

REVISED
BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

August 27, 2009
Regular Board Meeting

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

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. MISSION STATEMENT
4. ACCEPTANCE OF AGENDA
5. ACCEPTANCE OF MINUTES: Special Board Meeting July 20, 2009
 Special Board Meeting July 22, 2009
 Regular Board Meeting July 23, 2009
 Regular Board Meeting July 23, 2009 Closed Session
 Special Board Meeting August 4, 2009
6. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
 Three (3) minutes per person or less.
7. BOARD COMMITTEE REPORTS
 Committee of the Whole
8. ICCTA REPORT
9. FRIENDS OF MCC FOUNDATION REPORT
10. PRESIDENT'S REPORT
11. PRESENTATION
 Update on Bike Path, Mr. John Kremer, McHenry County Conservation District
12. COMMUNICATIONS
 - A. Student Trustee Report
 - B. Faculty Report
 - C. Adjunct Faculty Report
 - D. Staff Council Report
 - E. Trustee Report
13. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Financial Statements
 1. Treasurer's Report, Board Report #09-208
 2. Voucher #1011 - \$2,335,801.73, Board Report #09-209
 - B. Requests to Purchase
 1. Programming Enhancements for CampusVantage, Board Report #09-210
 2. Altiris Annual Software Maintenance, Board Report #09-211

REVISED

3. Microsoft Campus Agreement Renewal, Board Report #09-212
 4. Telecommunications System Maintenance, Board Report #09-213
 5. Radio Advertising, Board Report #09-214
 6. Printing Services for FY 2009 Annual Report, Board Report #09-215
 7. Citrix System Software and Hardware, Board Report #09-216
 8. Library (A212j) Remodeling Services, Board Report #09-217
 9. ACT COMPASS Software Units, Board Report #09-218
 - C. Trademark Agreement with Metropolitan Community College of Kansas City, Missouri, Bd. Rpt. #09-219
 - D. Destruction of Audio Tape Recordings of the Closed Sessions of Meetings Occurring On or Before January 28, 2008, Board Report #09-220
 - E. Personnel
 1. Personnel Adjustments for Summer 2009 Transfer and Occupational Courses, Bd. Report #09-120, Addendum
 2. Personnel Adjustments for Fall 2009 Transfer and Occupational Courses, Bd. Rpt. #09-193, Addendum
 3. Continuing and Professional Education Personnel Considerations for Fall 2009, Board Report #09-221
 4. Approval of New and Eliminated Positions, Board Report #09-222
 5. Revision of Position and Appointment Distance Education Technologist, Board Report #09-223
 6. Appointment of Coaching Staff, Board Report #09-224
 7. Appointment of Replacement Administrative Assistant to the Vice President and Assistant Vice President of Academic and Student Affairs, Board Report #09-225
 8. Appointment of Replacement Administrative Assistant to the Executive Dean of Career and Technical Education, Board Report #09-226
 9. Appointment of Replacement Network Technician, Board Report #09-227
 10. Appointment of Replacement Communications Technician/Telecom Specialist, Board Report #09-228
 11. Appointment of Replacement Coordinator of Contract Training, Board Report #09-229
 12. Salary/Advanced Placement Adjustments, Board Report #09-230
14. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
15. INFORMATION REPORTS
- A. Chargeback and Joint Agreement Summary Report for Fiscal Year 2009
 - B. Associate of Arts in Teaching Special Education Baccalaureate Transfer Degree
 - C. Quarterly Reports on Grants
 - D. Emergency Compressor Repair
 - E. Contractual Agreement MRxI Corporation
 - F. Fire Alarm and Clock Systems Service Contract
 - G. ERP Update
 - H. Distributed Press Releases, July 14, 2009 - August 14, 2009
16. TEMPORARY SUSPENSION OF BIDDING POLICIES AND PROCEDURES, Board Report #09-231
17. CONSIDERATION AND POSSIBLE AUTHORIZATION OF CONTRACT TO IMPROVE PARKING LOTS, Board Report #09-232
18. PRESIDENTIAL SEARCH PROCESS
19. SUMMARY COMMENTS BY BOARD MEMBERS
20. FUTURE AGENDA ITEMS
21. CLOSED SESSION
22. ADJOURNMENT

George Lowe

George Lowe
Chair



**Foundation Update
for the
August 27, 2009 Board of Trustees Meeting**

Foundation Office Move

The Foundation office has completed the office move from C122 to A209 and A209a. You will now find the Foundation staff in the A building directly across from the Professional Development office.

Audit

The Foundation will begin the Fiscal Year 2009 audit process on Monday, August 24.

Promise Committee and Promise Partners

They're here! The first class of MCC Promise recipients began their semester on August 21st. The MCC Promise began as an idea three years ago, and has become a reality due to the work of many dedicated individuals.

Hundreds of MCC Promise recipients were present at MCC from August 17-19 for the Volunteer Fair. New MCC students were invited to the second phase of orientation and over 30 non-profit agencies were present. The Volunteer Fair allowed MCC Promise recipients to sign-up for volunteer hours. Students must complete 16 hours of volunteer service each semester at a non-profit in McHenry County.

Fundraising continues in an effort to keep the MCC Promise ongoing. Look for a new MCC Promise website in the coming weeks and for Public Service Announcements in the local press.

Foundation Bylaws Sub-Committee

The Foundation board is working with staff to bring the Bylaws current. In addition, a policy manual is being created to support the Bylaws. The work of this group is to have the Bylaws and the policy manual work in tandem to reflect what is the current practice. In addition, the Committee will review the Memorandum of Understanding that currently exists between the Foundation and the College.

Nominating Committee

At the August board meeting, the committee gave a list of 56 potential candidates for the Foundation Directors to provide feedback on the proposed list of candidates. The goal is to have new board members attend an orientation session in November and attend their first Board meeting as Directors in December.

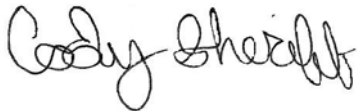
Gala/Other Events

Foundation Director, Sandra Pierce, is working with staff to identify non-traditional fund raising events and activities that will work in today's economic climate. Exciting new ideas are being developed and will be shared with the Board of Trustees as specific details become available.

Student Trustee Report

In preparation for the fall semester, new students were invited to attend an August New Student Orientation the week before classes started. The Student Senate, along with other student organization leaders, volunteered their time to assist incoming students at the five Orientation programs offered. Student leaders checked-in new students, gave tours and answered any questions. Student leaders were also a part of a Student Life panel discussion to inform students of the opportunities available to them at MCC.

This past month, I worked closely with the Office of Institutional Research to finalize the "Survey of Important Qualities in a College President." This survey will enable students to share their voice in the search for the new President of McHenry County College. This survey will also include a place for students to submit suggested names for the new student interface associated with CampusVue (ERP). This survey will be available for students during Welcome Week.

A handwritten signature in black ink that reads "Cody Sheriff". The signature is written in a cursive, slightly slanted style.

Cody Sheriff
Student Trustee

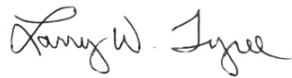
Treasurer's Report

Information:

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

Recommendation:

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

A handwritten signature in cursive script that reads "Larry W. Tyree".

Larry W. Tyree
Interim President

**McHenry County College
Treasurer's Report
For the Month of July 2009**

Bank Name Location / Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Home State Bank Crystal Lake Main	\$1,770,267.19	\$5,335,967.26	\$4,739,519.10	\$2,366,715.35
Harvard State Bank Harvard Credit Card	\$373,130.89	\$1,503,780.24	\$1,005,517.53	\$871,393.60
Home State Bank Crystal Lake Online	\$13,462.88	\$374.57	\$225.00	\$13,612.45
Home State Bank Crystal Lake Flexible Spending	\$0	\$20,990.16	\$20,990.16	\$0
Home State Bank Crystal Lake Dental Claims	(\$2,643.20)	\$9,619.22	\$8,180.02	(\$1,204.00)
Amcore Bank Woodstock Payroll	\$0	\$0	\$0	\$0
Harvard State Bank Harvard Operations	\$177.90	\$308.40	\$0	\$486.30
First Midwest Bank McHenry Student Grant & Loan	\$2,354.77	\$240,382.43	\$76,339.08	\$166,398.12

McHenry County College
August 27, 2009

Investments

College Fund	Financial Institution	July 31, 2009 Investments	June 30, 2009 Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$ 18,499,354.66	\$ 11,897,374.44	see below	N/A	On Demand
Education	Illinois Funds - Prime Fund	-	8,126,529.33	see below	30	On Demand
Education	CDARS via Home State Bank *	1,000,000.00	1,000,000.00	1.390%	360	2/11/2010
Education	CDARS via Home State Bank *	1,000,000.00	1,000,000.00	0.995%	180	8/13/2009
Operations & Maintenance (Restricted)	Illinois Funds	6,157,078.69	1,747.35	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds - Prime Fund	-	6,154,419.39	see below	30	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds	919,045.33	918,904.39	see below	N/A	On Demand
Working Cash	Illinois Funds	616,399.93	616,305.40	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	351,483.41	351,429.51	see below	N/A	On Demand
	Total	\$ 28,543,362.02	\$ 30,066,709.81			

Illinois Fund Rates - July 2009

	Annualized rate - Money Mkt
Low	0.148%
High	0.210%
Average	0.174%

Interest Revenue

College Fund	July 2009	Fiscal YTD
Education	\$ 5,108.40	\$ 5,108.40
Operations & Maintenance (Restricted)	1,052.89	1,052.89
Working Cash	94.53	94.53
Liability, Protection and Settlement	53.90	53.90
Total	\$ 6,309.72	\$ 6,309.72

* CDARS stands for Certificates of Deposit Account Registry Service. This program allows the College to purchase fully FDIC covered Certificates of Deposit from multiple institutions through Home State Bank. All CD's are purchased in increments of less than the FDIC insurance maximum to ensure that both principal and interest are eligible for full FDIC insurance.

Authorize Payment of Voucher #1011

Information:

With the implementation of the Campus Management Vantage financial system on July 1, 2009, there are changes to the format of the monthly voucher listing Board Report. The attached Vendor Activity Report is a standard report available in the Vantage system that does not require any programming intervention by the Computing Services staff.

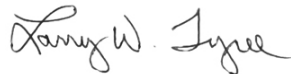
There are several changes to the format of the attached report. First, the report no longer lists the totals to each vendor by individual fund, but rather lists the individual checks written to a particular vendor and provides a sub-total for that vendor. Additionally, the College's previous check issuance processes resulted in two separate voucher listings each month. Vantage provides for a single and more efficient check issuance process which allows for the creation of a single report detailing the activity by vendor. Finally, the format of the previous report made it difficult to determine the total dollars paid to a particular vendor for a specific check as it could have been split between multiple accounts and/or funds. The new report format provides information in total by each vendor. The College believes that this new report format will be more efficient for the Board's monthly review.

Checks written July 1-July 31, 2009

\$2,335,801.73

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #1011, listing checks written July 1-July 31, 2009, totaling \$2,335,801.73.



Larry W. Tyree
Interim President

Request to Purchase
Programming Enhancements for CampusVantage

Information:

The Board of Trustees approved the initial expenditure of \$3,102,146 to Campus Management Corporation for basic software and implementation services for a new Enterprise Resource Planning (ERP) system. This initial expenditure was planned to support the project's mission: *To implement the Campus Management ERP system on schedule and budget, maintaining the level of service offered by the current mainframe system and establishing a strong foundation for future enhancements that will lead to increased institutional effectiveness and efficiency in support of the College's mission and goals.*

The overall project budget for the ERP implementation is \$7,000,000. To date, a total of \$3.5 million has been spent or encumbered, with the remaining budget intended for future enhancements, staff support, and training.

The College has reached a point in its implementation where it is appropriate to begin planning for future enhancements which will allow the Campus Management ERP system to exceed the level of service which was provided by the College's legacy mainframe system, ultimately improving institutional effectiveness. The following enhancements are recommended for CampusVantage:

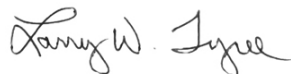
- *Employee Self-Service Portal* – to allow employees to access human resources information via a secure web portal, including information about payroll and benefits;
- *Electronic Time Cards* – to allow hourly employees to report their hours worked electronically rather than via paper timecards;
- *Applicant Portal* – to allow prospective employees to submit their application materials via a web-based portal, and to facilitate the electronic review of employment applications;
- *Employee Reviews* – to support electronic storage and tracking of employee performance reviews;
- *Electronic Workflow* – to implement paperless purchasing and requisition processes;
- *Employee Tuition Reimbursement* – to allow the College to effectively track employees' professional development and process tuition reimbursement payments via payroll.

The total cost for the professional services, training, support, and associated travel required for these additional requirements is projected at \$330,600.00, and completion of these enhancements is expected by June 30, 2010.

This expense is budgeted in the ERP System Implementation Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of additional professional services for a total cost not to exceed \$330,600.00 from Campus Management Corporation, Boca Raton, FL.



Larry W. Tyree
Interim President

Request to Purchase
Altiris Annual Software Maintenance

Information:

The Altiris software suite allows the College to improve security and compliance of the desktop computers, create and maintain hardware independent images, implement patch management capabilities, create and deploy virtual desktop applications, leverage ongoing data collection for hardware and software inventory management, reduce technician time on tasks, and successfully deliver computing experiences for both employees and students. Software maintenance on this suite of products allows the College to protect its investment in these technologies and take advantage of updates, upgrades, and technical support throughout the term of the agreement.

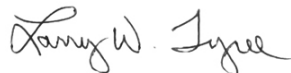
<u>Quantity</u>	<u>Description</u>	<u>Dell, Inc.</u>	<u>Symantec</u>
1,500	Client Management Suite (CMS 2009) Expires Sept 3, 2010	\$ 9,990.00	\$16,575.00
1,500	Hardware Independent Imaging System (HIIS) Expires Sept 3, 2010	642.00	996.00
1,200	Workspace Virtualization (SVS) Expires Sept 3, 2010	4,416.00	7,356.00
1	Wise Packaging Studio Professional without support Expires Sept 3, 2010	<u>471.63</u>	<u>657.29</u>
Total		<u>\$15,519.63</u>	<u>\$25,584.29</u>

The purchase of hardware is exempt from the bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, “purchase of 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 IS-End User Services Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of Altiris annual software maintenance for \$15,519.63 from Dell, Inc., Round Rock, TX.



Larry W. Tyree
Interim President

Request to Purchase
Microsoft Campus Agreement Renewal

Information:

The College has determined the quantity of Microsoft desktop and server licenses required for FY 2010 based on the current employee full-time equivalency (FTE) of 435 and the number of operational servers projected to be in use over the upcoming year. MCC's current agreement expires August 31, 2009, which will complete the first of three, one-year options.

The Illinois Community College Systems Procurement Consortium (ICCSPC) pricing below is based on a recently negotiated three-year contract with Microsoft, Inc., naming CDW-G as the sole source provider for all qualifying institutions within the state of Illinois. This consortium pricing is based on a 4000+ FTE and allows for pricing not available through any other source.

<u>Quantity</u>	<u>Description</u>
435	License, Software Assurance, and Work at Home for Desktop Campus including: Office and Desktop CAL
435	License and Software Assurance for Expression Web, Project Professional, Visio Professional, Visual Studio Professional, Terminal Services CAL
3	License and Software Assurance for Exchange Server-Enterprise
18	License and Software Assurance for SQL Server Enterprise (1 Processor) ¹
32	License and Software Assurance for Windows Server Datacenter Edition ²
25	License and Software Assurance for Windows Server Enterprise Edition
17	Enterprise Server Operations Manager
15	Server Management STE Enterprise
1	Systems Cent OMS w/SQL

¹Ten of these licenses are budgeted for in the ERP (Enterprise Resource Planning) Project budget.

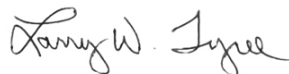
²Twelve of these licenses are budgeted for in the ERP Project budget.

This expense is budgeted in the ERP and IS-Information Systems Account in the Education Fund and will be apportioned as indicated below:

ERP:	\$21,929.60
IS-Information Systems:	<u>53,229.43</u>
Total	<u>\$75,159.03</u>

Recommendation:

It is recommended that the Board of Trustees approves the renewal of the Microsoft Campus Agreement for \$75,159.03 through the Illinois Community College Systems Procurement Consortium (ICCSPC) contract with CDW-G, Inc., Vernon Hills, IL.



Larry W. Tyree
Interim President

Request to Purchase
Telecommunications System Maintenance

Information:

Telcom Innovations Group, LLC, installed the College's Mitel PBX telephone system and voicemail system software in March 2000. A quote was received from Telcom Innovations Group, LLC, to renew the College's telecommunications system maintenance agreement. Only one quote was solicited due to Telcom Innovations Group, LLC, being the only platinum elite Mitel dealer in the local area and being highly recommended by Mitel.

The purchase of this system maintenance 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, "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."

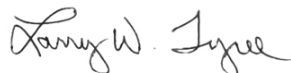
Telcom Innovations Group, LLC

Annual Maintenance on the Mitel Phone System	\$12,954.00
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This expense is budgeted in the IS-Communications Technology Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase as noted above for \$12,954.00 from Telcom Innovations Group, LLC, Itasca, IL.



Larry W. Tyree
Interim President

Request to Purchase
Radio Advertising

Information:

As the College continues to expand its programs and widen its appeal across the community, it is important to use radio in combination with other media channels (i.e. direct mail, print, web, etc.) to achieve a more widespread reach. Ongoing evaluation of existing radio campaigns has been completed to guide the selection of broadcasting outlets.

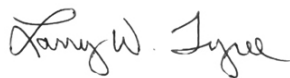
NextMedia (Star 105.5 FM) meets the objectives to provide a broader branding and awareness effort at a local level, especially to its target listeners (traditional students and parents of those students). The proposed radio commercials will be 60-seconds in length and be broadcast throughout both the fall 2009 and spring 2010 semesters. The breakdown of commercials is: 125 drive-time commercials; 125 Internet Radio commercials; and 40 overnight commercials. Content will focus on new programming, such as the culinary management program, as well as existing efforts including MCC Promise, annual report and community engagement.

The College requests approval to contract radio advertising for FY 2010 at a cost of \$9,600.00 to increase awareness of new and existing programming, to support its ongoing brand management campaign and to act as an additional promotional outlet during a community engagement and awareness campaign for the College.

This expense is budgeted in the Public Information Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves an annual radio advertising program for \$9,600.00 from NextMedia, Crystal Lake, IL.



Larry W. Tyree
Interim President

Request to Purchase
Printing Services for FY 2009 Annual Report

Information:

The College has an opportunity to highlight its new programs and services, financial status, and vision for the future in its annual report. The target audience for this annual report will include current and prospective students and their families, and district residents.

Creative services for the FY 2009 Annual Report were approved on June 25, 2009, Board Report #09-156. It is estimated that 102,500, twelve-page self-cover booklet format reports will be printed in November, 2009.

Proposals were requested from the following agencies for annual report printing services:

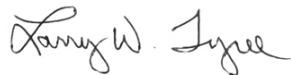
<u>Description</u>	<u>eDOC Communications</u>	<u>Carlith Printing</u>	<u>Corporate Graphics of America, Inc.</u>
Printing services for 102,500 copies of the FY 2009 Annual Report	\$24,442.00-\$28,000.00	\$18,600.00-\$20,500.00	No Proposal

It is estimated that the printing cost for the Annual Report will be \$16,250.00, and lettershop costs will be approximately \$2,350.00. The proposal also allows for additional incremental printing quantities at \$120.00 per 1,000 copies. The total printing cost will not exceed \$20,500.00.

Funding for this project is budgeted in the Public Information account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of printing services for an annual report for a total cost not to exceed \$20,500.00 from Carlith Printing, Carpentersville, IL.



Larry W. Tyree
Interim President

Request to Purchase
Citrix System Software and Hardware

Information:

Campus Management recommended the use of Microsoft Terminal Services or Citrix to connect to the new Enterprise Resource Planning (ERP) system. In an attempt to contain costs, the College initially implemented a Terminal Services solution to allow employees to connect to CampusVantage. However, the Terminal Services solution has proven to not provide reliable printing or desktop connectivity. Therefore, it is recommended that the College implement a Citrix system (virtual application delivery) in order to provide more reliable and robust desktop connectivity to the ERP system.

A Citrix system would also offer off-campus access for employees to the ERP system in support of our mission, business continuity, and disaster recovery. Also, the installation of a Citrix system would provide the foundation to allow students to access academic software in the classroom and off-campus.

The Citrix system requires the following hardware and software in order to support 125 concurrent users. In order to reduce downtime and provide continuous service availability, the College would deploy Citrix within our virtual network environment. The Citrix system would be operational by November, in time for CampusVue go-live training.

The following software licenses are requested in support of the ERP implementation in order to provide reliable and robust desktop connectivity to the system.

<u>Quantity</u>	<u>Description</u>	<u>CDWG</u>	<u>Dell, Inc.</u>	<u>RKON Tech</u>
125	Citrix ZenApp 5.0 Enterprise Licenses & one media kit	\$27,919.00	\$26,914.00	\$27,416.00
2	VMWare vSphere 4 Enterprise With 3-year Enterprise Platinum Support	<u>7,204.48</u>	<u>6,580.00</u>	<u>8,448.00</u>
Software Total:		\$35,123.48	<u>\$33,494.00</u>	\$35,864.00

A server, associated storage, and memory expansion to our virtual network environment is required for a Citrix system supporting 125 concurrent users. In order to maintain compatibility with our existing server environment, Dell Inc., was selected to provide this hardware expansion.

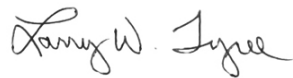
<u>Quantity</u>	<u>Description</u>	<u>Cost</u>
1	Dell SAN Shelf with (15) 300GB 10K Drives	\$19,100.00
1	Dell PowerEdge R710 Dual Processor/Quad Core Xeon Server with 48GB RAM & (6) 300GB 15K Drives	8,631.59
10	Dell 8 GB Memory Upgrade Kits for PowerEdge 2950 Server	<u>10,879.00</u>
Hardware Total:		<u>\$38,610.59</u>

The purchase of software and hardware is exempt from the bidding requirements as stated in the Illinois Public Community college Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, “purchase of 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 ERP Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of the Citrix System Software and Hardware for \$72,104.59 from Dell, Inc., of Round Rock, TX.

A handwritten signature in cursive script that reads "Larry W. Tyree".

Larry W. Tyree
Interim President

Request to Purchase
Library (A212j) Remodeling Services

Information:

A portion of the Library houses the Grants Office and the Office of Institutional Research. The accessibility of some offices and privacy of others has been compromised by the placement of an employee workstation in the hallway. The College plans to create one new office and a hallway by adding a door and reconfiguring the lighting, HVAC, and the sprinkler system.

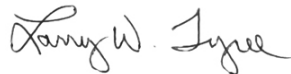
Bid specifications were sent out with the results as follows:

<u>Carmichael Construction, Inc.</u>	<u>Doherty Construction, Inc.</u>	<u>Remsing Construction Company, Inc.</u>	<u>Wm. Tonyan and Sons, Inc.</u>
\$24,447.00	\$39,420.00	\$28,900.00	\$27,100.00

This expense is budgeted in the Replacement Reserves Account in the Operations and Maintenance (Restricted) Fund.

Recommendation:

It is recommended that the Board of Trustees approves Library (A212j) remodeling services for \$24,447.00 from Carmichael Construction, Inc., Marengo, IL.



Larry W. Tyree
Interim President

Request to Purchase
ACT COMPASS Software Units

Information:

ACT Computer-adaptive Placement Assessment and Support System (COMPASS) is a comprehensive placement testing program that provides on-demand assessment of student skills in mathematics, reading and writing.

McHenry County College uses ACT COMPASS to evaluate incoming students' skills level, and places students in appropriate courses based on scores for mathematics, reading and writing. In addition, the English Department uses ACT COMPASS writing as a post assessment tool for students in the English developmental courses.

The ACT COMPASS testing fee is as follows:

Annual license fee	\$450.00
Mathematics	\$3.36 per test
Reading only	\$1.96 per test
e-Write Only	\$5.46 per test
e-Write and Reading	\$6.86 per test

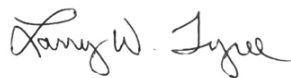
In FY 2009, the College purchased 16,500 COMPASS units at a price of \$23,550.00 (including annual license). From January 2009 through June 2009, ACT COMPASS placement testing increased over 44% due to increased enrollment. It is anticipated this trend will continue and the cost to purchase ACT COMPASS software units and annual license for FY 2010 will be approximately \$32,000.00.

The purchase of the software units and license is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, which reads, "contracts for goods and services which are economically procurable from only one source."

The expense is budgeted in the Assessment Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of ACT COMPASS software units and annual license for approximately \$32,000.00 from ACT, Iowa City, IA.



Larry W. Tyree
Interim President

Trademark Agreement With Metropolitan Community College of Kansas City, Missouri

Information:

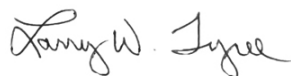
Since 2008, McHenry County College has been the registered owner of the Trademark "MCC McHENRY COUNTY COLLEGE." The Junior College District of Metropolitan Kansas City, Missouri d/b/a Metropolitan Community College ("Metropolitan") sought to register its mark "MCC C.R.E.A.T.E" for use in connection with educational services. Metropolitan's request was denied by the United States Patent and Trademark Office because there was found to be a likelihood of confusion between its proposed mark and the College's existing mark.

On July 14, 2009, Metropolitan, through its legal counsel, requested that MCC execute a "Consent to Use and Registration Agreement," which states that the parties do not foresee a likelihood of confusion, and if there is confusion, the parties will work together in an attempt to resolve any conflict. On July 31, 2009, Metropolitan, through its legal counsel, submitted a Petition for Cancellation for the McHenry County College trademark registration.

McHenry County College's legal counsel has reviewed the Consent to Use and Registration Agreement, and has recommended approval with terms with slight modifications.

Recommendation:

It is recommended that the Board of Trustees approve the "Consent to Use and Registration Agreement" for the purpose of inducing Metropolitan to withdraw the Petition for Cancellation.



Larry W. Tyree
Interim President

Consent to Use and Registration Agreement

This Agreement is made as of the date of the last signature below, by and between The Junior College District of Metropolitan Kansas City, Missouri d/b/a Metropolitan Community College (“KC”), a Missouri public subdivision created by statute, with a place of business at 3200 Broadway, Kansas City, MO 64111, and McHenry County College (“McHenry”), an Illinois state agency with a place of business at 8900 US Hwy 14, Crystal Lake, Illinois, 60012.

1. McHenry is the owner of the trademark MCC McHENRY COUNTY COLLEGE and Design as used in connection with education services in the nature of courses at the community college level, claims to have used that mark since at least as early as 1968, and is the owner of United States Trademark Registration No. 3365569.

2. KC claims to have used the mark MCC in various combinations in connection with education services at the community college level since at least as early as 1964, has a bona fide intent to use the mark MCC C.R.E.A.T.E. in connection with educational services, namely, providing courses of instruction in the areas of business and entrepreneurship, and arranging of loans. KC is the owner of United States Trademark Application Serial No. 77400572.

3. Both parties believe there is no likelihood of confusion or conflict between the marks and their respective uses as described above. This belief is based upon the differences in the marks, the services, the circumstances under which the purchases are made as well as the fact that the two parties have peacefully coexisted.

4. Both parties agree not to use their marks in a manner which would indicate association with or endorsement by the other party.

5. Each party agrees not to oppose or seek to cancel any application or registration of the other, so long as said application or registration is consistent with the terms of this Agreement.

6. The parties shall cooperate and consult with one another in good faith, and should further developments or conditions suggest to either party the possibility that their respective use of the mark is being confused with the other’s use, the parties will cooperate to eliminate or minimize such possibility, all in view of attempting to carry out the spirit and intent of this Agreement to ensure that no likelihood of confusion between the parties shall occur as a result of their respective uses of the marks.

7. Each party to this Agreement may license or assign its respective rights to its marks.

8. This Agreement may be executed in one or more counterparts, by manual or facsimile signature, each of which shall be deemed to be an original, but together shall constitute one and the same instrument.

9. This Agreement shall be binding upon and inure to the benefit of the parties, and their successors and assigns.

10. In consideration of the foregoing, the parties have each caused this Agreement to be signed (by respective, duly authorized officers or representatives) on the dates set forth adjacent to their respective signatures, the Agreement to be effective upon execution of all parties, the date of which is the latest date set forth below.

Dated : _____

The Junior College District of Metropolitan
Kansas City, Missouri

By: _____

Title: _____

Dated: _____

McHenry County College

By: _____

Title: _____

Destruction of Audio Tape Recordings of the Closed Sessions
of Meetings Occurring On or Before
January 28, 2008

Information:

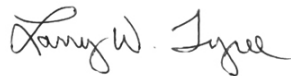
Public Act 93-523 amended the Open Meetings Act to require public bodies in Illinois to keep “verbatim records” of their closed (executive) sessions. The verbatim record needs to be in the form of an audio or video recording. The law provides for the following regarding destruction of the cassette recordings:

- At least 18 months must have passed since the date of the meeting;
- The public body approves the destruction of the particular recording; and
- The public body approves properly detailed minutes of the closed session.

The identified tapes will be physically destroyed.

Recommendation:

It is recommended that the Board of Trustees approves the destruction on August 28, 2009, of the audio recordings of the Closed Sessions of the December 14, 2006 Facility Planning Meeting, January 22, 2007 Committee of the Whole Meeting, March 19, 2007 Committee of the Whole Meeting, April 23, 2007 Committee of the Whole Meeting, October 4, 2007 Special Board Meeting, and January 28, 2008 Regular Board Meeting.



Larry W. Tyree
Interim President

Personnel Adjustments for Summer 2009
 Transfer and Occupational Courses

Information:

Listed below are adjustments for Summer 2009 Transfer and Occupational courses and program development:

Independent/Individualized/Internships

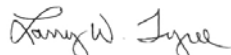
<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albamonte, Michael A	AMT230201	6	N	900.00
Blaz, James G	HHP278001	2	N	900.00
Blaz, James G	HHP 279001	10	N	900.00
Carson, Lindsay S	SPA251002	4	N	300.00
Chapman, Joel W	HHP1200501	2	N	75.00
Freelove, Julie A	AOMCLASSES	0	N	63.16
Grandinetti, Phillip	AMT220201	6	N	2,700.00
Grandinetti, Phillip	AMT230201	6	N	900.00
Hand, Arthur James	ART299001	0	N	150.00
Ryan, Debra L	ECE250001	12	N	900.00
Spangenberg, Bruce	HRT 250001	10	N	225.00
Spangenberg, Bruce	HRT250002	10	N	150.00
Vician, Tom J	ART299002	0	N	675.00
Whalen, Elaine A	HHP251001	3	N	225.00

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Lozier, Christopher	Counseling	Y	5,194.91
Maifield, Susan R	Mentor-Executive Dean	N	2,865.37
Moats, Amy	Counseling	N	5,550.16
Moeller, Victor J	Read Placement Essays	N	146.25
Niemi, Eric J	Read Placement Essays	N	175.50
Ochwat, Melissa	Counseling	Y	1,576.85
Poe, Katrine L	Read Placement Essays	N	146.25
Thompson, Doria L	Counseling	N	4,288.76
Zokal, Patricia	Counseling	N	3,009.34

Recommendation:

It is recommended that the Board of Trustees approves the personnel adjustments for Summer 2009, as listed above.



Larry W. Tyree
 Interim President

Personnel Adjustments for Fall 2009
 Transfer and Occupational Courses

Information:

Listed below are adjustments for Fall 2009 Transfer and Occupational courses and program development:

Faculty Non-Teaching Roles

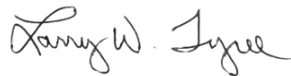
<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Eckel, Mark G	Learning Communities Program	N	1,500.00
Hazelgrove, Edward M	Learning Communities Program	N	1,500.00
Skozec, Deborah Ann	Learning Communities Program	N	1,500.00
Takayama, Thomas T	Learning Communities Program	N	1,500.00
Terlep, Diane L	Lead Phi Theta Kappa	N	2,500.00
Thomas, Tammy M	Learning Communities Program	N	1,500.00
Van Sickle, Cynthia	Learning Communities Program	N	1,500.00

Overload

<u>Name</u>	<u>Course</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Dow, Beverly D	BIO157099	30.00	N	2,865.37

Recommendation:

It is recommended that the Board of Trustees approves the personnel adjustments for Fall 2009, as listed above.



Larry W. Tyree
 Interim President

Continuing and Professional Education Personnel Considerations for Fall 2009

Information:

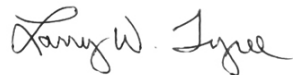
Listed below are instructors to be hired for the Fall 2009 Semester:

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Lemay-Strass, C	NAN S08 009	Therapy Dogs	15.00
Westerhof, S	NPH S02 009	Digital Photography	75.00
Westerhof, S	NPH S09 010	Digital Photography – Part 2	75.00
<u>Part-time Personnel</u>	<u>Music</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Bazan, M	NMU C15 001	Private Music – Clarinet	275.00
Bazan, M	NMU C16 001	Private Music – Flute	275.00
Bazan, M	NMU C18 001	Private Music – Saxophone	275.00
Fagiano, S	NMU C03 001	Private Music – Percussion	275.00
Gaughan, P	NMU S02 009	Guitar I – Beginners	25.00
Gaughan, P	NMU S07 010	Guitar II– Advanced Beginners	25.00
Gaughan, P	NMU C08 001	Private Music – Guitar	275.00
Halinski, M	NMU C14 001	Private Music – Bassoon	275.00
Halinski, M	NMU C15 002	Private Music – Clarinet	275.00
Halinski, M	NMU C16 002	Private Music – Flute	275.00
Halinski, M	NMU C17 001	Private Music - Oboe	275.00
Halinski, M	NMU C18 002	Private Music – Saxophone	275.00
Henning, R	NMU C12 001	Private Music – French Horn	275.00
Kang, K	NMU C05 001	Private Music – Cello	275.00
Kvam-Holub, J	NMU C09 001	Private Music – Viola	275.00
Kvam-Holub, J	NMU C10 001	Private Music – Violin	275.00
Kvam-Holub, J	NMU S14 009	String Orchestra	150.00
Lange-Connelly, P	NMU C01 001	Private Music – Pipe Organ	275.00
Ray, C	NMU C07 001	Private Music – Electric Bass	275.00
Reupert, R	NMU C13 001	Private Music – Trumpet	275.00
Sergey, T	NMU C06 001	Private Music – Classical Guitar	275.00
Shaw, N	NMU C11 001	Private Music – Voice	275.00
Singer, T	NMU C02 001	Private Music – Jazz Piano	275.00
Singer, T	NMU C04 001	Private Music – Piano	275.00
Szalaj, S	NMU C11 002	Private Music – Voice	275.00
<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Johnson, H	NPL S14 009	Women’s Self-Defense	5.00
Johnson, H	NPL S31 010	Women’s Self-Defense – Advanced	5.00
Kuhlin, W	NSD S10 010	Rock the Reception	40.00
Neef, W	NPH S01 008	Open Photography Lab	50.00
Neef, W	NPH S01 010	Open Photography Lab	50.00
Neef, W	NPH S06 008	Open Digital Photography Lab	50.00
Neef, W	NPH S06 010	Open Digital Photography Lab	50.00
Neef, W	NPH S05 008	Photo Lab Combination	60.00
Neef, W	NPH S05 010	Photo Lab Combination	60.00

Valdes-Wagner, D	NAN S08 009	Therapy Dogs	15.00
<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on an hourly basis:</u>	<u>\$ Amount</u>
Sieber, Susan	NFA S64 009	Silk Painting	27.00
Sieber, Susan	NFA S65 010	Art of Drawing Animals	27.00
Sieber, Susan	NFA S66 011	Mural Design	27.00

Recommendation:

It is recommended that the Board of Trustees approves the employment additions as listed above.



Larry W. Tyree
Interim President

Approval of New and Eliminated Positions

Information:

The Cafeteria has had difficulty retaining qualified personnel in the two part-time positions of Food Production/Services – Grill Cook and Evening Food Production/Services – Grill Cook. A full-time position would allow an individual the opportunity for full-time employment with benefits making them more vested in their position at the College. The full-time position would be funded by the elimination of two part-time positions.

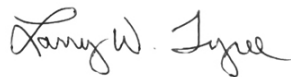
New and Eliminated Positions

<u>Title</u>	<u>Salary Range</u>	<u>Effective Date</u>	<u>FTE</u>
Food Production/Services – Grill Cook Full-Time	*	Upon Hire	1.00
Food Production/Services – Grill Cook Part-Time	3	Immediately	(0.75)
Evening Food Production/Services – Grill Cook Part-Time	3	Immediately	(0.75)
Total Change			<u>(0.50)</u>

* Salary range to be determined by Classification Committee per the Staff Council Contract.

Recommendation:

It is recommended that the Board of Trustees approves the new and eliminated positions as listed above.



Larry W. Tyree
Interim President

Revision of Position and Appointment
Distance Education Technologist

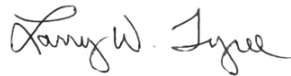
Information:

Due to the changes brought about by the recent organizational review and the need to continue to provide excellent service levels to our faculty and students, the decision has been made to eliminate the Media Development and Technology Technician position and replace it with a Distance Education Technologist.

It was determined that John Fillicaro, Media Development and Technology Technician, has been performing more than 50% of the duties of the Distance Education Technologist. Therefore, according to the MCCSC contract, John Fillicaro has been selected to fill this position.

Recommendation:

It is recommended that the Board of Trustees approves the professional position of Distance Education Technologist. It is further recommended that the Board of Trustees approves the selection of John Fillicaro for this position, effective September 1, 2009, at the same salary and benefits.



Larry W. Tyree
Interim President

Appointment of Coaching Staff

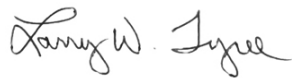
Information:

Listed below is a coach to be hired for the 2009–2010 school year as recommended by the Director of Athletics, Intramurals and Recreation and the Dean of Students.

<u>Name</u>	<u>Sport</u>	<u>Position</u>	<u>\$ Amount</u>	<u>Status</u>
James Summaria	Fall - Softball	Assistant	321.56	New

Recommendation:

It is recommended that the Board of Trustees approves the hiring of the coach listed above.



Larry W. Tyree
Interim President

Appointment of Replacement
Administrative Assistant to the Vice President and Assistant Vice President
of Academic and Student Affairs

Information:

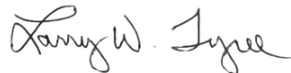
The retirement of Deb Gallo, effective June 30, 2009, created a vacancy for the full-time professional position of Administrative Assistant to the Vice President and Assistant Vice President of Academic and Student Affairs. Linda Christopher has been recommended to fill this position. Ms. Christopher has a Bachelor of Social Work, University of Illinois-Chicago, Chicago, IL. Her experience is as follows:

2006 – Present	Executive Assistant Medcor, Inc., McHenry, IL
2006 – 2004	Chiropractic Assistant Cornerstone Health, Crystal Lake, IL
2001 – 2004	Administrative Assistant Avid Supply, Inc., Crystal Lake, IL
1990 – 1997	Administrative Assistant Avesta Sheffield, Inc. N.A., Schaumburg, IL

Sixty-four applications were received, and the search committee interviewed four candidates.

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Linda Christopher to the professional position of Administrative Assistant to the Vice President and Assistant Vice President of Academic and Student Affairs, effective August 31, 2009, at a salary of \$34,245.21 (based on the 12-month salary of \$41,000.00).



Larry W. Tyree
Interim President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
10	\$38,136.00	\$54,344.00	\$70,552.00	Not Applicable	\$41,000.00	\$46,968.48

POSITION: **ADMINISTRATIVE ASSISTANT TO THE VICE PRESIDENT AND ASSISTANT VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS**

CLASSIFICATION: Professional (Exempt from MCCSC)

WORK YEAR: 12 Months

PRIMARY PURPOSE: To perform confidential administrative assistant duties for the Vice President and Assistant Vice President of Academic and Student Affairs.

ESSENTIAL JOB FUNCTIONS:

- Provide confidential support to the Vice President and Assistant Vice President of Academic and Student Affairs.
- Organize and carry out specific purpose studies.
- Organize and carry out work plans to accomplish a variety of tasks associated with: Accreditation; the Vice President's Academic Council [VPAC] (to include the dissemination of VPAC meeting minutes and maintenance of the website for posting minutes); the Faculty Contract; Department Chairs, Faculty, and any meeting/s relevant to the Vice President and Assistant Vice President.
- Assist the Assistant Vice President to organize and carryout work plans and tasks associated with the: Accountability Report; Program Review Process; Results Report; Underrepresented Group Report; College Catalog; Credit Schedules; and the Student Awards Ceremony.
- Develop and maintain a working familiarity with the College Strategic Plan and related activities.
- Maintain an up-to-date central filing system.
- Provide support and assistance as necessary for the preparation and maintenance of: Board Reports; development and updates of various publications; Notification of Assignments; travel documents and arrangements (travel arrangements for not only the Vice President and Assistant Vice President, but faculty, staff, and other administrators for Academic and Student Affairs related conferences/workshops/meetings), and internal and external meetings.
- Provide assistance with CAPC related functions such as: course changes in the mainframe; development of agendas for CAPC and the standing committee CD&R; act as recording secretary at CAPC full council meetings; act as recording secretary at CD&R standing committee meetings; set-up and attend CAPC meetings, retreat, and all CAPC related activities; disseminate CAPC and the standing committee meeting minutes and maintain the website for posting minutes and work with the Office of the President in website [InsideMCC] maintenance for related information; and initiate actions with state agencies as determined by committee decisions.

**ADMINISTRATIVE ASSISTANT TO THE VICE PRESIDENT AND ASSISTANT
VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS – Page 2**

ESSENTIAL JOB FUNCTIONS:

- Maintain and update, as necessary: forms for New Course Proposals; New Curriculum Proposals; Cross-Listed Course Proposals; Notification of Change in Course Information; and Notification of Change in Curriculum Information.
- In support of instructional programs maintain college record keeping systems and prepare, maintain, and disseminate information to appropriate staff regarding: Minimum Qualifications; Master Seniority List for tenured faculty; Lab and Equipment Usage Fee reports; Academic Calendar; Academic Educational Three-Year Plan; New Faculty Orientation; Newly Tenured Faculty; Faculty Evaluation Schedule; Faculty of the Year Program; and Final Exam Schedule.
- Maintain up-to-date records of all course outlines, syllabi, and IAI/articulation, etc.
- Serve as Administrator for the E-Syllabus Database: authorize users for the database; provide assistance to database users; manage the records within the database; and directly work with Academic Computing personnel in conjunction with database activities.
- Provide leadership and support for Academic and Student Affairs support positions such as Administrative Assistants and Division Secretaries to facilitate communication and planning.
- Assist in planning, developing, and monitoring Academic and Student Affairs administrative budgets.
- Serve as a liaison, as appropriate, with external agencies and prepare necessary forms and reports.
- Serve as office representative at College meetings, professional meetings, seminars and workshops as requested.
- Provide daily direction to the office Secretary.
- Perform other duties as assigned by immediate supervisor.

SUPERVISION: Under direct supervision of the Vice President of Academic and Student Affairs.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Associate's Degree or equivalent required; Bachelor's Degree preferred.

EXPERIENCE:

Three or more years related experience. Working knowledge of data gathering techniques preferred.

**ADMINISTRATIVE ASSISTANT TO THE VICE PRESIDENT AND ASSISTANT
VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS – Page 3**

SKILLS AND ABILITIES:

- Mainframe data entry and retrieval.
- PC skills, such as Word, Excel, PowerPoint, and Internet.
- Demonstrated ability to handle confidential information with discretion.
- Demonstrated ability to meet deadlines and handle multiple assignments simultaneously.
- Organizational and planning skills.
- Detail oriented.
- Written and oral communication.
- Self-starter, self-directed.
- Strong interpersonal skills.
- Professional image and demeanor.
- Maturity.
- Ability to work under pressure.
- People and service oriented.
- Ability to effectively communicate with individuals at all levels of influence.
- Flexible and open to new ideas and approaches.

REVISED: April 2009

Appointment of Replacement
Administrative Assistant to the Executive Dean of Career and Technical Education

Information:

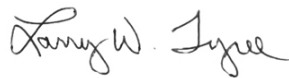
The appointment of Claudia Terrones to the position of Coordinator of Personal Development Programs, effective July 1, 2009, created a vacancy for the full-time professional position of Administrative Assistant to the Executive Dean of Career and Technical Education. Julie Nordholz has been recommended to fill this position. Ms. Nordholz has an Associate of Applied Science in Early Childhood Education from McHenry County College, Crystal Lake, IL. Her experience is as follows:

- | | |
|----------------|---|
| 1998 – Present | Division Secretary, Career and Technical Education (2003 – Present)
Preschool Teacher (2001 – 2003)
Adult Education Secretary (1998 – 2001)
McHenry County College, Crystal Lake, IL |
| 1985 – 1997 | Customer Support Representative (1994 – 1997)
Parts Specialist (1993 – 1994)
Customer Relations Representative (1991 – 1992)
Sales Support Representative (1990 – 1991)
Litigation Specialist (1985 – 1990)
Sun Electric Corporation, Crystal Lake, IL |

One hundred twenty-seven applications were received, and the search committee interviewed eight candidates.

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Julie Nordholz to the professional position of Administrative Assistant to the Executive Dean of Career and Technical Education, effective August 28, 2009, at a salary of \$33,647.13 (based on a 12-month salary of \$40,100.00).



Larry W. Tyree
Interim President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
8	\$32,856.00	\$46,820.00	\$60,784.00	\$39,302.52	\$40,100.00	\$51,804.86

POSITION: **ADMINISTRATIVE ASSISTANT TO THE EXECUTIVE DEAN OF CAREER AND TECHNICAL EDUCATION**

CLASSIFICATION: Professional

WORK YEAR: 12 Months

PRIMARY PURPOSE: To assist the Executive Dean and the department chairs within the CTE division in carrying out administrative responsibilities.

ESSENTIAL JOB FUNCTIONS:

- Provide confidential administrative support to the Executive Dean and the Department Chairs within the CTE Division.
 - Create documents and forms, compose written correspondence, develop and maintain files, process confidential information.
 - Entry and retrieval of mainframe computer operations and disseminate information as required.
 - Process and maintain divisional records regarding requisitions, purchase orders, travel vouchers, and supplies.
 - Serve as a resource and primary contact for the Executive Dean and division Department Chairs.
- Provide divisional coordination of the credit schedule process.
- Assist in the planning, research, and development of projects, and new programs and courses.
- Assume responsibility for the planning, research, and development of special projects.
- Assist the Executive Dean with grant activities as needed.
- Assist in planning, developing, and monitoring the annual budget.
- Work with Department Chairs and Divisional secretary to develop and/monitor the following:
 - Calculation and preparation of contracts.
 - Contracts with outside agencies.
 - Preparation of Board Reports.
 - Semester course schedules.
 - Book orders.
 - Load sheets.
 - Maintain files of faculty schedules, office hours, and course syllabi.
 - Maintain file of Advisory and other committees.
 - Maintain official records and files.
 - Provide information and assistance to the public, staff, and students relevant to institutional programs.
 - Coordinate all National Occupational Competency Testing Institute (NOCTI) examinations with Department Chairs, Instructors and the institution.
 - Train appropriate staff to assist with NOCTI testing.

**ADMINISTRATIVE ASSISTANT TO THE EXECUTIVE DEAN OF CAREER
AND TECHNICAL EDUCATION – Page 2**

ESSENTIAL JOB FUNCTIONS:

- Arrange internal and external meetings and travel plan vouchers for the Executive Dean.
- Provide support at Division and Department Chair meetings by taking minutes and preparing materials for meetings.
- Coordinate visits to local area high schools for recruiting.
- Serve as divisional representative at cross-divisional meetings, professional meetings, seminars, and workshops as requested.
- Establish and maintain internal and external communications supportive of the Executive Dean's role.
- Serve as office coordinator for clerical staff and clerical activities.
 - Responsible for ordering supplies.
 - Coordinate office coverage for sick days, personal leave, and vacations.
- Additional duties as assigned by immediate supervisor.

SUPERVISION: Under the direct supervision of the Executive Dean of Career and Technical Education. Provide training and daily direction for full and part-time classified office staff and office student employees.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Associate's Degree or equivalent required; Bachelor's Degree preferred.

EXPERIENCE: Four or more years related experience.

SKILLS AND ABILITIES:

- Mainframe data entry and retrieval.
- PC skills utilizing Microsoft Office 2007.
- Organizational and planning skills.
- Ability to work confidentially and discretely.
- Detail oriented.
- Written and oral communication.
- Self-starter, self-directed.
- Professional image and demeanor and maturity.
- Ability to work under pressure and independently.
- Ability to work with many different clientele groups, both internal and external.
- People and service oriented.
- Ability to effectively communicate with individuals at all levels of influence.
- Ability to multi-task.

REVISED: June 2009

Appointment of Replacement
Network Technician

Information:

The appointment of Christine Perkins to the position of Senior Network Technician, effective June 1, 2009, created a vacancy for the full-time professional position of Network Technician. Johnathon Poprawski has been recommended to fill this position. Mr. Poprawski has an Associate Degree in Applied Science from the College of Lake County, Grayslake, IL. His experience is as follows:

- 2000 – 2009 Network Engineer
Nuway Speaker Products, Antioch, IL

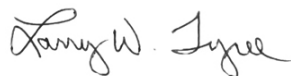
- 1998 – 2000 Affiliate Support Team (1999 – 2000)
Service Center Rollout Team (1998 – 1999)
Northern Trust Bank, Chicago, IL

- 1999 – 1999 Help Desk Support
Takeda Pharmaceuticals, Lincolnshire, IL

Forty-seven applications were received, and the search committee interviewed five candidates.

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Johnathon Poprawski to the professional position of Network Technician, effective August 31, 2009, at a salary of \$31,739.46 (based on a 12-month salary of \$38,000.00).



Larry W. Tyree
Interim President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
9	\$35,497.00	\$50,583.00	\$65,669.00	Not Applicable	\$38,000.00	\$36,500.00

POSITION: NETWORK TECHNICIAN

CLASSIFICATION: Professional

WORK YEAR: 12 Months

WORK WEEK: Will be scheduled to work during the evening and/or weekend on a regular basis.

PRIMARY PURPOSE: Maintain the network resources of the College.

ESSENTIAL JOB FUNCTIONS:

- Ensure the stable performance, integrity, and security of the College network. Adjust system parameters as directed by supervisor.
- Modify network structures and test modifications required to support changed or new applications as directed by supervisor.
- Install and maintain hardware and software on server, PC or Macintosh platforms.
- Install and maintain microcomputer peripheral equipment.
- Provide assistance and application training to the IS staff concerning the network or other applications.
- Perform NAS/SAN (network attached storage/storage area network) management as directed by supervisor.
- Configure and maintain network printing environment.
- Maintain the virtualized server environment as directed by supervisor.
- Perform network switch configuration and maintenance as directed by supervisor.
- Perform intrusion prevention and detection tasks as directed by supervisor.
- Work with vendors on contract and maintenance agreements as required.
- Perform firewall management tasks as directed by supervisor.
- Manage projects, coordinating with end-user services, computing services, and communications technologies, as directed by supervisor.
- Implement, maintain, and document information security procedures and processes as directed by supervisor.
- Manage “Test Bed” environments as directed by supervisor.
- Manage and monitor network operations center components as directed by supervisor.
- Regularly perform network documentation.
- Provide timely feedback concerning installation/repair requests to end users.
- Provide technical support to the Help Desk and computer labs.
- Additional duties as assigned by immediate supervisor.

SUPERVISION: Under the direct supervision of the Director of Network Services.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

- Associate's Degree in CIS or equivalent.

EXPERIENCE:

- Two years experience with the following:
 - In medium to large size network environment.
 - Network switches.
 - Firewall.
 - TCP/IP.
 - Microcomputer hardware and software systems.
- DOS, Windows XP, 2000/2003 Linux preferred, VMWare preferred, and Macintosh 10.x operating systems preferred.
- Working knowledge of scripting and MS Office products.

SKILLS AND ABILITIES:

- Proficient in the use of network operating systems.
- Demonstrated proficiency in written and verbal communication.
- Demonstrated ability to support end users.
- Responsible, self-directed.
- Ability to work with minimum supervision and direction.
- Well organized and goal oriented.
- Commitment to the customer service nature of the position.

REVIEW: May 2008
ISSUED: February 2001

Appointment of Replacement
Communications Technician/Telecom Specialist

Information:

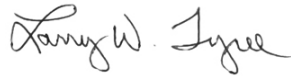
The extended leave of an employee has created a permanent vacancy for the full-time professional position of Communications Technician/Telecom Specialist. Sean Booe has been recommended to fill this position. His experience is as follows:

1989 – 2008	Senior Telecommunications Technician (2002 – 2008) Assistant Facilities Manager (1998 – 2002) Supervisor, Office Services (1995 – 1998) Senior Office Aid (1991 – 1994) Office Aid (1989 – 1991) General Growth Properties, Inc., Chicago, IL
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Fifty-four applications were received, and the search committee interviewed seven candidates.

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Sean Booe to the professional position of Communications Technician/Telecom Specialist, effective August 31, 2009, at a salary of \$31,488.89 (based on a 12-month salary of \$37,700.00).



Larry W. Tyree
Interim President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
9	\$35,497.00	\$50,583.00	\$65,669.00	Not Applicable	\$37,700.00	\$45,316.40

POSITION: **COMMUNICATIONS TECHNICIAN/TELECOM SPECIALIST**

CLASSIFICATION: Professional

WORK YEAR: 12 Months

WORK WEEK: Flexible Scheduling. Typical: 7:30 a.m. to 4:00 p.m.; (evening and weekend hours occasionally required).

PRIMARY PURPOSE: As Communications Technician, provides integral technical support to faculty, staff, and community in areas including classroom presentation equipment, sound systems, video systems, media duplication and circulation, etc. As Telecom Specialist, provides system administration of critical voice and security systems, structured cabling for voice and data, and end-user support of telephones.

ESSENTIAL JOB FUNCTIONS:

- Administer critical in-house voice communications systems operation as needed to provide support for daily operation. Moves, adds, and makes changes for customers, and maintains accurate database for these systems.
- Provide primary response to help desk requests for telephone user support issues.
- Provide system administration for Video Surveillance, Digital Signage, PA, and other emergency communications systems.
- Provide backup support for administration of mass notification system.
- Cooperatively cover hours of operation within the department for support of other systems including classrooms, equipment distribution, and Conference Center operations.
- Troubleshoot, problem solve, and provide preventative maintenance for AV equipment.
- Meet with department heads and/or end users, and coordinate time and materials needed to complete projects, assuming the role of project foreman for all voice and data wiring projects.
- Serve as primary position for updating and maintaining E911 database of user and location information for the telephone system, working with the County PSAP (Public Safety Access Point).
- Provide backup expertise in PBX, voicemail, and campus wiring to Director of Communications Technologies.
- Troubleshoot telephone and wiring problems using specialized test equipment and systems knowledge. Replace phones and/or jacks where needed.
- Install circuit cards, telephones, software, and hardware upgrades to telephone systems.
- Maintain current knowledge and certification related to Category 5 and 6 wiring installation practices and PBX and voicemail systems.
- Assist the Director in the proper design of communications systems. This may include designing scripts, ESPs, emergency recordings, disaster recovery, etc.

ESSENTIAL JOB FUNCTIONS:

- Work with Director to budget for new and replacement telephone, wiring infrastructure, and AV equipment.
- Provide faculty and staff training in the use of smart classrooms and other AV equipment.
- Perform all other duties when necessary of the Communications Technicians.
- Additional duties as assigned by immediate supervisor.

SUPERVISION: Under direct supervision of the Director of Communications Technologies.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

High school diploma plus additional specialized training. Associate's Degree in a field of Telecommunications Technology, Information Technology, or Electronics preferred, or equivalent job related experience.

EXPERIENCE:

Minimum two years experience in work related to three or more of the following:

- PBX and Voicemail administrations including moves, additions, and changes.
- Voice and data cabling installation experience.
- Networking infrastructure best practices and regulations.
- Operating AV, telecommunications, and media equipment.
- Direct end-user support in training and assistance with technology.
- Technology in education/instruction environment.

SKILLS AND ABILITIES:

- Ability to represent the department with a professional and courteous attitude toward customers.
- Ability to establish good inter- and intra- department relationships.
- Mechanical aptitude.
- Physical endurance needed to install cabling.
- Ability to climb ladder, kneel, bend, and stoop.
- Ability to safely lift up to 50 pounds.
- Fine motor skills needed for punch down and termination of cables.
- Excellent project management skills.
- Proficient knowledge of telephone, audio visual, microcomputer, and telecommunication equipment.
- Effective organizational, communication, and problem-solving skills.

SKILLS AND ABILITIES:

- Self-directed and responsible.
- Reliable.
- Cooperative.
- Ability to work flexible hours as needed.
- Ability to work with minimum supervision.

CERTIFICATIONS:

- Vendor specific MAC certification on PBX system preferred; required within 6 months of hire.
- Current certification of wiring and component vendor preferred; required within 6 months of hire.

REVISED: June 2009

Appointment of Replacement
Coordinator of Contract Training

Information:

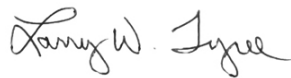
The resignation of Timothy Merkel, effective April 17, 2009, created a vacancy for the full-time professional position of Coordinator of Contract Training. Michael Dougherty has been recommended to fill this position. Mr. Dougherty has a Master of Arts in Counseling and Organizational Psychology from Adler School of Professional Psychology, Chicago, IL, and a Bachelor of Arts in Psychology from DePaul University, Chicago, IL. His experience is as follows:

2006 – Present	Owner/Operator Greenlight Recycling, Crystal Lake, IL
2005 – 2006	Sales Representative Acme Refining, Chicago, IL
2004 – 2005	Adjunct Instructor Prairie State College, Chicago Heights, IL
2003 – 2005	Pharmaceutical Sales Representative Ortho McNeil, Chicago, IL
1998 – 2003	Sales Representative Industrial Pharmaceutical Resources, Inc, Bartlett, IL

Twenty-four applications were received, and the search committee interviewed five candidates.

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Michael Dougherty to the professional position of Coordinator of Contract Training, effective August 31, 2009, at a salary of \$31,488.89 (based on the 12-month salary of \$37,700.00).



Larry W. Tyree
Interim President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
9	\$35,497.00	\$50,583.00	\$65,669.00	Not Applicable	\$37,700.00	37,347.00

POSITION: **COORDINATOR OF CONTRACT TRAINING**

CLASSIFICATION: Professional

WORK YEAR: 12 Months

PRIMARY PURPOSE: Coordination of Customized Contract Workforce Development Training offered through the Center for Corporate Training.

ESSENTIAL JOB FUNCTIONS:

- Consult with corporate clients to identify training and consulting needs, select appropriate training or consulting partner, and develop solutions in cooperation with trainers, consultants and instructional designers working with the Center for Corporate Training.
- Negotiate contract details with client and trainer/consultant.
- Initiate contract documentation for client and trainer/consultant; submit to Director of Corporate Training and Business Development for approval.
- Manage logistics of training/consulting engagement, including preparation and delivery of instructional materials and mobile computer lab as necessary.
- Research and provide input on new training programs and consulting services to serve customers.
- Prepare and present informational briefings and public presentations regarding Center for Corporate Training services, within the community, state-wide and nationally.
- Provide support, planning and coordination for training grants.
- Coordinate marketing and sales efforts with Center for Corporate Training Business Solutions Coordinator.
- Attend as Center for Corporate Training/Shah Center representative: Chamber meetings, organization meetings, committee meetings, conference, seminars and functions as needed to maintain positive relationships and to keep current with local business and industry needs.
- Communicate and collaborate with other MCC credit and non-credit programs to meet customer needs.
- Maintain contact with advisory groups to ensure that training needs are being met and verify that marketing strategies are effective.
- Facilitate and analyze post training assessment following the conclusion of training engagement.
- Provide daily direction for Contract Training Assistant.
- Provide input for internal marketing programs and quarterly Catalyst Publication.
Prepare and submit financial reports on a monthly basis.
- Additional duties as assigned by immediate supervisor.

SUPERVISION: Report directly to Executive Director of Shah Center Programs.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Bachelor's Degree in related field.

EXPERIENCE:

- Demonstrated success through business and industry experience.
- Public speaking and presentation development.
- Demonstrated success in relationship retention with customers.

SKILLS AND ABILITIES:

- Strong oral and written communication skills.
- Ability to relate to all levels of management and employees.
- Proficient in MS Office Suite (Outlook, Word, Excel, Access, and PowerPoint) and Internet navigation skills.
- Strong organizational skills, detail oriented.
- Ability to prioritize and manage multiple tasks to meet deadlines.
- Team player, work effectively with others.
- Ability to work independently and under pressure.
- Ability to establish and maintain relationships.
- Ability to travel (overnight) occasionally.
- Ability to travel daily to local businesses and/or organizations utilizing personal transportation.

REVISED: April 2009

Salary/Advanced Placement Adjustments

Information:

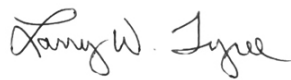
- I. The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association includes an advanced placement adjustment each time a full-time faculty member obtains 15 additional hours of pre-approved course work. Tamela Kostos and Elaine Whalen qualify for such an adjustment at this time.

	<u>2009-2010 Placement and Salary</u>	<u>Adjusted 2009-2010 Placement and Salary</u>
Tamela Kostos	Lane 5, Step 14 \$87,460.50	Lane 6, Step 15 \$94,932.00
Elaine Whalen	Lane 4, Step 6 \$65,046.00	Lane 5, Step 6 \$68,122.50

- II. The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Staff Council includes a salary adjustment of \$1,200.00 for full-time members upon completion of 15 credit hours of pre-approved course work. In accordance with this agreement, Michael Riley qualifies for his first adjustment; Maricella Garza qualifies for her second adjustment; Ann Karman qualifies for her third adjustment; and Jonna Kivisto qualifies for her fourth adjustment at this time.

Recommendation:

It is recommended that the Board of Trustees approves the above salary adjustments.



Larry W. Tyree
Interim President

Chargeback and Joint Agreement Summary Report
For Fiscal Year 2009

Area community college students sometimes find that the college in their district does not offer the program in which they wish to enroll. The community college system provides such students the opportunity to enroll in a college outside the student’s resident district under chargeback and joint agreement provisions.

A joint agreement is an agreement between McHenry County College and other institutions to allow students to enroll in an approved occupational degree or certificate program not offered at MCC. The student attends at another college and is charged at that institution’s in-district rate. Under this arrangement, no money is exchanged or reimbursed between the institutions.

A chargeback is an approved contractual agreement issued by a student’s in-district community college allowing the student to participate in a program at another institution when no joint agreement exists. The student attends the college offering the program at the in-district rate of that college. The student’s in-district college then reimburses the out-of-district institution the difference between the in-district rate and the out-of-district rate on a credit hour basis.

The following report summarizes chargeback and joint agreement activity for the 2009 fiscal year.

McHenry County College district students attending other colleges on Chargeback:

Number of students	Number of Credit Hours	Total Paid
44	254	\$42,847.11

Out-of-district students attending McHenry County College on Chargeback:

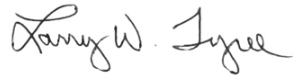
Number of students	Number of Credit Hours	Total Received
5	30	\$5,792.86

McHenry County College district students attending other colleges on Joint Agreement:

Semester	Number of students	Number of Credit Hours
Summer 2008	134	612.5
Fall 2008	324	2936
Spring 2009	<u>316</u>	<u>2767.5</u>
Total	774	6,316

Out-of-district students attending McHenry County College on Joint Agreement:

Semester	Number of students	Number of Credit Hours
Summer 2008	6	21
Fall 2008	16	82
Spring 2009	<u>14</u>	<u>126.2</u>
Total	36	229.2



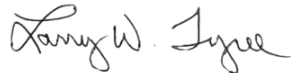
Larry W. Tyree
Interim President

Associate of Arts in Teaching Special Education
Baccalaureate Transfer Degree

Information:

McHenry County College has received approval from Illinois Community College Board and Illinois Board of Higher Education to offer the Associate's of Arts in Teaching (AAT) Special Education Baccalaureate Transfer Degree. This is the first education degree offered by MCC. The 61-64 credit hour degree consists of general education and existing courses in the EDU Department.

The purpose of the AAT Special Education Baccalaureate Transfer Degree is threefold. First, Special Education is a critical shortage area in the state and nation's public schools. The goal is to increase the number of qualified applicants in the education pool who have an interest in this content area. Secondly, this degree will allow students to enter a four-year senior institution with the same standing as the native students. Finally, students who complete the AAT Special Education Baccalaureate Transfer Degree will have successfully taken and passed the Illinois Test of Basic Skills (an entrance requirement in all of the state schools of education) and will have been introduced to the Illinois Professional Teaching Standards. This degree will prepare students to pursue their studies in either elementary or secondary education.



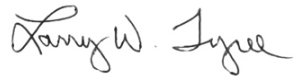
Larry W. Tyree
Interim President

McHenry County College

Information Report
August 27, 2009

Quarterly Report on Grants

Attached is a detailed quarterly report of FY 2009 Federal, State and Private Grants as of June 30, 2009, with comparisons for the prior year.

A handwritten signature in cursive script that reads "Larry W. Tyree".

Larry W. Tyree
Interim President

Grants - Fiscal Year 2009

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2009	Unexpended Balance
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FEDERAL

CWS 2009

Source: Department of Education CFDA # 84.033 Fund 8 Devenny \$ 50,017 N/A \$ 50,017 -
 Purpose: To provide funds to students by providing employment opportunities on campus.

PELL 2009

Source: Department of Education CFDA #84.063 Fund 8 Devenny 1,929,225 N/A 1,929,225 -
 Purpose: To provide funds to full and part time students enrolled in credit programs.

SEOG 2009

Source: Department of Education CFDA #84.007 Fund 8 Devenny 36,000 N/A 36,000 -
 Purpose: To provide funds to students enrolled in credit programs with the highest need.

Workforce Investment Act

Source: ICCB CFDA #17.255 0613-613 Capalbo 57,008 N/A 57,008 -
 Purpose: To provide unemployed individuals with funds to assist in obtaining vocational training.

Perkins IV Postsecondary Basic

Source: ICCB CFDA #84.048 0634-634 Capalbo 148,035 N/A 148,035 -
 Purpose: To increase response to local programs, integrate academic and vocational skills development, support services for special populations and improve linkages between secondary and postsecondary institutions.

Grants - Fiscal Year 2009

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2009	Unexpended Balance	
CTE Regional Collaborative							
Source: ICCB	CFDA #84.048	0635-632	Capalbo	6,000	N/A	6,000	-
Purpose: To support regional collaboratives and support the creation and steering of new Regional Collaboratives.							
Federal Basic Adult Education							
Source: ICCB	CFDA #84.002	0619-660	Clute	132,497	N/A	132,497	-
Purpose: To support instruction of Adult Education and Literacy.							
English Literacy/Civics							
Source: ICCB	CFDA #84.00	0619-665	Clute	22,964	N/A	22,964	-
Purpose: To support instruction of Adult Education regarding the United States and local government systems.							
Small Business Development Center							
Source: (DCEO) Department of Commerce and Economic Opportunity	CFDA #59.037	0631-631	Jones	36,000	N/A	36,000	-
Purpose: To provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training.				36,000	N/A	36,000	-
* Grant Period: Jan. 08 - Dec. 08							
* Grant Period: Jan. 09 - Dec. 09							
COPS Technology Program Grant							
Source: U.S. Department of Justice	CFDA #16.710	618-620	Moylan	49,750	N/A	49,750	-
Purpose: To provide funding for security enhancements on MCC's Campus.							
Grant Period December 26, 2007 - December 25, 2010							

Grants - Fiscal Year 2009

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2009	Unexpended Balance	
CEE Tech Prep Transit Grant							
Source: McHenry County Cooperative for Employment Education	CFDA #84.243	0638-638	Capalbo	42,000	N/A	42,000	-
Purpose: To provide viable alternatives to students through partnering with employers, marketing of programs, integrated course sequences and work-based learning.							
CTE Innovation Grant							
Source: ICCB	CFDA #84.048	0635-636	Capalbo	15,509	N/A	15,509	-
Purpose: To provide resources to help enhance innovative Career and Technical Education programs within the community college system.							
CTE Regional Collaborative							
Source: ICCB	CFDA #84.048	0635-632	Capalbo	6,000	N/A	6,000	-
Purpose: To support regional collaboratives and support the creation and steering of new Regional Collaboratives.							
American Heritage Preservation Grant							
Source: Institute of Museum and Library Services	CFDA #45.303	0621-625	Lang	3,000	N/A	-	3,000
Purpose: To improve environmental conditions in the library in order to properly house the portrait and print collection.							

* Grant Period: March 1, 2009 - February 28, 2010

Grants - Fiscal Year 2009

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2009	Unexpended Balance
SUBTOTAL Federal Grants - June 30, 2009		\$ 2,570,005		\$ 2,567,005	\$ 3,000
Fiscal Year 2008 Federal Grants - June 30, 2008		\$ 2,199,170		\$ 2,193,359	\$ 5,811

STATE

MAP 2009

Source: Illinois Student Assistance Commission Purpose: To provide funds to Illinois students enrolled in credit programs with financial need.	Fund 1	Devenny	568,973	N/A	568,973	-
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Workforce Preparation Grant

Source: ICCB Purpose: To provide funding for employment training services and assistance in commercial and industrial expansion and/or retention through various activities.	0630-630	Jones	53,743	N/A	53,743	-
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Employer Training Investment Program

Source: (DCEO) Department of Commerce and Economic Opportunity Purpose: To provide funding for employment training in skills necessary to enable companies to establish, maintain or expand into new export markets. * Grant Period: July 1, 2008 - December 31, 2009	0643-643	Jones	123,675	N/A	123,675	-
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State Basic Adult Education 54V

Source: ICCB Purpose: To support instruction of Adult Education and Literacy.	0619-662	Clute	130,221	N/A	130,221	-
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State Performance

Source: ICCB Purpose: To help meet performance standards in Adult Education programs.	0657-657	Clute	120,086	N/A	120,086	-
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Grants - Fiscal Year 2009

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2009	Unexpended Balance
<p>Community Literacy Program Source: Secretary of State Purpose: To develop a full-time literacy program and train and support volunteer literacy tutors.</p>	0621-621	Clute	48,000	N/A	48,000	-
<p>Illinois Incentive for Access Source: Illinois Student Assistance Commission Purpose: To provide up to \$500 to freshmen students who have a zero expected family contribution.</p>	0631-601	Devenny	42,000	N/A	42,000	-
<p>CTE Program Improvement Source: ICCB Purpose: To purchase instructional equipment for vocational education programs.</p>	0645-645	Capalbo	11,302	N/A	11,302	-
<p>Gateways to Opportunity Grant Source: Illinois Department of Human Services Purpose: To pilot the development and implementation of two new credentials in the field of early care and education: the Illinois Early Care & Education Core Credential and the Illinois Infant Toddler Credential. * Grant Period: January 1, 2007 - November 30, 2008</p>	0669-672	Linder	4,000	N/A	4,000	-

Grants - Fiscal Year 2009

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2009	Unexpended Balance	
Illinois Cooperative Work Study Grant I							
Source: IBHE	0615-614	Falco	10,500	N/A	9,600	900	
Purpose: To strengthen ties to industry partners while expanding internship and employment opportunities for students in the automotive program.							
*Grant Period: June 3, 2008 - June 30, 2009							
Illinois Cooperative Work Study Grant II							
Source: IBHE	0615-617	Falco	8,963	N/A	-	8,963	
Purpose: To strengthen ties to industry partners while expanding internship and employment opportunities for students in the automotive program.							
*Grant Period: Jan 27, 2009 - June 27, 2010							
Shifting Gears Grant							
Source: ICCB/Joyce Foundation	SG52808	0619-640	Koehler	77,319	N/A	77,319	-
Purpose: To test pilot an innovative bridge program to prepare aspiring workers for a career in manufacturing.							
Family Violence Grant							
	0644-648	Koehler	11,541	N/A	11,541	-	
Purpose: To set up the 22nd Circuit Family violence Coordinating Council and hire a part-time Local Council Coordinator.	0644-647	Koehler	19,500	N/A	8,681	10,819	
* Grant Period: January 1, 2008 - December 31, 2008							
* Grant Period: January 1, 2009 - December 31, 2009							
SUBTOTAL State Grants - June 30, 2009			\$ 1,229,823		\$ 1,209,141	20,682	
Fiscal Year 2008 State Grants -June 30, 2008			\$ 1,258,606		\$ 1,233,724	24,882	

Grants - Fiscal Year 2009

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2009	Unexpended Balance
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PRIVATE

McCormick Tribune Grant

Source: Chicago Tribune Charities
 Purpose: To pay a program assistant to recruit and organize 25-30 volunteer adult literacy tutors and coordinate other support services such as day care for the additional ESL and ABE/GED.

0675-160	Clute	10,000	N/A	10,000	-
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SUBTOTAL Private Grants - June 30, 2009

		\$ 10,000		\$ 10,000	\$ -
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Fiscal Year 2008 Private Grants - June 30, 2008

		\$ 143,282		\$ 64,037	\$ 79,245
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TOTAL ALL GRANTS - June 30, 2009

		\$ 3,809,828		\$ 3,786,146	\$ 23,682
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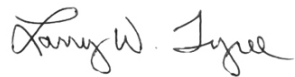
* Grant period differs from McHenry County College fiscal year.

Emergency Compressor Repair

Information:

A compressor cylinder in an HVAC compressor that provides cooling for part of Building B recently failed. An immediate repair was required at a cost of \$7,524.00 from Althoff Industries, Inc. The parts required have been ordered so that the repair can be made prior to the start of the fall semester and the building can be cooled to a comfortable level.

This expense is budgeted in the Building Maintenance Account in the Operations and Maintenance Fund.

A handwritten signature in cursive script that reads "Larry W. Tyree".

Larry W. Tyree
Interim President

McHenry County College

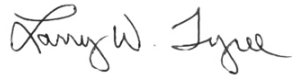
Information Report
August 27, 2009

Contractual Agreement
MRxI Corporation

Information:

The College offers Pharmacy Technician Training through Continuing and Professional Education in partnership with MRxI Corporation. Eight students were enrolled in the summer session, and the amount paid to MRxI Corporation for training was \$9,100.00. Total revenue collected for this class was \$10,392.00.

This invoice was paid pursuant to the contractual services agreement with MRxI Corporation that was approved by the Board of Trustees in March, 2008 (Board Report #08-50).



Larry W. Tyree
Interim President

Fire Alarm and Clock Systems Service Contract

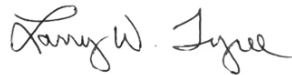
Information:

SimplexGrinnell has provided the maintenance and repairs of the College's fire alarm and clock systems for most of the years the College has been in existence. The service contract for FY 2010 was renewed at a cost of \$13,875.50. Due to the timing of the renewal of the agreement and the need to have a continuous service contract in place on this important life safety system, this agreement has already been executed.

The fire alarm and clock systems were originally purchased from and installed by SimplexGrinnell. It is most efficient for the College to enter into a service agreement with SimplexGrinnell to inspect, maintain, and repair these critical College systems. Additionally, repair parts for the SimplexGrinnell systems can only be purchased from SimplexGrinnell.







The purchase of the service agreement is exempt from the bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (l) which reads, "contracts for goods or services which are economically procurable from only one source."






This cost is budgeted in the Building Maintenance Account in the Operations and Maintenance Fund.










Larry W. Tyree
Interim President




Project Mission	Project Management Team	
To implement the Campus Management ERP system on schedule and budget, maintaining the level of service offered by the current mainframe system and establishing a strong foundation for future enhancements that will lead to increased institutional effectiveness and efficiency in support of the College’s mission and goals.	MCC	Campus Management
	<ul style="list-style-type: none"> • Project Sponsor – Larry Tyree • Project Manager – Kathleen Plinske • Technical Project Manager – Diann Jabusch • Business Project Manager – Todd McDonald 	<ul style="list-style-type: none"> • Project Sponsor – Tim Gilbert • Project Executive – Phil Curtiss • Project Manager – Phil Pierre-Antoine

CampusVue (Student Services)						
Status	Milestone	Start Date	Target	Actual Completion	Budget	Expended
	Planning and Requirements Review	9/8/08	10/30/08	12/5/08	\$230,000	\$228,579
	Mapping and Configuration	12/1/08	6/30/09		\$406,558	\$404,573
	Data Conversion	12/20/08	11/30/09		\$145,600	\$109,798
	Testing	5/18/09	12/31/09		\$151,360	\$37,757
	Training and Go Live	1/1/10	2/28/10		\$128,300	
	Support and Enhancements	TBD			TBD	\$162,880

CampusVantage (Financials and Human Resources)						
Status	Milestone	Start Date	Target	Actual Completion	Budget	Expended
	Planning and Requirements Review	9/29/08	10/30/08	12/9/08	\$28,120	\$26,528
	Mapping and Configuration	1/19/09	4/17/09	4/13/09	\$94,660	\$89,619
	Testing and Training	4/13/09	6/25/09		\$45,700	\$26,827
	Go Live	6/15/09	7/1/09		\$46,790	
	Support and Enhancements	TBD			TBD	

CampusPortal (Student Web Interface)						
Status	Milestone	Start Date	Target	Actual Completion	Budget	Expended
	Planning and Requirements Review	2/9/09	2/28/09	2/24/09	\$22,680	\$10,999
	Configuration, Testing, and Training	11/1/09	1/31/10		\$23,600	\$3,545
	Go Live	2/1/10	2/28/10		\$9,200	
	Support and Enhancements	TBD			TBD	







Reporting, Integration and Customized Processes						
Status	Milestone	Start Date	Target	Actual Completion	Budget	Expended
	Phase I – Nelnet, Credentials, SAT/ACT	1/26/09	8/31/09		\$268,020	\$200,050
	Phase II – Bookstore, Faculty Contracts	3/25/09	12/31/09		\$244,561	\$4,500
	ICCB Reporting & Online Application	3/9/09	12/31/09		\$403,125	\$108,445

Software, Hardware, and Contract Staffing						
Status	Milestone	Start Date	Target	Actual Completion	Budget	Expended
	Software	7/15/08	4/1/10		\$950,000	\$724,430
	Hardware	7/15/08	2/1/10		\$550,000	\$303,704
	Contract Staffing	8/1/08	7/31/10		\$550,000	\$31,160

Overall Project Implementation	
	Planned Budget: \$7,000,000 - Spent to Date: \$2,473,394

Accomplishments
<ul style="list-style-type: none"> • Significant progress toward clarifying MCC’s financial aid needs for custom solution • Significant progress toward completion of Phase I Integrations, including completion of preliminary User Acceptance Testing • Completion of majority of requirements documents for ICCB reporting. • Vantage went live on July 1; payroll, human resources, and financial transactions occurring routinely on new system

Major Issues or Risks
<ul style="list-style-type: none"> • Campus Management (CMC) has indicated that they will not be able to deliver software enhancements related to financial aid in release 11.1 in November, 2009. CMC has indicated that they are working, at no cost to MCC, on a bridge solution to meet MCC’s Financial Aid needs to support the “go live” in February 2010. • Successful go-live of CampusVue and CampusPortal are dependent upon a number of significant software enhancements by CampusManagement which are planned for release in November, 2009

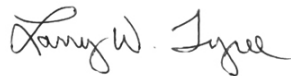
Legend	
	Milestone complete on-time and on-budget
	Milestone complete, not on-time/budget
	Objectives will be met on-time and on-budget
	Objectives may not be met on-time or on-budget
	Objectives will not be met (> 20% delay or >20% over budget)
	Milestone not yet in progress

Distributed Press Releases
July 14-August 14, 2009

Information:

The following releases have been distributed to all local media outlets from July 14-August 14, 2009.

- Residents Provide Input for MCC's Future
- Kids & College – CSI Class
- MCC Offers Late Summer Continuing Education Classes
- MCC Welcomes New Culinary Instructor
- MCC ScotStars Soccer, Softball Camps Begin July 27
- MCC to Offer Extended Tours
- MCC to Offer Day Tours in Fall
- ISBDC to Offer Informative Small Business Classes
- MCC Names New VP Tony Miksa
- MCC to Offer Getting Started Seminars
- MCC Welcomes New Dean of Student Success
- MCC Sets GED/ESL Registration
- MCC's Nursing Lab Provides Opportunities for Hospice Nurses, Centegra Nurse Educators
- Candidates throughout the MCC District Apply for Vacant Position on Board of Trustees
- MCC Trustees Select New Board Member
- MCC Participates in Electricity Savings Program
- Two MCC Students Awarded NIU Transfer Scholarships
- MCC Culinary Instructor to Showcase Desserts at Countryside Flower Shop's Share, Indulge and Preserve Event
- MCC Promise Volunteer Fair
- MCC RAP Programs for Fall
- MCC Offers Welding Classes for Fall



Larry W. Tyree
Interim President