/6/2024	Chantel Jenrette	Laboratory Assistant – Biology

The following list identifies employees who have submitted their intent to retire from their position at McHenry County College.

<b>Classification</b>	<b>Retirement Date</b>	<b>Employee Name</b>	<b>Primary Position</b>
ADM	3/1/2024	Jim Julison	Director of Business Services

***Through February 20, 2024***

Friends of MCC Foundation Update

**Fall 2024 Scholarship Update**

Scholarship applications for the Fall 2024 semester are open now through April 3, 2024. Students apply online at [www.mchenry.edu/scholarships](http://www.mchenry.edu/scholarships). Foundation staff will promote scholarship applications through on-campus promotion and by hosting Scholarship Days to help students start or complete their application while on campus.

**New Scholarships**

**The Brenner Family Scholarship** was established by Mark and Julie Brenner, both MCC alumni who have supported the Foundation for several years. They established a \$500 scholarship to support an MCC student pursuing a degree in engineering. The first Brenner Family Scholarship will be awarded for Fall 2024.

**The Rotary Club of Lake in the Hills Vocational Scholarship** was established with a \$2,500 gift to the Foundation. This scholarship will support students pursuing certificates in noncredit classes. It will award five \$500 scholarships.

**People in Need Forum Recap – Saturday, January 27, 2024**

The People in Need Forum (PIN) took place on Saturday, January 27, 2024 at MCC. This was the largest PIN event to date, with over 1,000 people in attendance. PIN highlighted over 125 agencies with information about their services, 20 breakout sessions on diverse topics including mental health, housing, food insecurity, seniors, and more. The updated PIN directory is available at [www.mchenry.edu/pin](http://www.mchenry.edu/pin). A special thanks to event sponsors: McHenry County College, McHenry County Mental Health Board, Carey Electric, Northern Illinois Recovery Center, The Rotary Club of Crystal Lake Dawnbreakers, The Church of Holy Apostles, McHenry County Government, Gateway Foundation, and the Community Foundation for McHenry County.



**Scholarship Donor Appreciation Breakfast**

The annual Scholarship Donor Appreciation Breakfast was held on Friday, February 9 in the MCC Café/Commons. This special event recognized individuals and organizations who have established student scholarships. It was a wonderful opportunity for scholarship recipients to meet scholarship donors and thank them for their generosity. Over 175 donors and students attended. The breakfast event featured a student scholarship recipient panel who shared their MCC student success stories.



This report highlights recent MCC Grants Office activity, including grant awards or denials, submitted applications pending a decision from the funder, and planned future submissions.

**GRANTS AWARDED**

Funding Source	Brief Description	Amount Funded	Project Director
ICCB Digital Instruction for Adult Education	This grant provides funding for Adult Education programs to improve their technology infrastructure, support technology integration in the classroom, and improve distance learning options for adult learners. MCC received more funding than requested due to a strong application.	\$75,000	Arlene Santos-George, VP of Academic Affairs

**PENDING APPLICATIONS**

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
ICCB Access and Equity in Dual Credit	This project will help scale equitable access to dual credit courses for marginalized or otherwise underserved high school students. College in the High School students will receive transfer guidance and support to encourage them to persist to completion of a postsecondary credential.	\$150,000	Pending	February
Small Business Development Center	This grant provides operating support for the Small Business Development Center. The SBDC is an advocate and resource for small businesses in McHenry County and offers no-cost counseling to small business owners as well as noncredit courses designed to help business owners succeed.	\$80,000	Pending	March
U.S. Department of Labor Strengthening Community Colleges Training Grant	MCC is participating in a consortium application of northern Illinois community colleges coordinated by the ICCB and focusing on advanced manufacturing. This grant is designed to build capacity at community colleges to meet the skill development needs of employers and equitably support students in obtaining good jobs in in-demand industries.	MCC's share is estimated at about \$1.1 million over four years	Pending	March

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
Motorola Solutions Foundation	MCC is developing an application for a fourth year of funding to provide scholarships for marginalized students in MCC’s Criminal Justice, Fire Science, and Emergency Medical Services programs.	\$35,000	Pending	April
Reaching Across Illinois Library System (RAILS) <i>My Library Is...</i>	<i>My Library Is...</i> provides funding for libraries to tell their story to the community, demonstrating their value and connection to those they serve, with a strong focus on diversity, equity, and inclusion.	\$5,000	Pending	May
U.S. Department of Education Title III/V Eligibility Waiver	Eligibility for Title III/V is required for certain grant applications through the Department of Education, mainly for grants with a focus on serving marginalized students. Because MCC is not automatically eligible (based on our percentage of Pell recipients), a waiver application is necessary. If granted, it also qualifies MCC for a waiver of the required matching funds for the Student Support Services grant (application planned in 2024).	N/A	Pending	June

**APPLICATIONS IN DEVELOPMENT**

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
ICCB Noncredit Workforce Training Initiative	The goals of this initiative are to expand noncredit offerings, offer business solutions to employers, and increase the affordability of noncredit training for students. MCC is working to develop a comprehensive plan to address all required aspects of the program.	\$100,000	In progress	March 8, 2024
Adult Volunteer Literacy – Illinois Secretary of State	The Adult Volunteer Literacy program provides high-quality literacy services to students throughout the county. Trained volunteer tutors assist approximately 200 students each year with English, reading, or math skills, positively impacting their quality of life and ability to find gainful employment.	\$85,000	In progress	March 15, 2024

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
Illinois Department of Agriculture Regional Food System Infrastructure Grant	This initiative offers funding for the middle of the food supply chain – aggregation, processing, storing, and other activities to support the distribution of local and regional food products. MCC is developing an application to establish a shared kitchen for small farmers in the area without facilities of their own.	\$200,000	In progress	March 15, 2024
Illinois State Library Open Educational Resources Grants	Funding will support the development and/or revision of Open Educational Resources (OER), including texts and ancillary course materials, to reduce student costs while increasing academic success. This project will include faculty and librarian expertise.	Up to \$150,000	In progress	April 1, 2024
ICCB Taking Back the Trades	This grant is designed to provide access and strengthen pathways to careers in the trades for young adults aged 16-24. This is the second round of funding; MCC received \$198,000 in FY24 to support Construction Management and Architectural and Engineering Design students.	Up to \$400,000	In progress	April 15, 2024
Mexican Consulate of Chicago – IME Becas	This program provides matching funds for scholarships awarded by the Friends of MCC Foundation to students of Mexican origin. Scholarships will be based on financial need, with preference given to students who are previous Adult Education or Upward Bound participants.	\$10,000	Planned	April
IBHE Illinois Cooperative Work Study Grant	The Cooperative Work Study program helps underwrite the cost of wages for students completing internships. Funding allows a broad range of employers to participate, providing students with the opportunity for career-based work experience.	\$50,000	Planned	April
ICCB Perkins/Career and Technical Education Postsecondary Grant	The Perkins Career and Technical Education Improvement Act improves the academic performance of CTE students by funding program development, tutoring, training equipment, and supplies.	TBD – determined by ICCB formula	Planned	May

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
ICCB Adult Education and Literacy Grant (AEFLA)	This grant provides operational support for MCC’s Adult Education program, including classes in Adult Basic Education, Adult Secondary Education, High School Equivalency, and English as a Second Language classes.	TBD – determined by ICCB formula	Planned	May
ICCB Integrated English Language and Civics Education (IELCE)	This grant provides operational support for Spanish language instruction and citizenship preparation classes and is designed to support successful entry into the United States workforce.	TBD – determined by ICCB formula	Planned	May
IRS Volunteer Income Tax Assistance (VITA)	The VITA grant provides funding to run a clinic to prepare tax returns for low-income or limited English proficient county residents, ensuring county taxpayers receive the refunds to which they are entitled.	\$50,000	Planned	May
First National Bank of Omaha Impact Grant	This grant supports projects that focus on Entrepreneurship and Small Business Development, with the goal of growing local economies and creating jobs.	TBD	Under consideration	May
ICCB Pipeline for the Advancement of Healthcare (PATH)	This project is designed to support and expand healthcare training opportunities by helping marginalized individuals enroll in and successfully complete training, while also addressing the shortage of healthcare workers caused by the COVID-19 pandemic.	TBD – determined by ICCB formula	Planned	June
Gene Haas Foundation	The Foundation’s primary goal is to build skills in the machining industry by providing scholarships for credit and noncredit CNC machine technology students. Award amounts are determined by the Foundation; MCC received \$10,000 in October 2023.	TBD	Under consideration	June

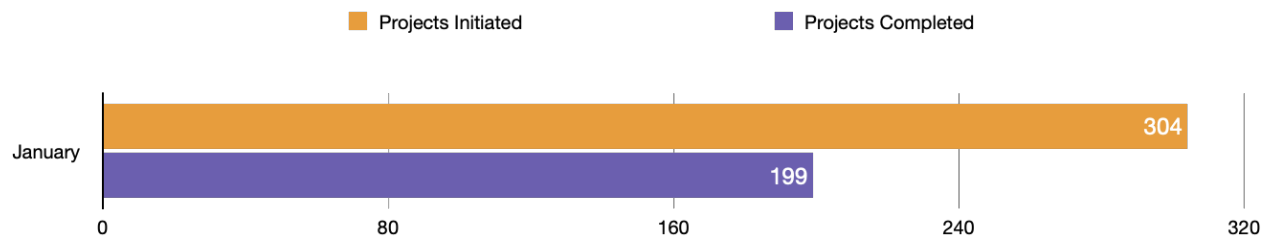
**APPLICATIONS DENIED:** None.

### Office of Marketing and Public Relations Update

The goal of MCC’s Office of Marketing and Public Relations (OMPR) is to grow MCC’s student enrollment, strengthen MCC’s identity in the community, and share MCC’s stories. Services that OMPR provides to the College:

- Brand development
- Copywriting and editing
- Event marketing and support
- Graphic Design
- Illustration
- Information campaigns
- Interactive content
- Photography
- Video production and motion graphics
- Publicity
- Script development
- Social media
- Web design and programming

### Marketing Project Stats



### Current High-level College Marketing Initiatives:

- Foglia Center for Advanced Technology and Innovation (CATI) and Programs of Study promotion, video, and recruitment efforts
- Liebman Institute for Science Innovation (LISI) branding, promotion, and special event support
- University Center at MCC branding, promotion, and recruitment support
- *Experts and Insights* Faculty Speaker Series promotion
- Programs of Study and new programming sell sheets for recruitment efforts
- Registration promotion and support for Summer 2024

### Monthly Releases and Features\*

The following releases and feature stories were submitted to local and regional media outlets from January 17, 2024—February 19, 2024.

- McHenry County College Releases New Schedule of Community Education Courses
- Great Seed Event Coming to McHenry County College February 3
- People in Need Forum Returns to McHenry County College January 27



- McHenry County College Art Galleries to Feature Paintings by Jean Alexander Frater, Alum Julia Signe
- Maureen Christine, Michael Bazan to Perform "Music Through the Decades" Concert at McHenry County College
- Celebrate Your Favorite Movie Villains February 15 at MCC
- McHenry County College Offers Series of Planetarium Shows This Spring
- Registration Now Open for McHenry County Gardenfest
- Black Box Theatre at McHenry County College to Perform "Present Laughter"
- MCC Offers Free Tax Preparation Assistance

*\*Note: The above list does not include all interviews/stories initiated by the press, or sponsored content stories. Press clippings about McHenry County College can be found at the following link:*  
[www.mchenry.edu/press](http://www.mchenry.edu/press).

## Center for Agrarian Learning (CAL) Update

**CAL Hiring Update**

We are in the process of hiring our new Farm Production Manager and Practicum Lead. For such a unique and complex position, we were happy with the applications. A total of 13 people applied, five were interviewed via Zoom, and three have been invited to campus for an interview and tour. Our goal is to have the position filled by mid-March, and we are on target to do so.

**Partnerships and Community Work**

Raices Latinas: Agriculture in McHenry County – This multi-year project funded by the Community Foundation of McHenry County's *Transformational Grant* has been on hold for the last six months due to loss of a project coordinator. Recently, the decision was made to hire someone temporarily to get us through the year of programs, hoping to still gather stories from local Latino residents. The decision was also made not to apply for a third year of funding until a more secure vision and leadership are established. [www.raiceslatinasmc.org](http://www.raiceslatinasmc.org)

Crystal Lake Food Pantry – Donations of produce continue through the winter although less frequently. Lettuce and herbs grown in our hydroponic system are the most common donation, with kale and spinach grown in the outdoor tunnels. We are glad to keep the relationship going throughout the winter, even though the quantities are smaller. We are told that our produce is so fresh and is the first to disappear from the shelves.

Tenant Farmer on MCC Land – A new lease agreement was drafted that will require the long-time farmer of MCC's 80 acres to develop a conservation plan (with guidance from the NRCS – Natural Resources and Conservation Service of the USDA) and shift practices to include buffer strips and cover crops over a five-year period. Each year will include another step towards ecological farming, with both MCC and the farmer sharing the burden (labor and financial) to shift the practices. The goal is to diminish soil erosion and nutrient loss.

**Update on CAL-Hosted Programs**

- DIY Marketing Series – January 20 and February 10
  - *Shout It From the Roof Tops* (12 attendees) – for farm and food entrepreneurs to identify audience, build a web page, understand social media trends, and articulate next steps in direct marketing
  - Lights! Camera! Action! (11 attendees) – short form video marketing, what makes a compelling story, how to tell that story with affordable equipment and editing platforms that are easy and effective
- The Great Seed Event – February 3
  - New collaboration with McHenry County Master Gardeners
  - 1,100 attendees
  - Focused on gardeners and homesteaders, and not specifically on farmers
  - Included a community seed swap, free seed giveaway, 13 vendors, 4 topic-presentations, and tableside demos and children's activities

## Sustainability Center Update

### **Current Initiatives and Community Connections**

The Sustainability Center had a presence at the January Student Resource Fair, at which over 20 tables were available with information about services. The Student Environmental Action Club participated in the spring semester Student Club fair, along with 15 other clubs sharing information about their spring meetings and events.

The IGEN liaison monthly meeting was held on January 18, 2024. Resources available from the Smart Energy Design Assistance Center and the RevUp EV curriculum project were discussed.

The MCC Café has completed the recertification process and has been recertified as a three green star restaurant. The Green Restaurant Association requested information recycling, composting, using reusable silverware and take out containers (no Styrofoam) as well as how the café continues to perform all the credited environmental steps required for the certification. MCC Café is one of only a few community college cafeterias to earn this designation. Congratulations!

Director Hankins participated in the Association or the Advancement of Sustainability in Higher Education Sustainability Professional Exchange in January. Topics included: Advancing Climate Action Through Electrification; Climate Planning in Higher Education; and Breaking the Green Ceiling and the Future of Sustainability in Higher Ed.

The ReUse It Corner repurposed approximately \$1,411.59 worth of gently used office and school supplies in January. Seventy-five people found uses for over 455 items this month.

The MCRide/MCC partnership had 265 riders in January 2024.

### Workforce Development Update

This month's update highlights several new program offerings recently launched by the Career Training, Kids and College, and Workforce Training programs.

#### **Career Training – Pharmacy Technician**

In response to employer needs, a new in-person Pharmacy Technician training program launched in late January with ten participants. MCC's Pharmacy Technician Training prepares students to effectively assist in pharmaceutical preparations and essential daily tasks. The class introduces students to various pharmacy practice settings and covers drug classes, basic physiology, drug interactions, and daily pharmaceutical operations. Students who successfully complete this training are eligible to sit for the National Healthcareers Association (NHA) ExCPT exam. On-the-job training hours are required to achieve state licensure, and local employers have training in place to help employees progress to licensure.

MCC's Pharmacy Technician Training is taught by Samantha Rimas, PharmD, BCPS and Madonna Vorderer, CPhT. Samantha is the Clinical Pharmacy Coordinator at Advocate Sherman Hospital. She earned her Doctor of Pharmacy from the University of Illinois at Chicago in 2013 and became a Board-Certified Pharmacotherapy Specialist in 2017. She has held positions as a clinical pharmacist and pharmacy manager before her current role. Madonna is a Certified Pharmacy Technician with 16 years of hospital experience. She is currently the Pharmacy Practice Coordinator-Technician at Northwestern Medicine, where she trains new hires and supervises the technicians within her department. Samantha and Madonna collaborate to bring relevant experiences, knowledge, and skill to the classroom.



#### **Kids and College Program – Spring Break 2024**

For the first time, students in grades 1-8 will have the opportunity to explore career pathways by participating in Kids and College Spring Break 2024. On March 25-28, students can select from over 25 engaging classes including Minecraft, Icky Goey Art, Mini Art Masters Museum, Cookie Decorating, Welding Camp, Mixed Media Mania, and the popular STEM program, Camp Invention®. The Spring Break program provides students flexibility by offering half-day, full-day, one-day, four-day, morning, and afternoon class options. Our popular summer program instructors will instruct these classes. The Spring Break program will provide families an opportunity to keep their students engaged and learning during their break.



#### **Workforce Training – Nonprofit Offerings**

Following the closure of Crystal Lake based Not-For-Profit Resources in November 2023, MCC's Workforce Training program began collaborating with the United Way of Greater McHenry County and the Community Foundation for McHenry County to ensure that local nonprofit organizations continued to have affordable access to training and development offerings. In addition to the ongoing class

offerings that are relevant to all industry sectors, new classes will meet specific training needs within the nonprofit community. Among the new offerings are:

- *From Volunteer to Brand Ambassador* – Empower your volunteers to become compelling ambassadors of your brand, driving greater impact for your organization and the communities you serve.
- *Can You Speak Financials?* – This class details how a non-financial manager can interpret their organization’s performance through financial statements and use key performance indicators to make informed decisions.
- *Finding the Right Board Members* – Learn how to develop a proactive recruitment strategy designed to meet your specific organizational needs.



In addition, a quarterly community of practice will launch this spring connecting experienced nonprofit leaders and those who are early in their careers. Participants will be provided with a facilitated space to share best practices and learn from one another while developing personally and professionally. This informal but deliberate transfer of information will strengthen the local community through the wider adoption of best practices.