

REVISED
BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

April 23, 2009
Final Meeting of the Retiring Board
7 p.m.

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

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: 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
 - 14. Administrative Contracts and Compensation for FY 2010, Board Report #09-99
 - 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



**Foundation Update
for the
April 23, 2009 Board of Trustees Meeting**

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

**Tuesday, May 19, 2009
Friday, June 5, 2009
Geneva WI**

**Multi-Chamber Mixer at MCC
2009 MCC Golf Invitational Hawk's View Golf Club, Lake**

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.

A handwritten signature in cursive script, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

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.

McHenry County College
 Operating Funds Financial Comparison
 Eight Months Actual Ended March 31, 2008 and March 31, 2009

	FY2008 Actual to March 31, 2008				FY2009 Actual to March 31, 2009				Variance Over (Under) Prior Year Actual
	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	
Revenue									
Local	\$ 9,786,736	\$ 1,089,532	\$ 10,876,268	47%	\$ 10,293,578	\$ 1,150,502	\$ 11,444,080	45%	\$ 567,812
State	1,587,346	548,644	2,135,990	72%	1,521,994	534,030	2,056,024	73%	(79,966)
Federal	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	8,697,231	2,040,977	10,738,208	102%	9,238,545	2,225,982	11,464,527	105%	726,319
Sales & Service Fees	18,592	-	18,592	73%	17,843	-	17,843	70%	(749)
Facilities	19,699	4,277	23,976	160%	13,189	11,393	24,582	77%	606
Interest	615,975	-	615,975	103%	230,169	-	230,169	35%	(385,806)
Non-Govt Gifts, Grants	-	-	-	-	65,039	-	-	-	-
Other	46,301	-	46,301	54%	28,661	475	29,136	22%	(17,165)
Total Revenue	20,771,880	3,683,430	24,455,310	65%	21,409,018	3,922,382	25,331,400	64%	811,051
Expenditures									
Salaries	14,301,677	876,081	15,177,758	72%	14,182,060	886,334	15,068,394	68%	(109,364)
Employee Benefits	2,862,089	230,123	3,092,212	66%	3,499,925	229,139	3,729,064	60%	636,852
Contractual Services	1,349,401	193,743	1,543,144	89%	1,509,601	202,252	1,711,853	36%	168,709
General Materials & Supplies	1,351,248	133,403	1,484,651	74%	2,308,784	116,532	2,425,316	52%	940,665
Conference and Meeting	257,949	9,841	267,790	49%	216,490	15,415	231,905	34%	(35,885)
Fixed Charges	862,455	45	862,500	64%	1,079,692	-	1,079,692	91%	217,192
Utilities	7,290	654,798	662,088	71%	9,443	714,880	724,323	70%	62,235
Capital Outlay	331,786	40,644	372,430	47%	300,462	34,283	334,745	16%	(37,685)
Other Expenditures	265,057	-	265,057	9%	333,745	-	333,745	73%	68,688
Total Expenditures	21,588,952	2,138,678	23,727,630	71%	23,440,202	2,198,835	25,639,037	59%	1,911,407
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				FY2009 Actual				Variance Over (Under) FY 2009 Budget	5 yr Avg Percent of Budget
	Education Fund	Operations & Maintenance Fund	Total	Percent to Total	Education Fund	Operations & Maintenance Fund	Total	Percent of Budget		
Revenue										
Local	\$ 22,496,130	\$ 2,747,574	\$ 25,243,704	63%	\$ 10,293,578	\$ 1,150,502	\$ 11,444,080	45%	\$ (13,799,624)	46%
State	2,082,566	724,189	2,806,755	7%	1,521,994	534,030	2,056,024	73%	(750,731)	51%
Federal	-	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	8,936,185	2,030,292	10,966,477	28%	9,238,545	2,225,982	11,464,527	105%	498,050	100%
Sales & Service Fees	25,400	-	25,400	-	17,843	-	17,843	70%	(7,557)	65%
Facilities	26,000	6,000	32,000	-	13,189	11,393	24,582	77%	(7,418)	88%
Interest	650,000	-	650,000	2%	230,169	-	230,169	35%	(419,831)	101%
Non-Govt Gifts, Grants	-	-	-	-	65,039	-	65,039	-	65,039	236%
Other	131,000	-	131,000	-	28,661	475	29,136	22%	(101,864)	43%
Total Revenue	34,347,281	5,508,055	39,855,336	100%	21,409,018	3,922,382	25,331,400	64%	(14,523,936)	62%
Expenditures										
Salaries	21,085,325	1,186,253	22,271,578	49%	14,182,060	886,334	15,068,394	68%	(7,203,184)	61%
Employee Benefits	5,915,624	313,078	6,228,702	14%	3,499,925	229,139	3,729,064	60%	(2,499,638)	59%
Contractual Services	4,472,810	222,000	4,694,810	11%	1,509,601	202,252	1,711,853	36%	(2,982,957)	46%
General Materials & Supplies	4,504,975	136,240	4,641,215	10%	2,308,784	116,532	2,425,316	52%	(2,215,899)	48%
Conference and Meeting	665,116	26,500	691,616	2%	216,490	15,415	231,905	34%	(459,711)	41%
Fixed Charges	1,191,892	800	1,192,692	3%	1,079,692	-	1,079,692	91%	(113,000)	71%
Utilities	13,940	1,024,275	1,038,215	2%	9,443	714,880	724,323	70%	(313,892)	59%
Capital Outlay	2,050,000	60,003	2,110,003	5%	300,462	34,283	334,745	16%	(1,775,258)	31%
Other Expenditures	458,060	-	458,060	1%	333,745	-	333,745	73%	(124,315)	49%
Contingency	1,041,322	136,269	1,177,591	3%	-	-	-	n/a	(1,177,591)	n/a
Total Expenditures	41,399,064	3,105,418	44,504,482	100%	23,440,202	2,198,835	25,639,037	58%	(18,865,445)	57%
Excess (deficiency) of revenues over expenditures	(7,051,783)	2,402,637	(4,649,146)		(2,031,184)	1,723,547	(307,637)		4,341,509	
Other financing sources (uses):										
Operating transfers (out)	(625,000)	(2,000,000)	(2,625,000)		-	(2,000,000)	(2,000,000)		-	
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ (7,676,783)	\$ 402,637	\$ (7,274,146)		\$ (2,031,184)	\$ (276,453)	\$ (2,307,637)		\$ 4,341,509	

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

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
Revenue											
Local	\$ 10,293,578	\$ 1,150,502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,054	\$ 415,231	\$ -	\$ 11,886,365
State	1,521,994	534,030	-	-	272,016	-	-	-	-	-	2,328,040
Federal	-	-	-	-	353,963	-	1,444,138	-	-	-	1,798,101
Tuition & Fees	9,238,545	2,225,982	-	1,220,736	-	-	-	-	-	-	12,685,263
Sales & Service Fees	17,843	-	-	2,700,399	-	-	-	-	-	-	2,718,242
Facilities	13,189	11,393	-	-	-	-	-	-	-	-	24,582
Interest	230,169	-	67,428	-	-	5,515	-	-	3,145	-	306,257
Non-Govt Gifts, Grants	65,039	-	-	136,321	7,598	-	-	-	-	-	208,958
Other	28,661	475	-	-	-	-	-	-	-	2,998,785	3,027,921
Total Revenue	21,409,018	3,922,382	67,428	4,057,456	633,577	5,515	1,444,138	27,054	418,376	2,998,785	34,983,729
Expenditures											
Instruction	9,366,582	-	-	-	316,719	-	-	-	-	-	9,683,301
Academic Support	933,122	-	-	-	29,890	-	-	-	-	-	963,012
Student Services	1,876,072	-	-	-	217,977	-	-	-	-	-	2,094,049
Public Service	1,171,542	-	-	1,022,218	17,147	-	-	-	-	-	2,210,907
Auxiliary Services	-	-	-	2,986,875	-	-	-	-	-	-	2,986,875
Operations & Maintenance	-	2,198,835	-	-	-	-	-	-	238,779	-	2,437,614
Institutional Support	10,092,884	-	75,662	44,404	120,164	-	1,442,570	68,987	549,414	2,874,767	15,268,852
Total Expenditures	23,440,202	2,198,835	75,662	4,053,497	701,897	-	1,442,570	68,987	788,193	2,874,767	35,644,610
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.

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

Brian Sager, Ph.D.
Acting President

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

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

McHenry County College
April 23, 2009

Investments

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

Illinois Fund Rates - March 2009

	Annualized rate - Money Mkt
Low	0.343%
High	0.476%
Average	0.401%
	Annualized rate - Prime Fund
Low	0.398%
High	0.519%
Average	0.470%

Interest Revenue

College Fund	March 2009	Fiscal YTD
Education	\$ 9,404.82	\$ 230,169.73
Operations & Maintenance (Restricted)	2,823.65	67,427.02
Working Cash	247.49	5,515.18
Liability, Protection and Settlement	141.13	3,144.88
Total	\$ 12,617.09	\$ 306,256.81

* 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	<u>298,335.71</u>
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	<u>0.00</u>
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.”

<u>Quantity</u>	<u>Description</u>	<u>Zones, Inc. CMS Contract</u>
1,515	Win Multi-Tier v 11.x	\$19,149.60
85	Mac Anti-Virus v10.x	<u>404.60</u>
Total		<u>\$19,554.20</u>

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:

<u>Quantity</u>	<u>Item</u>	<u>CDW-G</u>
1	Enterasys Gigabit Core Switch Blade	\$12,521.94
4	10 Gigabit Fiber Modules	3,997.76
2	10 Gigabit Server Adapters	<u>2,990.00</u>
Total		<u>\$19,509.70</u>

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

Request to Purchase
 Local IP Traffic Manager Appliances

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.

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

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.

<u>Quantity</u>	<u>Description</u>	<u>Buy-out Cost from Orlan Capital</u>	<u>Estimated Replacement Cost</u>
60	Dell 17" LCD Monitors	\$5,400.00	\$ 7,200.00
1	Apple Server and Storage	<u>2,000.00</u>	<u>28,000.00</u>
Total		<u>\$7,400.00</u>	<u>\$35,200.00</u>

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.

	<u>Business Office Interiors, Inc.</u>	<u>Henricksen</u>
Total	<u>\$9,975.00</u>	<u>\$8,760.00</u>

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.

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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:

Child Development: Stepping Stones	\$ 319.20
Exploring Society	1,257.15
Journey to Health: Mind, Body Spirit	542.30
Nutrition Pathways	1,066.00
Our Families, Ourselves	1,316.70
Shaping America	1,750.15
Transitions Throughout the Life Span	<u>1,512.00</u>
Total	<u>\$7,763.50</u>

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

Destruction of Audio Tape Recording of the Closed Session
of the September 20, 2007 Regular Board Meeting

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.

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

Brian Sager, Ph.D.
President

McHenry County College 2010-2011 Academic Calendar

FALL SEMESTER, 2010

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

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

SPRING SEMESTER, 2011

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

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

SUMMER INTERSESSION, 2011

May 16, Monday	Credit Classes Begin
May 30, Monday	Memorial Day, College Closed
June 9, Thursday or June 10, Friday	Final Exam Period for Credit Classes

SUMMER SESSION, 2011

June 13, Monday	Credit Classes Begin
June 13, Monday	Adult Education Classes Begin
July 4, Monday	Independence Day Observance, College Closed
July 5-8, Tuesday-Friday	Mid-Term Week
July 29, Friday	Last Day for Withdrawals (For most 8-week classes)***
Aug. 5, Friday	Last Day of Adult Education Classes
Aug. 8-12, Monday-Friday	Final Exam Period for Credit Classes

***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.

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

* 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

Personnel Adjustments for Spring 2009
 Transfer and Occupational Courses

Information:

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

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Abbate, T	Accounting Game Designer	0	2,000.00
Grela, C	Learning Communities Development	0	1,500.00
Humphrey, A	Learning Communities Development	0	1,500.00

Independent/Individualized/Internships

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

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albright, M	DGM 100 101	20.000	0	1,910.25
Albright, M	DGM 259 001	13.333	0	1,273.46
Braasch, G	PSY 151 534	20.000	0	1910.25
Goostree, D	FRS 250 001	13.333	0	1,273.46

Recommendation:

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

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

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.

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

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.

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

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 life-long 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.

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

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: B. Dow, A. Esarco, J. Falco, J. Freelove, R. Geary,
S. Moll, B. Sager, C. Terrones

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.

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

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.

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

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

1985 – 1998

Sergeant of Police (1996 – 1998)
Police Officer (1985 – 1996)
Village of Wauconda, Wauconda, IL

Summary of Recruitment Efforts:

Number of Applications Received: 29
Number of Interviews: 4

Members of Search Committee:

T. Culp, M. Frostman, L. Linder, K. Loser, S. Moll, M. Reagan,
B. Sager, N. Salleh-Barone

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

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

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

POSITION:

EXECUTIVE DEAN OF HUMANITIES

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.

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.

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

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
Waubensee 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.

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

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.

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

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:
 - 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 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 Mathematics

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.

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

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. 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:
 - 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 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.

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

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.

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

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

- Assistant Vice President of Information Technology
- Assistant Vice President of Academic & Student Affairs
- Executive Dean of Career & Technical Education
- Executive Dean of Continuing & Professional Education
- Executive Dean of Mathematics & Sciences
- Associate Vice President for Institutional Effectiveness
- Vice President for Administrative Services/Treasurer (Contract remains through June 30, 2011)

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.

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

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.)

A handwritten signature in black ink, appearing to read "Brian Sager". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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.

A handwritten signature in black ink, appearing to read "Brian Sager". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Brian Sager, Ph.D.
Acting President

Grants - Fiscal Year 2009

		Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2009	Unexpended Balance
FEDERAL							
CWS 2009	CFDA # 84.033						
Source: Department of Education		Fund 8	Devenny	\$ 49,849	N/A	\$ 49,849	-
Purpose: To provide funds to students by providing employment opportunities on campus.							
PELL 2009	CFDA #84.063						
Source: Department of Education		Fund 8	Devenny	1,912,353	N/A	1,912,353	-
Purpose: To provide funds to full and part time students enrolled in credit programs.							
SEOG 2009	CFDA #84.007						
Source: Department of Education		Fund 8	Devenny	36,000	N/A	36,000	-
Purpose: To provide funds to students enrolled in credit programs with the highest need.							
Workforce Investment Act							
Source: ICCB	CFDA #17.255	0613-613	Capalbo	56,998	N/A	56,998	-
Purpose: To provide unemployed individuals with funds to assist in obtaining vocational training.							
Perkins IV Postsecondary Basic							
Source: ICCB	CFDA #84.048	0634-634	Capalbo	148,035	N/A	93,436	54,599
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.							
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.							

Grants - Fiscal Year 2009

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						

Grants - Fiscal Year 2009

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

Purpose: To set up the 22nd Circuit Family violence Coordinating Council and hire a part-time Local Council Coordinator.	0644-648	Meschini	11,541	N/A	11,541	-
	0644-647	Meschini	19,500	N/A	4,736	14,764
* 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
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Fiscal Year 2008 State Grants -March 31, 2008

	\$	1,011,266		\$	787,367	223,899
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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.						

Grants - Fiscal Year 2009

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.							

SUBTOTAL Private Grants - March 31, 2009				\$ 87,319		\$ 62,564	\$ 24,755
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Fiscal Year 2008 Private Grants - March 31, 2008				\$ 143,282		\$ 16,356	\$ 126,926
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TOTAL ALL GRANTS - March 31, 2009				\$ 3,599,432		\$ 3,291,782	\$ 307,650
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* 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

1. Compensated absences liability adjusted for employee vacation balances at March 31, 2009.
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	<u>58,335,904</u>
Non-current Assets	
Land	5,478,070
Capital assets, net of accumulated depreciation	28,805,053
Total Non-current Assets	<u>34,283,123</u>
Total Assets	<u>92,619,027</u>

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	<u>35,138,077</u>
Non-current Liabilities	
Debt certificates payable	6,115,000
Other obligations	5,324,035
Total Non-current Liabilities	<u>11,439,035</u>
Total Liabilities	<u>46,577,112</u>

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	-
Other restricted	274,585
Unrestricted	<u>12,841,550</u>
Total Net Assets	<u>\$ 46,041,915</u>

**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**

REVENUES

Operating Revenues	
Tuition and fees, net of scholarship allowances	\$ 11,438,278
Auxiliary enterprises revenue	4,057,456
Total operating revenues	<u>15,495,734</u>

EXPENSES

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

NON-OPERATING REVENUES (EXPENSES)

State sources	2,328,041
Property taxes	11,886,366
Federal grants and contracts	1,798,101
Investment income	306,257
Interest expense	(196,677)
Other non-operating items	3,142,985
Net non-operating revenues	<u>19,265,073</u>
Net income (loss) before capital contributions	<u>303,090</u>
 Increase in net assets	 <u>303,090</u>

NET ASSETS

Net Assets - beginning of year	<u>45,738,825</u>
Net Assets - end of period	<u>\$ 46,041,915</u>

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

April 23, 2009
Organizational Meeting
Immediately Following the Final Board Meeting

Board Room
8900 U.S. Highway 14
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.

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

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

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

April 23, 2009
First Meeting of the Newly Organized Board
Immediately Following the Organizational Board Meeting

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

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