

REVISED
BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

January 28, 2010
Regular Board Meeting
7:00 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. MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Special Board Meeting December 17, 2009
Special Board Meeting December 17, 2009 Closed Session
Regular Board Meeting December 17, 2009
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
8. BOARD COMMITTEE REPORTS
9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT
12. PRESENTATION
Adult Education and Shifting Gears, Ms. Marie Day, Coordinator of Literacy and Support Services
13. COMMUNICATIONS
 - A. Faculty Report
 - B. Adjunct Faculty Report
 - C. Staff Council Report
 - D. Student Trustee Report
 - E. Trustee Report
14. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary, Board Report #10-1
 - B. Financial Statements
 1. Treasurer's Report, Board Report #10-2
 2. Authorize Payment of Voucher #1016 - \$2,148,555.21, Board Report #10-3
 - C. Requests to Purchase/Renew
 1. Adobe Term Site License, Board Report #10-4
 2. Annual Legato Backup/Recovery Maintenance, Board Report #10-5
 3. Illinois Community College Trustees Association Membership, Board Report #10-6
 4. Printing Services for 2010-2011 and 2011-2012 MCC College Course Catalogs, Board Report #10-7

REVISED

5. Bleachers, Board Report #10-8
 - D. Destruction of Audio Tape Recordings of the Closed Sessions of the May 17, 2008 Special Board Meeting and the June 24, 2008 Regular Board Meeting, Board Report #10-9
 - E. Adoption of Resolution Supporting the Reauthorization of the Workforce Investment Act (WIA), Board Report #10-10
 - F. Board Policy Revision, Policy 1.9, Freedom of Information Policy, Board Report #10-11
 - G. Authorization of the College's Participation in Direct Lending Program, Board Report #10-12
 - H. Personnel
 1. Personnel Adjustments for Fall 2009 Transfer and Occupational Courses, Board Report #09-193, Addendum
 2. Personnel Adjustments for Spring 2010 Transfer and Occupational Courses, Board Report #10-13
 3. Adult Education Personnel Considerations for Spring 2010, Board Report, #10-14
 4. Continuing and Professional Education Personnel Considerations for Spring 2010, Board Report #10-15
 5. Approval of Stipend for Acting Assistant Vice President of Buildings and Grounds, Board Report #10-16
 6. Approval of New Positions, Campus Public Safety Officers, Board Report #10-17
 7. Approval of Part-Time Employment Agreement, Board Report #10-18
 8. Appointment of New Secretary, Dean of Education, Board Report #10-19
 9. Appointment of Replacement Coordinator of Human Resources, Board Report #10-20
 10. Salary/Advanced Placement Adjustments, Board Report #10-21
15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
16. INFORMATION REPORTS
- A. Resignation
 - B. Resignation
 - C. Modification to Remodeling Project for Room A229
 - D. Quarterly Reports on Grants
 - E. Smoking Procedures
 - F. Distributed Press Releases, December 8, 2009-January 18, 2010
17. TEMPORARY SUSPENSION OF BIDDING POLICIES AND PROCEDURES
18. PRESIDENTIAL SEARCH
19. TERMINATION/ELIMINATION OF POSITIONS
20. APPOINTMENT OF INTERIM VICE PRESIDENT OF ADMINISTRATIVE SERVICES AND TREASURER
21. SUMMARY COMMENTS BY BOARD MEMBERS
22. FUTURE AGENDA ITEMS
23. CLOSED SESSION
24. ADJOURNMENT



George Lowe
Chair



Foundation Update
Board of Trustees Meeting
January 28, 2010

MCC Promise Update

A large percentage of MCC Promise students successfully completed the Fall 2009 semester. Here is a breakdown of program-related statistics:

- There will be 575 students in the Promise program for the Spring 2010 semester.
- Three hundred sixty-four students were removed for non-compliance of one or more of the Promise guidelines.
- There were 94 students dropped from the program prior to the end of the semester for non-compliance in all categories.
- Seven hundred ninety-two of our students served the McHenry County community with 13,396 hours of volunteer service, which is 89% of the (15,024) hours that were required by all students in the program.

One of the greatest benefits of the program is the success of the volunteerism component. Many students continued to do volunteer work in the community, even after they had completed their required volunteer hours for the Promise.

Promise – Phase II Meeting

The second phase of planning to restructure the MCC Promise took place on Wednesday, January 20. Participants included: Promise committee members; Executive Board of the Foundation; Board of Directors of the Foundation; MCC staff; Interim President Kathleen Plinske; a guidance counselor from Alden-Hebron High School; MCC Board of Trustees Foundation Liaison Ron Parrish; a member of the community; and Brett Rowland from the Northwest Herald. The goal of the meeting was to analyze every aspect of the Promise.

The first half of the meeting focused on the overall program, beginning with the formulation of the Promise program, through the Fall 2009 semester.

The second half of the meeting was devoted to the future of Promise. We took what we learned from the first semester and focused on what changes could be made to help the overall program. Consensus was to provide opportunity to the largest number of students possible, while insuring the financial sustainability and continuity of the program. There were many factors to consider, each was debated until consensus was reached. The meeting lasted three hours.

There will be additional meetings scheduled with high school administrators, MCC faculty and staff, and Foundation representatives. After these meetings, the Promise committee will meet to decide the final recommendations to present to the Board of Trustees.

Fundraising

Support for the Promise program has been strong during December and January. In December, \$11,310 was received in Promise contributions. 2010 started off with a \$100,000.00 contribution.

Student Trustee Report

This past semester, Student Senate has experienced a large increase in student members due to the steady increase of student organizations on campus. McHenry County College currently has 27 active student organizations as compared to 17 at the start of fall 2008. This fall, Student Life approved five new student organizations: Rotaract, Future Engineers and Scientists Society (FESS), Student Nursing Organization (SNO), Students for the Ethical Treatment of Animals (SETA), and the Hospitality Club. All organizations have already contributed to the educational experience at McHenry County College.

In fall 2009, MCC's student organizations coordinated many events on campus, such as the Student Peace Action Network's (SPAN) Palestinian speaker, Ali Abunimah, who discussed the conflict in Palestine. The Future Engineers and Scientists Society hosted an educational trip to Fermilab, where students learned about particle physics. Latinos Unidos and Club Concordia made altars on campus to celebrate and educate the students about El Día de Los Muertos. Rotaract's participation in the *Great American Smoke Out* to help inform the students about making healthier choices was a huge success, as they had over 150 pledges to not smoke on that day. Each of the active student organizations has enriched the educational, social, and cultural life of the campus community, one of the many goals of McHenry County College. This is something I believe makes McHenry County College a leader among many other educational institutions.



Cody Sheriff
Student Trustee

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2010 through the month of December. 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.



Kathleen Plinske
Interim President

Executive Summary

Fiscal Year 2010 is currently 50% complete with the year-to-date results for December 2009 being reported. In the Operating Funds, total revenue is 67% of budget, as compared with 60% at the same time last year. Total expenditures are 41% of budget, as compared with 38% 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:

- Local revenue is currently 47% of budget as compared to 45% at the same time last year. \$1,162,545.00 more revenue has been recorded through December 2009 than the previous year. The primary reason for this increase is the shifting of a portion of the tax levy to the Operating Funds from the Audit Fund and Liability Protection, and Settlement Fund.
- Student tuition and fee revenue is currently 119% of budget as compared to 98% at the same time last year. \$3,071,509.00 more revenue has been recorded through December 2009 than the previous year. The primary reason for this increase is the significant increase in enrollment that the College experienced for the Fall 2009 semester and the increased levels of Spring semester registration activity that have already taken place this year as compared to last year at this time.
- Interest revenue is currently 15% of budget as compared to 30% at the same time last year. \$160,604.00 less revenue has been received through December 2009 than the prior year. This decrease is due to significantly lower interest rates.
- Non-governmental gifts and grant revenue is currently 56% of the budgeted amount. \$31,543.00 more revenue has been received through December 2009 than the previous year. This is primarily due to the timing of recording invoices for salaries and other contributions of donations from the Foundation.
- Salary expenditures are currently 48% of budget as compared to 44% last year. \$1,067,778.00 more in expenditures have been recorded through December 2009 than the prior year. This increase is due in part to vacation payouts for terminated and retired employees as well as wage increases governed by the Staff Council and Faculty Association bargaining unit contracts.
- Employee benefit expenditures are currently 35% of budget as compared to 33% last year. \$486,878.00 more in expenditures have been recorded through December 2009 than the prior year. This increased cost is primarily the result of payments to June 30, 2009 retirees under the College's early retirement program.
- Contractual services expenditures are currently 36% of budget as compared to 22% last year. \$336,520.00 more in expenditures have been recorded through December 2009 than the prior year. This increase is primarily due to professional services related to the ERP project and was included in the FY 2010 budget.
- General materials and supplies are currently 21% of budget as compared to 41% last year. \$1,016,578.00 less in expenditures have been recorded through December 2009 than the previous year. This decreased cost is due to initial software license and maintenance expenses associated with the ERP project which were paid in FY 2009, and are not repeated in FY 2010.
- Conference and meeting expenditures are currently 36% of the budgeted amount as compared to 24% last year. \$42,783.00 more in expenditures have been recorded through December 2009 than the prior year. This increase is primarily due to the timing of conference registrations and travel in FY 2010 as compared to FY 2009.
- Capital outlay expenditures are currently 7% of budget as compared to 12% last year. \$151,612.00 less in expenditures have been recorded through December 2009 than the prior year. This is primarily due to initial hardware purchases associated with the ERP project which were paid in FY 2009, and will not be repeated in FY 2010.
- Other expenditures are currently 50% of the budget amount as compared to 6% last year. \$54,133.00 more in expenditures have been recorded through December 2009 than the prior year. This increase is primarily due to increased fees for credit card processing as a result of an increased volume of credit card payments.

McHenry County College
 Operating Funds Financial Comparison
 Six Months Actual Ended December 31, 2008 and December 31, 2009

	FY 2009 Actual to December 31, 2008				FY 2010 Actual to December 31, 2009				
	Education	Operations & Maintenance	Total	Percent to Budget	Education	Operations & Maintenance	Total	Percent to Budget	Variance Over (Under) Prior Year Actual
	Fund	Fund			Fund	Fund			
Revenue									
Local	\$ 10,195,320	\$ 1,139,903	\$ 11,335,223	45%	\$ 11,052,060	\$ 1,445,708	\$ 12,497,768	47%	\$ 1,162,545
State	1,039,099	363,121	1,402,220	50%	1,037,455	370,269	1,407,724	50%	5,504
Student Tuition & Fees	8,591,132	2,145,162	10,736,294	98%	10,997,447	2,810,356	13,807,803	119%	3,071,509
Sales & Service Fees	11,724	-	11,724	46%	13,494	-	13,494	58%	1,770
Facilities	9,037	11,051	20,088	63%	3,696	7,582	11,278	51%	(8,810)
Interest	196,921	-	196,921	30%	36,317	-	36,317	15%	(160,604)
Non-Govt Gifts, Grants	34,759	-	34,759	-	66,302	-	66,302	56%	31,543
Other	5,306	-	5,306	4%	6,941	5,672	12,613	59%	7,307
Total Revenue	20,083,298	3,659,237	23,742,535	60%	23,213,712	4,639,587	27,853,299	67%	4,110,764
Expenditures									
Salaries	9,172,083	594,168	9,766,251	44%	10,208,264	625,765	10,834,029	48%	1,067,778
Employee Benefits	1,920,349	153,941	2,074,290	33%	2,382,286	178,882	2,561,168	35%	486,878
Contractual Services	917,166	93,122	1,010,288	22%	1,279,343	67,465	1,346,808	36%	336,520
General Materials & Supplies	1,733,583	170,049	1,903,632	41%	814,709	72,345	887,054	21%	(1,016,578)
Conference and Meeting	153,031	10,342	163,373	24%	193,210	12,946	206,156	36%	42,783
Fixed Charges	524,630	-	524,630	44%	556,567	-	556,567	52%	31,937
Utilities	6,535	444,336	450,871	43%	3,629	431,494	435,123	41%	(15,748)
Capital Outlay	225,966	25,303	251,269	12%	81,874	17,783	99,657	7%	(151,612)
Other Expenditures	182,936	-	182,936	6%	237,069	-	237,069	50%	54,133
Total Expenditures	14,836,279	1,491,261	16,327,540	38%	15,756,951	1,406,680	17,163,631	41%	836,091
Excess (deficiency) of revenues over expenditures	5,247,019	2,167,976	7,414,995		7,456,761	3,232,907	10,689,668		3,274,673
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	\$ 5,247,019	\$ 167,976	\$ 5,414,995		\$ 7,456,761	\$ 1,232,907	\$ 8,689,668		\$ 3,274,673

McHenry County College
 Operating Funds Financial Summary
 Six Months Ended December 31, 2009

	FY 2010 Budget				FY 2010 Actual				Variance Over (Under) FY 2010 Budget
	Education Fund	Operations & Maintenance Fund	Total	Percent to Total	Education Fund	Operations & Maintenance Fund	Total	Percent of Budget	
Revenue									
Local	\$ 23,433,555	\$ 3,065,872	\$ 26,499,427	64%	\$ 11,052,060	\$ 1,445,708	\$ 12,497,768	47%	\$ (14,001,659)
State	2,072,566	724,189	2,796,755	7%	1,037,455	370,269	1,407,724	50%	(1,389,031)
Student Tuition & Fees	9,364,451	2,228,492	11,592,943	28%	10,997,447	2,810,356	13,807,803	119%	2,214,860
Sales & Service Fees	23,400	-	23,400	-	13,494	-	13,494	58%	(9,906)
Facilities	15,000	7,000	22,000	-	3,696	7,582	11,278	51%	(10,722)
Interest	250,000	-	250,000	1%	36,317	-	36,317	15%	(213,683)
Non-Govt Gifts, Grants	118,000	-	118,000	-	66,302	-	66,302	56%	(51,698)
Other	21,000	500	21,500	-	6,941	5,672	12,613	59%	(8,887)
Total Revenue	35,297,972	6,026,053	41,324,025	100%	23,213,712	4,639,587	27,853,299	67%	(13,470,726)
Expenditures									
Salaries	21,234,650	1,195,214	22,429,864	53%	10,208,264	625,765	10,834,029	48%	(11,595,835)
Employee Benefits	6,964,153	361,477	7,325,630	17%	2,382,286	178,882	2,561,168	35%	(4,764,462)
Contractual Services	3,517,506	248,700	3,766,206	9%	1,279,343	67,465	1,346,808	36%	(2,419,398)
General Materials & Supplies	4,004,990	145,590	4,150,580	10%	814,709	72,345	887,054	21%	(3,263,526)
Conference and Meeting	547,648	27,050	574,698	1%	193,210	12,946	206,156	36%	(368,542)
Fixed Charges	1,078,650	800	1,079,450	2%	556,567	-	556,567	52%	(522,883)
Utilities	20,363	1,047,051	1,067,414	2%	3,629	431,494	435,123	41%	(632,291)
Capital Outlay	1,305,745	36,886	1,342,631	3%	81,874	17,783	99,657	7%	(1,242,974)
Other Expenditures	473,060	-	473,060	1%	237,069	-	237,069	50%	(235,991)
Contingency	948,420	124,095	1,072,515	2%	-	-	-	n/a	(1,072,515)
Total Expenditures	40,095,185	3,186,863	43,282,048	100%	15,756,951	1,406,680	17,163,631	40%	(26,118,417)
Excess (deficiency) of revenues over expenditures	(4,797,213)	2,839,190	(1,958,023)		7,456,761	3,232,907	10,689,668		12,647,691
Other financing sources (uses):									
Operating transfers (out)	(250,000)	(2,000,000)	(2,250,000)		-	(2,000,000)	(2,000,000)		-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ (5,047,213)	\$ 839,190	\$ (4,208,023)		\$ 7,456,761	\$ 1,232,907	\$ 8,689,668		\$ 12,647,691

McHenry County College
All Funds Financial Summary
Six Months Ended December 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	\$ 11,052,060	\$ 1,445,708	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 715	\$ 1,427	\$ -	\$ 12,499,910
State	1,037,455	370,269	-	-	92,500	-	-	-	-	-	1,500,224
Federal	-	-	-	-	1,013,239	-	1,496,610	-	-	-	2,509,849
Tuition & Fees	10,997,447	2,810,356	-	696,852	-	-	-	-	-	-	14,504,655
Sales & Service Fees	13,494	-	-	2,066,639	-	-	-	-	-	-	2,080,133
Facilities	3,696	7,582	-	-	-	-	-	-	-	-	11,278
Interest	36,317	-	5,376	-	-	425	-	-	243	-	42,361
Non-Govt Gifts, Grants	66,302	-	-	89,901	26,502	-	-	-	-	-	182,705
Other	6,941	5,672	-	-	-	-	-	-	-	2,201,146	2,213,759
Total Revenue	23,213,712	4,639,587	5,376	2,853,392	1,132,241	425	1,496,610	715	1,670	2,201,146	35,544,874
Expenditures											
Instruction	7,014,230	-	-	-	220,591	-	-	-	-	-	7,234,821
Academic Support	731,210	-	-	-	22,046	-	-	-	-	-	753,256
Student Services	1,388,954	-	-	-	130,876	-	-	-	-	-	1,519,830
Public Service	646,188	-	-	498,050	15,888	-	-	-	-	-	1,160,126
Auxiliary Services	-	-	-	2,914,409	-	-	-	-	-	-	2,914,409
Operations & Maintenance	-	1,406,680	-	-	-	-	-	-	187,078	-	1,593,758
Institutional Support	5,976,369	-	127,666	2,909	59,942	-	1,326,889	68,500	767,242	1,952,952	10,282,469
Total Expenditures	15,756,951	1,406,680	127,666	3,415,368	449,343	-	1,326,889	68,500	954,320	1,952,952	25,458,669
Excess (deficiency) of revenues over expenditures	7,456,761	3,232,907	(122,290)	(561,976)	682,898	425	169,721	(67,785)	(952,650)	248,194	10,086,205
Other financing sources (uses):											
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-
Operating transfers (out)	-	-	-	-	-	-	-	-	-	-	-
Total Other financing sources (uses)	-	-	-	-	-	-	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	7,456,761	3,232,907	(122,290)	(561,976)	682,898	425	169,721	(67,785)	(952,650)	248,194	10,086,205
Beginning Fund Balance	14,463,740	1,957,085	6,333,894	319,029	51,681	2,810,719	48,557	242,029	3,147,359	562,980	29,937,073
Ending Fund Balance	\$ 21,920,501	\$ 5,189,992	\$ 6,211,604	\$ (242,947)	\$ 734,579	\$ 2,811,144	\$ 218,278	\$ 174,244	\$ 2,194,709	\$ 811,174	\$ 40,023,278

Treasurer's Report

Information

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

Recommendation

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



Kathleen Plinske
Interim President

McHenry County College
January 28, 2009

Investments

College Fund	Financial Institution	December 31, 2009	November 30, 2009	Interest	No. of Days	Maturity
		Investments	Investments			
Education	Illinois Funds	20,059,213.71	22,437,001.25	see below	N/A	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 *	1,004,973.94	1,004,973.94	1.000%	180	8/12/2010
Education	CDARS via Home State Bank *	2,001,995.52	2,001,995.52	1.000%	360	11/12/2010
Operations & Maintenance (Restricted)	Illinois Funds	8,160,908.83	8,160,067.79	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds	920,450.47	920,347.50	see below	N/A	On Demand
Working Cash	Illinois Funds	616,730.71	616,661.65	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	351,672.02	351,632.64	see below	N/A	On Demand
	Total	34,115,945.20	36,492,680.29			

Interest Revenue

College Fund	Nov-09	Fiscal YTD
Education	\$6,351.73	\$36,317.00
Operations & Maintenance (Restricted)	944.01	5,376.22
Working Cash	69.06	425.31
Liability, Protection and Settlement	39.38	242.51
Total	\$7,404.18	\$42,361.04

Illinois Fund Rates - December 2009

Annualized rate - Money Mkt	
Low	0.090%
High	0.143%
Average	0.121%

* 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 #1016

Information

Attached is the Vendor Activity Report for November December 2009.

Checks written December 1-December 30, 2009	\$2,148,555.21
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Recommendation

It is recommended that the Board of Trustees approves payment of Voucher #1016 showing checks written December 1-December 30, 2009 totaling \$2,148,555.21.



Kathleen Plinske
Interim President

Request to Purchase
Adobe Term Site License

Information

The College-wide use of Adobe software has steadily and significantly increased over the last four years with the majority of this growth attributed to student classroom use. Departments and divisions have been purchasing per seat perpetual licensing through our existing Adobe Cumulative Licensing Program (CLP) which provides the deepest discounts available to Higher Education. With this continued growth and the recent introduction of the Adobe Term Site License (TSL) program, it is in the College’s best interest to move to a term site license model based on employee Full Time Equivalent (FTE).

The cost of the site license is nearly equal to the planned expenses for Adobe products this year. This TSL is a two-year commitment with annual payments and will provide the following benefits to our students, faculty, and staff:

- Planned annual cost that is institutional and not departmental
- Maximized flexibility of software installation in the computer classrooms
- Potential for additional use of software
- Reduce effective cost per seat as numbers of installations grow
- Centralized software maintenance for updates and upgrades
- Work-at-home rights for all employees including adjunct faculty
- Consolidation of media, installation keys, and reduced configuration management costs

The purchase of 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.”

<u>Quantity</u>	<u>Description</u>	<u>CDW-G</u>
1	Adobe Creative Suite Design Premium Mac & PC (500 FTE)	\$48,500.00

This expense is budgeted in the Digital Media (40%), Art (20%), Professional Development (24%), Office of Public Relations and Marketing (10%) and Institutional (6%) Accounts in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the Adobe Term Site License for Creative Suite Design Premium Mac & PC from for \$48,500.00 annually from CDW-G, Vernon Hills, IL.



Kathleen Plinske
Interim President

Request to Renew
Annual Legato Backup/Recovery Maintenance

Information

The College depends on EMC Legato Networker (back-up and recovery) system to backup the data on our servers. This software is covered by an annual maintenance support agreement, which is now due for renewal.

The Legato system is complex, and vendor maintenance support is recommended. The College has had reason to call on the existing support agreements for a number of upgrade and problem resolution issues.

This maintenance will be purchased from EMC Corporation, the company that manufactures and supports the product.

<u>Item</u>	<u>EMC Corporation</u>
One-year Legato Networker System Support Agreement	\$17,126.46

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

These services and supplies are exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (1) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph.

Recommendation

It is recommended that the Board of Trustees approves renewal of the annual maintenance agreement for the EMC Legato Networker system from EMC Corporation, Santa Clara, CA, for \$17,126.46.



Kathleen Plinske
Interim President

Request to Renew
Illinois Community College Trustees Association Membership

Information

The Illinois Community College Trustees Association (ICCTA) was created in 1970 with a dual mission, to provide community college advocacy and to provide trustee development opportunities to the board members of the state's public community colleges. McHenry County College has been a member of the ICCTA since its inception in 1970-71. The ICCTA monitors the Illinois Community College Board, the Illinois Board of Higher Education, the Illinois Student Assistance Commission, the Illinois State Board of Education, the Joint Education Committee, the U.S. Department of Education, and other government agencies.

This expense is budgeted in the Institutional Account in the Education Fund. Membership dues are billed semi-annually in the amount of \$6,747.00. ICCTA's invoice is now due, covering membership from January 1, 2010 through June 30, 2010.

Recommendation

It is recommended that the Board of Trustees approves the renewal of membership in the Illinois Community College Trustees Association, Springfield, IL, for the semi-annual payment of \$6,747.00.



Kathleen Plinske
Interim President

Request to Purchase
Printing Services for 2010-2011 and 2011-2012 MCC College Course Catalogs

Information

The College currently publishes an annual Course Catalog to share information about admission, registration and courses. The publication is an essential part of MCC recruitment and admissions strategies, acting as a key reference for MCC students. To ensure both legibility and cost-effectiveness, the catalog should be printed on high-opacity offset paper utilizing a heat-set web printing process.

The College has solicited bids for printing of the 2010-2011 and 2011-2012 Course Catalogs. The following bids were received:

Description	<u>Creasey Printing</u>	<u>Hess Print Solutions</u>	<u>United Graphics</u>	<u>Webcom, Inc.</u>	<u>Moor Print Group</u>
Printing services for 5,000 copies of MCC College Course Catalog (includes pre-press, proofs, printing, bindery and shipping)					
Year One (2010-2011)	\$5,185.00	\$5,472.34	\$5,591.53	\$5,499.99	\$5,840.00
Year Two (2011-2012)	\$5,340.55 (additional 3% based on possible paper increase)	\$5,472.34 (manufacturing price to remain same but paper subject to increase - did not provide)	\$5,591.53	\$5,829.98 (additional 6% based on possible paper increase)	\$5,840.00
Total Cost for Two Years	\$10,525.55	\$10,944.68	\$11,183.06	\$11,329.97	\$11,680.00

The expenses for this project are budgeted in the Public Information account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approve the purchase of printing services for the 2010-2011 and 2011-2012 MCC College Course Catalogs for \$10,525.55 from Creasey Printing, Springfield, IL.



Kathleen Plinske
Interim President

Request to Purchase
Bleachers

Information

A recent inspection revealed that the bleachers in the College’s gymnasium need to be replaced.

The College solicited quotes for the purchase and installation from a number of vendors:

<u>Carroll/Hussey</u>	<u>Larson/Interkal</u>	<u>Northstar/Irwin</u>	<u>Paddock/Sheridan</u>
\$35,850	\$36,250	\$34,382*	\$44,900

*includes disposal of current bleachers

Unless otherwise indicated, the quotes listed above do not include electrical services nor disposal of the current bleachers. Costs for electrical work and disposal of current bleachers were submitted as additional cost options; the College will attempt to identify other vendors to complete the required electrical work and disposal of current bleachers in an effort to save costs. If no other suitable vendors are found, the College will engage the vendor selected for bleacher installation to complete the electrical work and to dispose of the current bleacher system.

The Larson/Interkal bleacher system includes self-storing and permanently mounted aisle rails, which do not require any set-up when opening or closing the bleachers. The other two bleacher systems with lower quotes do not have self-storing aisle rails, and require manual adjustment of the rails after opening and before closing the bleachers. Based on the needs of the College, including potential maintenance, safety concerns, and aesthetics, as well as reference checks, it is recommended that the College purchase Interkal bleachers.

This contract is exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (m) contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility.

This is a non-budgeted expense that will be covered by Contingency Funds in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase and installation of bleachers from the Larson Equipment and Furniture Company, Palatine, IL for \$36,250.00, with a total project cost including electrical work and disposal of the current bleacher system, not to exceed \$45,000.00.



Kathleen Plinske
Interim President

Destruction of Audio Tape Recordings
of the Closed Sessions of the May 17, 2008, Special Board Meeting
and the June 24, 2008 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
- The public body approves properly detailed minutes of the closed session

The identified tapes will be physically destroyed.

Recommendation

It is recommended that the Board of Trustees approves the destruction of the audio recordings of the Closed Sessions of the May 17, 2008, Special Board Meeting and the June 24, 2008 Regular Board Meeting on January 29, 2010.



Kathleen Plinske
Interim President

Adoption of
Resolution Supporting the Reauthorization
of the Workforce Investment Act (WIA)

Information

The Workforce Investment Act (WIA) governs several key components of the federal workforce development system, including the workforce investment boards, One-Stop Career Centers, and federal support for adult basic education. McHenry County has developed an effective public/private partnership for the delivery of an effective workforce system through which McHenry County College provides educational services, training programs, and resources to assist the area's unemployed, displaced, and underemployed workers.

Reauthorization of WIA has been pending since 2003, and would provide an opportunity to reexamine workforce and training programs and emerge with legislation that better serves the unique and changing needs of our nation's workers and businesses and the institutions that serve them. Accordingly, nearly all WIA stakeholders strongly urge Congress to reauthorize WIA, and the American Association of Community Colleges and the Association of Community College Trustees have identified WIA reauthorization as one of their key legislative priorities.

Recommendation

It is recommended that the Board of Trustees adopts the Resolution as presented.



Kathleen Plinske
Interim President

**RESOLUTION SUPPORTING THE REAUTHORIZATION
OF THE WORKFORCE INVESTMENT ACT (WIA)**

WHEREAS, the national Workforce Investment Act (WIA) is a proven and effective tool for the development of a skilled and competent workforce; and,

WHEREAS, McHenry County has developed an effective public/private partnership for the delivery of an effective workforce system for leveraging and effectively utilizing resources;

WHEREAS, this partnership provides resources and direction for local workforce training needs; and,

WHEREAS, WIA's value increases during these difficult economic times when the needs of our community are at a historic high; and,

WHEREAS, timely and affordable training for the job seeker and incumbent worker is vital to personal and community economic health; and,

WHEREAS, McHenry County College, in partnership with WIA provides educational services, training programs, and resources to assist the area's unemployed, displaced and underemployed workers; and,

WHEREAS, the national Workforce Investment Act provides for adult basic education; and,

WHEREAS, McHenry County College, as an adult education provider, addresses literacy, GED completion and English language acquisition; and,

WHEREAS, WIA reauthorization would offer smoother transitions for adult education students into McHenry County College career and technical education and baccalaureate transfer programs; and,

WHEREAS, the federal government intends to reauthorize WIA in the year 2010; and,

WHEREAS, funding for this purpose is channeled through the State of Illinois and McHenry County government and has a business-led workforce board as a partner in this endeavor; and,

NOW THEREFORE, BE IT RESOLVED by the McHenry County College Board of Trustees that we strongly urge our Illinois Congressional Delegation to provide increased funding for WIA and to support the reauthorization principles outlined in the "WIA Works Illinois" checklist (as attached).

The Workforce Investment Act reauthorization will occur under your watch in 2010. The Illinois WIA Network can be used as a national model for innovation and delivery of service. We ask that you work to **strengthen** the system and legislate **room for local innovation** because WIA Works.

The 2010 WIA legislation should have these components:

Maintain Unique Roles

- WIA program administrators as the catalyst for community colleges and other providers to achieve outcome based training.
- WIA program administrators as the agent for job seekers to become skilled workers for key business sectors
- WIA program administrators as the vehicle for businesses to continue upgrading the skills of their employees
- Wagner-Peyser/Employment Services (Title 3) provides the labor exchange function for WIA program administrators to place job seekers in demand occupations

Local Boards Consisting of Private Sector Members with a Stake in the Outcome

- Allow flexibility to reflect the size and the principles of the area
- Allow local boards to make spending and program decisions based on the unique needs and opportunities of the communities
- Strategic investments are central to the focus of the Board's work and they must remain in their capacity as system-wide decision makers

Ability to Provide Good Jobs for Everyone

- Encourage life-long learning for job seekers so they have to services that build a successful career pathway
- All means "All" whether dislocated, disadvantaged or employed.
- Create a separate allocation for a designated Summer Youth Employment Program

ILLINOIS' 2010 REAUTHORIZATION: CHECKLIST

 Standards of Accountability Across the System

- Measures must be consistent across all federally funded partner programs
- Measures should be meaningful, i.e. “how many jobs”; what are the wages; how many completed training, etc.
- Measures should be based on changing local market information and demographics
- Measures should encourage service to individuals with significant barriers to employment

 Base training and educational strategies on Career Pathway Models

- Strategies should include sector partnerships that utilize existing services and infrastructure provided through WIA program administrators
- Skilled workforce needs should be identified and addressed within targeted industries or sectors
- Maximize established linkages between WIA program administrators and education, labor, business, etc. to encourage innovation

 Capacity for Training

- Training must suit the needs of the constituents
 - Contractual models should include incumbent worker and class size training
 - Blending of programs should be allowed to accelerate learning and assist students in gaining the skills and credentials required for higher paying jobs

 Eligibility Documentation

- Documentation should be consistent and transferable across partner programs. For example,
 - Eligibility for the school lunch program or other means-tested program should be sufficient for a youth to receive WIA services
 - A dislocated worker should not have to re-validate their dislocation for subsequent applications to other programs if a partner program has already confirmed it once

Board Policy Revision
Policy 1.9, Freedom of Information Policy

Information

Based upon advice from attorneys at a recent Freedom of Information seminar, revisions have been suggested to Board Policy 1.9, Freedom of Information Policy. Revisions are shown in bold below.

1.9 FREEDOM OF INFORMATION POLICY

~~The Board of Trustees of McHenry County College acknowledges that the inspection and dissemination of public records must reflect an appropriate balance between the needs of the Board for administrative effectiveness and confidentiality, the protection of the privacy of individuals, and the legitimate interests of the public in receiving public information. The Board of Trustees of the College will comply with the provisions of the *Illinois Freedom of Information Act*.~~ **The Board of Trustees recognizes the right of members of the public to have access to public records in accordance with the provisions of the Illinois Freedom of Information Act (“FOIA” or the “Act”) and affirms that it is the policy of the College to comply with the Act. (See Procedures Section).**

The College President shall designate one or more officials or employees of the College to serve as its Freedom of Information Officer(s), and shall develop and implement administrative procedures to effect compliance with the Act.

Recommendation

It is recommended that the Board of Trustees approves the revisions to Board Policy 1.9, retroactive to January 1, 2010.



Kathleen Plinske
Interim President

Authorization of College's Participation in Direct Lending Program

Information

Currently the College participates in the Federal Family Educational Loan Program ("FFELP"). Under that program, when a student is awarded financial aid, the money is released to a particular lender/bank, who then releases the funds to the College for the payment of tuition and fees. The lending institution is the holder of the loan and that institution is repaid by the student. Recently, the crisis in the financial markets has caused several banks (for example, Bank of America) to lose authorization to participate in the FFELP program or withdraw from the FFELP program. This has caused student loans to be sold or transferred to different lending institutions.

The U.S. Department of Education is encouraging FFELP participants to enroll in the William D. Ford Federal Direct Loan Program, so that the hardship that has affected the financial markets does not impede a student's ability to access federal loans. Additionally, federal legislation is currently pending in the House of Representatives that would mandate participation in the Direct Loan program in lieu of FFELP. Under the Direct Loan program, the federal government has eliminated the lender/bank by allowing participating schools to "originate" or authorize loans to eligible borrowers. In this process, the federal government releases the financial aid monies directly to the school, where the money is then directly applied to the student account. The federal government is the holder of the loan and students repay the loans directly to the government. The College currently meets all of the requirements to participate in the Direct Loan Program. However, because the College will be originating loans under the Program, the College will be subject to certain federal laws, like the Fair and Accurate Credit Transactions Act ("FACT Act") and will need to comply with Red Flags Rules for the prevention of identity theft. The College's legal counsel has reviewed the Red Flags Rules, and in order to comply with same, the College will need to establish an Identity Theft Program to identify warning signs – or "Red Flags" – of identity theft.

Recommendation

It is recommended that the Board of Trustees authorize the College's participation in the William D. Ford Federal Direct Loan Program as described above and further authorize the College's Administration to work with the College's legal counsel to prepare an Identity Theft Program for the Board's consideration at a later date.



Kathleen Plinske
Interim President

Personnel Adjustments for Fall 2009
Transfer and Occupational Courses

Information

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

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Ambrose-Gerak, Mary	Course Development BUS 241 Online	0	250.00
Bazan, Michael J	Music Director	0	150.00
Hixon, David	Course Development BUS 240 Online	0	250.00
Kvam-Holub, Janet A	Music Director	0	150.00
Mccord, Robert	Mentor Stipend	0	315.00
Szalaj, Steven J	Music Director	0	150.00

Recommendation

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



Kathleen Plinske
Interim President

Personnel Adjustments for Spring 2010
Transfer and Occupational CoursesInformation

Listed below are adjustments for Spring 2010 Transfer and Occupational courses and program development:

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Abrahamson, Nadia S	BIO157E02	3	0	1,580.65
Abrahamson, Nadia S	BIO157005	3	0	3,161.30
Albright, Beverly C	MAT079001	3	0	1,831.05
Anderson, Barbara	MAT099009	4	0	2,107.53
Anderson, Barbara	MAT099010	4	0	2,107.53
Archambeau, Gena M	HRT125001	4	0	2,420.53
Armbruster, Patricia	CHM164004	3	0	3,161.30
Baser, Julia A	MCC101103	1	0	526.88
Baser, Julia A	MCC101104	1	0	526.88
Beruscha, Melissa M	MAT095008	4	0	2,107.53
Beruscha, Melissa M	MAT095009	4	0	2,107.53
Biese, Lynn A	BIO110G02	3	0	1,596.30
Biese, Lynn A	BIO110007	3	0	3,192.60
Biese, Lynn A	BIO110008	3	0	3,192.60
Blanco, Joseph	MAT120002	3	0	1,831.05
Boehm, Leanne B	EAS185001	3	0	1,580.65
Bretz, John M	MAT099012	4	0	2,420.53
Bretz, John M	MAT175003	5	0	3,025.67
Burks, Steven J	CHM115001	3	0	2,869.17
Burks, Steven J	CHM266001	4	0	4,590.67
Button, Sharon S	MAT099014	4	0	2,441.40
Button, Sharon S	MAT099015	4	0	2,441.40
Cotey, Joseph E Jr	EGR151001	6	0	3,130.00
Davis, Donna S	MAT090002	3	0	1,815.40
Davis, Donna S	MAT170001	3	0	1,815.40
Davis, Donna S	MAT202001	3	0	1,815.40
Deemer, Diane L	MAT090001	3	0	1,565.00
Deemer, Diane L	MAT090004	3	0	1,565.00
Elder, David A	GEL101601	3	0	1,831.05
Elder, David A	GEL103050	3	0	1,831.05
Fallon, Kelly A	BIO263002	3	0	3,192.60
Fallon, Kelly A	BIO264003	3	0	3,192.60
Hageman, Jeffrey A	MAT095001	4	0	2,170.13
Hageman, Jeffrey A	MAT095017	4	0	2,170.13
Hankins, Kimberly O	GEG220004	3	0	1,580.65
Hankins, Kimberly O	GEG221004	3	0	1,580.65
Henry, Marla I	MAT095002	4	0	2,107.53
Henry, Marla I	MAT095003	4	0	2,107.53
Himley, John W	BIO110006	3	0	3,161.30
Hoffmann, Jennie	MCC101115	1	0	526.88
Hunt, Jennifer	HRT222001	3	0	1,815.40

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Jahnke, Marianne F	EAS171002	3	0	2,634.42
Kamarajan, Shanthi	MAT150003	3	0	1,831.05
Kamarajan, Shanthi	MAT161001	3	0	1,831.05
Kamarajan, Shanthi	MAT161002	3	0	1,831.05
Keyzer, Deborah M	MCC101102	1	0	542.53
Keyzer, Deborah M	MCC101601	1	0	542.53
Koronkiewicz, Talia	MCC101107	1	0	526.88
Kropp, Marilyn B	MCC101603	1	0	542.53
Kuhlin, Whitney Anne	MCC101111	1	0	526.88
Lanko, Frank A	MCC101105	1	0	260.83
Lee, Rosalind	CHM165A01	3	0	1,831.05
Lee, Rosalind	CHM165A02	3	0	1,831.05
Lee, San A	CHM164A01	3	0	1,643.25
Lee, San A	CHM164A02	3	0	1,643.25
Lee, San A	CHM164B01	3	0	1,643.25
Lee, San A	CHM164B02	3	0	1,643.25
Linse-Zurio, Marybeth	BIO110E02	3	0	1,846.70
Linse-Zurio, Marybeth	BIO110005	3	0	3,693.40
Marquardt-Casper, Lois	CHM164003	3	0	3,662.10
Marquardt-Casper, Lois	CHM164005	3	0	3,662.10
Marzahl, Stephen W	HRT265001	4	0	2,149.27
Mccrea, Philip J	BIO110C02	3	0	1,627.60
Mccrea, Philip J	BIO110003	3	0	3,255.20
Mcinnis, Megan B	MAT099004	4	0	2,086.67
Mcinnis, Megan B	MAT099006	4	0	2,086.67
Merrell, Aprildawn	MAT095007	4	0	2,441.40
Merrell, Aprildawn	MAT161008	3	0	1,831.05
Moore, Susan L	MAT099002	4	0	2,420.53
Moore, Susan L	MAT099003	4	0	2,420.53
Neumann, Candace	MAT096002	4	0	2,420.53
Neumann, Candace	MAT099017	4	0	2,420.53
Nichols, Jody L	MAT090003	3	0	1,627.60
Nothnagel, Joseph L	CHM115002	3	0	3,051.75
Nothnagel, Joseph L	CHM170001	4	0	4,272.45
Ochwat, Melissa	MCC101106	1	0	542.53
Peterson, Anne Marie	BIO110A02	3	0	1,580.65
Peterson, Anne Marie	BIO110001	3	0	3,161.30
Peterson, Anne Marie	BIO157008	3	0	3,161.30
Pokharel, Janardan	PHY292001	3	0	3,161.30
Pomili, Mary Jane	MAT072001	2	0	1,220.70
Pomili, Mary Jane	MAT075001	3	0	1,831.05
Quinn, Arleen	MCC101101	1	0	521.67
Reass, Robert M	MAT095010	4	0	2,441.40
Reass, Robert M	MAT150002	3	0	1,831.05
Reising, Sonia	MCC101114	1	0	260.83
Spillane, Susan J	PHY281001	3	0	3,161.30
Stalker, Raymond W	MAT099016	4	0	2,170.13
Tambellini, Lisa M	BIO157C02	3	0	1,627.60
Tambellini, Lisa M	BIO157003	3	0	3,255.20
Taylor, Dennis R	CHM164006	3	0	3,443.00
Thomas, Flecia	MCC101110	1	0	532.10
Wallen, Thomas J	BIO110002	3	0	3,693.40

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Wallen, Thomas J	BIO110004	3	0	3,693.40
Wendt, Michael R	MAT099013	4	0	2,086.67
Wendt, Michael R	MAT171002	4	0	2,086.67
Westerhof, Sonia S	MCC101108	1	0	610.35
Westerhof, Sonia S	MCC101112	1	0	610.35
White, Russell I	MAT099011	4	0	2,441.40
York, Giovanna Z	HRT159001	4	0	2,086.67
Zopp, Marilyn A	MCC101105	1	0	461.68

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>
Davis, Donna S	MAT090005	3	1	0	234.00

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Clark, Katherine A	Reference Librarian	0	9,827.20
Hovious, Amanda S	Reference Librarian	0	10,043.28
Lauf, Maria Luisa	Counseling	0	1,261.40
Lozier, Christopher	Counseling	0	725.55
Nelson, Elizabeth A	Reference Librarian	0	7,370.40
Taylor, Amy S	Counseling	0	1,009.12
Thompson, Doria L	Counseling	0	1,009.12
Zimmerman, Ellen M	Counseling	0	313.21
Zokal, Patricia	Counseling	0	1,009.12

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Dow, Beverly D	BIO157001	30	0	2,966.62
Smith, Robert D	BIO157D01	20	0	1,977.75
Thompson, Doria L	MCC101114	3.33	0	329.59

Recommendation

It is recommended that the Board of Trustees approves the personnel adjustments for Spring 2010, as listed above.



Kathleen Plinske
Interim President

Adult Education Personnel Considerations for Spring 2010

Information

Listed below are teachers to be hired for the Spring 2010 Semester in the Adult Education Program:

<u>Part-time Personnel – Adult Education classes:</u>	<u>Previously Approved</u>	<u>\$ Amount</u>	
Allen, N	ESL	0	2,347.50
Allen, N	ESL	0	413.42
Arboleda, R	Spanish GED	0	2,746.58
Arboleda, R	Spanish GED	0	2,441.40
Bazan, J	ESL	0	4,235.93
Carbajal, A	Spanish GED	0	1,525.88
Cook, J	ESL	0	2,441.40
Cunningham, L	ESL	0	3,651.67
Day, M	ESL	0	2,746.58
Day, M	ESL	0	483.70
Griese, J	ESL	0	4,235.93
Hoag, M	ESL	0	4,235.93
Heinrich, M	ASE	0	2,370.98
Hoag, M	Citizenship	0	907.70
Hoag, M	ESL	0	4,235.93
Hoff, K	ESL	0	2,347.50
Howard, G	ESL	0	2,723.10
Huseby, M	ESL	0	2,370.98
Huseby, M	ESL	0	417.62
Kanter, M	ESL	0	2,723.10
Kanter, M	ESL	0	2,723.10
Larsen, C	ABE	0	2,441.40
Ludwigsen, K	ESL	0	2,370.98
Lukaczyk, A	ESL	0	2,370.98
Lukaczyk, A	ESL	0	417.62
McCord, L	ESL	0	4,235.93
Mitchell, R	ASE	0	1,971.90
Mitchell, R	GED	0	1,690.20
Mitchell, R	GED	0	382.68
Mitchell, R	GED	0	574.02
Olson, K	ABE Math	0	2,107.53
Osmanski, J	ASE	0	2,370.98
Palmer, S	ESL	0	2,723.10
Peterson, C	ESL	0	2,370.98
Riggs, L	ABE Int.	0	2,370.98
Riggs, L	ABE Math	0	2,370.98
Rudnik, L	ESL	0	2,417.93
Rudnik, L	ESL	0	2,417.93
Rudnik, L	ESL	0	413.42
Schleich, C	ESL	0	2,723.10

<u>Part-time Personnel – Adult Education classes:</u>		<u>Previously Approved</u>	<u>\$ Amount</u>
Schleich, C	ESL	0	479.50
Schlup, M	ESL	0	2,370.98
Shank, J	ESL	0	2,370.98
Shinabarger, B	ESL	0	3,980.32
Soto, O	ESL	0	2,723.10
Tindall, J	GED	0	2,723.10
Vergara, A	Spanish ASE	0	2,370.98
Watts, M	ABE	0	2,441.40
Zywiciel, E	ESL	0	2,370.98
Zywiciel, R	ASE	0	2,746.58

Recommendation

It is recommended that the Board of Trustees approves the employment additions for Spring 2010 as listed above.



Kathleen Plinske
Interim President

Continuing and Professional Education Personnel Considerations for Spring 2010

Information

Listed below are instructors to be hired for the Spring 2010 Semester:

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Lemay-Strass, C	NAN S08 004	Therapy Dogs	15.00
Westerhof, S	NPH S02 002	Digital Photography	75.00
Westerhof, S	NPH S09 003	Digital Photography – Part 2	75.00
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Bowman, T	NSP S19 002	Flash Animation	648.00
Bowman, T	NSP S20 002	Photoshop Photo-Retouching	648.00
<u>Part-time Personnel</u>	<u>Music</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Bazan, M	NMU C15 013	Private Music – Clarinet	275.00
Bazan, M	NMU C16 013	Private Music – Flute	275.00
Bazan, M	NMU C18 013	Private Music – Saxophone	275.00
Fagiano, S	NMU C03 013	Private Music – Percussion	275.00
Gaughan, P	NMU C08 013	Private Music – Guitar	275.00
Halinski, M	NMU C14 013	Private Music – Bassoon	275.00
Halinski, M	NMU C15 014	Private Music – Clarinet	275.00
Halinski, M	NMU C16 014	Private Music – Flute	275.00
Halinski, M	NMU C17 014	Private Music – Oboe	275.00
Halinski, M	NMU C18 014	Private Music – Saxophone	275.00
Henning, R	NMU C12 013	Private Music – French Horn	275.00
Kang, K	NMU C05 013	Private Music – Cello	275.00
Kvam-Holub, J	NMU C09 013	Private Music – Viola	275.00
Kvam-Holub, J	NMU C10 013	Private Music – Violin	275.00
Kvam-Holub, J	NMU S14 001	String Orchestra	150.00
Lange-Connelly, P	NMU C01 013	Private Music – Pipe Organ	275.00
Ray, C	NMU C07 013	Private Music – Electric Bass	275.00
Reupert, R	NMU C13 013	Private Music – Trumpet	275.00
Sergey, T	NMU C06 013	Private Music – Classical Guitar	275.00
Shaw, N	NMU C11 013	Private Music – Voice	275.00
Shaw, N	NMU C11 014	Private Music – Voice	275.00
Singer, T	NMU C02 013	Private Music – Jazz Piano	275.00
Singer, T	NMU C04 013	Private Music – Piano	275.00
<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Johnson, H	NPL S14 002	Women’s Self-Defense	5.00
Johnson, H	NPL S31 004	Women’s Self-Defense – Advanced	5.00
Kuhlin, W	NSD S10 002	Rock the Reception	40.00
Kuhlin, W	NSD S10 004	Rock the Reception	40.00
Neef, W	NPH S01 001	Open Photography Lab	50.00
Neef, W	NPH S01 003	Open Photography Lab	50.00
Neef, W	NPH S06 001	Open Digital Photography Lab	50.00
Neef, W	NPH S06 003	Open Digital Photography Lab	50.00

<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Neef, W	NPH S05 001	Photo Lab Combination	60.00
Neef, W	NPH S05 003	Photo Lab Combination	60.00
Tetreault, M	NSP S21 002	Guide to Social Networking	45.00
Tetreault, M	NSP S21 003	Guide to Social Networking	45.00
Tetreault, M	NSP S22 002	Guide to Photo and Video Sharing	45.00
Tetreault, M	NSP S22 004	Guide to Photo and Video Sharing	45.00
Tetreault, M	NSP S23 002	Guide to Blogging	45.00
Tetreault, M	NSP S23 004	Guide to Blogging	45.00
Tetreault, M	NSP S24 002	Guide to the Social Web-Series	135.00
Tetreault, M	NSP S24 004	Guide to the Social Web-Series	135.00
Valdes-Wagner, D	NAN S08 004	Therapy Dogs	15.00

Recommendation

It is recommended that the Board of Trustees approves the employment additions for Spring 2010 as listed above.



Kathleen Plinske
Interim President

Approval of Stipend for
Acting Assistant Vice President of Buildings and Grounds

Information

Due to the resignation of Fred E. Hall, it has been recommended that Michael Clesceri act as interim Assistant Vice President of Buildings and Grounds from January 14, 2010 until the position is filled. This appointment includes a stipend for the additional responsibilities of \$700.00 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 acting assignment and stipend as described above.



Kathleen Plinske
Interim President

Approval of New Positions
Campus Public Safety Officers

Information

In addition to a Director and one Security Officer, Campus Public Safety currently employs 10 temporary part-time employees. To give continuity and stability to the department, the College recommends replacing the 10 temporary employees with two full-time officers. The new officers will be academy trained, experienced public safety employees with college degrees, thereby raising the experience level, training and professionalism of the department.

This change would greatly enhance the safety and quality of service to students, staff, faculty and the general public. The cost of replacing 10 part-time temporary employees with two full-time officers would incur an additional annual cost of approximately \$41,000.00.

This is a non-budgeted expense that would be covered by the Contingency Funds for this fiscal year and budgeted in the future.

<u>Title</u>	<u>Salary Range</u>	<u>Effective Date</u>	<u>FTE</u>
Campus Safety Security Officer	8	2/1/10	1.0
Campus Safety Security Officer	8	2/1/10	<u>1.0</u>
			2.0

Recommendation

It is recommended that the Board of Trustees approves the two new full-time professional positions as described above.



Kathleen Plinske
Interim President

Approval of Part-Time Employment Agreement

Information

The College's Administration is in need of part-time assistance in the areas of Administrative Services and Treasury. The College has engaged the services of Frank Zeller on a full-time basis since August 2009 in the capacity of Interim Vice President for Administrative Services and Treasurer. Zeller has resigned this position effective January 22, 2010. Zeller has expertise in providing Administrative Services and Treasury support at the community college level and has served the College well in the capacity of Interim Vice President for Administrative Services and Treasurer. Zeller agrees to continue providing services in the areas of Administrative Services and Treasury on a part-time schedule not to exceed two days per week. The College previously paid \$11,750 per month in consulting fees. That amount equates to a per diem salary of \$540, not to exceed \$1,080 per week. Zeller waives all rights to benefits.

Recommendation

It is recommended that the Board of Trustees approves the Part-Time Employment Agreement with Frank Zeller effective January 25, 2010 through March 31, 2010 at a per diem rate of \$540 and not to exceed \$1,080 per week.



Kathleen Plinske
Interim President

Appointment of New
Secretary, Dean of Education

Information

At the July 2009 Board Meeting, the Board of Trustees approved the new part-time professional position of Secretary, Dean of Education. Amanda Rojo has been recommended to fill this position. Ms. Rojo has an Associate of Applied Science in General Education from McHenry County College, Crystal Lake, IL. Her experience is as follows:

- 2006 – 2008 Sales Assistant
Physicians Sales and Services, Elgin, IL

- 2001 – 2003 Sales Assistant
Humana Healthcare, Oak Brook, IL

- 1999 – 2001 Operations Assistant
CBIZ, Rosemont, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Amanda Rojo to the part-time professional position of Secretary, Dean of Education, effective February 1, 2010, at a salary of \$8,176.68 (based on a 12-month salary of \$19,760.00 at 25 hours per week).



Kathleen Plinske
Interim President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
7	\$30,218.00*	\$43,060.50	\$55,903.00	Not Applicable	\$19,760.00*	Not Applicable

* Range 7 minimum salary as listed above is based on a full-time position. This position is part-time.

POSITION: SECRETARY/DEAN OF EDUCATION

CLASSIFICATION: Professional

WORK YEAR: 12 Months

WORK WEEK: 25 hours

PRIMARY PURPOSE: To provide confidential secretarial support services for the Dean of Education.

ESSENTIAL JOB FUNCTIONS:

- Provide confidential secretarial assistance to the Dean of Education.
- Record minutes as necessary.
- Assist with special events.
- Coordinate internal logistical arrangements for department sponsored events.
- Provide complete, accurate, and timely information to staff, students, and community regarding office procedures.
- Provide office coverage and effective customer student service to visitors and refer to proper College offices.
- Assist in data gathering, documentation and organization.
- Develop and keep up-to-date procedure manuals for the various departments under the Dean of Education.
- Compile information for governmental and institutional reports.
- Assist the Dean of Education in coordinating and monitoring departmental budgets.
- Provide assistance to the Director of the Children's Learning Center as well as faculty when directed by the Dean of Education.
- Additional duties as assigned by immediate supervisor.

SUPERVISION: Under direct supervision of the Dean of Education.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

High school graduate (equivalent) plus Administrative Office Management Certificate or an Associate's Degree.

EXPERIENCE: Two years of related secretarial experience.

SKILLS AND ABILITIES:

- Strong computer skills to include Word, Outlook, Access, and Excel.
- Record keeping and organizational skills, with attention to detail.
- Self motivated with ability to work under pressure with distractions and to perform simultaneous and multiple job functions.

MINIMUM POSITION QUALIFICATIONS:

SKILLS AND ABILITIES:

- Ability to work with confidential matters including: student records, student conduct, personnel and budgetary issues.
- Maturity, enthusiasm, and positive attitude/disposition.
- Excellent interpersonal skills and customer service orientation.
- Ability to work independently and as a team player.

ISSUED: October 2009

Appointment of Replacement
Coordinator of Human Resources

Information

The retirement of Joan Hain, effective June 30, 2009 created a vacancy for the full-time professional position of Coordinator of Human Resources. Anita Roewer has been recommended to fill this position. Ms. Roewer has an Associate of Applied Science from McHenry County College, Crystal Lake, IL, and a Bachelor of Science from Columbia College, Columbia, MO. Her experience is as follows:

- 1995 – Present Office Manager
A & R Moore, Inc., Crystal Lake, IL

- 1984 – 1995 Marketing Project Coordinator
Medela, Inc., McHenry, IL

Two-hundred and sixty-three applications were received, and the search committee interviewed ten candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Anita Roewer to the professional position of Coordinator of Human Resources, effective March 1, 2010, at a salary of \$13,486.88 (based on a 12-month salary of \$40,000.00).



Kathleen Plinske
Interim President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Salary Offer	Salary of Replaced Employee
10	\$37,115.00	\$52,889.00	\$68,663.00	\$40,000.00	\$49,593.86

POSITION:**COORDINATOR OF HUMAN RESOURCES****CLASSIFICATION:**

Professional (Exempt from MCCSC)

WORK YEAR:

12 Months

PRIMARY PURPOSE:

To assist the Assistant Vice President of Human Resources in carrying out personnel functions, to coordinate the clerical activities of the Office of Human Resources, and to work as an integral and contributing member of the Human Resources team. To provide customer service to employees, students, and external customers and maintain confidentiality of Human Resources information.

ESSENTIAL JOB FUNCTIONS:

- Provide confidential support for the Assistant Vice President of Human Resources.
- Serve as a resource to HR staff on all matters involving board policies, College procedures, staff and faculty contracts.
- Serve as office manager for the clerical staff and clerical activities of the Office of Human Resources.
- Assist with the development and maintenance of technological advancement and computerization of the Office of Human Resources.
- Assist the Assistant Vice President of Human Resources with special projects.
- Coordinate the Service Award Program, negotiating with vendors to set appropriate award levels.
- Coordinate the Classification Committee meetings and paperwork.
- Assist the Assistant Vice President of Human Resources with surveys and reports.
- Provide input and suggestions to Assistant Vice President of Human Resources regarding personnel policies and procedures.
- Keep computer skills up to date by attending workshops or classes as needed or requested.
- Provide training for new office personnel.
- Serve on College committees or task forces as requested.
- Attend College and/or Human Resources meetings as requested.
- Enter all personnel data into personnel system and keep system up to date.
- Participate in Expanded Orientation Program by conducting tutorial of online directory and Human Resources section of Inside MCC. Serve as backup on insurance and benefits session.
- Maintain up-to-date employee personnel files.
- Enter current information into personnel database in order to generate reports as requested.
- Provide requested personnel information to the President, Vice President, and other Administrators.
- Maintain accurate employee counts, department lists, etc., for College personnel.
- Provide and verify educational information on administrators and faculty for MCC catalog using database software.
- Work closely with Executive Deans and Deans to keep adjunct faculty records current.
- Calculate and project salary information for faculty, administrators, and staff for budget preparation, salary increases, and new employee contracts.
- Work with Computing Services to update full-time and adjunct faculty salary schedules for contracts on mainframe, including updating semesters taught for adjunct faculty.

ESSENTIAL JOB FUNCTIONS:

- Prepare employee contracts and conditions of employment and work closely with the Accounting Department on all salary changes.
- Coordinate employee retirements in accordance with Board Policy and the faculty contract including the following:
 - Meet with employee to start retirement process
 - Notify employee of board approval
 - Calculate final contract(s) with 6% increase
- Coordinate employee participation in SURS and keep current on all new regulations including the following:
 - Certifications
 - Terminations
 - Retirements
- Prepare MCCSC Seniority Lists.
- Maintain all position titles and keep range placements up to date for Staff Council.
- Create and maintain College Organization Chart using Micrografx software.
- Prepare employees' census as requested.
- Provide assistance to the Director of Employment Services when requested.
- Additional duties as assigned by immediate supervisor.

SUPERVISION: Under supervision of the Assistant Vice President of Human Resources. Provides daily direction to the Human Resources Clerk. Provides training and direction to office clerical staff.

MINIMUM POSITION QUALIFICATIONS:

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

EXPERIENCE:

- Three or more years experience in a Human Resources office.
- Public service experience required.
- Customer service experience required.
- Experience with confidential data required.
- One or more years of database management experience.
- Project management.

SKILLS AND ABILITIES:

- Excellent computer skills; Windows XP and Microsoft Office.
- Strong mathematical aptitude.
- Data entry, record keeping.

SKILLS AND ABILITIES:

- Independent judgment and responsibility.
- Written and oral communication.
- Responsible and reliable.
- Discrete.
- Maintain confidentiality of employee information.
- Accurate.
- Ability to work efficiently under pressure.
- People and service oriented.
- Appropriate sense of humor.
- Ability to handle multiple tasks.
- Ability to work efficiently with distractions.
- Ability to take initiative.
- Ability to delegate when appropriate.

REVISED: April 2009

Salary/Advanced Placement Adjustments

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, Grant Havens, Rachel Najdzin, Jyoti Rao and Tawnja Trimble qualify for their first adjustment at this time; Nancy Bollman qualifies for her fourth adjustment at this time.

Recommendation

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



Kathleen Plinske
Interim President

Resignation

Information

Fred E. Hall, Assistant Vice President of Buildings and Grounds, has submitted his resignation effective January 13, 2010.

A handwritten signature in cursive script that reads "Kathleen Plinske".

Kathleen Plinske
Interim President

Resignation

Information

Mary Ann Steinsdoerfer, Graduation and Special Projects Assistant Coordinator, has submitted her resignation effective January 28, 2010.

A handwritten signature in cursive script that reads "Kathleen Plinske".

Kathleen Plinske
Interim President

Modification to Remodeling Project for Room A229

Information

After discussion with key constituents, the College has decided to modify the remodeling plans for Room A229 to accommodate both chemistry and physics.

The initial project was going to accommodate both chemistry and biology, but upon further investigation of department resources and scheduling needs, a better match between chemistry and physics was identified.

The remodeling effort will move forward with the above modification, and the newly remodeled Room A229 will allow all physics courses, which are now being taught in Room A230, to be taught in Room A229. This will then permit biology complete use of Room A230.

The modified plan maximizes future growth potential across all three departments and does not impact the remodeling budget for this project.



Kathleen Plinske
Interim President

McHenry County College

Information Report
January 28, 2010

Quarterly Report on Grants

Attached is a detailed quarterly report of FY 2010 Federal, State and Private Grants as of December 31, 2009, with comparisons for the prior year.

A handwritten signature in cursive script that reads "Kathleen Plinske".

Kathleen Plinske
Interim President

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2009	Unexpended Balance
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FEDERAL

CWS 2010

Source: Department of Education CFDA # 84.033 Fund 8 McGee \$ 55,528 N/A \$ 38,926 16,602

Purpose: To provide funds to students by providing employment opportunities on campus.

PELL 2010

Source: Department of Education CFDA #84.063 Fund 8 McGee 1,996,733 N/A 1,981,382 15,352

Purpose: To provide funds to full and part time students enrolled in credit programs.

SEOG 2010

Source: Department of Education CFDA #84.007 Fund 8 McGee 14,200 N/A 14,200 -

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 55,000 N/A 10,892 - 44,108

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 137,957 N/A 53,765 84,192

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.

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2009	Unexpended Balance	
CTE Regional Collaborative							
Source: ICCB	CFDA #84.048	0635-632	Capalbo	6,000	N/A	-	6,000
Purpose: To support regional collaboratives and support the creation and steering of new Regional Collaboratives.							
Federal Basic Adult Education							
Source: ICCB	CFDA #84.002	0619-660	Clute	125,438	N/A	55,114	70,324
Purpose: To support instruction of Adult Education and Literacy.							
English Literacy/Civics							
Source: ICCB	CFDA #84.002	0619-665	Clute	18,726	N/A	18,742	(16)
Purpose: To support instruction of Adult Education regarding the United States and local government systems.							
Small Business Development Center							
Source: (DCEO) Department of Commerce and Economic Opportunity	CFDA #59.037	0631-631	Jones	36,000	N/A	36,000	-
Purpose: To provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training.		0631-632		36,000	N/A	-	36,000
* Grant Period: Jan. 09 - Dec. 09							
* Grant Period: Jan. 10 - Dec. 10							
COPS Technology Program Grant							
Source: U.S. Department of Justice	CFDA #16.710	618-620	Moylan	49,750	N/A	49,750	-
Purpose: To provide funding for security enhancements on MCC's Campus.							
Grant Period December 26, 2007 - December 25, 2010							

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2009	Unexpended Balance
CEE Tech Prep Transit Grant						
Source: McHenry County Cooperative for		CFDA #84.243				
Employment Education	0638-638	Capalbo	42,000	N/A	3,811	38,189
Purpose: To provide viable alternatives to students through partnering with employers, marketing of programs, integrated course sequences and work-based learning.						
CTE Innovation Grant						
Source: ICCB		CFDA #84.048				
	0635-636	Capalbo	14,374	N/A	975	13,399
Purpose: To provide resources to help enhance innovative Career and Technical Education programs within the community college system.						
F.A.S.T. Grant (flex & sustain training)						
Source: US Dept of Labor		CFDA #17.261				
	0641.650	Koehler	387,187	N/A	7,645	379,542
Purpose: To provide resources for non credit job training in the areas of manufacturing & nursing						
* Grant Period: June 1, 2009 - May 31, 2011						
American Heritage Preservation Grant						
Source: Institute of Museum and Library Services		CFDA #45.303				
	0621-625	Lang	3,000	N/A	2,986	14
Purpose: To improve environmental conditions in the library in order to properly house the portrait and print collection.						
* Grant Period: March 1, 2009 - February 28, 2010						
SUBTOTAL Federal Grants - December 31, 2009			\$ 2,977,893		\$ 2,274,188	\$ 703,706
Fiscal Year 2009 Federal Grants - December 31, 2008			\$ 1,968,794		\$ 1,705,854	\$ 262,940

STATE

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2009	Unexpended Balance
MAP 2010						
Source: Illinois Student Assistance Commission Purpose: To provide funds to Illinois students enrolled in credit programs with financial need.	Fund 1	McGee	506,141	N/A	373,038	133,103
Workforce Preparation Grant						
Source: ICCB Purpose: To provide funding for employment training services and assistance in commercial and industrial expansion and/or retention through various activities.	0630-630	Jones	50,000	N/A	12,046	37,954
State Basic Adult Education 54V						
Source: ICCB Purpose: To support instruction of Adult Education and Literacy.	0619-662	Clute	137,287	N/A	63,855	73,432
State Performance						
Source: ICCB Purpose: To help meet performance standards in Adult Education programs.	0657-657	Clute	114,390	N/A	54,304	60,086
Community Literacy Program						
Source: Secretary of State Purpose: To develop a full-time literacy program and train and support volunteer literacy tutors.	0621-621	Clute	45,200	N/A	19,060	26,140
Illinois Incentive for Access						
Source: Illinois Student Assistance Commission Purpose: To provide up to \$500 to freshmen students who have a zero expected family contribution.	0631-601	McGee	40,750	N/A	35,000	5,750

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2009	Unexpended Balance
CTE Program Improvement						
Source: ICCB	0645-645	Capalbo	10,854	N/A	1,279	9,575
Purpose: To purchase instructional equipment for vocational education programs.						
Family Violence Grant						
Purpose: To set up the 22nd Circuit	0644-648	Koehler	13,813	N/A	13,126	687
Family violence Coordinating Council and hire a part-time Local Council Coordinator.	0644-647	Koehler	19,500	N/A	-	19,500
* Grant Period: January 1, 2009 - December 31, 2009						
* Grant Period: January 1, 2010 - December 31, 2010						
SUBTOTAL State Grants - December 31, 2009			\$ 937,935		\$ 571,708	366,227
Fiscal Year 2009 State Grants - December 31, 2008			\$ 733,928		\$ 463,969	269,959
PRIVATE						
McCormick Tribune Grant						
Source: Chicago Tribune Charities	0621-626	Clute	20,000	N/A		20,000
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.						
* Grant Period: December 1, 2009 - November 30, 2010						
SUBTOTAL Private Grants - December 31, 2009			\$ 20,000		\$ -	\$ 20,000
Fiscal Year 2009 Private Grants - December 31, 2008			\$ 10,000		\$ 5,036	\$ 4,964
TOTAL ALL GRANTS - December 31, 2009			\$ 3,935,828		\$ 2,845,896	\$ 1,089,933
Total all Grants - December 31, 2008			\$ 2,712,722		\$ 2,174,859	\$ 537,863

* Grant period differs from McHenry County College fiscal year.

Smoking Procedures

Information

In 2005, the Board of Trustees adopted a smoking policy and implemented procedures to support it. Effective January 1, 2008, the State of Illinois passed the Smoke-Free Illinois Act 095-0017, which requires that public places and places of employment be smoke-free inside and within 15 feet from entrances. Institutions that are not in compliance may be fined.

To ensure that MCC is in compliance with this act, a committee of College employees, with the support of students, reviewed our current procedures and guidelines. Attached is an updated procedure to be implemented effective February 15, 2010.



Kathleen Plinske
Interim President

PROCEDURE SECTION

2.4.7 Smoking on Campus

To promote a safe, clean and healthy environment McHenry County College (“MCC” or the “College”) prohibits smoking inside all College facilities, inside all College vehicles, and at all entranceways to College facilities.

Smoking is defined as the burning of tobacco or any other material in any type of smoking equipment including but not restricted to cigarettes, cigars or pipes. Faculty, staff and students who wish to smoke must do so in designated outdoor smoking areas with proper ash receptacles. Smokers must properly dispose of cigarette/cigar remains in designated ash receptacles which are strategically placed throughout campus so that a clean and visually attractive campus is maintained.

The following procedures, which will be reviewed and updated from time to time, are designed to achieve the goal of a smoke-free public environment in compliance with the Smoke Free Illinois Act, *410 ILCS 82*:

- Smoking is prohibited indoors in all campus owned and leased facilities at all locations, including campus owned or leased vehicles.
- Smoking is prohibited in outdoor areas where seating is provided, such as, but not limited to, athletic events, concerts and other types of entertainment and productions.
- Smoking is prohibited in outdoor areas within fifteen (15) feet of building entrances, exits, windows that open and ventilation intakes.
- Smoking shall be permitted in the following designated areas:
 - The pond area
 - Outside of building E near the circle drive
 - 15 feet away from the entrance of building A adjacent to parking lot C

A map of designated outdoor smoking areas can be found at www.mchenry.edu/policy. Additionally, signage is posted to assist in communication of the College smoking procedure.

It is the responsibility of all faculty, staff, students and visitors to comply with this procedure. Refusal to comply with this procedure shall be met with increasingly severe penalties.

All violators shall be issued citations by the Department of Campus Public Safety and are required to pay fines as follows:

- First offense – \$50.00
- Second and subsequent offenses – Fines up to \$250.00

All fines are to be paid within seven days of the date the citation was issued. Payment is to be made at the Registration Office. Failure to pay fines will result in an Academic Restriction placed on student's record.

Repeat student violators of this procedure will be referred to the Dean of Students. Repeated violations of this procedure are a violation of the Student Code of Conduct and are subject to administrative actions which may include required attendance at smoking cessation session(s). Smoking cessation education is available through MCC's Health and Wellness Programs.

Repeat employee violators of this procedure will be referred to their immediate supervisor and Human Resources. Violation of this procedure is a violation of the Board Policy and is punishable by disciplinary action.

All other violators may be escorted off College property and, if they refuse, may be subject to arrest for trespassing.

Distributed Press Releases, December 8, 2009-January 18, 2010

Information

The following releases were distributed to all local media outlets from December 8, 2009-January 18, 2010.

- MCC's Fire Science Dept. Adds New Rescue Tool
- MCC Invites Community Members to Provide Input on Presidential Search
- MCC Fall Graduation Dec. 12
- MCC to Host People in Need Forum Jan. 30
- MCC's Shah Center to Offer Computer Training in Jan. 2010
- Shah Center to Offer New Marketing Seminar Jan. 21
- Shah Center to Offer QuickBooks Training in January
- ISBDC Announces Small Business Seminars for January
- The Shah Center to Offer New Breakfast Series for Business Leaders
- The Shah Center to Offer Lean Manufacturing Series
- The Shah Center to Offer Workplace Spanish
- Culinary Management Program at MCC (photo and caption)
- MCC to Offer Trip to The Nature of Diamonds Exhibit
- MCC Board of Trustees Approves Application for New Occupational Therapy Assistant Program
- MCC Seeks Three Men for Pippin Musical
- MCC Announces Alumni Award Winners
- Fire Science Students with Rescue Training Mannequin (photo and caption)
- Medical Billing and Coding Classes at MCC Begin Jan. 18
- MCC to Host Private Investigation Career Info Session Jan. 14
- Police Canine Demo (photo and caption)
- MCC to Offer Residential Mechanical Code Class Starting Jan. 18
- MCC to Offer Real Estate Classes This Winter, Spring
- MCC to Offer Professional Wedding Consultant Training
- MCC's Second Sunday Concert to Feature Folksingers Jan. 10
- MCC to Offer Welding Boot Camp
- MCC to Host Orientation for Basic Manufacturing Career Training
- MCC Administrator Steps Down
- Shah Center to Offer Safety Classes for Industry in Feb.
- Supervisory and Frontline Leadership Series Set at Shah Center
- Shah Center Breakfast Series for Leaders Set Feb. 19
- Workplace Spanish for Supervisors Slated Feb. 25-March 18 at Shah
- ISBDC Slates February Offerings for Businesses
- MCC Introduces New Spring 2010 Speakers Series
- MCC's Center for Corporate Training Offers Computer Skills Classes at Shah Center
- Pathways Program at MCC Receives Federal Funding to Expand
- MCC to Offer Free Training for Manufacturing Careers
- Resources for People in Need Focus of Forum Jan. 30
- MCC to Offer Nature Of Diamonds Tour



Kathleen Plinske
Interim President

Temporary Suspension of Bidding Policies and Procedures

Information

A recent inspection revealed that the bleachers in the College's gymnasium need to be replaced. The bleachers have been shut down and are no longer in use.

The College has requested quotes from multiple vendors that specialize in bleacher systems. All quotes exceed \$10,000, which is the threshold established in the *MCC Employee Handbook of Purchasing and Payment Policies and Procedures* at which formal bids are required. The *Illinois Public Community College Act* does not require bids for contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving a change or increase in the size, type, or extent of an existing facility that is under \$50,000. All quotes for the purchase and installation of a bleacher system were under the \$50,000 threshold.

Recommendation

In an effort to coordinate removal of the current bleachers and installation of a new bleacher system with activities of the Spring semester, it is recommended that the Board of Trustees temporarily suspends bidding policies and procedures on an emergency basis for the specific purpose of approving Board Report #10-8, Request to Purchase Bleachers. The College will continue to act in accordance with applicable provisions of the *Illinois Public Community College Act*.



Kathleen Plinske
Interim President