

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

March 27, 2008
Regular Board Meeting
7 p.m.

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

AGENDA

1. CALL TO ORDER
- *RC 2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board Meeting, February 28, 2008
Regular Board Meeting, February 28, 2008,
Closed Session
Special Board Meeting, March 4, 2008
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
8. BOARD COMMITTEE REPORTS
Committee of the Whole
9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT
12. PRESENTATIONS
 - A. Bike Path, McHenry County Conservation District, Mr. Kremer
 - B. Distinguished Budget Presentation Award, Dr. Packard and Dr. Ally
 - C. ICCTA Faculty of the Year Award, Dr. Sager
13. COMMUNICATIONS
 - A. Faculty Report
 - B. Staff Council Report
 - C. Student Trustee Report
- *RC 14. VOUCHER 964 - \$9,845.00, Board Report #08-45
- *RC 15. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary
 - B. Financial Statements
 - a. Treasurer's Report
 - b. Voucher 965 - \$1,199,601.62, Board Report #08-46
 - c. Voucher 966 - \$267,434.81, Board Report #08-47

*Roll Call

- C. Requests to Purchase
 - a. Annual Software Support Agreement for Bottomline Technologies, Board Report #08-48
 - b. Chiller Compressor Replacement, Board Report #08-49
 - c. Educational Services Agreement with MRxI Corporation, Board Report #08-50
 - d. Research Library Database (ProQuest) Subscription Renewal, Board Report #08-51
 - e. Contract Training, Board Report #08-52
- D. Approval of Payment for Legal Services, Board Report #08-53
- E. Construction of Bike Path on College Campus, Board Report #08-54
- F. Destruction of Audio Tape Recordings of the September 5, 2006 Special Board Meeting and September 21, 2006 Regular Board Meeting, Board Report #08-55
- G. Certificate in Geek Technology, Board Report #08-56
- H. ICCTA Faculty of the Year Award, Board Report #08-57
- I. Personnel
 - a. Personnel Adjustments for Fall 2006 Transfer and Occupational Courses, Board Report #06-187, Addendum
 - b. Personnel Adjustments for Spring 2008 Transfer and Occupational Courses, Board Report #07-275, Addendum
 - c. Continuing and Professional Education Personnel Considerations for Spring 2008, Board Report #08-13, Addendum
 - d. Appointment of Coaching Staff, Board Report #08-58
 - e. Request for Retirement, Board Report #08-59
 - f. Request for Retirement, Board Report #08-60
 - g. Request for Retirement, Board Report #08-61
 - h. Appointment of Replacement Grants and Customer Service Assistant, Board Report #08-62
 - i. Appointment of Interim Director of Academic Services, Board Report #08-63
 - j. Salary/Advanced Placement Adjustment, Board Report #08-64

16. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

17. FOR INFORMATION

- A. Student Financial Aid
- B. Contract Training
- C. Snow Removal and Ice Control Invoice
- D. ICCTA Paul Simon Student Essay Contest
- E. Interim Assignment
- F. Interim Assignment
- G. Academic Organizational Review

18. OPEN FOR BOARD MEMBERS

Board Calendar

19. FUTURE AGENDA ITEMS

20. CLOSED SESSION

21. ADJOURNMENT



George Lowe
Chair

*Roll Call

FRIENDS OF M · C · C FOUNDATION

Foundation Update March 27, 2008

Prepared by Joseph Like, Executive Director, Friends of MCC Foundation

Monthly Update

- ✓ **MCC Promise** – The committee continues to meet and make plans for the campaign. They are currently working on defining the student qualification criteria.
- ✓ **Golf Outing** – This year's outing is scheduled for Wednesday, June 4th at the Grand Geneva Resort & Spa. The committee is seeking event sponsors. If you know of anyone who would be interested in sponsoring or attending the event, please contact Kathrine Pfister at 815-479-7529.
- ✓ **Scholarships** – This fall the Foundation will award the most scholarships ever. Since 2004, the Foundation has established 30 new annual or endowed scholarships.
- ✓ **New Gifts** –
 - Jodi Morgan Retzlaff Memorial Scholarship – this is a growing to endowed scholarship fund.

Other Information

- ✓ **Upcoming Foundation events:**
 - **ABC Breakfast**, John Cronin
 - April 23, 2008 Breakfast Talk, Workshop, and Luncheon.
 - **Golf Outing**, June 4, 2008 at Grand Geneva Resort & Spa.

Student Trustee

Information:

On February 17, on behalf of the MCC student body, the Student Senate President and the Student Trustee wrote and sent a letter of condolence to the NIU's student government.

On February 17-21, the Student Senate made pins out of black and red ribbon and made them available to MCC students to show our support. These were worn all week. They were also available at the basketball games held at MCC.

On February 19-20, the Student Senate and the Student Trustee held a Meet N' Greet. The purpose of this was to promote candidacy as well as voting in the Student Senate and the Student Trustee elections. There was hot chocolate and muffins available to the students and about 150 students participated.

On February 21, the Student Senate held an Open Forum to discuss the proposed tuition increase. This was a priority for the Student Senate because of the proposed \$4 increase in tuition effective the summer semester of 2008. They wanted students to have a better understanding about the financial issues that face the college and the impact that has on tuition. There were 15 students that attended this forum.

On February 21, the Student Senate held an Open Forum for the candidates in the upcoming Student Senate and Student Trustee elections. The candidates spoke on their views, concerns, and why they would be good for the specific position. There were 15 students that attended this forum.

On February 25-27, the Student Senate and the Student Trustee elections were held. There were nearly 350 students that participated. The winners were announced the following week.

On March 3-20, the Student Ambassadors held a food drive for the Crystal Lake Food Pantry. They collected over 3 boxes of food to donate.

On March 14-15, the Student Trustee went to Oak Brook for the final Illinois Community College Board-Student Advisory Committee (ICCB-SAC) meeting. This was the final ICCB-SAC meeting for this term and the single most important thing that was accomplished by the committee was a report that was written. This report will be given to the Illinois Community College Board by the Student Member, Brian Savage. Some items in the report include: transferability from high school to community colleges and community colleges to universities, quality of advising, and financing (tuition). The Student Member will describe in detail the specifics that the committee feels each community college should review.

On March 18-19, there was a blood drive held at MCC. More information will follow in the next month's board report.

On March 20, the Student Senate and the Student Trustee held the MCC Talent show. Nineteen acts have been selected for the show. More information will follow in the next month's board report.



Katie Claypool
Student Trustee

Authorize Payment of Voucher #964

Information:

100- Education Fund		<u>\$9,845.00</u>
	Total	\$9,845.00

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #964 dated March 27, 2008, totaling \$9,845.00.



Walter J. Packard
President

Executive Summary

Fiscal Year 2008 is currently 66% complete with the year-to-date results for February 2008 being reported. In the Operating Funds, total revenue is 63% of budget, as compared with 64% at the same time last year. Total expenditures are 61% of budget, as compared with 55% of budget at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College.

The following items relate to the Operating Funds as a whole:

- Facilities revenue is currently 151% of budget as compared to 30% at the same time last year. \$16,338 more in revenues have been recorded through February 2008 than the prior year. This increase is due to the fact that seminar room rentals and catering are being separated from overall Shah Center training and seminar revenue in FY 2008; all Shah Center revenue was combined in FY 2007.
- Employee benefits are currently 60% of budget as compared to 50% last year. \$423,507 more in expenditures have been recorded through February 2008 than the prior year. This increase is primarily due to the sunseting of the early retirement program.
- Contractual Services are currently 79% of budget as compared to 41% last year. \$615,320 more in expenditures have been recorded through February 2008 than the prior year. This increased cost is due to legal fees and timing of credits in the Shah Center budget from a State grant due to the State's current fiscal year budget difficulties.
- General materials and supplies are currently 57% of budget as compared to 53% at the same time last year. \$135,705 more in expenditures have been recorded through February 2008 than the prior year. This increase is primarily due to increased software expenses associated with information technology infrastructure replacements that were budgeted in FY 2008.
- Conference and Meetings expenditures are currently 41% of budget as compared to 46% last year. \$38,880 less in expenditures have been recorded through February 2008 than the prior year. The decreased cost is a result of timing of conference and seminar registration and travel in FY 2008 as compared to FY 2007. Overall, Conference and Meetings Expenditures are anticipated to be slightly less in FY 2008 as compared to FY 2007.
- Fixed Charges expenditures are currently 61% of budget as compared to 72% last year. \$80,066 more in expenditures have been recorded through February 2008 than the prior year. This increase is primarily due to the addition of computer leases with annual payments at the beginning of the fiscal year replacing leases that had quarterly payments during the year.
- Capital Outlay expenditures are currently 46% of budget as compared to 16% last year. \$322,212 more in expenditures have been recorded through February 2008 than the prior year. This increase is primarily due to the budgeted increase in capital outlay expenditures for FY 2008 as compared to FY 2007.



Walter J. Packard
President

McHenry County College
 Operating Funds Financial Comparison
 Eight Months Actual Ended February 28, 2007 and February 29, 2008

	FY2007 Actual to February 28, 2007				FY2008 Actual to February 29, 2008				Variance Over (Under) Prior Year Actual
	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	
Revenue									
Local	\$ 9,190,260	\$ 1,019,322	\$ 10,209,582	47%	\$ 9,786,736	\$ 1,089,532	\$ 10,876,268	47%	\$ 666,686
State	881,205	557,659	1,438,864	50%	1,078,288	388,697	1,466,985	49%	28,121
Federal	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	9,195,797	760,156	9,955,953	100%	8,628,892	2,053,612	10,682,504	101%	726,551
Sales & Service Fees	18,865	-	18,865	69%	17,332	-	17,332	68%	(1,533)
Facilities	-	6,365	6,365	30%	18,614	4,089	22,703	151%	16,338
Interest	610,165	-	610,165	174%	581,235	-	581,235	97%	(28,930)
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	-	-
Other	29,713	2,885	32,598	241%	38,860	-	38,860	45%	6,262
Total Revenue	19,926,005	2,346,387	22,272,392	64%	20,149,957	3,535,930	23,685,887	63%	1,413,495
Expenditures									
Salaries	11,619,734	724,850	12,344,584	59%	12,229,710	760,318	12,990,028	61%	645,444
Employee Benefits	2,145,559	234,630	2,380,189	50%	2,603,509	200,187	2,803,696	60%	423,507
Contractual Services	619,360	122,788	742,148	41%	1,207,526	149,942	1,357,468	79%	615,320
General Materials & Supplies	936,401	74,401	1,010,802	53%	1,065,048	81,459	1,146,507	57%	135,705
Conference and Meeting	252,974	11,002	263,976	46%	216,907	8,189	225,096	41%	(38,880)
Fixed Charges	743,418	550	743,968	72%	823,989	45	824,034	61%	80,066
Utilities	7,610	484,129	491,739	58%	6,603	525,271	531,874	57%	40,135
Capital Outlay	22,162	20,260	42,422	16%	326,717	37,917	364,634	46%	322,212
Other Expenditures	234,343	-	234,343	9%	259,209	-	259,209	56%	24,866
Total Expenditures	16,581,561	1,672,610	18,254,171	55%	18,739,218	1,763,328	20,502,546	61%	2,248,375
Excess (deficiency) of revenues over expenditures	3,344,444	673,777	4,018,221		1,410,739	1,772,602	3,183,341		(834,880)
Other financing sources (uses) Operating transfers out	-	(1,000,000)	(1,000,000)		-	(2,000,000)	(2,000,000)		(1,000,000)
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	\$ 3,344,444	\$ (326,223)	\$ 3,018,221		\$ 1,410,739	\$ (227,398)	\$ 1,183,341		\$ (1,834,880)

McHenry County College
 Operating Funds Financial Summary
 Eight Months ended February 29, 2008

	FY2008 Budget				FY2008 Actual				Variance Over (Under) FY 2008 Budget	5 yr Avg Percent of Budget
	Education Fund	Operations & Maintenance Fund	Total	Percent to Total	Education Fund	Operations & Maintenance Fund	Total	Percent of Budget		
Revenue										
Local	\$ 21,029,591	\$ 2,341,648	\$ 23,371,239	62%	\$ 9,786,736	\$ 1,089,532	\$ 10,876,268	47%	\$ (12,494,971)	46%
State	2,210,066	766,689	2,976,755	8%	1,078,288	388,697	1,466,985	49%	(1,509,770)	55%
Federal	-	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	8,578,614	1,996,992	10,575,606	28%	8,628,892	2,053,612	10,682,504	101%	106,898	97%
Sales & Service Fees	25,400	-	25,400	-	17,332	-	17,332	68%	(8,068)	64%
Facilities	8,000	7,000	15,000	-	18,614	4,089	22,703	151%	7,703	98%
Interest	600,000	-	600,000	2%	581,235	-	581,235	97%	(18,765)	126%
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	-	-	-
Other	83,993	2,250	86,243	-	38,860	-	38,860	45%	(47,383)	68%
Total Revenue	32,535,664	5,114,579	37,650,243	100%	20,149,957	3,535,930	23,685,887	63%	(13,964,356)	62%
Expenditures										
Salaries	19,969,487	1,167,545	21,137,032	61%	12,229,710	760,318	12,990,028	61%	(8,147,004)	62%
Employee Benefits	4,386,527	293,675	4,680,202	13%	2,603,509	200,187	2,803,696	60%	(1,876,506)	61%
Contractual Services	1,511,920	213,500	1,725,420	5%	1,207,526	149,942	1,357,468	79%	(367,952)	56%
General Materials & Supplies	1,879,220	132,740	2,011,960	6%	1,065,048	81,459	1,146,507	57%	(865,453)	52%
Conference and Meeting	524,777	25,400	550,177	2%	216,907	8,189	225,096	41%	(325,081)	43%
Fixed Charges	1,349,415	800	1,350,215	4%	823,989	45	824,034	61%	(526,181)	65%
Utilities	14,940	923,250	938,190	3%	6,603	525,271	531,874	57%	(406,316)	59%
Capital Outlay	725,000	61,500	786,500	2%	326,717	37,917	364,634	46%	(421,866)	48%
Other Expenditures	460,525	-	460,525	1%	259,209	-	259,209	56%	(201,316)	46%
Contingency	1,070,848	119,252	1,190,100	3%	-	-	-	n/a	(1,190,100)	n/a
Total Expenditures	31,892,659	2,937,662	34,830,321	100%	18,739,218	1,763,328	20,502,546	59%	(14,327,775)	59%
Excess (deficiency) of revenues over expenditures	<u>643,005</u>	<u>2,176,917</u>	<u>2,819,922</u>		<u>1,410,739</u>	<u>1,772,602</u>	<u>3,183,341</u>		<u>363,419</u>	
Other financing sources (uses): Operating transfers (out)	<u>(475,000)</u>	<u>(2,000,000)</u>	<u>(2,475,000)</u>		<u>-</u>	<u>(2,000,000)</u>	<u>(2,000,000)</u>		<u>-</u>	
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	<u>\$ 168,005</u>	<u>\$ 176,917</u>	<u>\$ 344,922</u>		<u>\$ 1,410,739</u>	<u>\$ (227,398)</u>	<u>\$ 1,183,341</u>		<u>\$ 363,419</u>	

McHenry County College
All Funds Financial Summary
Eight Months ended February 29, 2008

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
Revenue												
Local	\$ 9,786,736	\$ 1,089,532	\$ -	\$ 146,732	\$ -	\$ -	\$ -	\$ -	\$ 20,994	\$ 444,402	\$ -	\$ 11,488,396
State	1,078,288	388,697	155,794	-	-	365,457	-	-	-	-	-	1,988,236
Federal	-	-	-	-	-	254,539	-	828,783	-	-	-	1,083,322
Tuition & Fees	8,628,892	2,053,612	-	-	1,045,522	-	-	-	-	-	-	11,728,026
Sales & Service Fees	17,332	-	-	-	2,439,762	-	-	-	-	-	-	2,457,094
Facilities	18,614	4,089	-	-	-	-	-	-	-	-	-	22,703
Interest	581,235	-	205,931	-	-	-	16,429	-	-	9,368	-	812,963
Non-Govt Gifts, Grants	-	-	-	-	116,743	28,554	-	-	-	-	-	145,297
Other	38,860	-	-	-	5,262	-	-	-	-	6,676	2,415,912	2,466,710
Total Revenue	20,149,957	3,535,930	361,725	146,732	3,607,289	648,550	16,429	828,783	20,994	460,446	2,415,912	32,192,747
Expenditures												
Instruction	8,347,408	-	-	-	-	213,934	-	-	-	-	-	8,561,342
Academic Support	1,068,634	-	-	-	-	30,389	-	-	-	-	-	1,099,023
Student Services	1,639,552	-	-	-	-	216,654	-	823,725	-	-	-	2,679,931
Public Service	1,154,394	-	-	-	935,260	26,707	-	-	-	-	-	2,116,361
Auxiliary Services	-	-	-	-	2,633,155	-	-	-	-	-	-	2,633,155
Operations & Maintenance	-	1,763,328	-	-	-	-	-	-	-	189,044	-	1,952,372
Institutional Support	6,529,230	-	668,364	284,694	-	78,076	-	-	66,654	410,934	2,028,876	10,066,828
Total Expenditures	18,739,218	1,763,328	668,364	284,694	3,568,415	565,760	-	823,725	66,654	599,978	2,028,876	29,109,012
Excess (deficiency) of revenues over expenditures	1,410,739	1,772,602	(306,639)	(137,962)	38,874	82,790	16,429	5,058	(45,660)	(139,532)	387,036	3,083,735
Other financing sources (uses):												
Operating transfers in	-	-	2,000,000	-	-	-	-	-	-	-	-	2,000,000
Operating transfers (out)	-	(2,000,000)	-	-	-	-	-	-	-	-	-	(2,000,000)
Total Other financing sources (uses)	-	(2,000,000)	2,000,000	-	-	-	-	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	1,410,739	(227,398)	1,693,361	(137,962)	38,874	82,790	16,429	5,058	(45,660)	(139,532)	387,036	3,083,735
Beginning Fund Balance	10,647,853	1,047,328	2,794,045	283,054	527,104	51,681	2,784,368	48,557	301,788	3,749,350	530,423	22,765,551
Ending Fund Balance	\$ 12,058,592	\$ 819,930	\$ 4,487,406	\$ 145,092	\$ 565,978	\$ 134,471	\$ 2,800,797	\$ 53,615	\$ 256,128	\$ 3,609,818	\$ 917,459	\$ 25,849,286

**McHenry County College
Treasurer's Report
For the Month of February 2008**

Bank Name Location / Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Home State Bank Crystal Lake Imprest	\$2,478,196.45	\$3,170,724.57	\$3,106,603.53	\$2,542,317.49
Harvard State Bank Harvard Imprest - VISA / MC / Discover / Am Expr	\$114,813.88	\$106,973.29	\$20,549.49	\$201,237.68
Home State Bank Crystal Lake Online	\$13,245.52	\$528.78	\$0	\$13,774.30
Home State Bank Crystal Lake Flexible Spending	\$0	\$12,891.41	\$12,891.41	\$0
Home State Bank Crystal Lake Health Care Claims	(\$4,121.00)	\$8,865.90	\$9,390.20	(\$4,645.30)
Amcore Bank Woodstock Payroll	\$0	\$12,234.28	\$12,234.28	\$0
Harvard State Bank Harvard Operations	\$88.64	\$287,231.20	\$287,319.84	\$0
First Midwest Bank McHenry Student Grant & Loan	\$12,485.15	\$7,944.39	\$14,029.17	\$6,400.37

McHenry County College
March 27, 2008

Investments

College Fund	Financial Institution	February 29, 2008		January 31, 2008		Interest	No. of Days	Maturity
		Investments		Investments				
Education	Illinois Fund	\$ 14,916,694.26		\$ 17,340,512.12		see below	N/A	On Demand
Operations & Maintenance (Restricted)	Illinois Fund	886,443.11		884,625.52		see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Fund - Prime Fund	5,157,044.73		5,143,496.68		see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Fund	904,109.98		902,122.17		see below	N/A	On Demand
Working Cash	Illinois Fund	606,382.86		605,049.64		see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Fund	345,771.47		345,011.24		see below	N/A	On Demand
Total		\$ 22,816,446.41		\$ 25,220,817.37				

Illinois Fund Rates - February 2008

Annualized rate - Money Mkt	
Low	1.810%
High	3.044%
Average	2.593%
Annualized rate - Prime Fund	
Low	3.130%
High	3.552%
Average	3.324%

Interest Revenue

College Fund	February 2008		Fiscal YTD	
Education	\$	46,224.48	\$	581,234.86
Operations & Maintenance (Restricted)		17,353.45		205,931.07
Working Cash		1,333.22		16,429.04
Liability, Protection and Settlement		499.98		9,368.16
Total	\$	65,411.13	\$	812,963.13

Authorize Payment of Voucher #965

Information:

100- Education Fund	\$505,064.83
200- Operations & Maintenance Fund	151,711.30
300- Operations & Maintenance (Restricted) Fund	0.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	207,783.67
600- Restricted Purposes Fund	11,671.65
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	9,770.75
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	28,515.33
1700-Employee Health Insurance	<u>285,084.09</u>
Total	\$1,199,601.62

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #965 dated March 27, 2008, totaling \$1,199,601.62.



Walter J. Packard
President

Authorize Payment of Voucher #966

Information:

100- Education Fund	\$118,440.56
200- Operations & Maintenance Fund	26,774.51
300- Operations & Maintenance (Restricted) Fund	0.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	81,475.76
600- Restricted Purposes Fund	14,044.57
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	2,384.06
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	<u>24,315.35</u>
Total:	\$267,434.81

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #966 dated March 27, 2008, totaling \$267,434.81.



Walter J. Packard
President

Request to Purchase
Annual Software Support Agreement for Bottomline Technologies

Information:

The College uses software from Bottomline Technologies in order to print student schedules and invoices, purchase orders, and all checks (financial aid, student refunds, vendor payments, etc.). It is time to renew that agreement for another twelve-month period. It is important that the software be updated so the College can access new releases issued by the vendor, and for the Information Technology Department to have access to customer service from Bottomline Technologies to obtain assistance in resolving technical issues, if necessary. The cost of the annual license and software support agreement is \$6,200.00.

This expense is budgeted in the Business Office Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the renewal of the annual license and software support agreement with Bottomline Technologies, Woburn, MA, for \$6,200.00.



Walter J. Packard
President

Request to Purchase
Chiller Compressor Replacement

Information:

Last fall one of the chiller compressors failed due to a motor burnout. It was the College's decision to wait to bid this project so the new compressor could be installed during the cooling season to test for proper operation. There is a \$5,000.00 insurance deductible on this item.

The bid results are as follows:

Description	<u>Althoff Industries, Inc.</u>	<u>Sherman Mechanical, Inc.</u>	<u>Jensen's Plumbing and Heating, Inc.</u>
75-Ton Trane Compressor in Chiller #2	\$20,845.00	\$23,700.00	\$23,571.00 Alt. \$21,000.00 (rebuilt)

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase of one chiller compressor from Althoff Industries, Inc., Crystal Lake, IL, for a total cost of \$20,845.00.



Walter J. Packard
President

Request to Purchase
Educational Services Agreement with MRxI Corporation

Information:

The University Center is pursuing an agreement to partner with MRxI Corporation, to offer non-credit allied health programming.

MRxI Corporation is an educational service vendor for non-credit programming. They have contracts with the College of Lake County, Rock Valley College, and other colleges throughout the state.

The intent is to offer courses in partnership with MRxI Corporation, entering into a contract for a three-year period. MCC would begin offering Pharmacy Technician and Caregiver Manager programs in June, 2008.

McHenry County College would earn 27% of the tuition projected from this partnership.

Recommendation:

It is recommended that the Board of Trustees approves the contract with MRxI Corporation, Downers Grove, IL, for educational services they offer for the next three years.



Walter J. Packard
President

Request to Purchase
Research Library Database (ProQuest) Subscription Renewal

Information:

The Research Library Database (ProQuest) annual subscription is up for renewal the end of March. This is the library database that provides over one million full-text articles in journals, magazines and newspapers that are searchable on or off-campus; results can be printed, e-mailed, or downloaded. Subjects searchable in this database include: general interest, arts, business, education, health, humanities, international, legal, military, multicultural, psychology, sciences, social sciences, and women's interest. MCC students, faculty, staff, and community members perform thousands of searches each year.

This subscription runs from April 1, 2008 to March 31, 2009, and is offered through the NILRC Consortium at a cost of \$5,391.75.

This expense is budgeted in the Library Support Services Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the one-year subscription to Research Library Database (ProQuest) through the NILRC Consortium for the amount of \$5,391.75.



Walter J. Packard
President

Request to Purchase
 Contract Training

Information:

The following training program is contracted by the McHenry County College Shah Center. The source of funds to pay for the trainer and materials for this program is from customer billing and grant funds.

Company Training Program (Source of Funds)	Hours	Timeframe	Expenditure Amount	Vendor/Facilitator	City	State
Modine Manufacturing Company	24	03/27/2008	\$5,375.00	TQS Associates	Winnetka	IL

Recommendation:

It is recommended that the Board of Trustees approves the expenditure for contract training as listed above.



Walter J. Packard
 President

Approval of Payment for Legal Services
from the Law Firms of
Robbins, Schwartz, Nicholas, Lifton and Taylor
and
Caldwell, Berner and Caldwell

Information:

As appointed at the April 26, 2007, Board of Trustees meeting, the College's legal firm for personnel and other matters is Robbins, Schwartz, Nicholas, Lifton, and Taylor, Ltd., Chicago, IL, and the Board's attorney is Caldwell, Berner, and Caldwell, Woodstock, IL. Annually, the College budgets for legal services from these firms to assist with various situations which may arise during the year requiring the expertise of an attorney.

During fiscal years 2005 through 2007 the College expended approximately \$136,500.00 each year in total legal fees. For FY 2008, the College budgeted \$175,000.00 in legal fees. This was due to anticipated increases in legal fees associated with both adjunct and full-time faculty contract negotiations and the development and submission of the PUD for the College's Master Plan. Invoices for legal services are received monthly from each firm based upon work performed in that month.

At the December 20, 2007, Board of Trustees meeting, the Board approved legal expenditures for FY 2008 not to exceed \$175,000.00. Year-to-date legal billing from both firms total \$152,109.00. Based on the average monthly usage, the College projects that an additional \$60,000.00 will be necessary for legal services before the end of FY 2008.

This expense is budgeted in the Institutional Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the payment of additional legal fees not to exceed the total combined amount of \$60,000.00 for FY 2008, to Robbins, Schwartz, Nicholas, Lifton, and Taylor, Ltd., Chicago, IL, and Caldwell, Berner, and Caldwell, Woodstock, IL.



Walter J. Packard
President

Construction of Bike Path on College Campus

Information:

The McHenry County Conservation District (MCCD) has proposed the construction of a bike path along the south border of the College campus within the Commonwealth Edison Right of Way, extending onto the College campus along Route 14. The proposed bike path would end at Ring Road near College Entrance 1.

The total impervious area of the bike path on College property will be approximately 0.25 acres. In seeking approval for the construction of the bike path from the City of Crystal Lake, the MCCD will request that this amount of impervious coverage not be counted in the College's overall impervious surface coverage area.

In order to move forward with the finalization of plans to construct the bike path, the MCCD is seeking approval of the concept and authorization for the development of an Intergovernmental Agreement with the College.

Recommendation:

It is recommended that the Board of Trustees approves the construction of a bike path on College grounds. The Intergovernmental Agreement will be brought forward to the Board of Trustees for approval at a later date.



Walter J. Packard
President

McHENRY COUNTY CONSERVATION DISTRICT McHENRY COUNTY COLLEGE TO OAK STREET BICYCLE TRAIL



FUTURE IDOT EXTENSION

EXISTING P.C.C. SIDEWALK

NEW MARKING FOR EXISTING CROSSING

COLLEGE ENTRANCE 1

FUTURE CROSSING

FUTURE CONNECTION

US ROUTE 14

FUTURE MCC WATER MAIN

McHENRY COUNTY COLLEGE CAMPUS

PROPOSED MCCD BICYCLE PATH

COM ED ROW



Destruction of Audio Tape Recordings of the
September 5, 2006 Special Board Meeting
and September 21, 2006 Regular Board Meeting

Information:

Public Act 93-523, which began as Senate Bill 1586, 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 recording:

- 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 March 28, 2008, of the audio recordings of the September 5, 2006 Special Board Meeting, and September 21, 2006 Regular Board Meeting.



Walter J. Packard
President

Certificate in Geek Technology

Information

The ICCB Form 20: Application for Permanent Approval of an Occupational Curriculum has been reviewed by the Computer Information Systems (CIS) Department, the CIS Advisory Committee, the Business and Technology Division, the Interim Vice President for Learning and Student Support Services and the Curriculum and Academic Policy Council. The curriculum is for a Certificate in Geek Technology. The 22-credit hour occupational certificate consists of eight courses in the field of CIS.

With the increasing complexity of home/office computer/video installation, the demand for in-home/office technicians is projected to increase to a record demand. Companies such as Best Buy and Circuit City will lead the way in hiring technicians for their Geek Squad & Fire Dog divisions. An article in the *Fall 2006 Occupational Outlook Quarterly* sites that between 2004 and 2014, 324,000 jobs will be needed in computer related occupations, of which 93,000 will be Computer Support Specialists.

The Geek Technology Certificate parallels the Help Desk Certificate with the exception of the Office software classes. This certificate is designed for hands-on PC repair and network installation, as well as an introduction to home video installation.

Recommendation:

It is recommended that the Board of Trustees approves the submission to ICCB of the Form 20: Application for Permanent Approval of an Occupation Curriculum for a Certificate in Geek Technology.



Walter J. Packard
President

ICCTA Faculty of the Year Award

Information:

Since 1986, the College has participated in a statewide recognition program sponsored by the Illinois Community College Trustees Association (ICCTA). The Board of Trustees has taken this occasion to honor, in a public way, the outstanding faculty members of McHenry County College and provide an incentive for excellence for all instructional staff.

For the 2008 selection process, the Selection Committee was comprised of five faculty members chosen by Cynthia Van Sickel, the President of the Faculty Association, and Brian Sager, Interim Vice President for Learning and Student Support Services. Seven nominations were received for consideration by the committee.

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

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

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

- A. Thomm Beggs – Instructor of Graphic Arts
- B. Beverly Dow - Instructor of Biology
- C. Jay Geller - Instructor of Theatre and Speech
- D. Doug Goostree – Instructor of Fire Science
- E. Anne Humphrey – Instructor of English
- F. Susan Richmond – Instructor of Nursing
- G. Thomas Takayama – Instructor of Music

By virtue of this nomination, each of these individuals has been acknowledged by their colleagues for excellence and service to students. The nominee from McHenry County College will be identified at the Board meeting. All of the nominees will be recognized at a special luncheon and will again be applauded for their achievements at the annual President's Reception this Spring.

Recommendation:

It is recommended that the Board of Trustees approves the nomination of the faculty member identified at the Board meeting, to represent McHenry County College in the 2008 ICCTA competition and to attend the ICCTA awards banquet on June 6, 2008 in Springfield.



Walter J. Packard
President

Personnel Adjustments for Fall 2006
Transfer and Occupational Courses

Information:

Listed below are adjustments for Fall 2006 Transfer and Occupational courses and program development:

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albright, M	CIS 290 003	3.333	0	306.82

Recommendation:

It is recommended that the Board of Trustees approves the personnel adjustments for Fall 2006, as listed above.



Walter J. Packard
President

Personnel Adjustments for Spring 2008
 Transfer and Occupational Courses

Information:

Listed below are adjustments for Spring 2008 Transfer and Occupational courses and program development:

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Argento, V	ENT 120 001	1	0	506.42
Aurora, A	BUS 155 076	3	1,442.04	901.30
Blankenhorn, W	HHP 120 201	2	0	1,115.83
Brogan, L	HHP 151 201	2	0	1,012.83
Davis, D	MCC 101 056	1	0	278.96
Hamill, V	HHP 170 101	1	0	480.67
Hamill, V	HHP 176 001	2	0	1,201.67
Howard, D	CIS 110 202	2	0	1,115.83
Johnson, H	CJS 290 201	3	0	506.42
Keyzer, D	MCC 101 053	1	0	557.92
Kropp, M	MCC 101 052	1	0	557.92
Kropp, M	MCC 101 054	1	0	557.92
Leger, N	MCC 101 057	1	0	557.92
Manley, D	ART 166 201	2	0	1,115.83
Westerhof, S	ART 271 003	1	0	557.92
Westerhof, S	MCC 101 055	1	0	557.92
Wittkamp, R	AOM 122 201	2	0	961.33

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Cano, G	Interim Tartan Advisor	0	1,500.00
Dvonch, W	Coordinator - High School Drafting Competition	0	1,000.00
Geller, J	Director - Theatre Production "Company"	0	1,000.00
Mutert, C	New Course Development – Yoga	0	500.00
Ochwat, M	Adjunct Counselor (38.5 hrs. @ \$27.21/hr.)	0	1,047.58
Plinske, K	Rating Assessment Data for Spanish (5 hrs. @ \$30/hr.)	0	150.00
Selcke, S	Coordinator – Construction Applications Management Program Review	0	1,800.00
Singer, T	Applied Music Instruction (3 lessons @ \$31.58/lesson)	0	94.74
Tomas Holbein, C	Rating Assessment Data for Spanish (5 hrs. @ \$30/hr.)	0	150.00
Valdes Rivera, A	Rating Assessment Data for Spanish (5 hrs. @ \$30/hr.)	0	150.00

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
	\$30/hr.)		
Wallace, D	Adjunct Counselor (38.5 hrs. @ \$27.21/hr.)	0	1,047.58
Wittkamp, R	Faculty Development Technology Tutorials	0	1,000.00

Independent/Individualized/Internships

<u>Name</u>	<u>Course</u>	<u>Credit Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albright, M	DGM 100 002	3	10	0	2,130.00
Albright, M	DGM 250 001	2	2	0	284.00
Albright, M	DGM 290 001	3	3	0	639.00
Albright, M	DGM 290 101	1.5	3	0	319.50
Ardito, F	HHP 161 001	3	7	0	1,491.00
Ardito, F	HHP 278 001	2	4	0	568.00
Blaz, J	HHP 279 001	1	4	0	284.00
Blaz, J	HHP 279 002	2	1	0	142.00
Bowman, T	DGM 200 001	3	2	0	426.00
Bowman, T	DGM 290 003	3	1	0	213.00
Cooney, M	AOM 225 001	4	1	0	284.00
Cornelius, E	PLT 261 601	3	7	0	1,491.00
Esarco, A	ACC 240 001	3	2	0	426.00
Geary, R	CJS 112 001	3	6	0	1,278.00
Gordon, J	ART 153 002	3	5	0	1,065.00
Janowiak, R	AOM 255 301	3	1	0	213.00
Kostova, Z	FRE 251 001	4	5	0	1,420.00
Nath, S	CIS 143 001	2	1	1,227.38	142.00
Paris, J	HIS 172 004	3	4	0	852.00
Paris, J	HIS 172 004	3	4	0	852.00
Pfotenhauer, J	ENG 090 002	2	6	0	852.00
Schmid, S	GER 152 001	4	4	0	1,136.00
Singer, T	MUS 203 002	2	4	2,789.60	2,231.68
Szalaj, S	MUS 205 003	2	10	2,510.64	2,780.60
Torres, C	SPA 102 001	3	4	0	852.00
Vician, T	ART 271 003	3	7	0	1,491.00
Vician, T	ART 272 003	3	5	0	1,065.00
Young, C	CIS 119 001	2	1	0	142.00

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albright M	Co-Chair – Digital Media	20.000	0	1,841.12
Braasch, G	PSY 151 534	20.000	0	1,841.12
Eckel, M	SOC 151 532	20.000	0	1,841.12
Nath, S	CIS 143 001	13.333	0	1,227.38
Nath, S	CIS 144 201	20.000	0	1,841.12
Tetreault, M	CIS 180 201	13.333	0	1,227.38
White, D	HIS 170 534	20.000	0	1,841.12

Recommendation:

It is recommended that the Board of Trustees approves the personnel adjustments for Spring 2008, as listed above.

A handwritten signature in cursive script that reads "Walter J. Packard".

Walter J. Packard
President

Continuing and Professional Education Personnel Considerations for Spring 2008

Information:

Listed below are instructors to be hired for the Spring 2008 Semester:

<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Meinke, B	NMD S90 005	BNATP CPR Certification #1	30.00
Meinke, B	NMD S91 005	BNATP CPR Certification #2	30.00
Meinke, B	NMD S96 005	BNATP Clinical Make Up #1	310.00
Meinke, B	NMD S97 005	BNATP Clinical Make Up #2	150.00
Meinke, B	NMD C01 006	CNA Re-test	300.00

Recommendation:

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



Walter J. Packard
 President

Appointment of Coaching Staff

Information:

Listed below are coaches to be hired for the 2007 – 2008 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>
Jeff Pierscioneck	Men's Tennis	Co-Head Coach	1,715.73	New
Jim Pierscioneck	Men's Tennis	Co-Head Coach	1,715.73	New

Recommendation:

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



Walter J. Packard
President

Request for Retirement

Information:

Marilyn Zopp, Instructor of Mathematics, has submitted her request for retirement effective May 30, 2009, under the MCC Retirement Incentive Program. She has been a valuable member of the College community. At her retirement, she will have 19 years of full-time service at MCC. (See reverse side.)

Recommendation:

It is recommended that the Board of Trustees approves Marilyn Zopp's request for retirement effective May 30, 2009, with appreciation for her many contributions to the College and that she be granted the title and benefits of Instructor Emeritus.

A handwritten signature in cursive script, reading "Walter J. Packard".

Walter J. Packard
President

Request for Retirement

Information:

Paulette Vrett, Instructor of Reading, has submitted her request for retirement effective June 1, 2009, under the MCC Retirement Incentive Program. She has been a valuable member of the College community. At her retirement, she will have 33 years of full-time service at MCC. (See reverse side.)

Recommendation:

It is recommended that the Board of Trustees approves Paulette Vrett's request for retirement effective June 1, 2009, with appreciation for her many contributions to the College and that she be granted the title and benefits of Instructor Emeritus. It is further recommended that her final contract be increased by up to 20% as part of the retirement incentive upon agreement to perform the Early Retirement Earned Compensation Project.



Walter J. Packard
President

Request for Retirement

Information:

Linda Schultz, Instructor of Mathematics, has submitted her request for retirement effective May 30, 2009, under the MCC Retirement Incentive Program. She has been a valuable member of the College community. At her retirement, she will have 19 years of full-time service at MCC. (See reverse side.)

Recommendation:

It is recommended that the Board of Trustees approves Linda Schultz's request for retirement effective May 30, 2009, with appreciation for her many contributions to the College and that she be granted the title and benefits of Instructor Emeritus.

A handwritten signature in cursive script, reading "Walter J. Packard".

Walter J. Packard
President

Appointment of Replacement
Grants and Customer Service Assistant

Information:

The appointment of Patricia Kallaus to the position of Coordinator of Business Solutions, effective November 19, 2007, created a vacancy for the full-time professional position of Grants and Customer Service Assistant. Laura Diaz has been recommended to fill this position. (See reverse side for additional information.)

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Laura Diaz to the professional position of Grants and Customer Service Assistant, effective March 28, 2008, at a salary of \$7,598.47 (based on the 12-month salary of \$29,600.00).



Walter J. Packard
President

Laura Diaz
Crystal Lake, IL

Position: Grants and Customer Service Assistant

Education: Associate in Science
McHenry County College, Crystal Lake, IL

Experience:
2007 – 2008 Corporate Training and Business Development Center Clerk
McHenry County College, Crystal Lake, IL

1997 – 1999 Relief Counselor
Community Support Network, Santa Rosa, CA

Summary of Recruitment Efforts: Number of Applications Received: 40
Number of Interviews: 3

Members of Search Committee: C. Jones, P. Kallaus, T. Krohn, S. Moll

Appointment of
Interim Director of Academic Services

Information:

At the February 28, 2008 Board Meeting, the Board of Trustees accepted the resignation of Jonathan Birnbaum, Dean of Library and Academic Support Services effective February 29, 2008. Dr. Frank Ardito, Instructor/Department Chair of Health and Human Performance, has been selected to serve as the Interim Director of Academic Support Services while a search is conducted to fill the position on a permanent basis. This interim assignment is effective April 1, 2008 and includes a stipend of \$500.00 per month for the additional responsibilities until the position is filled.

The amount of the stipend is consistent with what has been paid to others assuming additional functions as well as the increased number of employees to be supervised.

Recommendation:

It is recommended that the Board of Trustees approves the above listed interim assignment and stipend.



Walter J. Packard
President

Salary/Advanced Placement Adjustment

Information:

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, Steve Kormanak qualifies for his fourth adjustment at this time.

Recommendation:

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

A handwritten signature in cursive script that reads "Walter J. Packard".

Walter J. Packard
President

Student Financial Aid

At the February Regular Meeting, the Board had several questions regarding Pell Grant funding and the number of students applying for financial aid.

During Fiscal Year 2007, 1,435 students received financial aid. The total dollar amount of aid awarded was \$3,560,809, including:

- \$961,389 in student loan dollars
- \$104,566 in veterans benefits (excluding GI Bill benefits)
- \$548,250 in other grant programs
- \$155,803 in work-study programs.

In Fiscal Year 2007, 2,422 students completed the FAFSA and listed MCC as a school that they may attend. It is a requirement that the College follows up with each of these students. 743 MCC students received a total of \$1,354,048 in Pell grants.

In Fiscal Year 2008, 2,431 students completed the FAFSA and listed MCC as a school that they may attend. Students thus far have been awarded \$ 1,468,640 in Pell grants. Students can apply for the 2008 award year through May 31, 2008; therefore, the number of applications and award amounts will continue to increase through that date.

The College coordinates a variety of programs to encourage students to apply for financial aid:

- The Financial Aid Office offers a Financial Aid Night presentation at all district high schools with the exception of Woodstock High School, which has declined this service.
- High school guidance counselors throughout the district refer students and parents with financial aid questions to our office; we get these calls throughout the year.
- MCC offers an annual FAFSA completion workshop to provide individualized assistance to students completing the FAFSA. This workshop is advertised through a press release, on the MCC website, on the marquee outside, on posters throughout the college, and in the FLUSH, and through district school guidance counselors.
- All students and community members can visit the Financial Aid Office at any time and pick up a FAFSA, learn more about the application process, return with any questions they have or to receive assistance completing the form.
- The Financial Aid Department sponsors a table at MCC Night. Additionally, there is a presentation on 'Financing Your Education at MCC.'
- New student orientation and parent orientation include information on Financial Aid. MCC recruiters discuss financial aid with prospective students and parents and walk them into financial aid to get forms and information on a daily basis.
- Twice each semester, the Financial Aid Office presents a seminar for students in MCC 101 about applying for scholarships.



Walter J. Packard
President

Contract Training

Information:

A strength of the Corporate Training program located at the Shah Center is the ability to respond to the immediate training needs of our customers.

Occasionally as a training engagement begins, the scope and length of the engagement is extended at the request of the customer. The contracts listed below have been modified in response to customer requests. This modification occurred following the reporting deadline for the previous month's Board report.

Funds to pay for the training and material expenses are derived from customer billing and grant funds.

Company Training Program (Source of Funds)	Hours	Timeframe	Expenditure Amount	Vendor/ Facilitator	City	State
Sage Products, Inc.	144	2/25/08- 4/28/08	\$15,840.00	Accident Prevention Corporation	Chicago	IL
Kraft/Claussen Pickle Division	120	1/15/08- 3/26/08	19,200.00	IndustriTek	Chicago	IL



Walter J. Packard
 President

Snow Removal and Ice Control Invoice

Information:

The cost for snow removal and ice control by Campobello Landscaping at McHenry County College for February, 2008, was \$31,605.50. Since McHenry County was declared a disaster area for February 5 and 6, it is possible that the College will receive a partial reimbursement (75%) of the approximately \$7,500.00 spent on snow removal and ice control for those days. This information is being provided to the Board since the cost exceeds \$5,000.00 in one month. Snow removal and ice control are unpredictable so other informational reports may be required during the winter months.

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

A handwritten signature in cursive script that reads "Walter J. Packard".

Walter J. Packard
President

ICCTA Paul Simon Student Essay Contest

Information:

The Illinois Community College Trustee Association's Paul Simon Student Essay Contest provides a \$500 scholarship to the student who best describes "*How My Community College Has Changed My Life.*"

All currently enrolled students at ICCTA member colleges are eligible to participate in the contest at the local level. However, each ICCTA member college may enter only one student essay in the statewide competition each year. The winner of the statewide competition will receive a \$500 cash stipend for educational expenses during the fall 2008 semester. In addition, ICCTA will invite the winner to attend the association's June awards banquet in Chicago.

Promotion of the competition began in November. English instructors were given the flyer announcing the contest, it was discussed in their classes, and 17 individuals completed the process. All essays were reviewed by the Chair of the English department. A committee of English instructors judged the entries and selected the essay written by Sarah Oates who will represent McHenry County College in the ICCTA's statewide competition.



Walter J. Packard
President

How My Community College Changed My Life

By: Sarah Oates
(McHenry County College)

Before this essay was assigned to me I hadn't really thought about how my community college changed my life. In fact, I had never looked at my community college as being able to change my life. After taking the time to think about the topic, I began to see exactly how MCC has changed my life so far. The ways MCC has changed my life are; making it possible for me to receive the education of a University at a reasonable tuition, it has given me an opportunity to meet new people, and has taught me the skills of how to be a successful student at and after MCC.

When I decided to start my college career at MCC it was to save money. The plan was to take my general education courses and then transfer to a larger school after 2 years. After my parents and I discussed my options we decided MCC would be the best choice to save money. Nowadays with tuition costs through the roof at larger schools it made sense for me to start at MCC where the tuition was cheaper. Knowing that MCC and large Universities provide the same general education courses made me choose MCC. My thoughts were why pay so much more for an education I can receive near home at a cheaper price. Going to MCC saves me tons of money and allows me to keep working and earning money so I can pay for my high tuition cost after I finish at MCC.

I will admit I was a little nervous at first to go to MCC because I only knew a few people also going to MCC. On the first day, I knew no one in any of my classes. I began to panic because I like to have someone in class I can talk to. To my surprise the teachers at MCC were really good about making everyone feel welcome and encouraged interaction between students. I

have made several new friends at MCC and know with each new class comes new friends.

Outside of class, MCC offers a ton of extracurricular activities that provide even more ways to meet new people. I have checked into a few groups and am excited about meeting more people and becoming involved at MCC.

One of the classes I took at MCC my first semester was a mandatory class for all freshman called, MCC 101. In this class I was taught several ways to be a successful student not only at MCC, but also when I leave MCC to go to another school. My teacher taught me things about time management, research and study tips, and social interaction. Of all the classes I have taken, MCC 101 sent me away with the skills I need to be successful in school and also in life. The things I learned have already helped and I hope they continue to help me be successful in everything I do.

Seeing all the ways my community college has changed my life makes me appreciate MCC more. Before attending MCC I was hesitant, but now that I know the school and the teachers I am very comfortable and am thankful for the things I have been taught. The knowledge I have learned here has already changed my life and I can't wait to see what else my community college can do for me.

Interim Assignment

Information:

At the February 28, 2008, Board Meeting, Shenethia Manuel submitted her resignation as Assistant Vice President of Human Resources effective March 20, 2008. While the search process has begun, the position has not been filled at this time. As of March 21, 2008, Ronald Ally will assume the responsibilities of the Assistant Vice President of Human Resources, in addition to his own job responsibilities, until the position is filled on a permanent basis. There will be no stipend for this temporary assignment.

A handwritten signature in cursive script that reads "Walter J. Packard".

Walter J. Packard
President

Interim Assignment

Information:

At the February 28, 2008, Board Meeting, Jonathan Birnbaum submitted his resignation as Dean of Library and Academic Support Services effective February 29, 2008. The search process has not begun, and therefore, the position has not been filled at this time. As of February 29, 2008, Normah Salleh-Barone will assume the responsibilities as Dean of Library and Academic and Support Services, in addition to her own job responsibilities, until the position is filled on a permanent basis. There will be no stipend for this temporary assignment.

A handwritten signature in cursive script that reads "Walter J. Packard".

Walter J. Packard
President

Academic Organizational Review

Information:

With recent or planned employee migration due to retirements and resignations, the College has the opportunity to consider our academic structure. As a result, Dr. Brian Sager has convened an Organizational Review Committee of 28 individuals with broad-based employee representation. The purpose of the committee is to review our current academic organizational structure to ensure that we are well-positioned to meet future institutional needs and goals. Such review is an appropriate first step as the College looks to the question of hiring replacements for the volume of individual retirements or resignations over the next year and a half.

As part of the review process, the committee has approved and prioritized the following set of interests around which organizational decisions will be made.

With a College-wide commitment to consistent strategic planning and fiscal responsibility, the organizational structure will...

1. provide sufficient full-time faculty and instructional space to meet the needs of existing and growing curricula and student enrollment.
2. provide a spectrum of student support services that fosters student development and navigation through educational processes.
3. provide sufficient support staff for all academic areas and identify equitable criteria to provide consistent job descriptions.
4. align academic disciplines and support services to provide consistency and continuity in structure and function across all levels of the College.
5. support internal and external partnerships.
6. meet the growing instructional technology needs of all stakeholders.
7. support a career and technical education structure that responds to labor market needs.
8. align and support the functional needs of all College facilities.
9. align the physical space to improve communication and student navigation.

The committee will meet for the remainder of the academic year and will be providing periodic reports and recommendations regarding organizational structure to the Board. Current recommendations include:

- Changing the current title of Dean, Library and Academic Services to Dean, Academic Services
- Changing the title of Director, Student Development to Dean, Academic Success
- Shift funds supporting a full-time faculty position in Computer Information Systems to support a full-time faculty member in English

These changes will better address current and anticipated program needs. Funding for these positions is provided in the Education Fund.



Walter J. Packard
President