AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Special Board Meeting, March 12, 2009 Special Board Meeting, March 12, 2009 Special Board Meeting, March 12, 2009, Closed Session Regular Board Meeting, March 26, 2009 Regular Board Meeting, March 26, 2009, Closed Session Special Board Meeting, April 9, 2009
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. Distinguished Budget Presentation Award
   B. Wind Energy, Mr. Ted Erski, Instructor of Earth Science
13. COMMUNICATIONS
   A. Faculty Report
   B. Staff Council Report
   C. Student Trustee Report
   D. Trustee Report
14. APPROVAL OF CONSENT AGENDA
   For Approval
   A. Executive Summary, Board Report #09-73
   B. Financial Statements
      1. Treasurer’s Report, Board Report #09-74
      2. Voucher #1003, $971,940.79, Board Report #09-75
      3. Voucher #1004, $351,183.70, Board Report #09-76
C. Requests to Purchase
   1. Symantec Anti-Virus License Renewal, Board Report #09-77
   2. Enterasys Network Expansion Equipment, Board Report #09-78
   3. Local IP Traffic Manager Appliances, Board Report #09-79
   4. Monitors and Server, Board Report #09-80
   5. Shah Center Build-out Furnishings, Board Report #09-81
   6. Service Contract for the HVAC Maintenance Program, Board Report #09-82
   7. Telecourse Materials and Enrollment Fees, Board Report #09-83

D. Destruction of Audio Tape Recording of the Closed Session of the September 20, 2007 Regular Board Meeting, Board Report #09-84

E. Academic Calendar for 2010-2011, Board Report #09-85

F. New and Eliminated Bookstore Positions, Board Report #09-86

G. Personnel
   1. Personnel Adjustments for Spring 2009 Transfer and Occupational Courses, Board Report #08-260, Addendum
   2. Appointment of Interim Assignment, Board Report #09-87
   3. Appointment of New Fitness Specialist, Board Report #09-88
   4. Appointment of New Instructor of Culinary Management, Executive Chef, Board Report #09-89
   5. Appointment of New Instructor of Speech, Board Report #09-90
   6. Appointment of Replacement Executive Dean of Education and Social Sciences, Board Report #09-91
   7. Appointment of Replacement Executive Dean of Humanities, Board Report #09-92
   8. Appointment of Replacement Instructor of Applied Technology, Board Report #09-93
   9. Appointment of Replacement Instructor of Art, Ceramics, Board Report #09-94
  10. Appointment of Replacement Instructor of Mathematics, Board Report #09-95
  11. Appointment of Replacement Instructor of Mathematics, Board Report #09-96
  12. Appointment of Replacement Instructor of Sociology, Board Report #09-97
  13. Request for Unpaid Leave of Absence, Board Report #09-98
  15. Salary/Advanced Placement Adjustment, Board Report #09-100

15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

16. RATIFICATION OF CHANGE IN THRESHOLD AT WHICH REQUESTS TO PURCHASE ITEMS OR SERVICES WITH ASSOCIATED STREAMS OF REVENUE MEETING OR EXCEEDING THE EXPENDITURE ARE PRESENTED TO THE BOARD FOR APPROVAL, Board Report #09-103

17. FOR INFORMATION
   A. Resignation
   B. Quarterly Report on Grants
   C. March 31, 2009 Accrued Financial Statements
   D. ERP Update

18. SUMMARY COMMENTS BY BOARD MEMBERS

19. FUTURE AGENDA ITEMS

20. CLOSED SESSION

21. ADJOURNMENT

George Lowe
Chair

revised 4/20/09
Promise Committee and Annual Fund Committee
We are just four months away from having the first Promise scholarship recipients attend MCC. The overwhelming and positive response to the Promise has increased the projected number of students. The Promise Committee and Annual Fund Committee have increased their fundraising efforts and are working on being present at every chamber, civic group and community meeting in McHenry County College’s district.

Your help is needed. If you know of an event (rotary group, board meeting, chamber function) that needs a Promise speaker? Please contact Maureen Coates at 815-479-7880.

Scholarships
Scholarship applications have increased as students prepare for the Fall 2009 semester. Scholarship applications are currently under review and students will be notified the first week of May.

Nominating Committee
The Foundation’s nominating committee is meeting to determine the new slate of officers for the Foundation Board as well as which directors will be renewing for a second term.

Foundation Bylaw & Procedural Review
Regan Shepley has agreed to assist the Foundation Board in putting together a team to review all of the Foundation’s current policies, procedures, staffing needs and bylaws. This team will review and make recommendations to the full Foundation Board as part of the strategic planning preparation.

Marketing Committee
The Foundation’s Marketing Committee is working with the College on a multi-chamber mixer to be held at the College on May 19, 2009 in the Commons area. The multi-chamber mixer will highlight the MCC Promise Program and other efforts of both the Foundation and the College.

Golf Committee
The Foundation’s Golf Committee is working on getting sponsorships for the Golf Invitational on June 5. The current economic conditions are making solicitations more difficult this year than in years past.

Save the Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, May 19, 2009</td>
<td>Multi-Chamber Mixer at MCC</td>
</tr>
<tr>
<td>Friday, June 5, 2009</td>
<td>2009 MCC Golf Invitational Hawk’s View Golf Club, Lake Geneva WI</td>
</tr>
</tbody>
</table>
Student Trustee Report

Next year’s Student Senate has been elected to their respective positions at this time. They will be comprised of fresh faces as well as veterans of the Student Senate. I’m confident that the succeeding group of Senators will bring culture, innovation, and action to the organization.

Student Senate will be evaluating the responses generated by surveys that had been distributed in mid-April concerning the possible interest that students may have in an MCC based e-mail account. An MCC based e-mail account could give students the ability to stay more connected to faculty, staff, and students as well as stay updated on MCC sponsored events.

Student Senate is looking forward to continuing to pursue textbook affordability in a number of ways. The use of publishers such as Flat World Knowledge, who offer their books for free online, and in-library textbook rentals are two avenues that I have explored. Those are just two, out of many, ways in which textbook affordability can be pursued further.

Thomas Kendzie
Student Trustee
Executive Summary

Information:

Attached is the Executive Summary of financial information with year-to-date results for FY 2009 through the month of March. This Summary includes an explanation for significant changes as compared with the same time last year, financial comparisons for the Operating Funds, and a summary for all funds.

Recommendation:

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

Brian Sager, Ph.D.
Acting President
Executive Summary

Fiscal Year 2009 is currently 75% complete with the year-to-date results for March 2009 being reported. In the Operating Funds, total revenue is 64% of budget, as compared with 65% at the same time last year. Total expenditures are 59% of budget, as compared with 71% 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:

- Interest revenue is currently 35% of budget as compared to 103% at the same time last year. $385,806 less revenue has been received through March 2009 than the prior year. This decrease is due to lower interest rates.
- Other revenue is currently 22% of budget as compared to 54% last year. $17,165 less revenue has been received through March 2009 than the prior year. This is due to recording Foundation support for the Promise Director and Nursing Instructor positions in the Non-Government Gifts, Grants revenue line in FY 2009 as compared to FY 2008.
- Employee benefit expenditures are currently 60% of budget as compared to 66% last year. $636,852 more in expenditures have been recorded through March 2009 than the prior year. This increased cost is the result of payments to retirees under the College’s early retirement program and was included in the FY 2009 budget.
- Contractual services expenditures are currently 36% of budget as compared to 89% last year. $168,709 more in expenditures have been recorded through March 2009 than the prior year. This increase is primarily due to professional services related to the ERP project and was included in the FY 2009 budget.
- Materials and supplies are currently 52% of budget as compared to 74% last year. $940,665 more in expenditures have been recorded through March 2009 than the previous year. This increased cost is due to expenses associated with the ERP project and was included in the FY 2009 budget.
- Conference and meeting expenditures are currently 34% of budget as compared to 49% last year. $35,885 less in expenditures have been recorded through March 2009 than the prior year. This decrease is primarily due to the timing of conference and meeting registration and travel as compared to FY 2008. This expenditure is expected to be within the approved FY 2009 budget.
- Fixed charges expenditures are currently 91% of budget as compared to 64% last year. $217,192 more in expenditures have been recorded through March 2009 than the prior year. This increase is due primarily to debt certificate payments for the 2008 land purchase which were included in the FY 2009 budget.
- Capital outlay expenditures are currently 16% of budget as compared to 47% last year. $37,685 less in expenditures have been recorded through March 2009 than the prior year. This decrease is due to the timing of approved capital equipment expenditures in FY 2009 as compared to FY 2008.
- Other expenditures are currently 73% of budget as compared to 9% last year. $68,688 more in expenditures have been recorded through March 2009 than the prior year. This increase is primarily due to improved timing of processing tuition waivers during FY 2009 as compared to FY 2008. This expenditure is expected to be within the approved FY 2009 budget.
<table>
<thead>
<tr>
<th>Revenue</th>
<th>FY2008 Actual to March 31, 2008</th>
<th>FY2009 Actual to March 31, 2009</th>
<th>Variance Over (Under) Prior Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education Fund</strong></td>
<td><strong>Operations &amp; Maintenance Fund</strong></td>
<td><strong>Total</strong></td>
<td><strong>Percent to Budget</strong></td>
</tr>
<tr>
<td>Local</td>
<td>$9,786,736</td>
<td>$1,089,532</td>
<td>$10,876,268</td>
</tr>
<tr>
<td>State</td>
<td>1,587,346</td>
<td>548,644</td>
<td>2,135,990</td>
</tr>
<tr>
<td>Federal</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student Tuition &amp; Fees</td>
<td>8,697,231</td>
<td>2,040,977</td>
<td>10,738,208</td>
</tr>
<tr>
<td>Sales &amp; Service Fees</td>
<td>18,592</td>
<td>-</td>
<td>18,592</td>
</tr>
<tr>
<td>Facilities</td>
<td>19,699</td>
<td>4,277</td>
<td>23,976</td>
</tr>
<tr>
<td>Interest</td>
<td>615,975</td>
<td>-</td>
<td>615,975</td>
</tr>
<tr>
<td>Non-Govt Gifts, Grants</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>46,301</td>
<td>-</td>
<td>46,301</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>20,771,880</strong></td>
<td><strong>3,683,430</strong></td>
<td><strong>24,455,310</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>FY2008 Actual to March 31, 2008</th>
<th>FY2009 Actual to March 31, 2009</th>
<th>Variance Over (Under) Prior Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>14,301,677</td>
<td>876,081</td>
<td>15,177,758</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>2,682,089</td>
<td>230,123</td>
<td>3,092,212</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>1,349,401</td>
<td>193,743</td>
<td>1,543,144</td>
</tr>
<tr>
<td>General Materials &amp; Supplies</td>
<td>1,351,248</td>
<td>133,403</td>
<td>1,484,651</td>
</tr>
<tr>
<td>Conference and Meeting</td>
<td>257,949</td>
<td>9,841</td>
<td>267,790</td>
</tr>
<tr>
<td>Fixed Charges</td>
<td>862,455</td>
<td>45</td>
<td>862,500</td>
</tr>
<tr>
<td>Utilities</td>
<td>7,290</td>
<td>654,798</td>
<td>662,088</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>331,786</td>
<td>40,644</td>
<td>372,430</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>265,057</td>
<td>-</td>
<td>265,057</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>21,588,952</strong></td>
<td><strong>2,138,678</strong></td>
<td><strong>23,727,630</strong></td>
</tr>
</tbody>
</table>

Excess (deficiency) of revenues over expenditures | (817,072) | 1,544,752 | 727,680 | (2,031,184) | 1,723,547 | (307,637) | (1,100,356) |

Other financing sources (uses) | Operating transfers out | - | (2,000,000) | (2,000,000) | - | (2,000,000) | (2,000,000) | - |

Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses | $ (817,072) | $ (455,248) | $ (1,272,320) | $ (2,031,184) | $ (276,453) | $ (2,307,637) | $ (1,100,356) |
## McHenry County College
### Operating Funds Financial Summary
#### Nine Months ended March 31, 2009

### FY2009 Budget vs. FY2009 Actual

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Education Fund</th>
<th>Operations &amp; Maintenance Fund</th>
<th>Total</th>
<th>Percent to Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$ 22,496,130</td>
<td>$ 2,747,574</td>
<td>$ 25,243,704</td>
<td>63%</td>
</tr>
<tr>
<td>State</td>
<td>2,082,566</td>
<td>724,189</td>
<td>2,806,755</td>
<td>7%</td>
</tr>
<tr>
<td>Federal</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student Tuition &amp; Fees</td>
<td>8,936,185</td>
<td>2,030,292</td>
<td>10,966,477</td>
<td>28%</td>
</tr>
<tr>
<td>Sales &amp; Service Fees</td>
<td>25,400</td>
<td>-</td>
<td>25,400</td>
<td>-</td>
</tr>
<tr>
<td>Facilities</td>
<td>650,000</td>
<td>-</td>
<td>650,000</td>
<td>2%</td>
</tr>
<tr>
<td>Interest</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Non-Govt Gifts, Grants</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>131,000</td>
<td>-</td>
<td>131,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>34,347,281</strong></td>
<td><strong>5,508,055</strong></td>
<td><strong>39,855,336</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Education Fund</th>
<th>Operations &amp; Maintenance Fund</th>
<th>Total</th>
<th>Percent to Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>21,085,325</td>
<td>1,186,253</td>
<td>22,271,578</td>
<td>49%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>5,915,624</td>
<td>313,078</td>
<td>6,228,702</td>
<td>14%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>4,472,810</td>
<td>222,000</td>
<td>4,694,810</td>
<td>11%</td>
</tr>
<tr>
<td>General Materials &amp; Supplies</td>
<td>4,504,975</td>
<td>136,240</td>
<td>4,641,215</td>
<td>10%</td>
</tr>
<tr>
<td>Conference and Meeting</td>
<td>665,116</td>
<td>26,500</td>
<td>691,616</td>
<td>2%</td>
</tr>
<tr>
<td>Fixed Charges</td>
<td>1,191,892</td>
<td>800</td>
<td>1,292,692</td>
<td>3%</td>
</tr>
<tr>
<td>Utilities</td>
<td>13,940</td>
<td>1,024,275</td>
<td>1,038,215</td>
<td>2%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>2,050,000</td>
<td>60,003</td>
<td>2,110,003</td>
<td>5%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>458,060</td>
<td>-</td>
<td>458,060</td>
<td>1%</td>
</tr>
<tr>
<td>Contingency</td>
<td>1,041,322</td>
<td>136,269</td>
<td>1,177,591</td>
<td>3%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>41,399,064</strong></td>
<td><strong>3,105,418</strong></td>
<td><strong>44,504,482</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

### Excess (deficiency) of revenues over expenditures

- **FY2009 Budget**: $(7,051,783)
- **FY2009 Actual**: $(2,031,184)

### Other financing sources (uses):
- Operating transfers (out): $(625,000) - $(2,000,000)
- **Excess (deficiency) of revenues and other financing uses**: $(7,676,783) - $(2,031,184)

### Variance Over 5 yr Avg

- **Revenue Fund**: $ (13,799,624)
- **Operations & Maintenance Fund**: $ (750,731)

## McHenry County College
Operating Funds Financial Summary
Nine Months ended March 31, 2009

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Education Fund</th>
<th>Operations &amp; Maintenance Fund</th>
<th>Total</th>
<th>Percent to Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$ 10,293,578</td>
<td>$ 1,150,502</td>
<td>$ 11,444,080</td>
<td>45%</td>
</tr>
<tr>
<td>State</td>
<td>1,521,994</td>
<td>534,030</td>
<td>2,056,024</td>
<td>73%</td>
</tr>
<tr>
<td>Federal</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student Tuition &amp; Fees</td>
<td>9,238,545</td>
<td>2,225,982</td>
<td>11,464,527</td>
<td>105%</td>
</tr>
<tr>
<td>Sales &amp; Service Fees</td>
<td>17,843</td>
<td>-</td>
<td>17,843</td>
<td>70%</td>
</tr>
<tr>
<td>Facilities</td>
<td>230,169</td>
<td>-</td>
<td>230,169</td>
<td>35%</td>
</tr>
<tr>
<td>Interest</td>
<td>65,039</td>
<td>-</td>
<td>65,039</td>
<td>236%</td>
</tr>
<tr>
<td>Non-Govt Gifts, Grants</td>
<td>28,661</td>
<td>-</td>
<td>28,661</td>
<td>22%</td>
</tr>
<tr>
<td>Other</td>
<td>28,661</td>
<td>-</td>
<td>28,661</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>21,409,018</strong></td>
<td><strong>3,922,382</strong></td>
<td><strong>25,331,400</strong></td>
<td>64%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Education Fund</th>
<th>Operations &amp; Maintenance Fund</th>
<th>Total</th>
<th>Percent to Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>14,182,060</td>
<td>886,334</td>
<td>15,068,394</td>
<td>68%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>3,499,925</td>
<td>229,139</td>
<td>3,729,064</td>
<td>60%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>1,509,601</td>
<td>202,252</td>
<td>1,711,853</td>
<td>36%</td>
</tr>
<tr>
<td>General Materials &amp; Supplies</td>
<td>2,308,784</td>
<td>116,532</td>
<td>2,425,316</td>
<td>52%</td>
</tr>
<tr>
<td>Conference and Meeting</td>
<td>216,490</td>
<td>15,415</td>
<td>231,905</td>
<td>34%</td>
</tr>
<tr>
<td>Fixed Charges</td>
<td>1,079,692</td>
<td>-</td>
<td>1,079,692</td>
<td>91%</td>
</tr>
<tr>
<td>Utilities</td>
<td>9,443</td>
<td>714,880</td>
<td>724,323</td>
<td>70%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>300,462</td>
<td>334,745</td>
<td>635,207</td>
<td>16%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>333,745</td>
<td>-</td>
<td>333,745</td>
<td>73%</td>
</tr>
<tr>
<td>Contingency</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>23,440,202</strong></td>
<td><strong>2,198,835</strong></td>
<td><strong>25,639,037</strong></td>
<td>58%</td>
</tr>
</tbody>
</table>

### Excess (deficiency) of revenues over expenditures

- **FY2009 Budget**: $(7,676,783)
- **FY2009 Actual**: $(2,031,184)

### Other financing sources (uses):
- Operating transfers (out): $(2,000,000)

### Excess (deficiency) of revenues and other financing uses

- **FY2009 Budget**: $(4,341,509)
### McHenry County College

**All Funds Financial Summary**

**Nine Months ended March 31, 2009**

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Education Fund</th>
<th>Operations &amp; Maintenance Fund</th>
<th>Operations &amp; Maintenance Fund (Restricted)</th>
<th>Auxiliary Enterprises Fund</th>
<th>Restricted Purposes Fund</th>
<th>Working Cash Fund</th>
<th>Student Grant &amp; Loan Fund</th>
<th>Audit Fund</th>
<th>Liability, Protection &amp; Settlement Fund</th>
<th>Health Insurance Fund</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$10,293,578</td>
<td>$1,150,502</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$27,054</td>
<td>$415,231</td>
<td>$11,886,365</td>
</tr>
<tr>
<td>State</td>
<td>1,521,994</td>
<td>534,030</td>
<td>-</td>
<td>272,016</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,328,040</td>
</tr>
<tr>
<td>Federal</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>353,963</td>
<td>-</td>
<td>1,444,138</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,798,101</td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>9,238,545</td>
<td>2,225,982</td>
<td>1,220,736</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>12,685,263</td>
</tr>
<tr>
<td>Sales &amp; Service Fees</td>
<td>17,843</td>
<td>-</td>
<td>2,700,399</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,718,242</td>
</tr>
<tr>
<td>Facilities</td>
<td>13,189</td>
<td>11,393</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>24,582</td>
</tr>
<tr>
<td>Non-Govt Gifts, Grants</td>
<td>65,039</td>
<td>-</td>
<td>136,321</td>
<td>7,598</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>208,958</td>
</tr>
<tr>
<td>Other</td>
<td>28,661</td>
<td>475</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,027,921</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>21,409,018</td>
<td>3,922,382</td>
<td>67,428</td>
<td>4,057,456</td>
<td>5,515</td>
<td>1,444,138</td>
<td>27,054</td>
<td>418,376</td>
<td>2,998,785</td>
<td>3,027,921</td>
<td>34,983,729</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
</tr>
<tr>
<td>Academic Support</td>
</tr>
<tr>
<td>Student Services</td>
</tr>
<tr>
<td>Public Service</td>
</tr>
<tr>
<td>Auxiliary Services</td>
</tr>
<tr>
<td>Operations &amp; Maintenance</td>
</tr>
<tr>
<td>Institutional Support</td>
</tr>
<tr>
<td>Total Expenditures</td>
</tr>
</tbody>
</table>

| Excess (deficiency) of revenues over expenditures | (2,031,184) | 1,723,547 | (8,234) | 3,959 | (68,320) | 5,515 | 1,568 | (41,933) | (369,817) | 124,018 | (660,881) |
| 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 | (2,031,184) | (276,453) | 1,991,766 | 3,959 | (68,320) | 5,515 | 1,568 | (41,933) | (369,817) | 124,018 | (660,881) |

| Beginning Fund Balance | 13,626,176 | 1,275,072 | 4,610,581 | 310,800 | 51,681 | 2,804,810 | 48,557 | 283,234 | 3,756,219 | 750,591 | 27,517,721 |

| Ending Fund Balance | $11,594,992 | $998,619 | $6,602,347 | $314,759 | (16,639) | $2,810,325 | $50,125 | $241,301 | $3,386,402 | $874,609 | $26,856,840 |
Treasurer’s Report

Information:

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

Recommendation:

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

Brian Sager, Ph.D.
Acting President
McHenry County College  
Treasurer's Report  
For the Month of March 2009

<table>
<thead>
<tr>
<th>Bank Name Location / Account</th>
<th>Beginning Balance</th>
<th>Deposits (+) Other Additions</th>
<th>Disbursements (-) Other Subtractions</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home State Bank Crystal Lake Imprest</td>
<td>$1,625,137.75</td>
<td>$3,200,042.44</td>
<td>$3,003,552.87</td>
<td>$1,821,627.32</td>
</tr>
<tr>
<td>Harvard State Bank Harvard Imprest - VISA / MC / Discover</td>
<td>$238,855.57</td>
<td>$229,078.36</td>
<td>$2,724.95</td>
<td>$465,208.98</td>
</tr>
<tr>
<td>Home State Bank Crystal Lake Online</td>
<td>$10,527.20</td>
<td>$165.92</td>
<td>$186.40</td>
<td>$10,506.72</td>
</tr>
<tr>
<td>Home State Bank Crystal Lake Flexible Spending</td>
<td>$0</td>
<td>$14,630.33</td>
<td>$14,630.33</td>
<td>$0</td>
</tr>
<tr>
<td>Home State Bank Crystal Lake Health Care Claims</td>
<td>($3,879.50)</td>
<td>$10,190.35</td>
<td>$9,626.35</td>
<td>($3,315.50)</td>
</tr>
<tr>
<td>Amcore Bank Woodstock Payroll</td>
<td>$0</td>
<td>$19,110.70</td>
<td>$19,110.70</td>
<td>$0</td>
</tr>
<tr>
<td>Harvard State Bank Harvard Operations</td>
<td>$0</td>
<td>$328,884.08</td>
<td>$328,884.08</td>
<td>$0</td>
</tr>
<tr>
<td>First Midwest Bank McHenry Student Grant &amp; Loan</td>
<td>$964.61</td>
<td>$451,891.23</td>
<td>$449,946.13</td>
<td>$2,909.71</td>
</tr>
</tbody>
</table>
## Investments

<table>
<thead>
<tr>
<th>College Fund</th>
<th>Financial Institution</th>
<th>March 31, 2009 Investments</th>
<th>February 28, 2009 Investments</th>
<th>Interest</th>
<th>No. of Days</th>
<th>Maturity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>Illinois Funds</td>
<td>$2,826,416.57</td>
<td>$5,179,024.24</td>
<td>see below</td>
<td>N/A</td>
<td>On Demand</td>
</tr>
<tr>
<td>Education</td>
<td>Illinois Funds - Prime Fund</td>
<td>12,119,713.73</td>
<td>12,114,877.41</td>
<td>see below</td>
<td>30</td>
<td>On Demand</td>
</tr>
<tr>
<td>Education</td>
<td>CDARS via Home State Bank *</td>
<td>1,000,000.00</td>
<td>1,000,000.00</td>
<td>1.390%</td>
<td>360</td>
<td>2/11/2010</td>
</tr>
<tr>
<td>Education</td>
<td>CDARS via Home State Bank *</td>
<td>1,000,000.00</td>
<td>1,000,000.00</td>
<td>0.995%</td>
<td>180</td>
<td>8/13/2009</td>
</tr>
<tr>
<td>Operations &amp; Maintenance (Restricted)</td>
<td>Illinois Funds</td>
<td>1,746.41</td>
<td>1,745.82</td>
<td>see below</td>
<td>N/A</td>
<td>On Demand - Reserve Account</td>
</tr>
<tr>
<td>Operations &amp; Maintenance (Restricted)</td>
<td>Illinois Funds - Prime Fund</td>
<td>6,149,795.32</td>
<td>6,147,341.27</td>
<td>see below</td>
<td>30</td>
<td>On Demand - Reserve Account</td>
</tr>
<tr>
<td>Operations &amp; Maintenance (Restricted)</td>
<td>Illinois Funds</td>
<td>918,316.37</td>
<td>917,947.36</td>
<td>see below</td>
<td>N/A</td>
<td>On Demand</td>
</tr>
<tr>
<td>Working Cash</td>
<td>Illinois Funds</td>
<td>615,911.01</td>
<td>615,663.52</td>
<td>see below</td>
<td>N/A</td>
<td>On Demand</td>
</tr>
<tr>
<td>Liability, Protection and Settlement</td>
<td>Illinois Funds</td>
<td>351,204.62</td>
<td>351,063.49</td>
<td>see below</td>
<td>N/A</td>
<td>On Demand</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$24,983,104.03</strong></td>
<td><strong>$27,327,663.11</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Illinois Fund Rates - March 2009**

<table>
<thead>
<tr>
<th>Annualized rate - Money Mkt</th>
<th>Low</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.343%</td>
<td>0.476%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annualized rate - Prime Fund</th>
<th>Low</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.398%</td>
<td>0.519%</td>
</tr>
</tbody>
</table>

**Interest Revenue**

<table>
<thead>
<tr>
<th>College Fund</th>
<th>March 2009</th>
<th>Fiscal YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>$9,404.82</td>
<td>$230,169.73</td>
</tr>
<tr>
<td>Operations &amp; Maintenance (Restricted)</td>
<td>2,823.65</td>
<td>67,427.02</td>
</tr>
<tr>
<td>Working Cash</td>
<td>247.49</td>
<td>5,515.18</td>
</tr>
<tr>
<td>Liability, Protection and Settlement</td>
<td>141.13</td>
<td>3,144.88</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$12,617.09</strong></td>
<td><strong>$306,256.81</strong></td>
</tr>
</tbody>
</table>

*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 #1003

Information:

100- Education Fund $406,363.94  
200- Operations & Maintenance Fund 122,275.22  
300- Operations & Maintenance (Restricted) Fund 0.00  
400- Bond & Interest Fund 0.00  
500- Auxiliary Enterprises Fund 103,236.26  
600- Restricted Purposes Fund 29,532.55  
800- Student Grant & Loan Fund 0.00  
1000- Trust & Agency Fund 11,441.95  
1100- Audit Fund 0.00  
1200- Liability Protection & Settlement Fund 755.16  
1700- Employee Health Insurance 298,335.71  

Total $971,940.79

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #1003, dated April 23, 2009 totaling $971,940.79.

Brian Sager, Ph.D.  
Acting President
Authorize Payment of Voucher #1004

Information:

100- Education Fund $245,612.22
200- Operations & Maintenance Fund 14,713.48
300- Operations & Maintenance (Restricted) Fund 0.00
400- Bond & Interest Fund 0.00
500- Auxiliary Enterprises Fund 82,476.25
600- Restricted Purposes Fund 7,090.72
800- Student Grant & Loan Fund 0.00
1000- Trust & Agency Fund 1,291.03
1100- Audit Fund 0.00
1200- Liability Protection & Settlement Fund 0.00

Total: $351,183.70

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #1004 dated April 23, 2009 totaling $351,183.70.

Brian Sager, Ph.D.
Acting President
Request to Purchase
Symantec Anti-Virus License Renewal

Information:

The quantity of Symantec Anti-Virus Licenses required has been determined based on the number of computers and servers that will be in use during the upcoming year. Anti-virus protection is essential to protect the College’s desktop computers and servers.

The State of Illinois Central Management Services (CMS) has negotiated a volume licensing contract with Zones, Inc., leveraging the purchasing power of government and educational institutions across the State. This contract allows the College to purchase the licensing at per unit costs well below what could be negotiated separately.

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Zones, Inc.</th>
<th>CMS Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,515</td>
<td>Win Multi-Tier v 11.x</td>
<td></td>
<td>$19,149.60</td>
</tr>
<tr>
<td>85</td>
<td>Mac Anti-Virus v10.x</td>
<td></td>
<td>404.60</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$19,554.20</td>
</tr>
</tbody>
</table>

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

Recommendation:

It is recommended that the Board of Trustees approves the renewal of Symantec Anti-Virus Licenses for $19,554.20 from Zones, Inc., Auburn, WA.

Brian Sager, Ph.D.
Acting President
Request to Purchase
Enterasys Network Expansion Equipment

Information:

The Enterasys 10 Gigabit Network Expansion Equipment is required in order to expand the network and increase network speed at the College. Expanding the network will increase network performance, and will provide the foundation needed to meet the College’s growing technology needs.

The College is purchasing this equipment through the consortium contract with CDW-G awarded through the Midwestern Higher Education Compact (MHEC). This contract will allow the College to purchase the network expansion equipment at per unit costs well below what we could expect to negotiate separately.

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

The Enterasys 10 Gigabit Network Expansion Equipment consists of the following components:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>CDW-G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enterasys Gigabit Core Switch Blade</td>
<td>$12,521.94</td>
</tr>
<tr>
<td>4</td>
<td>10 Gigabit Fiber Modules</td>
<td>3,997.76</td>
</tr>
<tr>
<td>2</td>
<td>10 Gigabit Server Adapters</td>
<td>2,990.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$19,509.70</td>
</tr>
</tbody>
</table>

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase of the Enterasys 10 Gigabit Network Expansion Equipment for $19,509.70 from CDW-G, Vernon Hills, IL.

Brian Sager, Ph.D.
Acting President
Information:

In order to meet the changing needs of the College, robust online services need to be provided. The ERP student/faculty portal requires multiple web servers to meet the needs of the users. The F5 Big-IP Local Traffic Manager (LTM) Appliances are required to intelligently manage the volume of customers and provide dependable services during peak usage times such as registration and end-of-semester grade processing.

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

Our online services will become increasingly mission critical as our enrollment grows. A pair of appliances is required in order to provide the reliability needed.

<table>
<thead>
<tr>
<th>Item</th>
<th>CDW-G</th>
<th>F5 Direct</th>
<th>Centrics IT</th>
</tr>
</thead>
<tbody>
<tr>
<td>F5 Big-IP LTM Appliances</td>
<td>$45,792.00</td>
<td>$59,990.00</td>
<td>$59,990.00</td>
</tr>
<tr>
<td>Annual Maintenance</td>
<td>9,600.00</td>
<td>10,198.30</td>
<td>9,100.00</td>
</tr>
<tr>
<td>Installation Services</td>
<td>5,200.00</td>
<td>5,500.00</td>
<td>5,500.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$60,592.00</strong></td>
<td><strong>$75,688.30</strong></td>
<td><strong>$74,590.00</strong></td>
</tr>
</tbody>
</table>

This expense is budgeted in the ERP Hardware Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of the F5 Big-IP Local Traffic Manager Appliances for $60,592.00 from CDW-G, Vernon Hills, IL.

Brian Sager, Ph.D.
Acting President
Request to Purchase
Monitors and Server

Information:

The following items were originally leased in FY 2007 and are scheduled to be returned to Orlan Capital on June 30, 2009. It has been determined the existing server and monitors will continue to meet our needs. The monitors will remain serviceable for three additional years and will be scheduled for replacement in FY 2013. The Apple server will remain serviceable for one additional year and will be scheduled for replacement in FY 2011.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Buy-out Cost from Orlan Capital</th>
<th>Estimated Replacement Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>Dell 17” LCD Monitors</td>
<td>$5,400.00</td>
<td>$7,200.00</td>
</tr>
<tr>
<td>1</td>
<td>Apple Server and Storage</td>
<td>$2,000.00</td>
<td>28,000.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$7,400.00</td>
<td>$35,200.00</td>
</tr>
</tbody>
</table>

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase of 60 Dell 17” monitors and 1 Apple Server and Storage for $7,400.00 from Orlan Capital, Schaumburg, IL.

Brian Sager, Ph.D.
Acting President
Request to Purchase
Shah Center Build-Out Furnishings

Information:

At the September 25, 2008 Board Meeting, the Board of Trustees approved the Shah Center Build-out, Board Report #08-216. At the November 20, 2008, Board Meeting, the Board of Trustees approved Legat Architects to provide the College with professional services for the Shah Center Build-out, Board Report #08-258.

A budget of $16,410.00 for furnishings was allocated for this project. The new furnishings required were determined after reviewing availability of existing furniture from the University Center. Two companies, Business Office Interiors, Inc., and Henricksen, supply Group LaCasse, the furniture that currently exists at the Shah Center. The College is a member of US Communities Consortium which has a contract with Group LaCasse that provides a 54% discount on their products.

Furnishings requested include four L-shaped configuration desks with returns and pedestals, three storage cabinets, and three fabric panels, with delivery and installation.

<table>
<thead>
<tr>
<th></th>
<th>Business Office Interiors, Inc.</th>
<th>Henricksen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$9,975.00</td>
<td>$8,760.00</td>
</tr>
</tbody>
</table>

Board approval is being sought because the amount requested exceeds the Board’s limitations. However, no formal bid is required because the amount requested is under the threshold established by State law.

This expense is budgeted in the Site Improvement Account in the Operations and Maintenance (Restricted) Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of the above listed furnishings with delivery and installation for $8,760.00 from Henricksen, Itasca, IL.

Brian Sager, Ph.D.
Acting President
Request to Purchase  
Service Contract for the HVAC Maintenance Program

Information:

Althoff Industries, Inc., has provided maintenance and repairs of the College’s HVAC systems for the past several years. Their work and response time have been outstanding compared to past service contracts with other companies. It is in the best interest of the College to continue with Althoff Industries as the service provider. The next service contract is from May 1, 2009 to April 30, 2010 at a cost of $8,558.00.

Board approval is being sought because the amount requested exceeds the Board’s limitations. However, no formal bid is required because the amount requested is under the threshold established by State law.

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

Recommendation:

It is recommended that the Board of Trustees approves the HVAC Maintenance Program Service Contract as described above for $8,558.00 from Althoff Industries, Inc., Crystal Lake, IL.

Brian Sager, Ph.D.
Acting President
Request for Purchase
Telecourse Materials and Enrollment Fees

Information:

MCC utilizes the services of the Network of Illinois Learning Resources in Community Colleges (NILRC) for telecourse materials. The charges, based on Spring 2009 enrollments, are listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Development: Stepping Stones</td>
<td>$319.20</td>
</tr>
<tr>
<td>Exploring Society</td>
<td>$1,257.15</td>
</tr>
<tr>
<td>Journey to Health: Mind, Body Spirit</td>
<td>$542.30</td>
</tr>
<tr>
<td>Nutrition Pathways</td>
<td>$1,066.00</td>
</tr>
<tr>
<td>Our Families, Ourselves</td>
<td>$1,316.70</td>
</tr>
<tr>
<td>Shaping America</td>
<td>$1,750.15</td>
</tr>
<tr>
<td>Transitions Throughout the Life Span</td>
<td>$1,512.00</td>
</tr>
</tbody>
</table>

Total: $7,763.50

Board approval is being sought because the amount requested exceeds the Board’s limitations. However, no formal bid is required because the amount requested is under the threshold established by State law.

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

Recommendation:

It is recommended that the Board of Trustees approves the payment of $7,763.50 as listed above for services from NILRC, Blanchardville, WI.

Brian Sager, Ph.D.
Acting President
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 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 tape will be physically destroyed.

Recommendation:

It is recommended that the Board of Trustees approves the destruction on April 24, 2009, of the audio recording of the Closed Session of the September 20, 2007 Regular Board Meeting.

Brian Sager Ph.D.
Acting President
Academic Calendar for 2010-2011

Information:

Developed each year through the Curriculum and Academic Policy Council in cooperation with the Office of Academic and Student Affairs, the academic calendar provides the schedule framework for the major academic and related support activities.

The attached proposal for 2010-2011 retains the basic structure of the current academic calendar, including the December commencement.

Recommendation:

It is recommended that the Board of Trustees approves the attached Academic Calendar for 2010-2011.

Brian Sager, Ph.D.
President
# McHenry County College
## 2010-2011 Academic Calendar

### FALL SEMESTER, 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 19, Thursday</td>
<td>Opening Semester meeting for all employees; full-time and adjunct faculty workshops</td>
</tr>
<tr>
<td>Aug. 20, Friday</td>
<td>Friday Night Credit Classes Begin</td>
</tr>
<tr>
<td>Aug. 21, Saturday</td>
<td>Saturday Credit Classes Begin</td>
</tr>
<tr>
<td>Aug. 23, Monday</td>
<td>Weekday Credit Classes Begin</td>
</tr>
<tr>
<td>Aug. 30, Monday</td>
<td>Adult Education Classes Begin</td>
</tr>
<tr>
<td>Sept. 6, Monday</td>
<td>Labor Day Recess, College Closed</td>
</tr>
<tr>
<td>Oct. 18-22, Monday-Friday</td>
<td>Mid-Term Week</td>
</tr>
<tr>
<td>Oct. 19, Tuesday</td>
<td>Professional Development Day, No Day or Night Classes; College Offices Closed</td>
</tr>
<tr>
<td>Oct. 20, Wednesday</td>
<td>Start of Second 8-Week Credit Classes</td>
</tr>
<tr>
<td>Nov. 12, Friday</td>
<td>Last Day for Withdrawals (For most 16-week classes)***</td>
</tr>
<tr>
<td>Nov. 24-26, Wednesday-Friday</td>
<td>Thanksgiving Recess, College Closed</td>
</tr>
<tr>
<td>Nov. 27, Saturday</td>
<td>No Saturday Classes College Closed</td>
</tr>
<tr>
<td>Nov. 29, Monday</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Dec. 10-11 Friday-Saturday</td>
<td>Final Exams for Credit Classes Meeting Only on Friday or Saturday</td>
</tr>
<tr>
<td>Dec. 11, Saturday</td>
<td>Commencement</td>
</tr>
<tr>
<td>Dec. 13-16, Monday-Thursday</td>
<td>Final Exam Period for Weekday Credit Classes</td>
</tr>
<tr>
<td>Dec. 18, Saturday</td>
<td>Last Day of Adult Education Classes</td>
</tr>
<tr>
<td>Dec. 24, 2010-Jan. 3, 2011</td>
<td>College Closed</td>
</tr>
</tbody>
</table>

*** Per institutional policy, deadline varies for non 16-week courses

### SPRING SEMESTER, 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 13, Thursday</td>
<td>Opening Semester meeting for all employees; full-time and adjunct faculty workshops</td>
</tr>
<tr>
<td>Jan. 14, Friday</td>
<td>Friday Night Credit Classes Begin</td>
</tr>
<tr>
<td>Jan. 15, Saturday</td>
<td>Saturday Credit Classes Begin</td>
</tr>
<tr>
<td>Jan. 17, Monday</td>
<td>Weekday Credit Classes Begin</td>
</tr>
<tr>
<td>Jan. 17, Monday</td>
<td>Adult Education Classes Begin</td>
</tr>
<tr>
<td>Mar. 7-11, Monday-Friday</td>
<td>Mid-Term Week</td>
</tr>
<tr>
<td>Mar. 14, Monday</td>
<td>Start of Second 8-Week Credit Classes</td>
</tr>
<tr>
<td>Mar. 27-Apr.3, Sunday-Sunday</td>
<td>Spring Recess, No Classes (Offices remain open until 4:30 p.m.)</td>
</tr>
<tr>
<td>Apr. 2, Saturday</td>
<td>No Saturday Classes – College Closed</td>
</tr>
<tr>
<td>Apr. 4, Monday</td>
<td>Weekday Credit Classes Resume</td>
</tr>
<tr>
<td>Apr. 8, Friday</td>
<td>Last Day for Withdrawals (For most 16-week classes)***</td>
</tr>
<tr>
<td>May 6 &amp; 7, Friday-Saturday</td>
<td>Final Exams for Friday Night &amp; Saturday Credit Classes</td>
</tr>
<tr>
<td>May 9-13, Monday-Friday</td>
<td>Final Exam Period for Weekday Credit Classes (including Friday day classes)</td>
</tr>
<tr>
<td>May 14, Saturday</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 14, Saturday</td>
<td>Last Day of Adult Education Classes</td>
</tr>
</tbody>
</table>

*** Per institutional policy, deadline varies for non 16-week courses

### SUMMER INTERSESSION, 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16, Monday</td>
<td>Credit Classes Begin</td>
</tr>
<tr>
<td>May 30, Monday</td>
<td>Memorial Day, College Closed</td>
</tr>
<tr>
<td>June 9, Thursday or June 10, Friday</td>
<td>Final Exam Period for Credit Classes</td>
</tr>
</tbody>
</table>

### SUMMER SESSION, 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 13, Monday</td>
<td>Credit Classes Begin</td>
</tr>
<tr>
<td>June 13, Monday</td>
<td>Adult Education Classes Begin</td>
</tr>
<tr>
<td>July 4, Monday</td>
<td>Independence Day Observance, College Closed</td>
</tr>
<tr>
<td>July 5-8, Tuesday-Friday</td>
<td>Mid-Term Week</td>
</tr>
<tr>
<td>July 29, Friday</td>
<td>Last Day for Withdrawals (For most 8-week classes)***</td>
</tr>
<tr>
<td>Aug. 5, Friday</td>
<td>Last Day of Adult Education Classes</td>
</tr>
<tr>
<td>Aug. 8-12, Monday-Friday</td>
<td>Final Exam Period for Credit Classes</td>
</tr>
</tbody>
</table>

***Deadline may vary per institutional policy

**NOTE:** Continuing and Professional Education offerings have open enrollment. For more information call Registration (815) 455-8588.
New and Eliminated Bookstore Positions

Information:

Due to the April 15, 2009 retirement of the College’s full-time Bookstore Buyer and a careful analysis of the current Bookstore needs, it has been determined that the creation of a 20-hour-per-week position would fill the job requirements. This request is being brought forward at this time due to the need to cover the position duties.

<table>
<thead>
<tr>
<th>Title</th>
<th>Salary Range</th>
<th>Effective Date</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Buyer- eliminate full-time position</td>
<td>6</td>
<td>April 15, 2009</td>
<td>(1.0)</td>
</tr>
<tr>
<td>Bookstore Buyer- create new part-time position</td>
<td>*</td>
<td>Upon Hire</td>
<td>.5</td>
</tr>
<tr>
<td>Total</td>
<td>*</td>
<td></td>
<td>( .5)</td>
</tr>
</tbody>
</table>

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

Recommendation:

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

Brian Sager, Ph. D.
Acting President
Information:

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

Faculty Non-Teaching Roles

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Previously Approved</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbate, T</td>
<td>Accounting Game Designer</td>
<td>0</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Grela, C</td>
<td>Learning Communities Development</td>
<td>0</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Humphrey, A</td>
<td>Learning Communities Development</td>
<td>0</td>
<td>1,500.00</td>
</tr>
</tbody>
</table>

Independent/Individualized/Internships

<table>
<thead>
<tr>
<th>Name</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Number of Students</th>
<th>Previously Approved</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albright, M</td>
<td>DGM 290 005</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>225.00</td>
</tr>
<tr>
<td>Allerheiligen, W</td>
<td>HHP 279 001</td>
<td>1</td>
<td>12</td>
<td>0</td>
<td>900.00</td>
</tr>
<tr>
<td>Gaughan, P</td>
<td>MUS 213 001</td>
<td>2</td>
<td>2</td>
<td>836.88</td>
<td>557.92</td>
</tr>
<tr>
<td>Gaughan, P</td>
<td>MUS 213 002</td>
<td>2</td>
<td>3</td>
<td>1,115.84</td>
<td>1,673.76</td>
</tr>
<tr>
<td>Geary, R</td>
<td>CJS 112 001</td>
<td>3</td>
<td>5</td>
<td>0</td>
<td>1,125.00</td>
</tr>
<tr>
<td>Goostree, D</td>
<td>FRS 250 002</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>300.00</td>
</tr>
<tr>
<td>Hoyt, P</td>
<td>PLT 160 001</td>
<td>3</td>
<td>4</td>
<td>0</td>
<td>900.00</td>
</tr>
<tr>
<td>Sells, S</td>
<td>CJS 206 001</td>
<td>3</td>
<td>5</td>
<td>0</td>
<td>1,125.00</td>
</tr>
<tr>
<td>Spangenberg, B</td>
<td>HRT 299 002</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>225.00</td>
</tr>
<tr>
<td>Tetreault, M</td>
<td>CIS 180 201</td>
<td>2</td>
<td>7</td>
<td>0</td>
<td>1,050.00</td>
</tr>
<tr>
<td>White, D</td>
<td>HIS 170 534</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>450.00</td>
</tr>
</tbody>
</table>

Overload

<table>
<thead>
<tr>
<th>Name</th>
<th>Course/Division</th>
<th>Percent of Overload</th>
<th>Previously Approved</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albright, M</td>
<td>DGM 100 101</td>
<td>20.000</td>
<td>0</td>
<td>1,910.25</td>
</tr>
<tr>
<td>Albright, M</td>
<td>DGM 259 001</td>
<td>13.333</td>
<td>0</td>
<td>1,273.46</td>
</tr>
<tr>
<td>Braasch, G</td>
<td>PSY 151 534</td>
<td>20.000</td>
<td>0</td>
<td>1,910.25</td>
</tr>
<tr>
<td>Goostree, D</td>
<td>FRS 250 001</td>
<td>13.333</td>
<td>0</td>
<td>1,273.46</td>
</tr>
</tbody>
</table>
Recommendation:

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

Brian Sager, Ph.D.
Acting President
Appointment of Interim Assignment

Information:

Donna Magnani, Executive Director, Friends of MCC Foundation, has been on leave since March 13, 2009. Todd McDonald, Assistant Vice President of Finance, has been selected to serve as Interim Executive Director of the Foundation until a search process can take place and the position is permanently filled. This assignment is retroactive to March 14, 2009. The interim assignment includes a stipend for the additional responsibilities of $500.00 per month.

The amount of the stipend is consistent with what has been paid to others assuming similar additional roles and functions.

Recommendation:

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

[Signature]
Brian Sager, Ph.D.
Acting President
Appointment of New
Fitness Specialist

Information:

At the January 2009 Board Meeting, the Board of Trustees approved the new full-time professional position of Fitness Specialist as recommended by the Academic Organizational Review Committee. It has been determined that Nikki Lewis, Fitness Center Technician, has been performing more than 50% of the duties of the Fitness Specialist. Therefore, according to Section 1.2 of the MCCSC contract, she has been selected to fill this position.

Recommendation:

It is recommended that the Board of Trustees approves the selection of Nikki Lewis to the professional position of Fitness Specialist, effective July 1, 2009, at a twelve month salary of $35,755.20.

Brian Sager, Ph.D.
Acting President
POSITION:  
FITNESS SPECIALIST

CLASSIFICATION:  
Professional

WORK YEAR:  
12 Months

WORK WEEK:  
Flexible

PRIMARY PURPOSE:  
To assist the Coordinator of the Fitness Center in providing support for educating participants and assisting in the development and implementation of fitness/wellness programs.

ESSENTIAL JOB FUNCTIONS:

- Provide coverage, as needed, in the absence of the Coordinator of Fitness Center.
- Conduct fitness testing and one-on-one fitness consultations.
- Provide support and serve as a resource for fitness participants, McHenry County College staff, and the community concerning exercise science concepts and programming.
- Provide direction and instruction for fitness participants regarding fitness programming, exercise technique, and basic theoretical and procedural concepts.
- Enforce all policies and procedures to allow for safe and effective implementation of fitness/wellness programs.
- Coordinate the student workers with respect to scheduling, cleaning, front desk operations, and other assigned duties.
- Foster a positive fitness/wellness educational environment to ensure that each participant is educated as to the benefits of exercise and motivated to establish a lifelong commitment to physical activity.
- Monitor and control participant flow to allow for appropriate involvement by all individuals.
- Assist in the development and implementation of Fitness Center programming with emphasis on marketing and participant retention.
- Submit timely reports of all facility malfunctions, personal concerns, and accidents to the Coordinator of Fitness Center.
- Manage and coordinate incentive programs, student athlete access to Fitness Center, and Fitness Center newsletter.
- Assist or coordinate in Fitness Center events: Fit for Life Walk/Run, Midwest Strength & Conditioning Clinic, educational symposiums or other events which may take place.
- Will include some early morning, some evening, and some weekend hours.
- Additional duties as assigned by immediate supervisor.
SUPERVISION: Under the direct supervision of the Dean of Education. May provide daily direction to Secretary/Receptionist and student workers.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor’s Degree in a fitness/health related area required, Master’s Degree preferred.

EXPERIENCE: One year of experience in a fitness or health promotion program.

CERTIFICATION:

- CPR and AED certification are required.
- One or more of the following certifications are required: ACSM, NSCA, or ACE.

SKILLS AND ABILITIES:

- Knowledge of exercise science, exercise technique, fitness, and health related concepts.
- Ability to perform sub maximal fitness evaluations.
- Positive, enthusiastic attitude toward the benefits of health and fitness.
- Creative, self-directed, team player, motivated to develop and implement programs to improve exercise adherence.
- Responsible, reliable, trustworthy, and conscientious.
- Ability to establish and maintain an effective, positive working relationship with fitness participants, Fitness Center support staff, and McHenry County College staff.
- Strong customer service skills.

REVISED: March 2009
ISSUED: May 1988
Appointment of New  
Instructor of Culinary Management, Executive Chef

Information:

At the August 28, 2008 Board Meeting, the Board of Trustees was informed of the Academic Organizational Review. The adopted organizational plan approved the full-time faculty position of Instructor of Culinary Management, Executive Chef. Thomas Kaltenecker 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 Thomas Kaltenecker to the faculty position of Instructor of Culinary Management, Executive Chef, effective August 19, 2009, at a nine-month salary of $49,244.00.

Brian Sager, Ph.D.  
Acting President
Thomas Kaltenecker  
Lake in the Hills, IL

Position: Instructor of Culinary Management, Executive Chef

Certifications: 
- Rational Certified Chef (RCC) 
- Master Certified Food Executive (MCFE) 
- International Food Service Executive Association (IFSEA) 
- Certified Hospitality Educator (CHE) 
- American Hotel and Lodging Association-Educational Institute (AHLA-EI) 
- Illinois Food Service Sanitation Certificate

Experience:
- 1998 – Present Adjunct Instructor  
  Elgin Community College, Elgin, IL
- 2008 – Present Assistant Manager  
  Panera Bread, Crystal Lake, IL
- 2003 – 2006 Senior Culinary and Hospitality Instructor  
  Roosevelt University, Schaumburg, IL

Summary of Recruitment Efforts:  
- Number of Applications Received: 23  
- Number of Interviews: 4

Members of Search Committee:  
POSITION: INSTRUCTOR OF CULINARY MANAGEMENT, EXECUTIVE CHEF  
Full-time tenure-track position

CLASSIFICATION: Faculty

RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Teach college and dual credit high school students approximately 15 contact hours per week, to include Introduction to Hospitality, Sanitation and Safety, Culinary Skills I & II, and Baking & Pastry Skills I & II. Available to teach daytime, evening and weekend classes, as needed, and both on and off campus.
- Assist in curriculum development through preparation of additional courses, revision of current courses and program reviews, consistent with the needs of the College and the community.
- Assist in the recommendation and selection of new equipment and materials for the program.
- Establish and maintain an advisory committee for the Culinary certificate programs.
- Develop internship opportunities for students in the Culinary programs.
- Prepare labs for the Culinary and Baking and Pastry classes.
- Purchase necessary consumables for each course and maintain inventory of supplies.
- Work with Advising to ensure that students are properly counseled for career opportunities.
- Assist in dual credit and articulated credit courses with the county high schools.
- Conduct outreach with the county high schools, and regularly market and promote the programs throughout the community college district.
- Participate in professional development opportunities including keeping current in the culinary and baking fields.
- General involvement as a faculty member in participatory College governance and committees, advisement of students, and professional development.
- Work cooperatively with the department, division, faculty, and staff throughout the College in striving for educational excellence.
- Participate in assessment of learning at the classroom, course, departmental, and college level.
- Support continuous quality improvement through participation in AQIP.

MINIMUM POSITION QUALIFICATIONS:

- Associate’s Degree in Culinary Arts or Baking and Pastry Arts with a minimum of five years leadership experience (4,000 hours of industry related experience) as an Executive Chef or a Pastry Chef, and a Sanitation certification, ACF certified or certifiable.
MINIMUM POSITION QUALIFICATIONS:

- Preferred qualifications include a Bachelor’s Degree (with 2,000 hours of industry related experience) in Culinary Management; industry certification from the American Culinary Federation and/or the American Hotel/Motel Association, and previous teaching experience in Baking, Pastry Arts or Culinary Arts.
- Ability to lift 50 pounds and to stand for a period of four hours or more in a kitchen lab for instruction.
- Ability to interact with students and colleagues in a positive and collaborative manner.
- Possess a comprehensive knowledge of the discipline area and must be able to demonstrate the ability to establish and maintain effective professional relations with students, colleagues, supervisors, outside members of the profession, and the community.
- Ability to interact with students and colleagues in a positive and collaborative manner.
- Experience using technology in the classroom; experience and/or interest in online instruction preferred.
- Commitment to the mission of the community college, as well as teaching and motivating students in ways appropriate to their diverse backgrounds and learning styles.
- Demonstrated commitment to professional development.

ISSUED: December 2008
Appointment of New
Instructor of Speech

Information:

At the August 28, 2008 Board Meeting, the Board of Trustees was informed of the Academic Organizational Review. The adopted organizational plan approved the full-time faculty position of Instructor of Speech. Ronald Compton 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 Ronald Compton to the faculty position of Instructor of Speech, effective August 19, 2009, at a nine-month salary of $49,224.00.

Brian Sager, Ph.D.
Acting President
Ronald Compton  
Hanover Park, IL

**Position:** Instructor of Speech

**Education:**
- Master of Arts, Oral Communication  
- Master of Arts, Biblical Studies  
- Bachelor of Arts, Communication  
  Abilene Christian University, Abilene, TX

**Experience:**
- 2004 – Present  
  Adjunct Instructor  
  McHenry County College, Crystal Lake, IL
- 2004 – Present  
  Adjunct Instructor  
  Triton College, River Grove, IL
- 2008 – Present  
  Adjunct Instructor  
  Roosevelt University, Schaumburg, IL

**Summary of Recruitment Efforts:**
- Number of Applications Received: 42
- Number of Interviews: 4

**Members of Search Committee:**
- M. Arctander, J. Geller, J. Johnson, P. King, L. Linder, S. Moll
POSITION: INSTRUCTOR OF SPEECH
Full-time tenure-track position

CLASSIFICATION: Faculty

RESPONSIBILITIES:

Responsibilities include but are not limited to:

• Teach five sections per semester: Courses in Public Speaking, Interpersonal Communication, Small Group Communication, Forensics and Oral Interpretation of Literature.
• Available to teach daytime and evening classes, as needed.
• Participate in the development of department reports including schedules, initiatives, program reviews, distance learning, classroom technology, and course/program assessments.
• Continue professional development in speech communication and in teaching/learning strategies.
• Assist in curriculum development through preparation of additional courses, revision of current courses and program reviews, consistent with the needs of the College and the community.
• General involvement as a faculty member in participatory College governance and committees, advisement of students, and professional development.
• Work cooperatively with the department, division, faculty, and staff throughout the College in striving for educational excellence.
• Participate in assessment of learning at the classroom, course, departmental, and college level.
• Support continuous quality improvement through participation in AQIP.

MINIMUM POSITION QUALIFICATIONS:

• Master’s Degree or Master of Fine Arts Degree in Speech, Communication, Mass Communication, or Communication Studies.
• Demonstrated ability to teach the basic course in Oral Communication and other courses listed above.
• Effective oral and written communication skills.
• Understanding of current and emerging instructional delivery methods. Ability to interact with students and colleagues in a positive and collaborative manner.
• Experience using technology in the classroom; experience and/or interest in online instruction preferred.
• Commitment to the mission of the community college, as well as teaching and motivating students in ways appropriate to their diverse backgrounds and learning styles.
• Demonstrated commitment to professional development.

Revised: January 2009
Appointment of Replacement
Executive Dean of Education and Social Sciences

Information:

The retirement of Susan Maifield, effective April 30, 2009, will create a vacancy for the full-time administrative position of Executive Dean of Education and Social Sciences. Susan Maifield’s FY 2009 salary is $113,797.79. Ronald Geary 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 Ronald Geary to the administrative position of Executive Dean of Education and Social Sciences, effective July 1, 2009, at a twelve-month salary of $92,000.00.

Brian Sager, Ph.D.
Acting President
Ronald Geary  
Lakemoor, IL

**Position:**  Executive Dean of Education and Social Sciences

**Education:**  
Master of Arts, Law Enforcement and Justice Administration  
Western Illinois University, Macomb, IL

Bachelor of Science, Education  
Illinois State University, Normal, IL

**Experience:**

2003 – Present  
Instructor of Criminal Justice  
McHenry County College, Crystal Lake, IL

1998 – 2003  
Coordinator of Criminal Justice Program  
Prairie State College, Chicago Heights, IL

Village of Wauconda, Wauconda, IL

**Summary of Recruitment Efforts:**

Number of Applications Received: 29  
Number of Interviews: 4

**Members of Search Committee:**

POSITION: EXECUTIVE DEAN OF EDUCATION and SOCIAL SCIENCES

CLASSIFICATION: Administrative

WORK YEAR: 12 Months

PRIMARY PURPOSE: Provide administrative leadership for directors, faculty, and staff to create, implement, deliver, and evaluate courses and programs of study in Communications and Humanities. Responsible for relating divisional program components to the college-wide strategic planning priorities and serving as an advocate for the division.

ESSENTIAL JOB FUNCTIONS:

- Provide leadership for planning, organizing, supporting, and implementing comprehensive programming in academic areas such as:
  - English
  - Art
  - Modern Languages
  - Journalism
  - Music
  - Philosophy
  - Theatre
  - Speech

- Provide leadership, supervision, and evaluation of the Humanities division, (Directors, Department Chairs, faculty, and staff).
- Coordinate the development and management of budgets.
- Provide leadership for enrollment management as it relates to the division.
- Structure and review intra- and inter-divisional communication processes.
- Establish and maintain the internal and external articulation of curriculum and service delivery.
- Act as the primary liaison to state coordinating boards, other agencies, organizations, and institutions relative to the division’s programs.
- Work with faculty and staff to formulate professional development action plans.
- Formulate divisional personnel requests to the Vice President for Academic and Student Affairs.
• Support and participate in the College’s commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities.
• Support and participate in the College’s assessment of student learning activities.
• Support continuous improvement in distance education.
• Assume other duties as requested by the Vice President for Academic and Student Affairs.

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

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Master’s Degree in one of the division’s disciplines required; Doctorate preferred.

EXPERIENCE:

• Three years full-time community college teaching.
• Evidence of increasing levels of administrative responsibilities.
• Experience in assessment of student learning.

SKILLS AND ABILITIES:

• Proficient in Word, Excel, and Internet.
• Ability to lead and work effectively with faculty, students, and staff.
• Strategic planning ability and experience.
• Ability to develop and monitor budgets.
• Ability to work with Department Chairs to develop goals and objectives.
• Ability to problem solve.
• Strong communication skills.
• Commitment to the philosophy and the mission of the College.

Revised: February 2009
Appointment of Replacement  
Executive Dean of Humanities

Information:

The resignation of Diane Nyhammer, effective May 30, 2008, created a vacancy for the full-time administrative position of Executive Dean of Humanities. Thomas Takayama 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 Thomas Takayama to the administrative position of Executive Dean of Humanities, effective July 1, 2009, at a twelve-month salary of $96,000.00

Brian Sager, Ph.D.  
Acting President
Thomas Takayama
Lake in the Hills, IL

Position: Executive Dean of Humanities

Education: Doctor of Arts, Music History
University of Mississippi, Oxford, MS

Master of Arts, Music Performance, Music History
Southern Illinois University Carbondale, Carbondale, IL

Bachelor of Arts, Music Education
University of Tennessee, Knoxville, TN

Experience:
2001 – Present
Instructor of Music
McHenry County College, Crystal Lake, IL

1999 – 2001
Music Teacher
Holy Rosary Catholic School, Memphis, TN

1996 – 1999
Graduate Instructor/Lecturer
University of Mississippi, Oxford, MS

1994 – 1996
Graduate Instructor/Lecturer
Southern Illinois University, Carbondale, IL

Summary of Recruitment Efforts:
Number of Applications Received: 24
Number of Interviews: 3

Members of Search Committee:
C. Galizia, J. Geller, J. Johnson, S. Moll, S. Ruthven,
B. Sager, N. Salleh-Barone, M. Spengel, S. Young
CLASSIFICATION: Administrative

WORK YEAR: 12 Months

PRIMARY PURPOSE: Provide administrative leadership for directors, faculty, and staff to create, implement, deliver, and evaluate courses and programs of study in Communications and Humanities. Responsible for relating divisional program components to the college-wide strategic planning priorities and serving as an advocate for the division.

ESSENTIAL JOB FUNCTIONS:

• Provide leadership for planning, organizing, supporting, and implementing comprehensive programming in academic areas such as:
  o English
  o Art
  o Modern Languages
  o Journalism
  o Music
  o Philosophy
  o Theatre
  o Speech
• Provide leadership, supervision, and evaluation of the Humanities division, (Directors, Department Chairs, faculty, and staff).
• Coordinate the development and management of budgets.
• Provide leadership for enrollment management as it relates to the division.
• Structure and review intra- and inter-divisional communication processes.
• Establish and maintain the internal and external articulation of curriculum and service delivery.
• Act as the primary liaison to state coordinating boards, other agencies, organizations, and institutions relative to the division’s programs.
• Work with faculty and staff to formulate professional development action plans.
• Formulate divisional personnel requests to the Vice President for Academic and Student Affairs.
• Support and participate in the College’s commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities.
• Support and participate in the College’s assessment of student learning activities.
• Support continuous improvement in distance education.
• Assume other duties as requested by the Vice President for Academic and Student Affairs.

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

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Master’s Degree in one of the division’s disciplines required; Doctorate preferred.

EXPERIENCE:

• Three years full-time community college teaching.
• Evidence of increasing levels of administrative responsibilities.
• Experience in assessment of student learning.

SKILLS AND ABILITIES:

• Proficient in Word, Excel, and Internet.
• Ability to lead and work effectively with faculty, students, and staff.
• Strategic planning ability and experience.
• Ability to develop and monitor budgets.
• Ability to work with Department Chairs to develop goals and objectives.
• Ability to problem solve.
• Strong communication skills.
• Commitment to the philosophy and the mission of the College.

Revised: February 2009
Appointment of Replacement
Instructor of Applied Technology

Information:

The retirement of William Dvonch, effective May 5, 2009, will create a vacancy for the full-time faculty position of Instructor of Applied Technology. William Dvonch’s FY 2010 salary under the collective bargaining agreement, if not retiring, would be $105,919.50. Robert Mihelich 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 Robert Mihelich to the faculty position of Instructor of Applied Technology, effective August 19, 2009, at a nine-month salary of $51,861.00.

Brian Sager, Ph.D.
Acting President
Robert Mihelich  
Elgin, IL

Position: Instructor of Applied Technology

Education:
Master of Architecture  
Bachelor of Arts, Urban Planning  
University of Illinois at Urbana-Champaign, Urbana, IL

Experience:
2008 – Present  
Project Engineer  
Klein and Hoffman, Inc., Chicago, IL

2008 – Present  
Adjunct Instructor  
Waubonsee Community College, Sugar Grove, IL

2007 – 2008  
Adjunct Instructor  
I.T.T. Technical Institute, Mount Prospect, IL

Summary of Recruitment Efforts:  
Number of Applications Received: 18  
Number of Interviews: 4

Members of Search Committee:  
J. Falco, D. Goostree, S. Moll, S. Selcke,  
C. Terrones, H. Zaccagnini
POSITION: INSTRUCTOR OF APPLIED TECHNOLOGY  
Full-time tenure-track position

CLASSIFICATION: Faculty

Responsibilities:
Responsibilities include but are not limited to:

- Teach approximately 15 contact hours per week covering courses in program areas of CAD/Drafting, Construction Management Technology including code and code enforcement, Supervision and Applied Management. Available to teach daytime and evening classes, as needed.
- Work with local industries and advisory committees that provide information necessary for further growth in the program areas.
- Assist in curriculum development through preparation of additional courses, revision of current courses and program reviews, consistent with the needs of the College and the community.
- General involvement as a faculty member in participatory College governance and committees, advisement of students, and professional development.
- Work cooperatively with the department, division, faculty, and staff throughout the College in striving for educational excellence.
- Participate in assessment of learning at the classroom, course, departmental, and college level.
- Support continuous quality improvement through participation in AQIP.

Minimum Position Qualifications:

- Bachelor’s Degree in Construction Management, Advanced Technical Studies, Architecture or Engineering, or related field and 2,000 hours of work related experience; or Master’s Degree in Engineering, Architecture, or related field and some teaching/training experience required.
- Experience using technology in the classroom; experience and/or interest in online instruction preferred.
- Community college teaching experience a plus.
- Commitment to the mission of the community college, as well as teaching and motivating students in ways appropriate to their diverse backgrounds and learning styles.
- The ability to interact with students and colleagues in a positive and collaborative manner.
- Demonstrated commitment to professional development.

Revised: January 2009
Appointment of Replacement
Instructor of Art, Ceramics

Information:

The retirement of Susan Galloway, effective June 30, 2009, will create a vacancy for the full-time faculty position of Instructor of Art, Ceramics. Susan Galloway’s FY 2010 salary under the collective bargaining agreement, if not retiring, would be $105,919.50. Tom Vician 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 Tom Vician to the faculty position of Instructor of Art, Ceramics, effective August 19, 2009, at a nine-month salary of $51,861.00.

Brian Sager, Ph.D.
Acting President
Tom Vician  
Wayne, IL

Position: Instructor of Art, Ceramics

Education: Master of Fine Arts, Ceramics  
Illinois State University, Normal, IL  
Bachelor of Fine Arts, Ceramics  
Northern Michigan University, Marquette, MI

Experience:  
2005 – Present  Adjunct Instructor  
McHenry County College, Crystal Lake, IL

2005 – Present  Project Manager  
Identiti Resources, Schaumburg, IL

2006 – Present  Ceramics Instructor  
The Fine Line Creative Arts Center, St. Charles, IL

Summary of Recruitment Efforts:  
Number of Applications Received: 68  
Number of Interviews: 4

Members of Search Committee: M. Arctander, J. Geller, J. Johnson, P. King,  
L. Linder, S. Moll
POSITION: INSTRUCTOR OF ART, CERAMICS  
Full-time tenure-track position

CLASSIFICATION: Faculty

RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Teach approximately 15 contact hours covering courses in Beginning, Intermediate, and Advanced Ceramics with possible independent studies in glaze calculation, alternative firing, techniques, etc. Available to teach daytime and evening classes, as needed.
- Ability and willingness to teach 3D Design, Sculpture and Art Appreciation, if needed.
- Coordinate and supervise studio/lab operations including student lab assistants and open lab. Arrange student exhibits.
- Assist in preparation of ceramics area budget and supply requests.
- Assist in curriculum development through preparation of additional courses, revision of current courses and program reviews, consistent with the needs of the College and the community.
- General involvement as a faculty member in participatory College governance and committees, advisement of students, and professional development.
- Provide appropriate cooperative assistance to other faculty members in the Humanities Division and to the faculty and staff at large in striving for educational excellence.
- Participate in assessment of learning at the classroom, course, departmental, and college level.
- Support continuous quality improvement through participation in AQIP.

MINIMUM POSITION QUALIFICATIONS:

- Master of Arts or Master of Fine Arts Degree with significant training, coursework, or experience in Ceramics. Master of Fine Arts Degree in Ceramics preferred.
- Training and experience in firing gas, raku, and electric kilns is requisite.
- The ability to interact with students and colleagues in a positive and collaborative manner.
- Commitment to the mission of the community college, as well as teaching and motivating students in ways appropriate to their diverse backgrounds and learning styles.
- Demonstrated commitment to professional development.
- Community College teaching experience preferred.

Issued: December 2008
Appointment of Replacement
Instructor of Mathematics

Information:

The retirement of Linda Schultz, effective May 30, 2009, will create a vacancy for the full-time faculty position of Instructor of Mathematics. Linda Schultz’s FY 2010 salary under the collective bargaining agreement, if not retiring, would be $105,919.50. Erin Scarcelli 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 Erin Scarcelli to the faculty position of Instructor of Mathematics, effective August 19, 2009, at a nine-month salary of $43,950.00.

Brian Sager, Ph.D.
Acting President
Erin Scarcelli  
Alachua, FL

**Position:**  Instructor of Mathematics

**Education:**  
Master of Science in Teaching, Mathematics  
Bachelor of Science, Mathematics  
University of Central Florida, Gainesville, FL

**Experience:**  
2007 – Present  
Associate Professor  
Lake City Community College, Lake City, FL

2006 – 2007  
Adjunct Instructor  
University of Central Florida, Gainesville, FL

**Summary of Recruitment Efforts:**  
Number of Applications Received:  81  
Number of Interviews:  6

**Members of Search Committee:**  
P. Hamill, R. Herrmann, T. Kostos, S. Moll,  
D. Ryan, P. Stahmann, D. Terlep, B. Whittaker
POSITION: INSTRUCTOR OF MATHEMATICS  
Full-time Tenure-track position

CLASSIFICATION: Faculty

RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Teaching responsibilities will consist of 15 contact hours per week of lower division courses in Mathematics, possibly including telecourses and online classes. Available to teach daytime, evening, and Saturday classes, as needed.
- Assist in curriculum development through preparation of additional courses, revision of current courses and program reviews, consistent with the needs of the College and the community.
- General involvement as a faculty member in participatory College governance, program assessment, advisement of students and College committees, and professional development.
- All Mathematics faculty participate and assist in:
  o Determining equipment priorities.
  o Choosing appropriate textbooks.
  o Determining supply and annual program budget needs.
- Work cooperatively with the department, division, faculty and staff throughout the College in striving for educational excellence.
- Participate in assessment of learning at the classroom, course, departmental, and college level.
- Support continuous quality improvement through participation in AQIP.

MINIMUM POSITION QUALIFICATIONS:

- Master’s Degree in Mathematics. Graduate coursework in other social sciences preferred.
- Demonstrated teaching experience.
- Commitment to the mission of the community college, as well as teaching and motivating students in ways appropriate to their diverse backgrounds and learning styles; and to working with beginning students.
- Ability to interact with students and colleagues in a positive and collaborative manner.
- Experience using technology in the classroom; experience and/or interest in online instruction preferred.
- Demonstrated commitment to professional development.

Revised: January 2009
Information:

The retirement of Marilyn Zopp, effective May 30, 2009, will create a vacancy for the full-time faculty position of Instructor of Mathematics. Marilyn Zopp’s FY 2010 salary under the collective bargaining agreement, if not retiring, would be $105,919.50. Deborah Vallin 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 Deborah Vallin to the faculty position of Instructor of Mathematics, effective August 19, 2009, at a nine-month salary of $51,861.00.

Brian Sager, Ph.D.
Acting President
Deborah C. Vallin  
Slippery Rock, PA  

Position: Instructor of Mathematics  

Education:  
- Master of Education, Secondary Education  
  Slippery Rock University, Slippery Rock, PA  
- Master of Science, Mathematics  
  North Carolina State University, Raleigh, NC  
- Bachelor of Science, Mathematics  
  Ohio State University, Columbus, OH  

Experience:  
- 2007 – 2008 Mathematics Instructor  
  Slippery Rock University, Slippery Rock, PA  
- 2002 – 2003 Mathematics Instructor  
  Slippery Rock University, Slippery Rock, PA  
- 1993 – 1997 Mathematics Instructor  
  Duquesne University, Pittsburgh, PA  

Summary of Recruitment Efforts:  
- Number of Applications Received: 81  
- Number of Interviews: 6  

Members of Search Committee:  
P. Hamill, R. Hermann, T. Kostos, S. Moll,  
D. Ryan, P. Stahmann, D. Terlep, B. Whittaker
POSITION: INSTRUCTOR OF MATHEMATICS  
Full-time Tenure-track position

CLASSIFICATION: Faculty

RESPONSIBILITIES:

Responsibilities include but are not limited to:

• Teaching responsibilities will consist of 15 contact hours per week of lower division courses in Mathematics, possibly including telecourses and online classes. Available to teach daytime, evening, and Saturday classes, as needed.
• Assist in curriculum development through preparation of additional courses, revision of current courses and program reviews, consistent with the needs of the College and the community.
• General involvement as a faculty member in participatory College governance, program assessment, advisement of students and College committees, and professional development.
• All Mathematics faculty participate and assist in:
  o Determining equipment priorities.
  o Choosing appropriate textbooks.
  o Determining supply and annual program budget needs.
• Work cooperatively with the department, division, faculty and staff throughout the College in striving for educational excellence.
• Participate in assessment of learning at the classroom, course, departmental, and college level.
• Support continuous quality improvement through participation in AQIP.

MINIMUM POSITION QUALIFICATIONS:

• Master’s Degree in Mathematics. Graduate coursework in other social sciences preferred.
• Demonstrated teaching experience.
• Commitment to the mission of the community college, as well as teaching and motivating students in ways appropriate to their diverse backgrounds and learning styles; and to working with beginning students.
• Ability to interact with students and colleagues in a positive and collaborative manner.
• Experience using technology in the classroom; experience and/or interest in online instruction preferred.
• Demonstrated commitment to professional development.

Revised: January 2009
Appointment of Replacement
Instructor of Sociology

Information:

The retirement of Carol Chandler, effective June 30, 2009, will create a vacancy for the full-time faculty position of Instructor of Sociology. Carol Chandler’s FY 2010 salary under the collective bargaining agreement, if not retiring, would be $105,919.50. Justin Hoy 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 Justin Hoy to the faculty position of Instructor of Sociology, effective August 19, 2009, at a nine-month salary of $43,950.00.

Brian Sager, Ph.D.
Acting President
Justin Hoy  
Waukegan, IL  

Position: Instructor of Sociology  

Education:  
Master of Arts, Sociology  
University of Illinois at Chicago, Chicago, IL  
Bachelor of Arts, Sociology  
Northern Illinois University, DeKalb, IL  

Experience:  
2008 – Present  
Adjunct Instructor  
College of Lake County, Grayslake, IL  

2008 – Present  
Adjunct Instructor  
Northern Illinois University, DeKalb, IL  

2006 – 2008  
Flight Attendant  
United Airlines, Chicago, IL  

Summary of Recruitment Efforts:  
Number of Applications Received: 27  
Number of Interviews: 4  

Members of Search Committee: J. Cameron, M. Eckel, M. Hillstrom, S. Maifield, S. Moll, M. Reagan
POSITION: INSTRUCTOR OF SOCIOLOGY
Full-time Tenure-track position

CLASSIFICATION: Faculty

RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Teaching responsibilities will consist of 15 contact hours per week of lower division courses in Sociology, possibly including telecourses and online classes. Available to teach daytime, evening, and Saturday classes, as needed.
- Assist in curriculum development through preparation of additional courses, revision of current courses and program reviews, consistent with the needs of the College and the community.
- General involvement as a faculty member in participatory College governance, program assessment, advisement of students and College committees, and professional development.
- All Sociology faculty participate and assist in:
  - Determining equipment priorities.
  - Choosing appropriate textbooks.
  - Determining supply and annual program budget needs.
- Work cooperatively with the department, division, faculty and staff throughout the College in striving for educational excellence.
- Participate in assessment of learning at the classroom, course, departmental, and college level.
- Support continuous quality improvement through participation in AQIP.

MINIMUM POSITION QUALIFICATIONS:

- Master’s Degree in Sociology. Graduate coursework in other social sciences preferred.
- Demonstrated teaching experience.
- Commitment to the mission of the community college, as well as teaching and motivating students in ways appropriate to their diverse backgrounds and learning styles; and to working with beginning students.
- Ability to interact with students and colleagues in a positive and collaborative manner.
- Experience using technology in the classroom; experience and/or interest in online instruction preferred.
- Demonstrated commitment to professional development.

Revised: January 2009
Request for Unpaid Leave of Absence

Information:

Brenda Romero, Secretary of Academic Support Services/Acquisitions Specialist, has requested an unpaid leave of absence for four weeks beginning on or about April 25, 2009.

Recommendation:

It is recommended that the Board of Trustees approves the request for an unpaid leave of absence from Brenda Romero for four weeks, beginning on or about April 25, 2009.

Brian Sager, Ph.D.
Acting President
Administrative Contracts and Compensation for FY 2010

Information:

The administrators are an important employee group of the College, carrying out the policies, procedures, and initiatives as established by the Board of Trustees. Among the current initiatives with significant administrator involvement are: ERP conversion and implementation, community engagement, Systems Portfolio and AQIP accreditation, and the academic organizational structure. All of these strategic projects are in addition to the functions and responsibilities inherent in ongoing College operations.

In addition to the items mentioned above, a significant number of long-time College administrators will be retiring by the end of the fiscal year. It is important for the College to appropriately compensate our administrators to retain those currently on staff and to attract new administrators to fill vacant positions.

Administrative salary ranges change by the lesser of the administrative increase or the CPI-U for the calendar year ending before the fiscal year begins, in this case calendar year 2008. The increase in the CPI-U for calendar year 2008 was 0.1%.

The information below applies to the following positions:

- Director of Bookstore
- Director of Communications Technologies
- Director of End User Services
- Director of Food Services
- Director of MCC Children’s Learning Center
- Director of Athletics, Intramurals and Recreation
- Director of Campus Safety and Security
- Director of Continuing Education
- Director of Corporate Training and Business Development Center
- Director of Employment Services/Affirmative Action
- Director of Perkins and High School Plus
- Director of Resource Development
- Director of Computing Services
- Director of Enrollment Services
- Director of Marketing and Public Relations
- Director of MCC Promise
- Director of Network Services
- Dean of Adult Education and Workforce Services
- Dean of Health Career Programs
- Dean of Students
- Assistant Vice President of Building and Grounds
- Assistant Vice President of Finance
- Assistant Vice President of Human Resources
For FY 2010, extend the contracts of College administrators listed above through FY 2010 (except for the one through FY 2011 as noted above) and provide a 1% salary increase plus the CPI-U up to an additional .5%, as determined on December 31, 2009, for all administrators in their position as of April 1, 2009 except for the following:

- Those two administrators whose salaries would be over the maximum of the range. Those two administrators would receive the maximum salary for their particular range.

The 1% salary increase would be effective at the beginning of the fiscal year, July 1, 2009. Any additional increase up to the .5% associated with the CPI-U, determined as of December 31, 2009, would be retroactive to July 1, 2009 and distributed over the remaining payrolls of the fiscal year, provided the employee remains employed with the College after December 31, 2009.

Recommendation:

It is recommended that the Board of Trustees approves the contracts and compensation as presented.

George Lowe
Chair
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, Christine Levey qualifies for her second adjustment at this time.

Recommendation:

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

Brian Sager, Ph.D.
Acting President
Ratification of Change in Threshold at Which Requests to Purchase Items or Services with Associated Streams of Revenue Meeting or Exceeding the Expenditure are Presented to the Board for Approval

Information:

At the April Committee of the Whole meeting, the Board reviewed information regarding a recent change in state law which increased the bidding requirement threshold for purchases from $10,000 to $25,000. Currently, the College’s procedures require that any purchase over $5,000 be presented to the Board for approval. The Board requested a review of this procedure after the implementation of the new ERP system.

However, the Board also recognized the College’s need to respond quickly and flexibly to requests for services for which there is a revenue stream directly attributable to the purchase which meets or exceeds the purchase price. Accordingly, the Board reached consensus to change the threshold at which Board approval is required from $5,000 to $25,000 for the purchase of items or services with associated streams of revenue that meet or exceed the expenditure.

Recommendation:

It is recommended that the Board of Trustees ratifies the change in threshold from $5,000 to $25,000 at which requests to purchase items or services with associated streams of revenue meeting or exceeding the expenditure require Board approval.

Brian Sager, Ph.D.
Acting President
Resignation

Information:

Timothy Merkel, Coordinator of Contract Training, has submitted his resignation effective April 17, 2009. (See reverse side.)

Brian Sager, Ph.D.
Acting President
McHenry County College

Information Report

April 23, 2009

Quarterly Report on Grants

Attached is a detailed quarterly report of FY 2009 Federal, State and Private Grants as of March 31, 2009, with comparisons for the prior year.

Brian Sager, Ph.D.
Acting President
### Grants - Fiscal Year 2009

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Administrator</th>
<th>Grant Award</th>
<th>Match</th>
<th>Grant Expenditures as of March 31, 2009</th>
<th>Unexpended Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDERAL</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>CWS 2009</strong></td>
<td>CFDA #84.033</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Source: Department of Education</td>
<td>Fund 8</td>
<td>Devenny</td>
<td>$</td>
<td>49,849</td>
<td>N/A</td>
</tr>
<tr>
<td>Purpose: To provide funds to students by providing employment opportunities on campus.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>PELL 2009</strong></td>
<td>CFDA #84.063</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source: Department of Education</td>
<td>Fund 8</td>
<td>Devenny</td>
<td>1,912,353</td>
<td>N/A</td>
<td>1,912,353</td>
</tr>
<tr>
<td>Purpose: To provide funds to full and part time students enrolled in credit programs.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>SEOG 2009</strong></td>
<td>CFDA #84.007</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Source: Department of Education</td>
<td>Fund 8</td>
<td>Devenny</td>
<td>36,000</td>
<td>N/A</td>
<td>36,000</td>
</tr>
<tr>
<td>Purpose: To provide funds to students enrolled in credit programs with the highest need.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Workforce Investment Act</strong></td>
<td>CFDA #17.255</td>
<td>0613-613</td>
<td>Capalbo</td>
<td>56,998</td>
<td>N/A</td>
</tr>
<tr>
<td>Source: ICCB</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Purpose: To provide unemployed individuals with funds to assist in obtaining vocational training.</td>
<td></td>
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</tr>
<tr>
<td><strong>Perkins IV Postsecondary Basic</strong></td>
<td>CFDA #84.048</td>
<td>0634-634</td>
<td>Capalbo</td>
<td>148,035</td>
<td>N/A</td>
</tr>
<tr>
<td>Source: ICCB</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td><strong>CTE Regional Collaborative</strong></td>
<td>CFDA #84.048</td>
<td>0635-632</td>
<td>Capalbo</td>
<td>2,000</td>
<td>N/A</td>
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<tr>
<td>Source: ICCB</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Purpose: To support regional collaboratives and support the creation and steering of new Regional Collaboratives.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Grant Title</td>
<td>Source</td>
<td>CFDA #</td>
<td>06/19-660</td>
<td>06/19-665</td>
<td>06/31-631</td>
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<tr>
<td>Federal Basic Adult Education</td>
<td>ICCB</td>
<td></td>
<td>Clute</td>
<td>Clute</td>
<td>Jones</td>
</tr>
<tr>
<td>Purpose: To support instruction of Adult</td>
<td>Adult Education and Literacy.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Literacy/Civics</td>
<td>ICCB</td>
<td></td>
<td>Clute</td>
<td>Clute</td>
<td>Jones</td>
</tr>
<tr>
<td>Purpose: To support instruction of Adult</td>
<td>Education regarding the United States and local government systems.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Business Development Center</td>
<td>DCEO</td>
<td></td>
<td>Jones</td>
<td>Jones</td>
<td>Capalbo</td>
</tr>
<tr>
<td>Source: (DCEO) Department of Commerce and</td>
<td>Economic Opportunity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purpose: To provide basic business</td>
<td>consulting and training, attract minority businesses and entrepreneurs, and job training.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COPS Technology Program Grant</td>
<td>U.S. Department of Justice</td>
<td></td>
<td>Plinske</td>
<td>Plinske</td>
<td>Jones</td>
</tr>
<tr>
<td>Source: U.S. Department of Justice</td>
<td>Purpose: To provide funding for security enhancements on MCC's Campus.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Period December 26, 2007 - December 25, 2010</td>
<td>U.S. Department of Justice</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEE Tech Prep Transit Grant</td>
<td>McHenry County Cooperative for Employment Education</td>
<td></td>
<td>Capalbo</td>
<td>Capalbo</td>
<td>Capalbo</td>
</tr>
<tr>
<td>Source: McHenry County Cooperative for Employment Education</td>
<td>Purpose: To provide viable alternatives to students through partnering with employers, marketing of programs, integrated course sequences and work-based learning.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTE Innovation Grant</td>
<td>ICCB</td>
<td></td>
<td>Capalbo</td>
<td>Capalbo</td>
<td>Capalbo</td>
</tr>
<tr>
<td>Source: ICCB</td>
<td>Purpose: To provide resources to help enhance innovative Career and Technical Education programs within the community college system.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CTE Regional Collaborative  
Source: ICCB  CFDA #84.048  0635-632  Capalbo  2,000  N/A  -  2,000  
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: Mar. 09 - Feb. 10

SUBTOTAL Federal Grants - March 31, 2009  
$ 2,544,955  $ 2,401,748  $ 143,207

Fiscal Year 2008 Federal Grants - March 31, 2008  
$ 2,122,564  $ 1,973,645  $ 148,919

STATE

MAP 2009  
Source: Illinois Student Assistance Commission  Fund 1  Devenny  569,372  N/A  569,372  -  
Purpose: To provide funds to Illinois students enrolled in credit programs with financial need.

Workforce Preparation Grant  
Source: ICCB  0630-630  Jones  50,000  N/A  7,396  42,604  
Purpose: To provide funding for employment training services and assistance in commercial and industrial expansion and/or retention through various activities.

State Basic Adult Education 54V  
Source: ICCB  0619-662  Clute  130,230  N/A  90,737  39,493  
Purpose: To support instruction of Adult Education and Literacy.
Grants - Fiscal Year 2009

**State Performance**
Source: ICCB  
0657-657  Clute  82,000  N/A  76,189  5,811
Purpose: To help meet performance standards in Adult Education programs.

**Community Literacy Program**
Source: Secretary of State  
0621-621  Clute  48,000  N/A  31,016  16,984
Purpose: To develop a full-time literacy program and train and support volunteer literacy tutors.

**Illinois Incentive for Access**
Source: Illinois Student Assistance Commission  
0631-601  Devenny  21,750  N/A  21,750  -
Purpose: To provide up to $500 to freshmen students who have a zero expected family contribution.

**CTE Program Improvement**
Source: ICCB  
0645-645  Capalbo  11,302  N/A  1,496  9,806
Purpose: To purchase instructional equipment for vocational education programs.

**Gateways to Opportunity Grant**
Source: Illinois Department of Human Services  
0669-672  Linder  4,000  N/A  3,637  363
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
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

Family Violence Grant
Source: Meschini 0644-648 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.
* Grant Period: January 1, 2008 - December 31, 2008
* Grant Period: January 1, 2009 - December 31, 2009

SUBTOTAL State Grants - March 31, 2009 $ 967,158 $ 827,470 139,688

Fiscal Year 2008 State Grants -March 31, 2008 $ 1,011,266 $ 787,367 223,899

PRIVATE

McCormick Tribune Grant
Source: Chicago Tribune Charities 0675-160 Clute 10,000 N/A 10,000 -
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.
**Shifting Gears Grant**

Source: ICCB/Joyce Foundation  
SG52808 0619-640 Koehler 77,319 N/A 52,564 24,755  

Purpose: To test pilot an innovative bridge program to prepare aspiring workers for a career in manufacturing.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUBTOTAL Private Grants - March 31, 2009</strong></td>
<td>$87,319</td>
</tr>
<tr>
<td>Fiscal Year 2008 Private Grants - March 31, 2008</td>
<td>$143,282</td>
</tr>
<tr>
<td><strong>TOTAL ALL GRANTS - March 31, 2009</strong></td>
<td>$3,599,432</td>
</tr>
</tbody>
</table>

* Grant period differs from McHenry County College fiscal year.
Memorandum

To: Ron Ally
From: Todd McDonald, AVP of Finance
Date: April 14, 2009
Re: March 31, 2009 Accrued Financial Statements

In preparing the accrued financial statements for March 31, 2009, there were multiple adjustments made and other adjustments not made due to either time limitations or immateriality. Some of these adjustments involved the elimination of certain transactions from the College’s general ledger in order to comply with accrual financial statement presentation standards. For this reason, the All Funds Financial Summary report that is prepared monthly for the Board of Trustees cannot be tied directly to the accrual based financial statements.

Adjustments Made
2. Accounts Payable recorded for invoices processed and/or paid through April 9, 2009.
3. Retirement incentive liability and health insurance liability have both been adjusted for employee retirement incentive and healthcare premiums paid through March 31, 2009.
4. Internal revenues have been removed from tuition and fees and auxiliary services revenues and the related internal expenses have been removed from institutional support and auxiliary service expenditures for student tuition waivers, employee and employee dependent tuition waivers, student financial aid, and catering.
5. Financial aid received on behalf of students has been removed from federal revenues and student services expenses.
6. Capital lease principal payments have been removed from institutional support expenditures.
7. Debt certificate principal payments have been removed from institutional support expenditures.
8. Interest has been accrued for the debt certificates through March 31, 2009.
9. Depreciation through March 31, 2009 has been recorded.
10. Payroll through March 31, 2009 has been accrued.
11. A receivable has been recorded for one quarter of the annual operating grant allocation from ICCB as the third quarter funds were not received prior to March 31, 2009.

Adjustments Not Made
1. Capital asset additions and deletions as the information is not readily available on a quarterly basis.
2. Bookstore and cafeteria inventory adjustments. A physical inventory is performed annually at the end of the fiscal year.
3. Bookstore internal sales were not removed as the information is not readily available in our system on a quarterly basis.
4. A new accrual for incurred but not reported health care claims has not been recorded as the College’s third party administrator does not provide this calculation on a quarterly basis. Therefore, the accrual for incurred but not reported health care claims has been maintained at the same amount that existed on June 30, 2008 to ensure that we have accounted for this estimated liability.
### MCHENRY COUNTY COLLEGE
### COMMUNITY COLLEGE DISTRICT NUMBER 528
### STATEMENT OF NET ASSETS
### MARCH 31, 2009

#### ASSETS

**Current Assets**
- Cash and cash equivalents $2,302,091
- Short-term investments $24,983,107
- Property tax receivable $27,599,045
- Tuition and fees receivable $1,857,691
- Other accounts receivable $1,023,026
- Inventory $523,059
- Prepaid items $47,885

**Total Current Assets** $58,335,904

**Non-current Assets**
- Land $5,478,070
- Capital assets, net of accumulated depreciation $28,805,053

**Total Non-current Assets** $34,283,123

**Total Assets** $92,619,027

#### LIABILITIES

**Current Liabilities**
- Accounts payable $839,959
- Accrued payroll $753,515
- Accrued compensated absences $850,286
- Accrued interest payable $40,309
- Deferred tuition and fees $951,453
- Deferred property taxes $27,599,045
- Deposits held in custody for others $247,777
- Other deferred revenue $4,750
- Current portion of long-term obligations $3,618,694
- Other current liabilities $232,289

**Total Current Liabilities** $35,138,077

**Non-current Liabilities**
- Debt certificates payable $6,115,000
- Other obligations $5,324,035

**Total Non-current Liabilities** $11,439,035

**Total Liabilities** $46,577,112

#### NET ASSETS

**Invested in capital assets, net of related debt** $27,789,378

**Restricted for:**
- Liability, protection, and settlement $3,386,402
- Working cash $1,750,000
- Debt service $274,585
- Other restricted $ -

**Unrestricted** $12,841,550

**Total Net Assets** $46,041,915
MCHENRY COUNTY COLLEGE
COMMUNITY COLLEGE DISTRICT NUMBER 528
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
FOR THE NINE MONTHS ENDED MARCH 31, 2009

<table>
<thead>
<tr>
<th>REVENUES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Revenues</td>
<td></td>
</tr>
<tr>
<td>Tuition and fees, net of scholarship allowances</td>
<td>$11,438,278</td>
</tr>
<tr>
<td>Auxiliary enterprises revenue</td>
<td>4,057,456</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>15,495,734</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenses</td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>9,683,303</td>
</tr>
<tr>
<td>Academic support</td>
<td>963,012</td>
</tr>
<tr>
<td>Student services</td>
<td>3,536,619</td>
</tr>
<tr>
<td>Public services</td>
<td>1,188,689</td>
</tr>
<tr>
<td>Operations and maintenance</td>
<td>2,437,619</td>
</tr>
<tr>
<td>Auxiliary enterprises</td>
<td>4,053,497</td>
</tr>
<tr>
<td>Depreciation</td>
<td>801,196</td>
</tr>
<tr>
<td>Institutional support</td>
<td>11,793,782</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>34,457,717</td>
</tr>
<tr>
<td>Operating Income (Loss)</td>
<td>(18,961,983)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NON-OPERATING REVENUES (EXPENSES)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State sources</td>
<td>2,328,041</td>
</tr>
<tr>
<td>Property taxes</td>
<td>11,886,366</td>
</tr>
<tr>
<td>Federal grants and contracts</td>
<td>1,798,101</td>
</tr>
<tr>
<td>Investment income</td>
<td>306,257</td>
</tr>
<tr>
<td>Interest expense</td>
<td>(196,677)</td>
</tr>
<tr>
<td>Other non-operating items</td>
<td>3,142,985</td>
</tr>
<tr>
<td>Net non-operating revenues</td>
<td>19,265,073</td>
</tr>
<tr>
<td>Net income (loss) before capital contributions</td>
<td>303,090</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NET ASSETS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Assets - beginning of year</td>
<td>45,738,825</td>
</tr>
<tr>
<td>Net Assets - end of period</td>
<td>$46,041,915</td>
</tr>
</tbody>
</table>
BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

April 23, 2009
Board Room
Organizational Meeting
8900 U.S. Highway 14
Immediately Following the Final Board Meeting
Crystal Lake, IL  60012

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. ACCEPTANCE OF AGENDA

4. OATHS OF OFFICE
   A. Mary Miller
   B. Ron Parrish

5. APPOINTMENT AND INSTALLATION OF STUDENT TRUSTEE
   Appointment of Student Trustee, Board Report #09-101

6. ELECTION OF CHAIR, VICE CHAIR AND SECRETARY

7. RESOLUTION TO CONTINUE RULES, REGULATIONS AND POLICIES

8. APPOINTMENT OF TREASURER

9. APPOINTMENT OF BOARD ATTORNEY
   Appointment of Board Attorney, Board Report #09-102

10. APPOINTMENT OF COMMITTEE STRUCTURE

11. APPOINTMENT OF FOUNDATION LIAISON AND ALTERNATE

12. APPOINTMENT OF ICCTA REPRESENTATIVE AND ALTERNATE

13. SCHEDULE OF REGULAR MEETINGS

14. ADJOURNMENT

Chair
Appointment of Student Trustee

Information:

As the Board is aware, the individual elected by the student body to serve as Student Trustee for the coming academic year discovered after the election that she had a conflict between her class schedule and the meetings of the Board of Trustees. As a result, she made the difficult decision to withdraw from the Trustee position in favor of her academic endeavors. Upon her withdrawal, the Office of the Dean of Students began the process of identifying students eligible and available to serve in this important leadership role. Six students were nominated and, after thorough review of their academic standing, College participation, and leadership, two were selected to interview with the Office of Student Affairs. Based upon those interviews, Cody Sheriff is being recommended for appointment to the position of Student Trustee for the Academic Year 2009-2010.

Recommendation:

It is recommended that the Board of Trustees appoints Cody Sheriff as the Student Trustee for McHenry County College District #528 for the 2009-2010 academic year.

Brian Sager, Ph.D.
Acting President
RESOLUTION

On a motion duly made and seconded, the following resolution was adopted:

IT IS HEREBY RESOLVED that all rules, regulations and policies adopted by the previous Board of McHenry County College, District No. 528, remain in full force and effect as intended in the past.

DATED this 23rd day of April, 2009.

___________________________
Chair of the Board

___________________________
Secretary of the Board
RESOLUTION

IT IS HEREBY RESOLVED that the time, place and schedule of regular meetings of the Board of Trustees of McHenry County College, Crystal Lake, Illinois, Public Community College District No. 528, be in the Board Room of Building A, at McHenry County College, 8900 U.S. Highway 14, Crystal Lake, Illinois, at 7 p.m. The meetings will be held on the fourth Thursday of the month, with the exception of November and December, when the meetings will be on the third Thursday and June when the meeting will be held of the fourth Tuesday of the month.

DATED this 23rd day of April, 2009.

___________________________
Chair of the Board

___________________________
Secretary of the Board
Appointment of Board Attorney

Information:

A Request for Proposals for Board Attorney was issued on November 19, 2008. Twenty-two responses were received. The Board selected five firms to be interviewed at their February 23, 2009 Committee of the Whole meeting. The firms interviewed were:

- Caldwell, Berner and Caldwell
- Franczek, Radelet and Rose
- Ice Miller
- Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd.
- Rosenthal, Murphey and Coblentz

The Committee of the Whole decided to retain Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd. (RSNLT) until their next organizational meeting in April, 2010, and will direct Joe Perkoski of RSNLT to work with Sandra Kerrick of Caldwell, Berner and Caldwell, at his discretion, to finish projects currently in progress and work on other local projects/issues as deemed appropriate.

Recommendation:

It is recommended that the Board of Trustees approves the Appointment of Board Attorney as noted above.

Brian Sager, Ph.D.
Acting President
LIST OF REGULAR MEETINGS
OF THE McHENRY COUNTY COLLEGE
BOARD OF TRUSTEES

2009
May 28
June 25
July 23
August 27
September 24
October 22
November 19
December 17

2010
January 28
February 25
March 25
April 22
AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. ACCEPTANCE OF AGENDA

4. OTHER BUSINESS

5. PRESENTATIONS
   Tom Kendzie, Student Trustee

6. OPEN FOR BOARD MEMBERS

7. CLOSED SESSION

8. ADJOURNMENT

Chair