

REVISED

BOARD OF TRUSTEES McHENRY COUNTY COLLEGE DISTRICT #528

April 22, 2010
Final Meeting of the Retiring Board
Immediately Following the Committee of the Whole Meeting

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, April 1, 2010
 Regular Board Meeting, April 1, 2010
 Regular Board Meeting, April 1, 2010, Closed Session
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. PRESENTATION
 - A. Special Needs, Ms. Bev Albright, Coordinator of Special Needs
 - B. Damselflies of Chicagoland, Ms. Marla Garrison, Instructor of Biology
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 #10-64
 - B. Financial Statements
 1. Treasurer's Report, Board Report #10-65
 2. Authorization Payment of Voucher #1019, \$1,294,756.26, Board Report #10-66

- C. Requests to Purchase/Renew
 - 1. Third-Party Administrator for the FSA Benefit Program, Board Report #10-67
 - 2. Bottomline Technologies Annual License and Software Support Agreement, Board Report #10-68
 - 3. Construction of A229 Science Lab Remodel, Board Report #10-69
 - 4. Printing for *Voices 2010*, Board Report #10-70
 - 5. FY 2010-2011 Software License for the Advisor Degree Audit System, Board Report #10-71
 - 6. Research Library Database (ProQuest), Board Report #10-72
 - 7. Symantec AntiVirus License, Board Report #10-73
 - 8. Service Contract for the HVAC Maintenance Program, Board Report #10-74
 - 9. Payroll Services, Board Report #10-78
 - 10. IT Consultant Services, Board Report #10-79
- D. Academic Calendar for 2011-2012, Board Report #10-75
- E. 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, Addendum
 - 3. Appointment of Replacement Coordinator of Contract Training, Board Report #10-76
 - 4. Salary/Advanced Placement Adjustments, Board Report #10-77
 - 5. Administrative Contracts for FY 2011, Board Report #10-80

15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

16. FOR INFORMATION

- A. Quarterly Report on Grants
- B. Distributed Press Releases

17. PRESIDENTIAL SEARCH

18. SUMMARY COMMENTS BY BOARD MEMBERS

19. FUTURE AGENDA ITEMS

20. CLOSED SESSION

21. ADJOURNMENT



George Lowe
Chair



Foundation Update
Board of Trustees Meeting
April 22, 2010

Foundation Fundraising

The *Take a Walk in Her Shoes Ball* had 327 attendees and generated just under \$26,000 in net revenue. Half of the revenue will be used to start a new scholarship for Women in Transition; the other half will be divided between the Promise program and Foundation operations.

The *McHenry County College Golf Invitational* committee has begun holding regular meetings. To date, there is over \$31,000 in sponsorship fees committed, and 53 golfers have registered for the event. In 2009, a total of 83 golfers attended the event, so this year's attendance is already at 63% of last year's total, with two months to go.

Scholarships

The Fall 2010 Scholarship Booklet was published online, distributed around the MCC campus, and passed out by counselors at all high schools in District #528. Approximately 100 applications were received by the deadline and are currently being judged. Scholarship award notifications will be completed May 1. The Foundation is reviewing all scholarships and will contact donors to re-establish relationships and obtain updated profile information. A new notification system is also being developed, which will update donors twice per year about all activity related to their scholarship.

Donor Recognition Project

The Foundation has embarked on a new effort to formally acknowledge and honor those who contribute to MCC. To spearhead this effort, a team comprised of MCC employees and Foundation Board members has come together to develop a "Lifetime of Giving" donor recognition wall. The project also will provide special recognition to the Mike and Judy Luecht Family and Vince Foglia/Sage Products for their generous contributions and commitment to establish the Promise program at MCC.

Promise Volunteerism Update

For the Spring 2010 semester, 98 Promise students have already completed their required volunteer hours. In addition, 87 students have completed 11-15 hours, 103 have completed 6-10 hours, and 60 students have completed 0-5 hours. Out of the remaining Promise students, 261 have not reported their hours, and 169 have not yet logged on to ANGEL.

Promise Revision Meetings

The final Promise Committee revision meeting to finalize all Promise guidelines will be held Monday, April 26.

Student Trustee Report

Student Senate hosted a Spirit Week on campus April 12-16. The week involved activities such as henna tattoos, dodgeball, root beer float concession stand, casino day and breakfast. The purpose of this week is to raise energy on campus and help students stay excited as the end of the year approaches. Student Senate also organized the annual Student Talent Show. This year, over thirty students auditioned to perform in the show and approximately half were selected to compete. Four faculty and administrators judged the competition and the evening was a great success.

The Student Advisory Committee advocated for less budgetary cuts to community colleges at the Student Advocacy Day held in Springfield on April 22. In conjunction with Student life, I am coordinating a trip to take MCC students to this event and lobby on behalf of community colleges. Students will receive an overview of legislative issues and then spend the afternoon at the Capitol to visit with Legislators.

A handwritten signature in cursive script that reads "Cody Sheriff".

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 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.



Kathleen Plinske
Interim President

Executive Summary

Fiscal Year 2010 is currently 75% complete with the year-to-date results for March 2010 being reported. In the Operating Funds, total revenue is 72% of budget, as compared with 64% at the same time last year. Total expenditures are 63% of budget, as compared with 59% 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 49% of budget as compared to 45% at the same time last year. \$1,475,516.00 more revenue has been recorded through March 2010 than the previous year. This increase is due to an increase in EAV as well as shifting tax rates to the Operating Funds from the Audit Fund and Liability Protection, and Settlement Fund.
- State revenue is currently 81% of budget as compared to 73% at the same time last year. \$212,455.00 more in revenue has been recorded through March 2010 than the prior year. The primary reason for this is the timing of receipt of the third quarter ICCB operating grant payment in FY 2010 as compared to FY 2009.
- Student tuition and fee revenue is currently 124% of budget as compared to 105% at the same time last year. \$2,893,808.00 more revenue has been recorded through March 2010 than the previous year. The primary reason for this increase is the significant increase in enrollment that the College experienced for the 2009-2010 academic year.
- Interest revenue is currently 21% of budget as compared to 35% at the same time last year. \$178,289.00 less revenue has been received through March 2010 than the prior year. This decrease is due to significantly lower interest rates.
- Employee benefit expenditures are currently 62% of budget as compared to 60% last year. \$781,802.00 more in expenditures have been recorded through March 2010 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 50% of budget as compared to 36% last year. \$174,480.00 more in expenditures have been recorded through March 2010 than the prior year. This increase is primarily due to professional services related to the ERP project which were included in the FY 2010 budget and expenses associated the community engagement process.
- General materials and supplies are currently 33% of budget as compared to 52% last year. \$1,068,081.00 less in expenditures have been recorded through March 2010 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, and the current halt of the ERP implementation.
- Conference and meeting expenditures are currently 57% of budget as compared to 34% last year. \$97,641.00 more in expenditures have been recorded through March 2010 than the prior year. This increased cost is primarily due to expenditures associated with the presidential search process.
- Capital outlay expenditures are currently 13% of budget as compared to 16% last year. \$163,680.00 less in expenditures have been recorded through March 2010 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.

McHenry County College
 Operating Funds Financial Comparison
 Nine Months Actual Ended March 31, 2009 and March 31, 2010

	FY 2009 Actual to March 31, 2009				FY 2010 Actual to March 31, 2010				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	\$ 10,293,578	\$ 1,150,503	\$ 11,444,081	45%	\$ 11,425,076	\$ 1,494,521	\$ 12,919,597	49%	\$ 1,475,516
State	1,521,995	534,031	2,056,026	73%	1,691,712	576,769	2,268,481	81%	212,455
Student Tuition & Fees	9,238,546	2,225,983	11,464,529	105%	11,457,957	2,900,380	14,358,337	124%	2,893,808
Sales & Service Fees	17,843	-	17,843	70%	20,176	-	20,176	86%	2,333
Facilities	13,189	11,393	24,582	77%	9,011	8,052	17,063	78%	(7,519)
Interest	230,170	-	230,170	35%	51,881	-	51,881	21%	(178,289)
Non-Govt Gifts, Grants	65,040	-	65,040	-	83,444	-	83,444	71%	18,404
Other	28,662	475	29,137	22%	5,675	6,167	11,842	55%	(17,295)
Total Revenue	21,409,023	3,922,385	25,331,408	64%	24,744,932	4,985,889	29,730,821	72%	4,399,413
Expenditures									
Salaries	14,182,061	886,335	15,068,396	68%	15,400,566	900,536	16,301,102	73%	1,232,706
Employee Benefits	3,499,925	229,139	3,729,064	60%	4,242,600	268,266	4,510,866	62%	781,802
Contractual Services	1,509,601	202,253	1,711,854	36%	1,716,250	170,084	1,886,334	50%	174,480
General Materials & Supplies	2,308,785	116,533	2,425,318	52%	1,227,456	129,781	1,357,237	33%	(1,068,081)
Conference and Meeting	216,490	15,416	231,906	34%	309,690	19,857	329,547	57%	97,641
Fixed Charges	1,079,692	-	1,079,692	91%	1,043,104	-	1,043,104	97%	(36,588)
Utilities	9,444	714,880	724,324	70%	5,956	668,823	674,779	63%	(49,545)
Capital Outlay	300,463	34,284	334,747	16%	144,858	26,209	171,067	13%	(163,680)
Other Expenditures	333,767	-	333,767	11%	366,102	-	366,102	77%	32,335
Total Expenditures	23,440,228	2,198,840	25,639,068	59%	24,456,582	2,183,556	26,640,138	63%	1,001,070
Excess (deficiency) of revenues over expenditures	(2,031,205)	1,723,545	(307,660)		288,350	2,802,333	3,090,683		3,398,343
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	\$ (2,031,205)	\$ (276,455)	\$ (2,307,660)		\$ 288,350	\$ 802,333	\$ 1,090,683		\$ 3,398,343

McHenry County College
 Operating Funds Financial Summary
 Nine Months Ended March 31, 2010

	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%	\$ 11,425,076	\$ 1,494,521	\$ 12,919,597	49%	\$ (13,579,830)
State	2,072,566	724,189	2,796,755	7%	1,691,712	576,769	2,268,481	81%	(528,274)
Student Tuition & Fees	9,364,451	2,228,492	11,592,943	28%	11,457,957	2,900,380	14,358,337	124%	2,765,394
Sales & Service Fees	23,400	-	23,400	-	20,176	-	20,176	86%	(3,224)
Facilities	15,000	7,000	22,000	-	9,011	8,052	17,063	78%	(4,937)
Interest	250,000	-	250,000	1%	51,881	-	51,881	21%	(198,119)
Non-Govt Gifts, Grants	118,000	-	118,000	-	83,444	-	83,444	71%	(34,556)
Other	21,000	500	21,500	-	5,675	6,167	11,842	55%	(9,658)
Total Revenue	35,297,972	6,026,053	41,324,025	100%	24,744,932	4,985,889	29,730,821	72%	(11,593,204)
Expenditures									
Salaries	21,234,650	1,195,214	22,429,864	53%	15,400,566	900,536	16,301,102	73%	(6,128,762)
Employee Benefits	6,964,153	361,477	7,325,630	17%	4,242,600	268,266	4,510,866	62%	(2,814,764)
Contractual Services	3,517,506	248,700	3,766,206	9%	1,716,250	170,084	1,886,334	50%	(1,879,872)
General Materials & Supplies	4,004,990	145,590	4,150,580	10%	1,227,456	129,781	1,357,237	33%	(2,793,343)
Conference and Meeting	547,648	27,050	574,698	1%	309,690	19,857	329,547	57%	(245,151)
Fixed Charges	1,078,650	800	1,079,450	2%	1,043,104	-	1,043,104	97%	(36,346)
Utilities	20,363	1,047,051	1,067,414	2%	5,956	668,823	674,779	63%	(392,635)
Capital Outlay	1,305,745	36,886	1,342,631	3%	144,858	26,209	171,067	13%	(1,171,564)
Other Expenditures	473,060	-	473,060	1%	366,102	-	366,102	77%	(106,958)
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%	24,456,582	2,183,556	26,640,138	62%	(16,641,910)
Excess (deficiency) of revenues over expenditures	(4,797,213)	2,839,190	(1,958,023)		288,350	2,802,333	3,090,683		5,048,706
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)		\$ 288,350	\$ 802,333	\$ 1,090,683		\$ 5,048,706

McHenry County College
All Funds Financial Summary
Nine Months Ended March 31, 2010

	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	\$ 11,425,076	\$ 1,494,521	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 730	\$ 1,458	\$ -	\$ 12,921,785
State	1,691,712	576,769	-	-	345,654	-	-	-	-	-	2,614,135
Federal	-	-	-	-	485,875	-	3,068,594	-	-	-	3,554,469
Tuition & Fees	11,457,957	2,900,380	-	1,105,277	-	-	-	-	-	-	15,463,614
Sales & Service Fees	20,176	-	-	3,385,803	-	-	-	-	-	-	3,405,979
Facilities	9,011	8,052	-	-	-	-	-	-	-	-	17,063
Interest	51,881	-	7,577	-	-	581	-	-	331	-	60,370
Non-Govt Gifts, Grants	83,444	-	-	154,072	27,882	-	-	-	-	-	265,398
Other	5,675	6,167	-	-	-	-	-	-	-	3,357,913	3,369,755
Total Revenue	24,744,932	4,985,889	7,577	4,645,152	859,411	581	3,068,594	730	1,789	3,357,913	41,672,568
Expenditures											
Instruction	10,683,256	-	-	-	303,524	-	-	-	-	-	10,986,780
Academic Support	1,074,923	-	-	-	32,062	-	-	-	-	-	1,106,985
Student Services	2,059,950	-	-	-	217,846	-	-	-	-	-	2,277,796
Public Service	980,531	-	-	736,846	62,837	-	-	-	-	-	1,780,214
Auxiliary Services	-	-	-	3,547,293	-	-	-	-	-	-	3,547,293
Operations & Maintenance	-	2,183,556	-	-	-	-	-	-	286,434	-	2,469,990
Institutional Support	9,657,922	-	183,318	3,041	88,319	-	2,895,164	69,737	686,378	2,977,467	16,561,346
Total Expenditures	24,456,582	2,183,556	183,318	4,287,180	704,588	-	2,895,164	69,737	972,812	2,977,467	38,730,404
Excess (deficiency) of revenues over expenditures	288,350	2,802,333	(175,741)	357,972	154,823	581	173,430	(69,007)	(971,023)	380,446	2,942,164
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	288,350	802,333	1,824,259	357,972	154,823	581	173,430	(69,007)	(971,023)	380,446	2,942,164
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	\$ 14,752,090	\$ 2,759,418	\$ 8,158,153	\$ 677,001	\$ 206,504	\$ 2,811,300	\$ 221,987	\$ 173,022	\$ 2,176,336	\$ 943,426	\$ 32,879,237

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.



Kathleen Plinske
Interim President

**McHenry County College
Treasurer's Report
For the Month of March 2010**

Bank Name Location / Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Home State Bank Crystal Lake Main	\$1,644,493.64	\$3,103,284.24	\$2,611,281.21	\$2,136,496.67
Harvard State Bank Harvard Credit Card	\$111,577.58	\$264,754.54	\$2,363.57	\$373,968.55
Home State Bank Crystal Lake Online	\$25,331.34	\$785.63	\$0	\$26,116.97
Home State Bank Crystal Lake Flexible Spending	\$0	\$14,572.60	\$14,572.60	\$0
Home State Bank Crystal Lake Dental Claims	\$1,338.75	\$23,933.81	\$25,688.56	(\$416.00)
Harvard State Bank Harvard Operations	\$4,138.30	\$0	\$0	\$4,138.30
First Midwest Bank McHenry Student Grant & Loan	\$24,244.26	\$714,335.69	\$701,510.50	\$37,069.45

McHenry County College
April 22, 2010

Investments

College Fund	Financial Institution	March 31, 2010	February 28, 2010	Interest	No. of Days	Maturity
		Investments	Investments			
Education	Illinois Funds	17,767,530.33	20,626,455.12	see below	N/A	On Demand
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	8,162,878.32	8,162,143.96	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds	920,681.96	920,589.24	see below	N/A	On Demand
Working Cash	Illinois Funds	616,885.98	616,823.79	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	351,760.56	351,725.10	see below	N/A	On Demand
Total		30,826,706.61	33,684,706.67			

Interest Revenue

College Fund	Mar-10	Fiscal YTD
Education	\$4,648.24	\$51,881.28
Operations & Maintenance (Restricted)	827.08	7,577.20
Working Cash	62.19	580.58
Liability, Protection and Settlement	35.46	331.05
Total	\$5,572.97	\$60,370.11

Illinois Fund Rates - March 2010

Annualized rate - Money Mkt	
Low	0.050%
High	0.133%
Average	0.106%

* 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 #1019

Information

Attached is the Vendor Activity Report for March 2010.

Checks written March 1-March 31, 2010	\$1,294,756.26
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Recommendation

It is recommended that the Board of Trustees ratifies payment of Voucher #1019 showing checks written March 1-March 31, 2010 totaling \$1,294,756.26.



Kathleen Plinske
Interim President

Request to Renew
Third-Party Administrator for the FSA Benefit Program

Information

Effective July 1, 2007, the College began using PayFlex as a Third-Party Administrator (TPA) for the Flexible Spending Account (FSA) benefit program. Prior to that time, the College administered the plan. With PayFlex, employees experience improved turnaround times for processing of claims, online access to account balances and claims inquiries, direct deposit of claim payments, and the assurance that the College's FSA plan follows the current IRS guidelines to determine eligibility of expenses. The Human Resources and Accounting departments, as well as individual employees, have been very satisfied with the performance of PayFlex.

The first three-year term with Pay Flex will expire on June 30, 2010, and is up for renewal July 1, 2010. Current PayFlex fees are \$4.75 per month, per participant, and \$750.00 annually for renewal. These fees will remain if we choose to renew our contract with PayFlex. Currently, 125 employees participate in the plan. Thus, the annual projected expense for this service is \$7,875.00.

Funding for this expense is budgeted in the Human Resources Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of the contract for the FSA TPA services for a three year period with PayFlex, Omaha, NE, at the fees quoted above.



Kathleen Plinske
Interim President

Request to Renew
Bottomline Technologies Annual License and Software Support Agreement

Information

The College uses software from Bottomline Technologies in order to print student schedules and invoices and all checks (financial aid, student refunds, vendor payments, etc.). Renewal is required to update the software, maintain the College's access to new releases issued by the vendor, and to access customer service. The cost of the annual license and software support agreement is \$9,282.73.

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

Recommendation

It is recommended that the Board of Trustees approves the renewal of the annual license and software support agreement for \$9,282.73 with Bottomline Technologies, Woburn, MA.



Kathleen Plinske
Interim President

Request to Purchase
 Construction of A229 Science Lab Remodel

Information

On August 27, 2009, the Board approved the proposed FY 2010 budget that was submitted in Board Report #09-191. This board report listed items for the conversion of room A229 to a dual-use Physics/Chemistry Lab.

Part of the conversion requires construction to be completed. Eleven bids were received prior to the specified closing time. Legat Architect, the firm contracted by the College to lead the conversion project, reviewed the qualifications and references of the low bid contractor and found no evidence which would disqualify the apparent low bidder from being awarded the contract for all work under the general construction bid documents.

<u>Tessler Construction Co.</u>	<u>Wm. Tonyan and Sons</u>	<u>Pinmar Corporation</u>	<u>Doherty Construction</u>
\$102,500.00	\$111,600.00	\$111,751.00	\$113,670.00
<u>Boller Construction</u>	<u>Manusos General Contracting</u>	<u>Camosy Construction</u>	<u>Carmichael Construction</u>
\$118,888.00	\$123,740.00	\$134,600.00	\$135,775.00
<u>Sigalos and Associates</u>	<u>Dubs Construction</u>	<u>Horcher Construction</u>	
\$151,260.00	\$161,323.00	\$186,671.00	

Upon approval of this construction bid, \$231,202.00 of the total \$350,000.00 allocated to the project, will be awarded as follows:

\$ 43,000	Architectural/Engineering fees (design, construction documents)
\$102,500	Construction
\$ 85,702	Casework Pre-Purchase (awarded to Harry J. Kloppel, Board Report #10-49)

Budgeted items yet to be determined are Casework for Hazardous Materials Cabinet, Architectural fees (bidding and construction administration), reimbursable expenses, and construction contingency.

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

Recommendation

It is recommended that the Board of Trustees approves the construction of A229 Science Lab Remodel for \$102,500.00 from Tessler Construction, Crystal Lake, IL.



Kathleen Plinske
 Interim President

Request to Purchase
Printing for *Voices 2010*

Information

MCC’s student literary and arts magazine, *Voices*, will release its 2010 edition toward the end of this spring semester. The last few editions of the magazine have received several national honors, including a Silver Crown Certificate Award in 2005 and a Gold Medalist Certificate Award in 2007 and 2008, both from the Columbia Scholastic Press Association. Most recently, *Voices 2009* won a 1st place NAQP (National Association of Quick Printers) award in the design category through its printing company, CL Graphics. *Voices 2010* will continue in this tradition of excellence by showcasing the talent of MCC’s students.

Crystal Lake Graphics has printed the magazine for the last few years. However, it is recommended that *Voices 2010* be printed by McGrath Press. McGrath’s estimate includes a special fold in the back cover to accommodate the CD, which accompanies the magazine. McGrath’s design for incorporating the CD into the magazine is unavailable through CL Graphics and Carlith Printing. The estimates from CL Graphics and Carlith Printing include a plastic hub that holds the CD as opposed to the more secure fold provided by McGrath Press.

The following provides the details and estimates from CL Graphics, Carlith Printing and McGrath Press:

<u>Description</u>	<u>CL Graphics</u>	<u>Carlith Printing Inc.</u>	<u>McGrath Press</u>
Printing of <i>Voices</i> 700 Copies	\$6,550.00	\$6,470.00	\$6,645.36

This expense is budgeted in the Literary Magazine Printing Account in the Education Fund. It is \$2,450.00 less than the cost to print *Voices 2009*.

Recommendation

It is recommended that the Board of Trustees approves the printing of *Voices 2010* for \$6,645.36 from McGrath Press, Crystal Lake, IL.



Kathleen Plinske
Interim President

Request to Renew
FY 2010-2011 Software License for the Advisor Degree Audit System

Information

The Advisor Degree Audit System provides a web-based degree audit system. After logging into the system, both students and employees are able to determine how current and future courses will impact degree/certificate goals for the purpose of course selection and degree completion. Academic advisors, credentials evaluators, department chairs and students have been using this automated degree audit system successfully since its 2007 implementation.

The Advisor Degree Audit System is cost effective, user friendly, can interface with NXView, and is ADA and FERPA compliant, making it a fully accessible solution.

The expense is budgeted in the AVP Academic and Student Affairs Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of the FY 2010-2011 software license for the advisor degree audit system for \$6,500.00 from Conclusive Systems, Walla Walla, WA.



Kathleen Plinske
Interim President

Request to Renew
Research Library Database (ProQuest)

Information

The Research Library Database (ProQuest) annual subscription is due for renewal at the end of April 2010. This library database provides millions of full-text articles in journals, magazines and newspapers that are searchable on or off-campus with results that can be printed, e-mailed, or downloaded. Subjects searchable in this database include: general interest, arts, business, education, health, humanities, literature, international, legal, military, multicultural, psychology, sciences, social sciences, and women's studies. MCC students, faculty, staff, and community members perform thousands of searches each year using this database. In fact, ProQuest recently received a prestigious award for best online general reference service for content and delivery from the Software Industry and Information Association (SIAA).

The annual subscription through the Network of Illinois Learning Resources for Community Colleges (NILRC) consortium costs \$5,659.50.

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

Recommendation

It is recommended that the Board of Trustees approves the renewal of a one year subscription to Research Library Database (ProQuest) through NILRC consortium for \$5,659.50 from the NILRC Consortium, Blanchardville, WI.



Kathleen Plinske
Interim President

Request to Renew
Symantec AntiVirus License

Information

Antivirus protection is an essential IT component protecting the College’s desktop computers and servers from malicious attack. This Symantec AntiVirus licensing is based on the number of computers and servers that will be in use in the upcoming years. The College has successfully used the Symantec AntiVirus product for several years and is planning to do so for at least three more years. The College is leveraging a multi-year quote in order to reduce annual costs by 33%.

<u>Description</u>	<u>Carahsoft</u>	<u>Zones</u>	<u>CDWG</u>	<u>Dell</u>
Windows and Macintosh Symantec Protection Suite Enterprise Edition 3.0	\$39,344.00	\$39,424.00	\$40,640.15	\$40,960.00

This 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.”

The annual expense is budgeted in the Information Systems Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the three-year (May 2010-May 2013), Symantec AntiVirus license renewal for \$39,344.00 from Carahsoft, Reston, VA.



Kathleen Plinske
Interim 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. The duration of this service contract is from May 1, 2010 to April 30, 2011 at a cost of \$8,558.00, which remains the same as last year's base contract price. The service and response time provided by Althoff Industries have been outstanding.

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.



Kathleen Plinske
Interim President

Request to Purchase
Payroll Processing Services

Information

In preparation for the new fiscal year, it has been determined it is necessary to utilize the services of an external vendor to process the College's payroll. The reasons for this decision include: (1) improved internal controls, (2) the need to have access to real time computer redundancy that will guarantee that payroll would be processed in case of in-house computer system failure, (3) implementation of automated time and attendance reporting, and (4) other related operating efficiencies.

The College has contacted ADP, Inc. for cost estimates for providing these services beginning with the first pay date in the new fiscal year. ADP, Inc. is one of the industry leaders in providing payroll processing services to organizations of all sizes. Based upon discussions between the College and ADP representatives, the following costs have been determined:

Implementation costs (one time) for FY 2010:	\$21,668.00
Estimated annual operating costs for FY 2011:	\$76,336.00

The implementation costs are budgeted for FY 2010 in the Information Technology Department ERP budget in the Education Fund. The estimated annual operating costs for FY 2011 will be budgeted in the Information Technology Department budget in the Education Fund.

This 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."

Recommendation

It is recommended that the Board of Trustees approves the purchase of payroll processing services from ADP, Inc., Chicago, IL at the cost of \$21,668.00 for FY 2010 and \$76,336.00 for FY 2011, pending final legal review.



Kathleen Plinske
Interim President

Request to Purchase
IT Consultant Services

Information

In preparation for the new fiscal year, it has been determined that it is necessary to acquire the services of an external vendor to provide information technology (IT) consulting services. The College seeks to enhance its IT operations to improve all areas of IT services and data processing.

Toward this end, the College seeks an initial contract with an external IT consultant to operate and manage the College's IT function as a Chief Information Officer (CIO). This includes the management of the College's current IT staff and day-to-day service requirements. In addition, the consultant will be involved in completing an assessment of each IT functional area, providing recommendations to the Board on hardware and software purchases to enhance the College's IT services, and assisting in the process of recruiting a permanent CIO.

The College requested proposals for such services:

<u>Campus Works</u> No proposal submitted	<u>Strata Information Group (SIG)</u> \$25,000.00/month for CIO Services including expenses plus additional staff at \$150.00/hour plus expenses	<u>Sungard Higher Education</u> \$165,000.00 for CIO Services for six months plus \$36,000.00 for expenses
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SIG is a leading professional consulting firm consisting of information technology specialists with extensive experience in managing community college technology departments and can begin providing CIO services to the College on May 3, 2010. SIG proposes an initial two-month contract with the option to renew for up to a total of six months.

This expense is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (a) which reads "contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part" and (f) which reads, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services."

The cost for these services is budgeted for FY 2010 in the Institutional Account in the Education Fund. The cost for these services for FY 2011 will be budgeted in the Information Technology Department budget in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the engagement of Strata Information Group, San Diego, CA as the College IT consultant and authorize the execution of all necessary contract documents to facilitate the relationship at the cost of \$25,000.00/month for CIO Services, plus \$150.00/hour for additional staff, not to exceed a total cost of \$200,000.00, pending final legal review.



Kathleen Plinske
Interim President

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Kathleen Plinske
Interim President

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Kathleen Plinske
Interim President

Academic Calendar for 2011-2012

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 2011-2012 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 2011-2012.



Kathleen Plinske
Interim President

McHenry County College 2011-2012 Academic Calendar

FALL SEMESTER, 2011

Aug. 18, Thursday	<i>Opening Semester meeting for all employees; full-time and adjunct faculty workshops</i>
Aug. 19, Friday	Friday Night Credit Classes Begin
Aug. 20, Saturday	Saturday Credit Classes Begin
Aug. 22, Monday	Weekday Credit Classes Begin
Aug. 29, Monday	Adult Education Classes Begin
Sept. 5, Monday	Labor Day Recess, College Closed
Oct. 10-14, Monday-Friday	Mid-Term Week
Oct. 17, Monday	Start of Second 8-Week Credit Classes
Oct. 18, Tuesday	Professional Development Day, No Day or Night Classes; College Offices Closed
Nov. 11, Friday	Last Day for Withdrawals (For most 16-week classes)***
Nov. 23-25, Wednesday-Friday	Thanksgiving Recess, College Closed
Nov. 26, Saturday	No Saturday Classes College Closed
Nov. 28, Monday	Classes Resume
Dec. 9-10 Friday-Saturday	Final Exams for Credit Classes Meeting Only on Friday or Saturday
Dec. 12-15, Monday-Thursday	Final Exam Period for Weekday Credit Classes
Dec. 15, Thursday	Commencement
Dec. 17, Saturday	Last Day of Adult Education Classes
Dec. 23, 2011-Jan. 2, 2012 Friday-Monday	College Closed

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

SPRING SEMESTER, 2012

Jan. 12, Thursday	<i>Opening Semester meeting for all employees; full-time and adjunct faculty workshops</i>
Jan. 13, Friday	Friday Night Credit Classes Begin
Jan. 14, Saturday	Saturday Credit Classes Begin
Jan. 16, Monday	Weekday Credit Classes Begin
Jan. 16, Monday	Adult Education Classes Begin
Mar. 5-9, Monday-Friday	Mid-Term Week
Mar. 12, Monday	Start of Second 8-Week Credit Classes
Mar. 25-Apr. 1, Sunday-Sunday	Spring Recess, No Classes (Offices remain open until 4:30 p.m.)
Mar. 31, Saturday	No Saturday Classes – College Closed
Apr. 2, Monday	Weekday Credit Classes Resume
Apr. 6, Friday	Last Day for Withdrawals (For most 16-week classes)***
May 4-5, Friday-Saturday	Final Exams for Friday Night & Saturday Credit Classes
May 7-11, Monday-Friday	Final Exam Period for Weekday Credit Classes (including Friday day classes)
May 10, Thursday	Commencement
May 12, Saturday	Last Day of Adult Education Classes

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

SUMMER INTERSESSION, 2012

May 14, Monday	Credit Classes Begin
May 28, Monday	Memorial Day, College Closed
June 7, Thursday or June 8, Friday	Final Exam Period for Credit Classes

SUMMER SESSION, 2012

June 11, Monday	Credit Classes Begin
June 11, Monday	Adult Education Classes Begin
July 4, Wednesday	Independence Day Observance, College Closed
July 3-6, Tuesday-Friday	Mid-Term Week
July 27, Friday	Last Day for Withdrawals (For most 8-week classes)***
Aug. 3, Friday	Last Day of Adult Education Classes
Aug. 6-10, 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.

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>
Ortiz, Amy B	Mentee Stipend	0	90.00
Power, Laura A	Mentee Stipend	0	90.00
Whalen, Elaine A	Mentor Stipend	0	210.00

Recommendation

It is recommended that the Board of Trustees ratifies 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>
Ambrose-Gerak, Mary	BUS241301	3	0	1,596.30
Barone, Nicholas A	CIS110202	2	0	1,043.33
Bazan, Michael J	MUS160001	2	0	1,210.27
Chapman, Joel W	HFE120251	2	0	1,220.70
Coleman-Cruz, Erin D	ART166201	2	0	1,053.77
Diaz, Franklin E	CIS118201	2	0	1,053.77
Drzal, Tina M	CLM105201	2	0	1,043.33
Howard, Dean J	CIS110207	2	0	1,210.27
Jackson, Beverly S	CIS110204	2	0	1,210.27
Jackson, Beverly S	CIS110206	2	0	1,210.27
Kieca, John J	AMT220201	6	0	3,130.00
Krahn, Thomas E	CIS110209	2	0	1,220.70
Kvam-Holub, Janet A	MUS161002	2	0	1,231.13
Martin, Heather	DGM160001	6	0	2,055.00
Naleway, Teresa E	CIS110208	2	0	1,043.33
Ollerenshaw, Joanne	DGM150001	6	0	3,192.60
Ollerenshaw, Joanne	DGM290002	3	0	1,596.30
Petersen, Annette M	CIS110210	2	0	1,210.27
Rasmussen, G Robert	CIS110606	2	0	1,043.33
Rasmussen, G Robert	CIS110607	2	0	1,043.33
Scott, Gina M	CIS110608	2	0	1,074.63
Valverde, Osiris	DGM100002	6	0	2,280.00
Wittkamp, Roxanne	AOM122201	2	0	1,085.07

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>
Albamonte, Michael A	AMT250001	3	2	0	450.00
Albamonte, Michael A	AMT250002	3	1	0	225.00
Albright, Beverly C	MAT079002	3	1	156.00	310.00
Barnard, Allison A	SPA102001	3	4	0	900.00
Davis, Donna S	MAT095005	3	1	234.00	225.00
Diaz, Franklin E	CIS143101	2	1	0	150.00
Freedland, Debra	MUS205005	2	2	0	557.92
Geller, Jay	IND160001	3	1	0	225.00
Geller, Jay	THE153002	1	2	0	150.00
Hand, Arthur James	ART299001	3	1	0	225.00
Hand, Arthur James	ART299002	3	1	0	225.00
Hand, Arthur James	ART299004	2	1	0	150.00

<u>Name</u>	<u>Course</u>	<u>Credit Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Hand, Arthur James	IND160005	3	1	0	225.00
Johnson, Joann	RDG089001	3	2	0	450.00
Kostova, Zhanina M	FRE152001	4	3	0	900.00
Kvam-Holub, Janet A	MUS206002	2	3	1,115.84	1,673.76
Lambke, Connie	AOMCLSES	1	1	0	59.66
Lang, Sandra L	ART253001	6	1	0	225.00
Lange-Connelly, Phyllis	MUS203003	2	3	1,394.80	836.88
Mihelich, Robert	DRT101001	5	10	0	3,000.00
Reupert, Roger L	MUS210001	2	4	1,394.80	1,115.84
Schmid, Silvia	GER251001	4	3	0	900.00
Schmid, Silvia	GER252001	4	3	0	900.00
Singer, Tara J	MUS203001	2	21	5,579.20	5,858.16
Spangenberg, Bruce	HRT250002	10	1	0	234.00
Spangenberg, Bruce	HRT299001	6	1	0	234.00
Spangenberg, Bruce	HRT299002	6	1	0	234.00
Spangenberg, Bruce	HRT299003	6	1	0	234.00
Spangenberg, Bruce	HRT299004	6	1	0	234.00
Szalaj, Steven J	MUS104001	3	3	0	675.00
Szalaj, Steven J	MUS205003	2	9	2,789.60	2,510.64
Takayama, Thomas T	IND160002	1	1	0	75.00
Tetreault, Mike J	CIS155002	4	1	0	225.00
Tetreault, Mike J	CIS250001	10	1	0	150.00
Vorel, Kim F	ART299003	1	2	0	150.00

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Andel, Mark D	Read OA Essays	0	90.00
Decio, Gabriel A	Read OA Essays	0	120.00
Elder, David A	Phi Theta Kappa	0	1,831.05
Harreld, Kristen A	Read OA Essays	0	90.00
Lang-Connelly, Phyllis	Music Adjunct Stipend	0	18.60
Ortiz, Amy B	Mentee Stipend	0	90.00
Ponzio, Peter J	Read OA Essays	0	120.00
Power, Laura A	Mentee Stipend	0	90.00
Quinn, Arleen	Read OA Essays	0	90.00
Rover, Gail Anne	Read OA Essays	0	120.00
Szalaj, Steven J	Music Adjunct Stipend	0	111.60
Thompson, Doria L	MCC 101 Faculty Leader	0	261.24
Van Sickle, Cynthia	Read OA Essays	0	120.00
Whalen, Elaine A	Mentor Stipend	0	210.00

Recommendation

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



Kathleen Plinske
Interim President

Appointment of Replacement
 Coordinator of Contract Training

Information

The resignation of Michael Dougherty, effective December 20, 2009, created a vacancy for the full-time professional position of Coordinator of Contract Training. Barbara Dworak has been recommended to fill this position. Ms. Dworak has a Bachelor of Arts in Business Economics from Dominican University, River Forest, IL. Her experience is as follows:

- 1996 – 2009 Senior Project Manager and Continuity Planning Coordinator (2008 – 2009)
 Business Technology Manager, Support Services (2000 – 2008)
 Business Technology Manager, Production Management Group (1996 – 2000)
 Discover Financial Services, Riverwoods, IL

- 1986 – 1996 Information Technology Manager (1994 – 1996)
 Communications Manager (1986 – 1994)
 Sears Consumer Financial Corporation, Lincolnshire, IL

- 1978 – 1986 Telecommunications Manager (1982 – 1986)
 Operations Unit Supervisor and Manager (1978 – 1982)
 Allstate Insurance, Skokie, IL

Forty applications were received, and the search committee interviewed three candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Barbara Dworak to the professional position of Coordinator of Contract Training, effective May 11, 2010, at a salary of \$38,000.00 (based on 12-months, prorated for the remainder of FY2010).



Kathleen Plinske
 Interim President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
9	\$35,497.00	\$50,583.00	\$65,669.00	Not Applicable	\$38,000.00	\$37,700.00

POSITION: **COORDINATOR OF CONTRACT TRAINING**

CLASSIFICATION: Professional

WORK YEAR: 12 Months

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

ESSENTIAL JOB FUNCTIONS:

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

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

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Bachelor's Degree in related field.

EXPERIENCE:

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

SKILLS AND ABILITIES:

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

REVISED: April 2009

Salary/Advanced Placement Adjustments

Information

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, Johnathan Poprawski qualifies for his first adjustment at this time.

The Administrative Advanced Placement Program includes a salary adjustment of \$1,400.00 for full-time administrative staff members upon completion of 15 credit hours of pre-approved course work. Lesley Frederick qualifies for her first adjustment at this time.

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association allows individuals in Lane VII who continue to advance professionally under the guidelines of the contract to be rewarded for such advancement with a payment of \$3,500.00. Dawn Valdes Wagner qualifies for her third such payment at this time.

Recommendation

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



Kathleen Plinske
Interim President

Administrative Contracts for FY 2011

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. It is recommended that for FY 2011, the contracts of the College Administrators holding the positions listed below be extended through FY 2011:

- Director of Academy for High Performance
- Director of Athletics, Intramurals and Recreation
- Director of Bookstore
- Director of Business Services
- Director of Campus Public Safety
- Director of Continuing Education
- Director of Communications Technologies
- Director of Computing Services
- Director of End User Services
- Director of Food Services
- Director of Employment Services/Affirmative Action
- Director of Financial Aid
- Director of Institutional Research
- Director of MCC Children's Learning Center
- Director of Perkins and High School Plus
- Director of Professional Development
- Director of Enrollment Services
- Director of Marketing and Public Relations
- Director of Network Services
- Executive Director of Shah Center Programs
- Dean of Adult Education
- Dean of Education
- Dean of Health Sciences
- Dean of Student Success
- Dean of Students
- Assistant Vice President of Finance
- Assistant Vice President of Human Resources
- Executive Dean of Career and Technical Education
- Executive Dean of Continuing and Professional Education
- Executive Dean of Education and Social Sciences
- Executive Dean of Humanities
- Vice President of Academic and Student Affairs
- Vice President for Institutional Effectiveness

Recommendation

It is recommended that the Board of Trustees approves the above contract actions as presented.



George Lowe
Chair

Administrative Contracts for FY 2011

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. It is recommended that for FY 2011, the contracts of the College Administrators holding the positions listed below be extended through FY 2011:

- Director of Academy for High Performance
- Director of Athletics, Intramurals and Recreation
- Director of Bookstore
- Director of Business Services
- Director of Campus Public Safety
- Director of Continuing Education
- Director of Communications Technologies
- Director of Computing Services
- Director of End User Services
- Director of Food Services
- Director of Employment Services/Affirmative Action
- Director of Financial Aid
- Director of Institutional Research
- Director of MCC Children's Learning Center
- Director of Perkins and High School Plus
- Director of Professional Development
- Director of Enrollment Services
- Director of Marketing and Public Relations
- Director of Network Services
- Executive Director of Shah Center Programs
- Dean of Adult Education
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- Assistant Vice President of Finance
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- Executive Dean of Career and Technical Education
- Executive Dean of Continuing and Professional Education
- Executive Dean of Education and Social Sciences
- Executive Dean of Humanities
- Vice President of Academic and Student Affairs
- Vice President for Institutional Effectiveness

Recommendation

It is recommended that the Board of Trustees approves the above contract actions as presented.



George Lowe
Chair

McHenry County College

Information Report
April 22, 2010

Quarterly Report on Grants

Attached is a detailed quarterly report of FY 2010 Federal, State and Private Grants as of March 31, 2010, 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 March 31, 2010	Unexpended Balance
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FEDERAL

CWS 2010

Source: Department of Education CFDA # 84.033 Fund 8 McGee \$ 98,414 N/A \$ 58,339 40,075

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

PELL 2010

Source: Department of Education CFDA #84.063 Fund 8 McGee 3,985,941 N/A 3,939,295 46,646

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 28,200 N/A 28,200 -

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 136,015 N/A 77,107 - 58,908

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 84,143 53,814

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 March 31, 2010	Unexpended Balance
CTE Regional Collaborative							
Source: ICCB	CFDA #84.048	0635-632	Capalbo	6,000	N/A	482	5,518
Purpose: To support regional collaboratives and support the creation and steering of new Regional Collaboratives.							
Federal Basic Adult Education							
Source: ICCB	CFDA #84.002A	0619-660	Clute	125,438	N/A	99,202	26,236
Purpose: To support instruction of Adult Education and Literacy.							
English Literacy/Civics							
Source: ICCB	CFDA #84.002A	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	17,997	18,003
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. 10 - Jun. 10							
* Grant Period: Jul. 09 - Dec. 08							
COPS Technology Program Grant							
Source: U.S. Department of Justice	CFDA #16.710	618-620	Sobolak	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 March 31, 2010	Unexpended Balance			
CEE Tech Prep Transit Grant									
Source: McHenry County Cooperative for Employment Education	CFDA #84.243	0638-638	Capalbo	42,000	N/A	6,472	35,528		
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	9,213	5,161		
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	39,468	347,719		
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	3,000	-		
Purpose: To improve environmental conditions in the library in order to properly house the portrait and print collection.									
* Grant Period: March 1, 2009 - February 28, 2010									
SUBTOTAL Federal Grants - March 31, 2010			\$	5,105,001		\$	4,467,410	\$	637,591
Fiscal Year 2009 Federal Grants - March 31, 2009			\$	2,544,955		\$	2,401,748	\$	143,207

STATE

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2010	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	559,151	N/A	408,981	150,170
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	18,809	31,191
State Basic Adult Education 54V Source: ICCB Purpose: To support instruction of Adult Education and Literacy.	0619-662	Clute	137,287	N/A	102,152	35,135
State Performance Source: ICCB Purpose: To help meet performance standards in Adult Education programs.	0657-657	Clute	114,390	N/A	78,887	35,503
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	29,076	16,124
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 March 31, 2010	Unexpended Balance
CTE Program Improvement						
Source: ICCB	0645-645	Capalbo	10,854	N/A	8,135	2,719
Purpose: To purchase instructional equipment for vocational education programs.						
Family Violence Grant						
Purpose: To set up the 22nd Circuit	0644-648	Koehler	9,750	N/A	10,626	(876)
Family violence Coordinating Council and hire a part-time Local Council Coordinator.	0644-647	Koehler	9,750	N/A	4,091	5,659
* Grant Period: Jul 2009 - Dec, 2009						
* Grant Period: Jan, 2010 - Jun, 2010						
SUBTOTAL State Grants - March 31, 2010			\$ 977,132		\$ 695,757	281,375
Fiscal Year 2009 State Grants - March 31, 2009			\$ 1,044,477		\$ 880,034	164,443
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 - March 31, 2010			\$ 20,000		\$ -	\$ 20,000
Fiscal Year 2009 Private Grants - March 31, 2009			\$ 10,000		\$ 10,000	\$ -
TOTAL ALL GRANTS - March 31, 2010			\$ 6,102,133		\$ 5,163,167	\$ 938,966
Total all Grants - March 31, 2009			\$ 3,599,432		\$ 3,291,782	\$ 307,650
* Grant period differs from McHenry County College fiscal year.						

Distributed Press Releases
March 16-April 8, 2010

Information

The following releases have been distributed to all local media outlets from March 16-April 8, 2010.

- MCC to Offer Paraprofessional Test Preparation
- Social Networking Series for Business Slated at Shah Center
- ISBDC Announces Small Business Offerings for April
- MCC's Center for Corporate Training Offers Hands-On Computer Skills Courses
- Command Spanish for the Workplace Slated at Shah Center
- MCC Shah Center to Offer Quickbooks Training
- MCC to Honor Administrative Professionals at Shah Center Event
- MCC to Host Area Job Fair March 22
- MCC to Host Comedy Fundraisers to Benefit Turning Point
- MCC to Offer Construction Zone Flagger Training Courses
- 2010 Midwest Strength & Conditioning Clinic at MCC
- Advanced Leadership Series Offered at Shah Center
- Shah Center April Breakfast Series to Feature "Intelligent Risk Taking"
- Shah Center Offers OSHA 30-Hr for General Industry
- MCC to Offer New Japanese Classes in April
- MCC to Kick Off McHenry County Culinary Celebrity Dining Series
- MCC ScotStars Summer Sports Camps Accepting Registrations
- McHenry County College to Offer Welding Classes in April
- Put Spring Into Your Step with MCC Dance Classes
- MCC Grants Tenure to Five Faculty Members
- MCC Administrator Accepts New Position
- MCC to Offer Continuing Education Art Classes
- Gardenfest 2010 to Feature Landscape and Gardening Experts
- MCC to Offer Diverse Classes for Spring
- Dying to Dine: Mystery Dinner Theatre Rescheduled
- MCC to Host Final Speaker Series Events Featuring Film, Debate
- MCC to Offer Fun Summer Trips
- MCC to Host Forgiveness Seminar for Professionals and Workshop for Families April 29
- MCC to Host Final Speaker Series Events April 13 & 22
- MCC Continues International Film Festival Series in April
- MCC to Host Middle School Endorsement Classes for Educators
- MCC to Host "Life Over Cancer" Seminar April 7
- Domestic Violence Awareness Workshop for Faith Community Set April 17 at Shah Center
- MCC to Host Drum Clinic April 17
- MCC Offers Free Seminars for Adults Exploring College
- MCC to Host Internationally Renowned Photographer
- MCC to Offer Contractor's Mechanic Lien Seminar
- MCC to Offer Unique Hands-on Classes for Spring
- MCC to Offer Classes to Improve Your Finances
- MCC to Offer Fun, Hands-on Classes for Spring



Kathleen Plinske
Interim President