BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

June 25, 2009
Regular Board Meeting
7 p.m.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board Meeting, May 28, 2009
   Regular Board Meeting, June 1, 2009
   Regular Board Meeting, June 3, 2009
   Regular Board Meeting, June 8, 2009
   Regular Board Meeting, June 11, 2009
   Closed Session, June 11, 2009
   Special Board Meeting, June 18, 2009

7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
   Three (3) minutes per person or less.

8. BOARD COMMITTEE REPORTS
   Committee of the Whole

9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT’S REPORT
12. COMMUNICATIONS
   A. Faculty Report
   B. Adjunct Faculty Report
   C. Staff Council Report
   D. Student Trustee Report
   E. Trustee Report

13. APPROVAL OF CONSENT AGENDA
   For Approval
   A. Executive Summary, Board Report #09-144
   B. Financial Statements
      1. Treasurer’s Report, #09-145
      2. Voucher #1007 - $1,025,327.05, Board Report #09-146
      3. Voucher #1008 - $720,057.64, Board Report #09-147
   C. Requests to Purchase/Lease
      2. Renewal of ANGEL Learning Management System License, Board Report #09-149
      3. Public Radio Advertising, Board Report #09-150
      4. Online Database Services, Board Report #09-151
      5. Library Database Subscription Renewals, Board Report #09-152
      8. Upgrade PMI Software and Network Controller, Board Report #09-155
      9. Creative Services for FY 2009 Annual Report, Board Report #09-156
     10. Renewal of Secondary Athletic Insurance Coverage, Board Report #09-157
     11. Renewal of Property, Casualty and Workers’ Compensation Insurance, Board Report #09-158
     12. Illinois Community College Trustees Association Dues, Board Report #09-159
D. Renewal of Resolution for Prevailing Wage, Board Report #09-160
E. Approval of Five Year Financial Plan, Board Report #09-32, Amended
F. Fiscal Year 2011 RAMP, Board Report #09-161
G. Review of Closed Session Minutes, Board Report #09-162
H. Personnel
   1. Personnel Adjustments for Spring 2009 Transfer and Occupational Courses, Board Report #08-260, Addendum
   2. Personnel Adjustments for Summer 2009 Transfer and Occupational Courses, Board Report #09-120, Addendum
   3. Continuing and Professional Education Personnel Considerations for Summer 2009, Board Report #09-122, Addendum
   4. New and Eliminated Positions for FY 2010, Board Report #09-163
   5. Appointment of New Coordinator of Career Services, Board Report #09-164
   6. Appointment of New Coordinator of Personal Development Programs, Board Report #09-165
   7. Appointment of New Director of Financial Aid, Board Report #09-166
   8. Appointment of New Instructor of Sociology, Board Report #09-167
   9. Appointment of Replacement Coordinator of Grounds Maintenance, Board Report #09-168
  10. Appointment of Replacement Instructor of English, Board Report #09-169
  11. Appointment of Replacement Instructor of Criminal Justice, Board Report #09-170
  12. Appointment of Replacement Student Development Advisor, Board Report #09-171
  13. Appointment of Replacement Instructor of Music, Board Report #09-172
  14. Appointment of Vice President of Academic and Student Affairs, Board Report #09-173
  15. Appointment of Replacement Business Services Specialist, Board Report #09-174
  16. Compensation Adjustment for Non-Union Adjunct Faculty, Board Report #09-175
  18. New and Eliminated Positions in Academic Division of Continuing and Professional Education, Board Report #09-177
  19. Salary/Advanced Placement Adjustments, Board Report #09-178
  20. Appointment of Replacement Instructor of Mathematics, Board Report #09-179
  21. Appointment of Replacement Building Maintenance Technician, Board Report #09-180

14. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

15. FOR INFORMATION
   A. Resignation
   B. Resignation
   C. ERP Project Status Update
   D. Distributed Press Releases, May 15 - June 12, 2009

16. APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

17. ASSIGNMENTS FOR PRESIDENT EMERITUS

18. CLOSED SESSION

19. SUMMARY COMMENTS BY BOARD MEMBERS

20. FUTURE AGENDA ITEMS

21. ADJOURNMENT

George Lowe
Chair
Foundation Annual Meeting
The Foundation held its annual meeting on June 3, 2009. The new officers of the Foundation are: Todd Bessey, President; Bill Brennan, Vice-President; Kathleen Marinangel, Treasurer; and Tracy Izquierdo, Secretary. The new officers will meet in July and begin the planning efforts of the Foundation for the FY10 year.

Foundation Bylaws, Memorandum of Understandings (MOU) and Agreement Review
A sub-committee of the Foundation board met to review the Bylaws, MOUs and Agreements. They are recommending incorporating MCC Promise language into the Bylaws and MOU with the College. In addition, Foundation staff will develop a tandem policy and procedure manual to support these documents once the revisions have been completed.

Promise Committee and Promise Partners
Promise Applications are currently being mailed to 2009 high school graduates who have applied to MCC and completed the financial aid process. The Promise Committee and Promise Partners continue their fundraising efforts in the community. Look for new articles in the Northwest Herald, Woodstock Independent and McHenry County Magazine in the next few weeks. The MCC Promise website continues to be updated with the latest information for donors and students. Visit the MCC Promise website at www.mchenry.edu/promise to keep informed. Finally, the Promise Internal Control Committee (ICC) continues to meet twice a month to work on internal issues, such as registration and admissions, parking, security, etc.

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

Financial Update
In determining the FY10 budget, the Foundation Board has adopted a zero percent spend rate on endowments as a result of the current economic conditions and the investment performance of calendar year 2008. The Finance Committee, together with staff, will review the Foundation’s current investment policies and strategies to ensure that they are meeting the needs and priorities of the Foundation. Top priority for the Foundation Board will be securing support for MCC Promise and increasing unrestricted giving to the Foundation.

Marketing Committee
The Multi-Chamber Mixer, hosted with the MCC Office of Marketing and Public Relations (OMPR) was a great success. The Foundation will work with the OMPR to make this an annual co-sponsored event. The committee is going to review and make recommendations regarding all of the Foundation’s publications, brochures, materials, website, etc. to streamline the pieces so they all are communicating the same message, have the same appearance, and adhere to College standards as set forth by OMPR.
Student Trustee Report

On June 4-6th, I attended the Student Leadership Institute in Chicago with Student Trustees from across the state. The workshops placed emphasis on team building activities, leadership development and Robert’s Rules of Order. Former MCC Student Trustee and former elected MCC Trustee Nick Kachiroubas, shared with me his knowledge and insight to help me better perform my civic duties as the Student Trustee. My fellow Student Trustees and I are still communicating and sharing ideas. We are currently planning for future ICCTA meetings.

For the past few weeks I have been working closely with the Advising Center. My responsibilities included welcoming new incoming students, assisting with class registration, and sharing MCC resources regarding Student Services while attending MCC. The task of acquiring student opinion is daunting, but the New Student Orientation program has provided me the opportunity to communicate with the new 2009 high school graduates.

On June 12-13th, two MCC student teams, (a Student Life team and a Phi Theta Kappa team) along with many from the local community, attended the annual Relay for Life. The twelve hours spent at Crystal Lake South High School were a mixture of both freezing rain and memorable moments. We were rewarded on June 13th at 6AM, when altogether $132,000 was raised in benefit of The American Cancer Society.

Cody Sheriff
Student Trustee
Executive Summary

Information:

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

Recommendation:

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

Brian Sager, Ph.D.
Acting President
Executive Summary

Fiscal Year 2009 is currently 92% complete with the year-to-date results for May 2009 being reported. In the Operating Funds, total revenue is 64% of budget, as compared with 67% at the same time last year. Total expenditures are 71% of budget, as compared with 85% at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College.

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

- Interest revenue is currently 37% of budget as compared to 111% at the same time last year. $423,601 less revenue has been received through May 2009 than the prior year. This decrease is due to lower interest rates.

- Other revenue is currently 5% of budget as compared to 400% last year. $338,441 less revenue has been received through May 2009 than the prior year. This is due to recording Foundation support for the Promise Director and Nursing Instructor positions in the Non-Government Gifts, Grants revenue line in FY 2009 as compared to FY 2008. Additionally, in FY 2008, other revenue included one-time proceeds from the sale of investments of $264,380.

- Employee benefit expenditures are currently 75% of budget as compared to 80% last year. $935,950 more in expenditures have been recorded through May 2009 than the prior year. This increased cost is the result of payments to retirees under the College’s early retirement program and was included in the FY 2009 budget.

- Contractual services expenditures are currently 45% of budget as compared to 112% last year. $207,846 more in expenditures have been recorded through May 2009 than the prior year. This increase is primarily due to professional services related to the ERP project and was included in the FY 2009 budget.

- General materials and supplies are currently 51% of budget as compared to 73% last year. $876,916 more in expenditures have been recorded through May 2009 than the previous year. This increased cost is due to expenses associated with the ERP project and was included in the FY 2009 budget.

- Fixed charges expenditures are currently 91% of budget as compared to 69% last year. $150,400 more in expenditures have been recorded through May 2009 than the prior year. This increase is due primarily to debt certificate payments for the 2008 land purchase which were included in the FY 2009 budget.

- Capital outlay expenditures are currently 23% of budget as compared to 49% last year. $94,997 more in expenditures have been recorded through May 2009 than the prior year. This increased cost is due to expenses associated with the ERP project and was included in the FY 2009 budget.
McHenry County College
Operating Funds Financial Comparison
Eleven Months Actual Ended May 31, 2008 and May 31, 2009

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<td>Maintenance Fund</td>
<td>Total</td>
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<tr>
<td>Revenue</td>
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<td>$ 1,089,532</td>
<td>$ 10,879,711</td>
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<td>602,750</td>
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<td>Other</td>
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<td>Capital Outlay</td>
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<td>Excess (deficiency) of revenues over expenditures</td>
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<td>Other financing sources (uses)</td>
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<tr>
<td>Operating transfers out</td>
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<td>(2,000,000)</td>
<td>(2,000,000)</td>
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<td>Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses</td>
<td>$ (4,593,757)</td>
<td>$ (837,469)</td>
<td>$ (5,431,226)</td>
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McHenry County College  
Operating Funds Financial Summary  
Eleven Months ended May 31, 2009

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<th>FY2009 Budget</th>
<th>FY2009 Actual</th>
<th>Variance Over 5 yr Avg</th>
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<td>Education Fund</td>
<td>Maintenance Fund</td>
<td>Total</td>
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<td><strong>Revenue</strong></td>
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<td>Local</td>
<td>$ 22,496,130</td>
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<td>Federal</td>
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<td>Student Tuition &amp; Fees</td>
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<td>Facilities</td>
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<td>32,000</td>
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<td>Interest</td>
<td>650,000</td>
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<td>650,000</td>
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<tr>
<td>Non-Govt Gifts, Grants</td>
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<tr>
<td>Other</td>
<td>131,000</td>
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<td>131,000</td>
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<td><strong>Total Revenue</strong></td>
<td>34,347,281</td>
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<td>39,855,336</td>
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<td><strong>Expenditures</strong></td>
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<td>Salaries</td>
<td>21,085,325</td>
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<td>Other financing sources (uses): operating transfers (out)</td>
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<td>(2,625,000)</td>
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<td>Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses</td>
<td>$ (7,676,783)</td>
<td>$ 402,637</td>
<td>$ (7,274,146)</td>
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McHenry County College  
All Funds Financial Summary  
Eleven Months ended May 31, 2009

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<tr>
<th>Revenue</th>
<th>Education Fund</th>
<th>Operations &amp; Maintenance Fund (Restricted)</th>
<th>Auxiliary Fund</th>
<th>Restricted Enterprises Purposes Fund</th>
<th>Working Cash Fund</th>
<th>Loan Fund</th>
<th>Student Grant &amp; Loan Fund</th>
<th>Audit Fund</th>
<th>Liability, Protection &amp; Settlement Fund</th>
<th>Health Insurance Fund</th>
<th>Total All Funds</th>
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<td>Local</td>
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<td>-</td>
<td>-</td>
<td>2,853,829</td>
</tr>
<tr>
<td></td>
<td>Institutional Support</td>
<td>11,280,745</td>
<td>-</td>
<td>188,256</td>
<td>4,687,629</td>
<td>882,236</td>
<td>-</td>
<td>1,777,430</td>
<td>68,987</td>
<td>655,118</td>
<td>3,540,987</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>28,255,362</td>
<td>2,557,388</td>
<td>188,256</td>
<td>4,687,629</td>
<td>882,236</td>
<td>-</td>
<td>1,777,430</td>
<td>68,987</td>
<td>951,559</td>
<td>854,987</td>
<td>42,909,834</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Excess (deficiency) of revenues over expenditures</th>
<th>(6,576,834)</th>
<th>1,417,800</th>
<th>(116,908)</th>
<th>(182,883)</th>
<th>(36,389)</th>
<th>5,834</th>
<th>966</th>
<th>(41,933)</th>
<th>(533,002)</th>
<th>159,530</th>
<th>(5,903,819)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other financing sources (uses):</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating transfers in</td>
<td>-</td>
<td>-</td>
<td>2,000,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td>2,000,000</td>
</tr>
<tr>
<td>Operating transfers (out)</td>
<td>-</td>
<td>(2,000,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td>(2,000,000)</td>
</tr>
<tr>
<td>Total Other financing sources (uses)</td>
<td>-</td>
<td>(2,000,000)</td>
<td>2,000,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses</th>
<th>(6,576,834)</th>
<th>(582,200)</th>
<th>1,883,092</th>
<th>(182,883)</th>
<th>(36,389)</th>
<th>5,834</th>
<th>966</th>
<th>(41,933)</th>
<th>(533,002)</th>
<th>159,530</th>
<th>(5,903,819)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Fund Balance</td>
<td>13,626,176</td>
<td>1,275,072</td>
<td>4,610,581</td>
<td>310,800</td>
<td>51,681</td>
<td>2,804,810</td>
<td>48,557</td>
<td>283,234</td>
<td>3,756,219</td>
<td>750,591</td>
<td>27,517,721</td>
</tr>
</tbody>
</table>

| Ending Fund Balance                              | $ 7,049,342 | $ 692,872  | $ 6,493,673 | $ 127,917 | $ 15,292 | $ 2,810,644 | $ 49,523 | $ 241,301 | $ 3,223,217 | $ 910,121 | $ 21,613,902  |
Treasurer’s Report

Information:

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

Recommendation:

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

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

<table>
<thead>
<tr>
<th>Bank Name Location / Account</th>
<th>Beginning Balance</th>
<th>Deposits (+) Other Additions</th>
<th>Disbursements (-) Other Subtractions</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home State Bank Crystal Lake Imprest</td>
<td>$1,169,803.74</td>
<td>$4,560,378.98</td>
<td>$3,348,145.91</td>
<td>$2,382,036.81</td>
</tr>
<tr>
<td>Harvard State Bank Harvard Imprest - VISA / MC / Discover</td>
<td>$211,619.06</td>
<td>$355,512.27</td>
<td>$491,504.94</td>
<td>$75,626.39</td>
</tr>
<tr>
<td>Home State Bank Crystal Lake Online</td>
<td>$9,846.28</td>
<td>$1,316.37</td>
<td>$19.95</td>
<td>$11,142.70</td>
</tr>
<tr>
<td>Home State Bank Crystal Lake Flexible Spending</td>
<td>$0</td>
<td>$11,464.85</td>
<td>$11,464.85</td>
<td>$0</td>
</tr>
<tr>
<td>Home State Bank Crystal Lake Health Care Claims</td>
<td>($6,959.53)</td>
<td>$11,081.73</td>
<td>$11,216.57</td>
<td>($7,094.37)</td>
</tr>
<tr>
<td>Amcore Bank Woodstock Payroll</td>
<td>$0</td>
<td>$11,358.47</td>
<td>$11,358.47</td>
<td>$0</td>
</tr>
<tr>
<td>Harvard State Bank Harvard Operations</td>
<td>$0</td>
<td>$779,825.83</td>
<td>$779,825.83</td>
<td>$0</td>
</tr>
<tr>
<td>First Midwest Bank McHenry Student Grant &amp; Loan</td>
<td>$8,801.09</td>
<td>$304,673.06</td>
<td>$311,165.55</td>
<td>$2,308.60</td>
</tr>
</tbody>
</table>
# Investments

<table>
<thead>
<tr>
<th>College Fund</th>
<th>Financial Institution</th>
<th>May 31, 2009 Investments</th>
<th>April 30, 2009 Investments</th>
<th>Interest</th>
<th>No. of Days</th>
<th>Maturity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>Illinois Funds</td>
<td>$2,819,013.44</td>
<td>$5,188,686.86</td>
<td>see below</td>
<td>N/A</td>
<td>On Demand</td>
</tr>
<tr>
<td>Education</td>
<td>Illinois Funds - Prime Fund</td>
<td>8,124,973.57</td>
<td>8,123,097.92</td>
<td>see below</td>
<td>30</td>
<td>On Demand</td>
</tr>
<tr>
<td>Education</td>
<td>CDARS via Home State Bank *</td>
<td>1,000,000.00</td>
<td>1,000,000.00</td>
<td>1.390%</td>
<td>360</td>
<td>2/11/2010</td>
</tr>
<tr>
<td>Education</td>
<td>CDARS via Home State Bank *</td>
<td>1,000,000.00</td>
<td>1,000,000.00</td>
<td>0.995%</td>
<td>180</td>
<td>8/13/2009</td>
</tr>
<tr>
<td>Operations &amp; Maintenance (Restricted)</td>
<td>Illinois Funds</td>
<td>1,747.09</td>
<td>1,746.79</td>
<td>see below</td>
<td>N/A</td>
<td>On Demand - Reserve Account</td>
</tr>
<tr>
<td>Operations &amp; Maintenance (Restricted)</td>
<td>Illinois Funds - Prime Fund</td>
<td>6,153,241.18</td>
<td>6,151,820.70</td>
<td>see below</td>
<td>30</td>
<td>On Demand - Reserve Account</td>
</tr>
<tr>
<td>Operations &amp; Maintenance (Restricted)</td>
<td>Illinois Funds</td>
<td>918,791.12</td>
<td>918,591.67</td>
<td>see below</td>
<td>N/A</td>
<td>On Demand</td>
</tr>
<tr>
<td>Working Cash</td>
<td>Illinois Funds</td>
<td>616,229.43</td>
<td>616,095.66</td>
<td>see below</td>
<td>N/A</td>
<td>On Demand</td>
</tr>
<tr>
<td>Liability, Protection and Settlement</td>
<td>Illinois Funds</td>
<td>351,386.19</td>
<td>351,309.91</td>
<td>see below</td>
<td>N/A</td>
<td>On Demand</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$20,985,382.02</strong></td>
<td><strong>$23,351,349.51</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Illinois Fund Rates - May 2009

<table>
<thead>
<tr>
<th>Annualized rate - Money Mkt</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>0.172%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High</td>
<td>0.261%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average</td>
<td>0.209%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Interest Revenue

| College Fund                        | May 2009 | Fiscal YTD |  |  |  |
|-------------------------------------|----------|------------|  |  |  |
| Education                           | $3,319.22 | $240,896.23|  |  |  |
| Operations & Maintenance (Restricted)| 1,620.23 | 71,348.31  |  |  |  |
| Working Cash                        | 133.77   | 5,833.60   |  |  |  |
| Liability, Protection and Settlement| 76.28    | 3,326.45   |  |  |  |
| **Total**                           | $5,149.50 | $321,404.59|  |  |  |

* 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 #1007

Information:

100- Education Fund $629,128.77
200- Operations & Maintenance Fund 217,033.76
300- Operations & Maintenance (Restricted) Fund 0.00
400- Bond & Interest Fund 0.00
500- Auxiliary Enterprises Fund 130,238.37
600- Restricted Purposes Fund 39,109.35
800- Student Grant & Loan Fund 0.00
1000- Trust & Agency Fund 4,048.09
1100- Audit Fund 0.00
1200- Liability Protection & Settlement Fund 446.76
1700- Employee Health Insurance 5,321.95

Total: $1,025,327.05

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #1007 dated June 25, 2009 totaling $1,025,327.05.

Brian Sager, Ph.D.
Acting President
Authorize Payment of Voucher #1008

**Information:**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>100- Education Fund</td>
<td>$217,048.83</td>
</tr>
<tr>
<td>200- Operations &amp; Maintenance Fund</td>
<td>2,150.84</td>
</tr>
<tr>
<td>300- Operations &amp; Maintenance (Restricted) Fund</td>
<td>0.00</td>
</tr>
<tr>
<td>400- Bond &amp; Interest Fund</td>
<td>0.00</td>
</tr>
<tr>
<td>500- Auxiliary Enterprises Fund</td>
<td>193,474.55</td>
</tr>
<tr>
<td>600- Restricted Purposes Fund</td>
<td>1,591.04</td>
</tr>
<tr>
<td>800- Student Grant &amp; Loan Fund</td>
<td>0.00</td>
</tr>
<tr>
<td>1000- Trust &amp; Agency Fund</td>
<td>467.66</td>
</tr>
<tr>
<td>1100- Audit Fund</td>
<td>0.00</td>
</tr>
<tr>
<td>1200- Liability Protection &amp; Settlement Fund</td>
<td>0.00</td>
</tr>
<tr>
<td>1700- Employee Health Insurance</td>
<td>305,324.72</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$720,057.64</strong></td>
</tr>
</tbody>
</table>

**Recommendation:**

It is recommended that the Board of Trustees approves payment of Voucher #1008 dated June 25, 2009, totaling $720,057.64.

Brian Sager, Ph.D.
Acting President
Information:

The American College Testing (ACT) program is an independent, not-for-profit organization that provides more than a hundred assessment, research, information, and program management services in the broad areas of education and workforce development. The College will use the Collegiate Assessment of Academic Proficiency (CAAP) Instrument to assist in measuring our students’ levels of critical thinking as new students and as exiting students in the areas of critical thinking, mathematics, reading, writing, and science. CAAP is the standardized, nationally normed assessment instrument from ACT that will enable the College to measure, evaluate, and enhance the outcomes of our general education program. Over the past academic year the test was administered to 1,194 students. All new MCC Promise students are expected to take the test in fall semester as part of MCC 101.

ACT is the sole provider of the CAAP Instrument. The annual participation fee for FY 2010 will not exceed $35,000.00.

This expense is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (l) which reads, “contracts for goods or services which are economically procurable from only one source.”

The expense is budgeted in the Assessment Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of the Collegiate Assessment of Academic Proficiency (CAAP) Instrument for a total cost not to exceed $35,000.00 from ACT, Iowa City, IA.

Brian Sager, Ph.D.
Acting President
Request to Purchase
Renewal of ANGEL Learning Management System License and Hosting Service

Information:

In April 2006, MCC entered into a three-year contract with ANGEL Learning Management System (ANGEL), an online course management system. ANGEL allows the College to offer online and hybrid courses as a convenient and flexible way for students to complete courses. In addition, it offers the option of enhancing all of our face-to-face courses with communication tools such as email, discussion boards, and virtual chat rooms. ANGEL also provides the ability to complete exams and view progress and grades online.

### Student Enrollment

<table>
<thead>
<tr>
<th></th>
<th>Online</th>
<th>Web Enhanced</th>
<th>Hybrid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year 2006-07</td>
<td>2,184</td>
<td>12,062</td>
<td>377</td>
</tr>
<tr>
<td>Academic Year 2007-08</td>
<td>2,182</td>
<td>14,847</td>
<td>730</td>
</tr>
<tr>
<td>Academic Year 2008-09</td>
<td>2,548</td>
<td>15,284</td>
<td>812</td>
</tr>
</tbody>
</table>

ANGEL’s technical staff is available 24 hours-a-day, 365 days-a-year, to provide constant performance monitoring and troubleshooting. They handle installation, upgrades, maintenance, backup and daily off-site storage of the College’s ANGEL learning environment. There have been less than five minutes of downtime over this past semester, providing a reliability factor of 99.99%.

Utilizing ANGEL for hosting has resulted in the following savings:

- Eliminated the need to purchase additional hardware and services (servers, switches, routers and bandwidth);
- Eliminated the need to hire additional personnel;
- Prevented an increase in work load for existing staff.

Cost data for 5500 FTE for the ANGEL Learning Management System is as follows:

<table>
<thead>
<tr>
<th></th>
<th>8/1/09 to 7/31/10</th>
<th>8/1/10 to 7/31/11</th>
<th>8/1/11 to 7/31/12</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed Users</td>
<td>Unlimited</td>
<td>Unlimited</td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
<tr>
<td>LMS Software</td>
<td>$30,000</td>
<td>$31,800</td>
<td>$33,800</td>
<td>$95,600</td>
</tr>
<tr>
<td>Hosting Service</td>
<td>$28,900</td>
<td>$30,900</td>
<td>$32,600</td>
<td>$92,400</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$58,900</strong></td>
<td><strong>$62,700</strong></td>
<td><strong>$66,400</strong></td>
<td><strong>$188,000</strong></td>
</tr>
</tbody>
</table>
This expense 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, “purchases 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” and exemption (1) which reads, “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.”

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase of a three-year ANGEL Learning Management System License and Hosting Service as described above for $188,000.00 from ANGEL Learning, Indianapolis, IN.

Brian Sager, Ph.D.
Acting President
Request to Purchase
Public Radio Advertising

Information:

The College has identified strategic marketing objectives for MCC brand awareness that would be best supported through radio advertising and complement other communication channels currently utilized within the College district. Evaluation of existing radio campaigns has been completed to guide the selection of broadcasting outlets, ensuring the effectiveness of the announcements in positively influencing public perception of the College.

The College has determined that WNIU/WNIJ of Northern Public Radio (NPR) best meets the objectives of its branding campaign, especially for non-traditional and continuing education prospects. The radio ads will be heard multiple times a week during “Morning Edition” and “All Things Considered” programs. Additional spots will air Saturday’s during “Car Talk,” one of NPR’s largest listening programs.

This public radio advertising contract for FY 2010, at a cost of $8,775.00, will be designed to increase awareness of new and existing programming, support its ongoing brand management campaign, and to act as an additional promotional outlet during a community engagement and awareness campaign for the College.

This expense is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (1) which reads, “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.”

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

Recommendation:

It is recommended that the Board of Trustees approves a one-year public radio advertising program for $8,775.00 with Northern Public Radio, DeKalb, IL.

Brian Sager, Ph.D.
Acting President
Request to Purchase
Online Database Services

Information:

This is an annual renewal for online database services provided by the Consortium of Academic Research Libraries in Illinois (CARLI). CARLI was formed by consolidating three existing Illinois academic Library consortia: the Illinois Cooperative Collection Management Program (ICCMP), the Illinois Digital Academic Library (IDAL), and the Illinois Library Computer Systems Organization (ILCSO). CARLI was formed to improve the efficiency and cost effectiveness of service, increase the effectiveness of consortia and member library staff efforts, and create opportunities to pursue new programs and services that the three constituent consortia would not have been able to provide on their own.

The MCC Library uses the services of CARLI to provide electronic access to the Chronicle of Higher Education and to EBSCO online database service.

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chronicle of Higher Education</td>
<td>$565.00</td>
</tr>
<tr>
<td>EBSCO</td>
<td></td>
</tr>
<tr>
<td>CINAHL Plus with Full Text</td>
<td>4,704.96</td>
</tr>
<tr>
<td>(Nursing database)</td>
<td></td>
</tr>
<tr>
<td>PsycArticles</td>
<td>2,688.00</td>
</tr>
<tr>
<td>Literary Reference Center</td>
<td>4,680.00</td>
</tr>
<tr>
<td>Total</td>
<td>$12,657.96</td>
</tr>
</tbody>
</table>

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 (k) which reads, “contracts for goods or services procured from another governmental agency.”

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

Recommendation:

It is recommended that the Board of Trustees approves the one-year contract for services for $12,657.96 from Consortium of Academic Research Libraries in Illinois, Champaign, IL.

Brian Sager. Ph.D.
Acting President
Information:

The databases listed below provide online library access to full text articles in journals, magazines and newspapers that are searchable on or off-campus. Results can also be printed, emailed, or downloaded. Subjects searchable in these databases include: general interest, art, music, health, business, education, humanities, international, military, multicultural, psychology, sciences, social studies, and women’s interest. MCC students, faculty, staff, and community members perform thousands of searches each year.

The McHenry County College Library uses the services of Network of Illinois Learning Resources for Community College (NILRC) to provide the database services from:

- Grove Art Database $1,244.25
- Grove Music Database 1,244.25
- Oxford Reference Premium Database 953.40
- Serials Solutions Misc Subjects Database 2,945.25

Total $6,387.15

These databases are offered through NILRC at the best pricing available with governmental consortiums. 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 (k) which reads, “contracts for goods or services procured from another governmental agency.”

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

Recommendation:

It is recommended that the Board of Trustees approves the one-year subscription renewals for the databases listed above for $6,387.15 from NILRC, Blanchardville, WI.

Brian Sager. Ph.D.
Acting President
Request to Purchase
Services from Illinois Library Information Network and
Online Computer Library Center

Information:

This is an annual renewal for services from the Illinois Library Information Network (ILLINET) and the Online Computer Library Center (OCLC). ILLINET and OCLC have created a partnership to better serve libraries in Illinois. This is only available through the Lincoln Trails Library System.

The MCC Library uses the services of the ILLINET and OCLC Services Contract Program from the Lincoln Trails Library System to provide:

- Access to the statewide Illinois Library Catalog
- Resource sharing with other libraries
- Interlibrary loan services to student, faculty, staff, and community users
- Delivery of library materials through an intrastate van service
- Cataloging services for the 3,500+ books and other materials added annually
- The First Search electronic database

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 (k) which reads, “contracts for goods or services procured from another governmental agency.”

This expense of $6,539.00 is budgeted in the Library Support Services Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the one-year contract for services as noted above for $6,539.00 from Lincoln Trails Library System, Champaign, IL.

Brian Sager. Ph.D.
Acting President
Request to Purchase
Library Books, Cataloging Records, and Processing Supplies

Information:

The MCC Library is committed to providing the best possible resources for our students and the community. Several years ago, Yankee Book Peddler (YBP) was chosen as the library's primary book vendor (jobber). YBP offers a cost efficient service, and supplies the resources needed to maintain a consistently excellent library that meets the information needs of our students and community.

YBP supplies books, both processed and ready for processing, electronic books (ebooks), automatic delivery of new editions (books and loose leaf services), on-site training, new book notifications and alert service for librarians and faculty, book reviews, a purchasing history, database downloading of official Library of Congress cataloging records, and processing supplies including attached barcodes and spine labels. The purchasing history saves library personnel time when checking requests against resources that are already in the library and thus avoiding duplication of time and expense. Most book titles in the YBP database include book reviews, table of contents, and the book cover, thereby facilitating the selection process and reducing research time. The estimated cost for FY 2010 is $75,000.00.

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) which reads, “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.”

The funds to pay for this expense are budgeted in the Library Support Services Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase as noted above not to exceed $75,000.00 for FY 2010 from Yankee Book Peddler, Contoocook, NH.

Brian Sager, Ph.D.
Acting President
Information:

The current building automation system for HVAC is outdated and has frequent malfunctions, leaving part of building B, and all of buildings C, D, and E without heating or ventilation control. If the current system crashes, the units default to 100% heat mode. This presents a serious problem, especially in the non-winter months. In order to stabilize and update the system, it is necessary to replace the current computer and software. This system was manufactured and is maintained by Johnson Controls, Inc., the sole source for this system. Johnson Controls, Inc. has submitted a proposal of $6,585.00 for the upgrade.

This expense 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, “purchases 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” and exemption (1) which reads, “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.”

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase of the upgraded PMI Software and Network Controller as described above for $6,858.00 from Johnson Controls, Inc., Arlington Heights, IL.

Brian Sager, Ph.D.
Acting President
Request to Purchase
Creative Services for FY 2009 Annual Report

Information:

The College has an opportunity to highlight its new programs and services, financial status and vision for the future in an annual report. The target audience for this annual report will include current students and their families, prospective students and their families and in-district residents. This is a follow up to the College’s first Annual Report for FY 2008.

Feature content in the annual report will include (but is not limited to): financial results and budget, information on the new ERP system, descriptions of new credit and non-credit programs such as Culinary Management, enrollment update, status of MCC Promise, and information about MCC’s emergency notification planning efforts.

It is anticipated that production of the annual report will begin in July, 2009. The Board will be requested to approve the printing costs for this project at a later date.

<table>
<thead>
<tr>
<th>Description</th>
<th>Glasoe Group</th>
<th>Handelan-Pedersen</th>
<th>Creative Commune</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative concepts and development services</td>
<td>$7,400.00-$9,800.00</td>
<td>$5,517.00-$6,884.00</td>
<td>$8,900.00</td>
</tr>
<tr>
<td>for FY 2009 annual report</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.”

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase of creative services for an FY 2009 Annual Report at a cost not to exceed $6,884.00, from Handelan-Pedersen, Chicago, IL.

Brian Sager, Ph.D.
Acting President
Renewal of Secondary Athletic Insurance Coverage

Information:

On July 24, 2008, the Board approved Board Report #08-162, the purchase of Secondary Athletic Insurance Coverage for both basic and catastrophic coverage from First Agency, Inc., Kalamazoo, Michigan. This is a secondary coverage accident insurance policy to protect the College’s athletes against catastrophic claims and to protect those athletes with little or no personal coverage if they are injured while playing sports at MCC.

The Board Report approved an initial policy period of one year from August 1, 2008 to July 31, 2009, with the potential for two subsequent one-year renewals. The premium for FY 2010 has declined 4% due to excellent claims history. The premium for basic and catastrophic coverage for FY 2010 is $24,263.00, a decrease from $25,325.00 for FY 2009.

This expense is budgeted in the General Insurance Account in the Liability, Protection and Settlement Fund.

Recommendation:

It is recommended that the Board of Trustees approves the second one-year term for Athletic Insurance as described above for $24,263.00 from First Agency, Inc., Kalamazoo, MI.

Brian Sager, Ph.D.
Acting President
Renewal of Property, Casualty and Workers’ Compensation Insurance

Information:

On June 24, 2008, the Board approved Board Report #08-135, the purchase of Property and Casualty Insurance from R.J. Galla, Inc., Grayslake, IL; and Workers’ Compensation Insurance from Williams-Manny Insurance Agency, Rockford, IL. The policy period approved was from July 1, 2008 to July 1, 2009 with two subsequent one-year renewals, with the understanding that premiums would be reviewed by the College’s Insurance Consultant to ensure the adjustments are appropriate due to variations in coverage, e.g., payroll increases, property values and/or claims. If premium adjustments were not appropriate, the College would rebid the insurance. Insurance and Audit Inspection Company, the College’s insurance consultant, determined that it would be appropriate for the College to renew the policies with the current vendors.

The premium for FY 2009 for property and casualty coverage was $155,057.00. The premium for FY 2010 is $168,413.00. The increase is due to an increase in fine arts coverage due to an updated appraisal on the Portrait in Print Collection, and an increase in student enrollment from 597 to 964 in existing and added categories for student malpractice, specifically the nursing program.

The premium for FY 2009 for Workers’ Compensation Insurance coverage was $177,905.00. The premium for FY 2010 is $237,234.00. The increase is due to increases in salary, class codes, and the experience modification rate. Class codes are the premium rates assigned to different categories of employees and their assigned loss control risk. The experience modification is the multiplier insurance companies use to assign risk rates to clients based on their claims history.

These expenses are budgeted in the Insurance Account in the Liability, Protection and Settlement Fund and in the General Institutional Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the one-year renewals as described above for $237,234.00 for Workers’ Compensation from Williams Manny Agency, Rockford, IL., and $168,413.00 for Property and Casualty Coverage from R.J. Galla, Inc., Grayslake, IL.

Brian Sager, Ph.D.
Acting President
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 conception in 1970-71. The College’s membership in the ICCTA provides an opportunity to affiliate with one of Illinois' most reputable and experienced educational organizations. 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 July 1, 2009 through December 31, 2009.

Recommendation:

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

Brian Sager, Ph.D.
Acting President
Renewal of Resolution for Prevailing Wage

Information:

The attached Resolution is required by State Statute to be approved annually by the Board of Trustees. The resolution states that it shall be mandatory for all contractors and subcontractors who are hired by the College to pay to all laborers, workmen and mechanics employed by them not less than the general prevailing rate of wages. The Department of Labor periodically determines what the prevailing wage rate is in various locales throughout the State. These rates are posted in the Business Services Office and are available for all interested persons to inspect. A certified copy of this Resolution will be mailed to the Secretary of State and the Department of Labor of the State of Illinois. Additionally, this Resolution will be published within thirty days in a newspaper with a general circulation in the College District.

Recommendation:

It is recommended that the Board of Trustees approves the renewal of the Resolution for Prevailing Wage.

Brian Sager, Ph.D.
Acting President
RESOLUTION FOR PREVAILING WAGE

WHEREAS, the State of Illinois has enacted “An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works,” approved June 26, 1941, as amended, 820 ILCS 130/1 et seq, and

WHEREAS, the aforesaid Act requires that McHenry County College of the City of Crystal Lake, County of McHenry investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said County of McHenry employed in performing construction of public works for said McHenry County College.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF McHENRY COUNTY COLLEGE:

SECTION 1: To the extent and as required by “An Act regulating wages of laborers, mechanics and other workmen employed in any public works by the State, county, city or any public body of an political subdivision or by anyone under contract for public works,” approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of McHenry County College is hereby ascertained to be the same as the prevailing rate of wages for construction work in the McHenry County area as determined by the Department of Labor of the State of Illinois as of June of the current year, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department’s June determination and apply to any and all public
works construction undertaken by McHenry County College. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of McHenry County College to the extent required by the aforesaid Act.

SECTION 3: The McHenry County College Secretary shall publicly post or keep available for inspection by any interested party in the Business Office of McHenry County College this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The McHenry County College Secretary shall mail a copy of this determination to any employer and to any association of employers and to any person or association of employees who have filed or file their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The McHenry County College Secretary shall promptly file a certified copy of the ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: Within 30 days after filing with the State, the McHenry County College Secretary shall cause to be published in a newspaper of general circulation within the area a copy of this Resolution and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.
Passed this 25th day of June, 2009

Approved:

_________________________________________________
Chairperson of McHenry County College
Board of Trustees

(SEAL)

ATTEST:

_________________________________________________
McHenry County College, Secretary of the Board of Trustees
Approval of Five-Year Financial Plan

Information:

The purpose of the Five-Year Financial Plan is to create a framework which allows the Board of Trustees and the College to examine the long range financial implications of the many major financial decisions that must be made.

The Five-Year Financial Plan is not intended to be a detailed line item budget for five years. Rather, it is intended to provide a “broad-brush” overview of the financial position and the resulting impact of the many financial decisions. The Five-Year Financial Plan is also intended to look prospectively at expenditures, the means of financing those expenditures, and financial position over a longer period than the traditional one-year budget.

The Five-Year Financial Plan, FY 2010 through FY 2014, was presented at the January 22, 2009, Board meeting.

May 28, 2009 Update

Action on this item was postponed at the February 26, 2009 Board Meeting until the May 28, 2009 Board Meeting in order to obtain opinions from the College’s auditor and attorney regarding the change in tax levy methodology which significantly reduced the tax levy in the “restricted” levies (i.e. the Audit, Social Security Medicare, and Liability, Protection, and Settlement levies) in order to maximize the tax levy in the Education Fund.

The College auditor, Sikich LLP, reported this new methodology provides additional unrestricted funding, provides additional flexibility in managing scarce resources, reduces exposure to tax levy objections, and should not be construed as deficit financing or deficit budgeting.

The College attorney, Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd., reported this methodology is acceptable and consistent with ICCB requirements, would tend to avert tax rate objections, and is a best-practice strategy for reducing the number and frequency of tax rate objections.

June 25, 2009 Update

At the direction of the Board of Trustees at their May meeting, changes in assumptions were made, and the pages of the Financial Plan that were impacted by these changes have been replaced. The information shown below are for assumptions that are different than the previous Five-Year Financial Plan are as follows:
<table>
<thead>
<tr>
<th></th>
<th>Tax Levy Year</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2009</td>
<td>2010</td>
<td>2011</td>
<td>2012</td>
</tr>
<tr>
<td>Local – CPI Change</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Plan</td>
<td>3.1%</td>
<td>2.2%</td>
<td>2.2%</td>
<td></td>
</tr>
<tr>
<td>Current Plan</td>
<td>1.0%</td>
<td>1.0%</td>
<td>1.0%</td>
<td></td>
</tr>
<tr>
<td>Local – New Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Plan</td>
<td>1.0%</td>
<td>1.0%</td>
<td>1.0%</td>
<td>1.0%</td>
</tr>
<tr>
<td>Current Plan</td>
<td>1.4%</td>
<td>1.4%</td>
<td>1.4%</td>
<td>1.4%</td>
</tr>
<tr>
<td>Tuition (per credit hour)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Plan</td>
<td>+ $5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Plan</td>
<td>+ $3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries – PT Faculty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Plan</td>
<td>+ 5.25%</td>
<td>+ 5.25%</td>
<td>+ 5.25%</td>
<td>+ 5.25%</td>
</tr>
<tr>
<td>Current Plan</td>
<td>+ 5.125%</td>
<td>+ 5.125%</td>
<td>+ 5.125%</td>
<td>+ 5.125%</td>
</tr>
<tr>
<td>Salaries – Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Plan</td>
<td>+ 3%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Plan</td>
<td>+ 1.5%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Plan</td>
<td>+ 8%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Plan</td>
<td>+ 12.5%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Alternative #4**

**Tuition Increase**

<table>
<thead>
<tr>
<th></th>
<th>FY 2010</th>
<th>FY 2011</th>
<th>FY 2012</th>
<th>FY 2013</th>
<th>FY 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Plan-Original</td>
<td>+ $5</td>
<td>+ $4</td>
<td>+ $5</td>
<td>+ $4</td>
<td>+ $5</td>
</tr>
<tr>
<td>Prior Plan-Alternative #4</td>
<td>+ $4</td>
<td>+ $3</td>
<td>+ $4</td>
<td>+ $3</td>
<td>+ $4</td>
</tr>
<tr>
<td>Current Plan-Original</td>
<td>+ $3</td>
<td>+ $4</td>
<td>+ $5</td>
<td>+ $4</td>
<td>+ $5</td>
</tr>
<tr>
<td>Current Plan-Alternative #4</td>
<td>+ $3</td>
<td>+ $3</td>
<td>+ $4</td>
<td>+ $3</td>
<td>+ $4</td>
</tr>
</tbody>
</table>

**Alternative #5**

**Tuition Increase**

<table>
<thead>
<tr>
<th></th>
<th>FY 2010</th>
<th>FY 2011</th>
<th>FY 2012</th>
<th>FY 2013</th>
<th>FY 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Plan-Original</td>
<td>+ $5</td>
<td>+ $4</td>
<td>+ $5</td>
<td>+ $4</td>
<td>+ $5</td>
</tr>
<tr>
<td>Prior Plan-Alternative #5</td>
<td>+ $6</td>
<td>+ $5</td>
<td>+ $6</td>
<td>+ $5</td>
<td>+ $6</td>
</tr>
<tr>
<td>Current Plan-Original</td>
<td>+ $3</td>
<td>+ $4</td>
<td>+ $5</td>
<td>+ $4</td>
<td>+ $5</td>
</tr>
<tr>
<td>Current Plan-Alternative #5</td>
<td>+ $3</td>
<td>+ $5</td>
<td>+ $6</td>
<td>+ $5</td>
<td>+ $6</td>
</tr>
</tbody>
</table>
Recommendation:

It is recommended that the Board of Trustees approve the FY 2010 through FY 2014 Five-Year Financial Plan as presented.

Brian Sager, Ph.D.
Acting President
Fiscal Year 2011 RAMP

Information:

The Community College Capital Resource Allocation Management Program (RAMP) is the official request of the College for state funding for capital improvement projects. It is required by the Illinois Board of Higher Education through the Illinois Community College Board as a means of assisting the State in resource allocation and budget planning.

Four projects have been included in this year’s RAMP document. These represent the same projects that the College has requested in prior years, excluding the land acquisition project as the College was recently able to purchase an additional 57 acres. The projects are prioritized in the following manner:

- Off-Campus Facility – Phase Two
- Master Plan – Phase One
- Master Plan – Phase Two
- Greenhouse Remodeling

Beginning with the FY 2010 RAMP submission the State requested that all projects include green design costs in the estimated project budgets. The combined cost for all four projects is estimated at $66,243,100. The College is requesting that the State appropriate 75% with local funds supporting the remaining 25% estimated at $16,560,775.

Recommendation:

It is recommended that the Board of Trustees authorizes the administration to submit the required FY 2011 RAMP document to the Illinois Community College Board as presented.

Brian Sager, Ph.D.
Acting President
Community College Contact for Further Information

Occasionally it is necessary to contact the individual(s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested project(s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual will be the person ICCB or IBHE contacts to answer questions concerning the Capital RAMP requests.

Community College District: McHenry County College District 528
Budget Year Request: 2011
Capital RAMP Contact Person: Todd McDonald
Telephone Number: (815) 455-8749
Fiscal Year 2011 RAMP
Community College Capital Requests

Board of Trustee Matching Funds Commitment

I hereby certify that the Board of Trustees of McHenry Community College, District 528, meeting in their regular session on June 25, 2009, with a quorum present, officially authorized the submission of the attached Fiscal Year 2011 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.

- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

**Project Name: Off-Campus Facility Phase II**

**Proposed Source(s) of Local Funding**

<table>
<thead>
<tr>
<th>Source</th>
<th>Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Available Local Fund Balances</td>
<td>$3,884</td>
</tr>
<tr>
<td>2. Protection, Health, and Safety Tax Levy</td>
<td></td>
</tr>
<tr>
<td>3. Protection, Health, and Safety Bond Proceeds</td>
<td></td>
</tr>
<tr>
<td>4. Other Debt Issue</td>
<td></td>
</tr>
<tr>
<td>5. State Certified Construction Credits</td>
<td></td>
</tr>
<tr>
<td>(remaining from 1987)</td>
<td></td>
</tr>
<tr>
<td>6. Other</td>
<td></td>
</tr>
</tbody>
</table>

**Total Local Match**

$3,884

Signed ________________________________
Chairperson of the Board of Trustees

Signed ________________________________
Chief Executive of the College District
Fiscal Year 2011 RAMP  
Community College Capital Requests  

Scope of Work Narrative  

**District/College:** McHenry Community College District 528  
**Project Name:** Off-Campus Facility Phase II  

There are many aspects of possible programming in an off-campus site. Much of what can be conducted at the site depends on the space available. If this concept is pursued, the Off-Campus Facility would include 4 components: General Operating Space, Business and Technology, General Purpose Classrooms, and Continuing Education.

**General Operating Space**  
This space would include a building reception area, office space, workroom, storage, washrooms and student space.

**Business and Technology**  
The Business and Technology division would utilize space to replace and expand the capabilities which are currently housed in Building D on the main campus. General purpose classrooms and computer classrooms, equipped to provide general computer instruction as well as specific state-of-the-art computer programming would allow the College to meet growth in the Computer Information Systems Department. A Testing Center would serve all students in the facility as well as allow for expansion in offering professional certification and licensure tests to be administered for employment. A Virtual Lab is flexible space that utilizes computers, visual, audio and interactive capabilities, which allows for machine and technique specific software to be developed for the individual training needs of clients. Development of a Tech Academy, aimed at middle school students, will allow for the introduction and exploration of careers in technology. This early exposure will encourage students to look at Tech Prep program opportunities as a pathway for career preparation.

**General Purpose Classrooms**  
These classrooms would allow the College to meet the General Education needs of programs in the building as well as to expand current offerings that are being held at off-campus sites.

**Continuing Education or Rental**  
Continuing Education and other programs where space is rented would be moved to the site. These programs continue to experience growth with court services support.
Fiscal Year 2011 RAMP
Community College Capital Requests

Programmatic Justification Narrative

**District/College:** McHenry Community College District 528

**Project Name:** Off-Campus Facility Phase II

The January 2001 study by Legat Architects for the Board of Trustees of McHenry County College, “Planning for the New Millennium,” provided useful information on current space utilization and needs for additional space identified by campus faculty, staff, and administration. One of the recommendations was for the Board of Trustees to consider “serving our district through off-campus facilities and distance learning.”

A report provided in spring, 2001 by the Illinois Community College Board totals 48 satellite campuses and 22 extension centers for Illinois community colleges. Some schools such as McHenry County College include high schools where distance learning or selected evening courses are offered. Colleges in the Chicago metropolitan area which have established off-campus centers to serve district residents include DuPage, Elgin, Harper, Joliet, Lake County, Oakton, Prairie State, and Waubonsee.

The reasons for considering off-campus programming include the following:
- MCC has a history of involvement delivering programs in various parts of the district.
- Offering programs at multiple sites potentially serves more district residents.
- Program needs exceed available space on campus in several areas.
- Partnerships with outside organizations/businesses are possible, including K-12.
- Potential for increased enrollment exists.
- Space for new program development will be needed.
- Freed-up space on campus will be used for program expansion.

At the same time, important concerns regarding a satellite campus include the type and extent of services provided for students, coordination and logistics with the main campus, and costs, both initial and on going.

Selected programs at MCC are confined significantly by current space restrictions. These include occupational programs with strong community support and also curriculum offerings in the Business and Technology division which are in need of additional space. The creation of a satellite facility could link MCC with community partners, both in the business/industry sector and in public service. Space for rental to partners could reinforce our outreach efforts to the community.

Based on results from the November, 2000 referendum, the College enjoys particular support among communities along the Route 14 corridor. Several strategies were discussed regarding the location of an off-campus site in a community other than Crystal Lake. This would allow the College to extend its presence in outlying geographical locations and extend the mission to serve the entire district. A location away from our main campus would allow the College to capitalize on the population growth the district is experiencing. The location could be in an industrial park.
or close to manufacturing or business partners. This would be of particular importance as technology applications and programs are included in such a facility.

The indirect costs of providing off-campus programming are not reflected in this report, and they are not insignificant. Nevertheless, the benefits of extending to new audiences, providing a higher quality, more technologically advanced program, and confronting the challenges of competition with other educational providers are also important to consider.
**TABLE 1**

**FISCAL YEAR 2011 CAPITAL PROJECT REQUEST**

<table>
<thead>
<tr>
<th>DISTRICT/COLLEGE:</th>
<th>McHenry County College #528</th>
</tr>
</thead>
</table>

**PROJECT NAME AND/OR DESCRIPTION**
Off Campus Facility Phase II

**PROJECT STATE LOCAL TOTAL STATE LOCAL TOTAL STATE LOCAL TOTAL STATE LOCAL TOTAL**

<table>
<thead>
<tr>
<th>PROJECT CATEGORIES*</th>
<th>PRIOR YEARS FUNDING*</th>
<th>CURRENT REQUEST FY</th>
<th>BEYOND CURRENT YEAR*</th>
<th>TOTAL PROJECT COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>STATE FUNDS</td>
<td>LOCAL FUNDS</td>
<td>TOTAL</td>
<td>STATE FUNDS</td>
</tr>
<tr>
<td>BLDGS, ADDITIONS, AND/OR STRUCTURES</td>
<td>11,433.6</td>
<td>3,811.2</td>
<td>15,244.8</td>
<td>11,433.6</td>
</tr>
<tr>
<td>LAND</td>
<td>218.0</td>
<td>72.7</td>
<td>290.7</td>
<td>218.0</td>
</tr>
<tr>
<td>EQUIPMENT</td>
<td>218.0</td>
<td>72.7</td>
<td>290.7</td>
<td>218.0</td>
</tr>
</tbody>
</table>

TOTAL 11,651.6 3,883.9 15,535.5

* Describe prior year funding and/or future year funding in the scope statement section using the requested format.
State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credit.

TOTAL PROJECT REQUEST (CURRENT YEAR) $ 15,535.5

TOTAL COMPLETED PROJECT COST $ 15,535.5

MATCHING CONTRIBUTION $ (See item 10 in Section I of this Manual)

LOCAL FINANCING SOURCE

DESKTOP PROJECT START DATE

ECCB CONSTRUCTION CREDIT $ (if any)

DEBT ISSUE $ DATE OF APPROVAL:

OTHER (transfer from Operating Funds) $ TOTAL $ 3,884

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED
## TABLE 2
**FY 2011 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

<table>
<thead>
<tr>
<th>Net Assignable Square Footage Summary</th>
<th>REDISTRIBUTION OF NASF SPACE</th>
<th>ACREAGE SUMMARY (Land Acquisition)</th>
<th>Number of Acres Requested in Budget Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUEST FOR NEW FACILITIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Space Type</td>
<td>FICM Codes</td>
<td>Net Assignable Square Feet (NASF)</td>
<td>Space Prior to Remodeling</td>
</tr>
<tr>
<td>Classrooms</td>
<td>110 thru 115</td>
<td>9,874</td>
<td></td>
</tr>
<tr>
<td>Laboratory</td>
<td>210 thru 255</td>
<td>6,875</td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td>310 thru 355</td>
<td>6,805</td>
<td></td>
</tr>
<tr>
<td>Study</td>
<td>410 thru 455</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Use</td>
<td>510 thru 590</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Use:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembly and Exhibition</td>
<td>610 thru 625</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other General Use</td>
<td>630 thru 685</td>
<td>2,150</td>
<td></td>
</tr>
<tr>
<td>Support Facilities</td>
<td>710 thru 765</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Care</td>
<td>810 thru 895</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unclassified</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>TOTAL NASF #</strong></td>
<td></td>
<td>25,704</td>
<td></td>
</tr>
<tr>
<td><em><em>TOTAL GSF</em> #</em>*</td>
<td></td>
<td>41,740</td>
<td></td>
</tr>
</tbody>
</table>

*Gross Square Feet

**COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED**
TABLE 3
FY 2011 BUILDING BUDGET ESTIMATION FORM

District/College McHenry County College #528
Location Crystal Lake, IL
Project Name Off Campus Facility Phase II

(cost column rounded to the nearest hundred)

<table>
<thead>
<tr>
<th>Space Type</th>
<th>NASF</th>
<th>Multiplier</th>
<th>GSF</th>
<th>$/GSF</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>9874</td>
<td>1.5</td>
<td>14811</td>
<td>249.72</td>
<td>$ 3,698.6</td>
</tr>
<tr>
<td>Instructional Lab (Dry)</td>
<td>6875</td>
<td>1.64</td>
<td>11275</td>
<td>279.75</td>
<td>$ 3,154.2</td>
</tr>
<tr>
<td>Office</td>
<td>6805</td>
<td>1.7</td>
<td>11568.5</td>
<td>258.51</td>
<td>$ 2,990.6</td>
</tr>
<tr>
<td>General Use</td>
<td>2150</td>
<td>1.9</td>
<td>4085</td>
<td>296.49</td>
<td>$ 1,219.3</td>
</tr>
</tbody>
</table>

1. Base Total sum of above $ 25704 41739.5 $ 11,062.7
2. Added Costs (sum of added cost components identified separately below) $ 663.8
   LEED design cost up to 6% of line 1 $ 663.8
   Green Building Design/LEED Certification Level_________ (Silver, Gold, Platinum)
   Other added costs:

3. Base Cost sum of above $ 25704 41739.5 $ 11,726.5
4. Escalation (estimates of cost increase from the time of appropriation to the bid date)
   Expected Bid Date: 1/1/2011 (Number of Months to Bid Date: 18)
   Annual Percentage (less than 4.0% per annum) 0.03997
   (the monthly rate will be calculated and multiplied by the months to bid)
   Escalated Building Budget (Line 3 plus Line 4) $ 12,429.5

6. Escalated Building Budget
   Plus 10% Contingency (Line 5 multiplied by 1.10) $ 13,672.5

7. Adds:
   a. A/E Fees _______8____% $ 1,093.8
   b. On-Site Observation
      Number of Months_________ Days per Week___________
   c. Reimbursable Expenses
   d. Art in Architecture
      one-half of one percent (Multiply Line 6 by .005) $ 68.4
   e. Other Adds 3% Admin Fee (ADA, Asbestos, CDB 3% Admin Fee, etc. specify) $ 410.2
   f. Sub-total Adds (Lines 7a through 7e) $ 1,572.3

8. Total Building Budget (Line 6 plus Line 7f) $ 15,244.8

OTHER:
   Estimate of Annual State Supported Operations and Maintenance Expense

Source of Cost Estimate: ________________________________
Date of Cost Estimate: ________________________________
<table>
<thead>
<tr>
<th>Programmatic Unit</th>
<th>Room Use Classification</th>
<th>Name of Equipment</th>
<th>Number of Units</th>
<th>Cost per Unit</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous Furniture and Equipment</td>
<td>290.7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total Equipment Costs (this number should be included on the equipment line of table 1) 290.7

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTING MOVEABLE EQUIPMENT
Fiscal Year 2011 RAMP
Community College Capital Requests

Board of Trustee Matching Funds Commitment

I hereby certify that the Board of Trustees of McHenry Community College, District 528, meeting in their regular session on June 25, 2009, with a quorum present, officially authorized the submission of the attached Fiscal Year 2011 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.

- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Project Name: Master Plan – Phase One

Proposed Source(s) of Local Funding (List the Dollar Amount)

1. Available Local Fund Balances $ ____________________
2. Protection, Health, and Safety Tax Levy $ ____________________
3. Protection, Health, and Safety Bond Proceeds $ ____________________
4. Other Debt Issue $ ____________________
5. State Certified Construction Credits (remaining from 1987) $ ____________________
6. Other (Pending successful passage of Local Referendum) $ 4,356

Total Local Match $ 4,356

Signed ________________________________
Chairperson of the Board of Trustees

Signed ________________________________
Chief Executive of the College District
Fiscal Year 2011 RAMP
Community College Capital Requests

Scope of Work Narrative

District/College: McHenry Community College District 528
Project Name: Master Plan – Phase One

In May 2004, a Master Plan was presented by Legat Architects to the Board of Trustees and approved. Expansion on the existing campus to accommodate growth was prioritized and identified in three distinct phases. Phase One is detailed as follows:

Health Careers Center
Construction of new instructional labs and classroom space for expansion of current program offerings and development of additional programs based upon input from the healthcare community received during the planning process.

Math and Sciences and General/Computer/Virtual Classrooms
The size of the current classrooms does not allow for the incorporation of appropriate technology into the classroom. Construction of new, larger space would allow for new programs such as Pre-Engineering.

Food Service/Dining Improvements
The Expansion of the food service and dining areas would give conference center attendees an area to dine separate from the staff and students. The anticipated growth of the College and surrounding communities points toward the need for additional food preparation area and dishwashing area.
Fiscal Year 2011 RAMP  
Community College Capital Requests

Programmatic Justification Narrative

District/College: McHenry Community College District 528  
Project Name: Master Plan – Phase One

In May 2004, a Master Plan was presented by Legat Architects to the Board of Trustees and approved. The comprehensive multi-year Master Plan resulted from months of internal meetings with staff and students to discuss curricular and extracurricular needs and future plans for the College. The Master Plan process also included feedback received from the community at large in meetings with business and government leaders to discuss employment trends and needs as well as town hall style meetings designed to gain input from the community at large. It is a proactive, long range proposal to address the needs of a growing student population, anticipated needs of the health care industry, and continued community services. The Master Plan is broken into three distinct phases. Phase One involves the construction of 46,400 additional GSF on the current campus as well as renovation of 3,100 NASF of existing space as detailed below. Approximately 32,330 GSF will be for classroom, office, and instructional labs in the three curricular areas noted below. The remaining 14,070 GSF will be in the special use and supporting facility area of our food service dining and preparation areas.

Health Careers Center
Growth in this field is being driven by employers who need qualified health care workers to address demand for services in the district. Additional space on campus will enable us to provide services locally that are currently provided to students in the district through joint agreements.

Math and Sciences
These classrooms would allow the College to expand current offerings to meet the increase in demand for Math and Science offerings. Currently, these classrooms are undersized for the maximum allowable students per class, and lack the ability to incorporate appropriate technology into the classroom. With the growth of new programs such as Pre-Engineering, additional lab space will be needed to accommodate these curriculums.

General/Computer/Virtual Classrooms
These classrooms would allow the College to meet the General Education needs of programs on campus as well as expand the current offerings that are being held at off-campus sites. It is also an excellent opportunity for our students to develop or improve skills for jobs with local companies, developing interactive web sites and advertising. Student growth has been approximately 5% per year for the last few years, and that growth rate is anticipated to continue. As a result, additional classroom space is required to accommodate the general and computer educational requirements of our students.

Food Service/Dining Improvements
This would allow the expansion of space in the Food Service area to better serve and address the needs of students, staff and conference center attendees. Currently, large community or
corporate groups attending our conference center are forced to share the general dining room because private dining room space is very limited. A lack of dining and seminar space makes it difficult to offer, schedule, and coordinate large programs without adversely impacting other areas of the College. Increased seating would also allow additional programming for the student services area. With the anticipated continued growth of the College and the implementation of new programs and increased conference center activity, additional food preparation area and dishwashing area will also be required.
TABLE 1
FISCAL YEAR 2011 CAPITAL PROJECT REQUEST

DISTRICT/COLLEGE: McHenry County College #528

PROJECT NAME AND/OR DESCRIPTION  Master Plan - Phase One  DISTRICT PRIORITY NUMBER  2  OUT OF  4

Check one:  Check one:
NEW FACILITIES CONSTRUCTION/ACQUISITION  X  (Complete Table 2)  NEW REQUEST
REMODELING/REHABILITATION PROJECT  X  (Complete Table 2)  REQUESTED PREVIOUSLY  X
OTHER  (Complete Table 2 or provide additional information per instructions)

Dollars rounded to the nearest hundred (for example and per instructions enter $1,456,789 as $1,456.8)

<table>
<thead>
<tr>
<th>PROJECT CATEGORIES*</th>
<th>PRIOR YEARS FUNDING*</th>
<th>CURRENT REQUEST FY</th>
<th>BEYOND CURRENT YEAR*</th>
<th>TOTAL PROJECT COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>STATE FUNDS</td>
<td>LOCAL FUNDS</td>
<td>TOTAL COST</td>
<td>STATE FUNDS</td>
</tr>
<tr>
<td>BLDGS, ADDITIONS, AND/OR STRUCTURES</td>
<td>12,049.2</td>
<td>4,016.4</td>
<td>16,065.6</td>
<td>12,049.2</td>
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<tr>
<td>LAND</td>
<td>743.4</td>
<td>247.8</td>
<td>991.2</td>
<td>743.4</td>
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<tr>
<td>EQUIPMENT</td>
<td>275.3</td>
<td>91.7</td>
<td>367.0</td>
<td>275.3</td>
</tr>
<tr>
<td>UTILITIES REMODELING &amp; REHABILITATION</td>
<td>275.3</td>
<td>91.7</td>
<td>367.0</td>
<td>275.3</td>
</tr>
<tr>
<td>SITE IMPROVEMENTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>13,067.9</td>
<td>4,355.9</td>
<td>17,423.8</td>
<td>13,067.9</td>
</tr>
</tbody>
</table>

* Describe prior year funding and/or future year funding in the scope statement section using the requested format.
State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credit.

TOTAL PROJECT REQUEST (CURRENT YEAR) $ 17,424
TOTAL COMPLETED PROJECT COST $ 17,424

MATCHING CONTRIBUTION $ (See item 10 in Section I of this Manual)
LOCAL FINANCING SOURCE

AVAILABLE FUND BALANCE $ 

ICCB CONSTRUCTION CREDIT $ (if any)
DEBT ISSUE $ 
DATE OF APPROVAL: 

OTHER (pending successful passage of a local referendum) $ 4,356
TOTAL $ 4,356

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED
### TABLE 2
FY 2011 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE

<table>
<thead>
<tr>
<th>PART A</th>
<th>PART B</th>
<th>Number of Acres Requested in Budget Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NET ASSIGNABLE SQUARE FOOTAGE SUMMARY</strong></td>
<td><strong>ACREAGE SUMMARY</strong> (Land Acquisition)</td>
<td></td>
</tr>
<tr>
<td><strong>REQUEST FOR NEW FACILITIES</strong></td>
<td><strong>REDISTRIBUTION OF NASF SPACE</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Space Type</strong></td>
<td><strong>FICM Codes</strong></td>
<td><strong>Net Assignable Square Feet (NASF)</strong></td>
</tr>
<tr>
<td>Classrooms</td>
<td>110 thru 115</td>
<td>13,000</td>
</tr>
<tr>
<td>Laboratory</td>
<td>210 thru 255</td>
<td>6,000</td>
</tr>
<tr>
<td>Office</td>
<td>310 thru 355</td>
<td>1,760</td>
</tr>
<tr>
<td>Study</td>
<td>410 thru 455</td>
<td></td>
</tr>
<tr>
<td>Special Use</td>
<td>510 thru 590</td>
<td>1,150</td>
</tr>
<tr>
<td>General Use:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembly and Exhibition</td>
<td>610 thru 625</td>
<td></td>
</tr>
<tr>
<td>Other General Use</td>
<td>630 thru 685</td>
<td></td>
</tr>
<tr>
<td>Support Facilities</td>
<td>710 thru 765</td>
<td>10,000</td>
</tr>
<tr>
<td>Health Care</td>
<td>810 thru 895</td>
<td></td>
</tr>
<tr>
<td>Unclassified</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL NASF #</strong></td>
<td></td>
<td>31,910</td>
</tr>
<tr>
<td><em><em>TOTAL GSF</em> #</em>*</td>
<td></td>
<td>46,402</td>
</tr>
</tbody>
</table>

*Gross Square Feet

COMPLETE THE APPLICABLE SECTION—ONE SHEET FOR EACH PROJECT REQUESTED
TABLE 3
FY 2011 BUILDING BUDGET ESTIMATION FORM

District/College: McHenry County College #528
Location: Crystal Lake, IL
Project Name: Master Plan Phase One

(cost column rounded to the nearest hundred)

<table>
<thead>
<tr>
<th>Space Type</th>
<th>NASF</th>
<th>Multiplier</th>
<th>GSF</th>
<th>$/GSF</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>13000</td>
<td>1.5</td>
<td>19500</td>
<td>249.72</td>
<td>$4,869.5</td>
</tr>
<tr>
<td>Instructional Lab (Dry)</td>
<td>4500</td>
<td>1.64</td>
<td>7380</td>
<td>279.75</td>
<td>$2,084.6</td>
</tr>
<tr>
<td>Instructional Lab (Wet)</td>
<td>1500</td>
<td>1.64</td>
<td>2460</td>
<td>295.82</td>
<td>$727.7</td>
</tr>
<tr>
<td>Office</td>
<td>1760</td>
<td>1.7</td>
<td>2992</td>
<td>256.51</td>
<td>$773.5</td>
</tr>
<tr>
<td>Special Use (Food Service Expansion)</td>
<td>1150</td>
<td>1.8</td>
<td>2070</td>
<td>249.85</td>
<td>$517.2</td>
</tr>
<tr>
<td>Support Facilities (Dining Area)</td>
<td>10000</td>
<td>1.2</td>
<td>12000</td>
<td>233.23</td>
<td>$2,798.8</td>
</tr>
</tbody>
</table>

1. Base Total                   | 31910| 46402      |      |        | $11,751.2|

2. Added Costs (sum of added cost components identified separately below) |     |        |        |        | $705.1  

   LEED design cost up to 6% of line 1 |        |        |        |        | $705.1  

   Green Building Design/LEED Certification Level (Silver, Gold, Platinum) |        |        |        |        |         

   Other added costs: |        |        |        |        |         

3. Base Cost                    | 31910| 46402      |      |        | $12,456.3|

4. Escalation (estimate of cost increase from the time of appropriation to the bid date)
   Expected Bid Date: 1/1/2011, Number of Months to Bid Date: 15.5
   Annual Percentage (4.0% per annum or less) | 0.00397|
   (the monthly rate will be calculated and multiplied by the months to bid)

5. Escalated Building Budget (Line 3 plus Line 4) |        |        |        |        | $13,098.8|

6. Escalated Building Budget
   Plus 10% Contingency (Line 5 multiplied by 1.10) |        |        |        |        | $14,408.6|

7. Adds:
   a. A/E Fees _______% |        |        |        |        | $1,152.7|
   b. On-Site Observation: Number of Months____ Days per Week____
   c. Reimbursable Expenses
   d. Art in Architecture
      one-half of one percent | (Multiply Line 6 by .005) |        |        |        | $72.0  
   e. Other Adds 3% Admin Fee (ADA, Asbestos, CDB 3% Admin Fee, etc. specify) |        |        |        |        | $432.3  
   f. Sub-total Adds (Lines 7a through 7e) |        |        |        |        | $1,657.0|

8. Total Building Budget (Line 6 plus Line 7f) |        |        |        |        | $16,065.6|

OTHER:
   Estimate of Annual State Supported Operations and Maintenance Expense

Source of Cost Estimate: __________________________
Date of Cost Estimate: __________________________
<table>
<thead>
<tr>
<th>Programmatic Unit</th>
<th>Room Use Classification</th>
<th>Name of Equipment</th>
<th>Number of Units</th>
<th>Cost per Unit</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Miscellaneous Furniture and Equipment</td>
<td></td>
<td></td>
<td>991.2</td>
</tr>
</tbody>
</table>

Grand Total Equipment Costs (this number should be included on the equipment line of table 1) 991.2

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTING MOVEABLE EQUIPMENT
Fiscal Year 2011 RAMP
Community College Capital Requests

Board of Trustee Matching Funds Commitment

I hereby certify that the Board of Trustees of McHenry Community College, District 528, meeting in their regular session on June 25, 2009, with a quorum present, officially authorized the submission of the attached Fiscal Year 2011 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.

- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

**Project Name: Master Plan – Phase Two**

**Proposed Source(s) of Local Funding**

<table>
<thead>
<tr>
<th>Source</th>
<th>(List the Dollar Amount)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Available Local Fund Balances</td>
<td>$</td>
</tr>
<tr>
<td>2. Protection, Health, and Safety Tax Levy</td>
<td>$</td>
</tr>
<tr>
<td>3. Protection, Health, and Safety Bond</td>
<td>$</td>
</tr>
<tr>
<td>Proceeds</td>
<td></td>
</tr>
<tr>
<td>4. Other Debt Issue</td>
<td>$</td>
</tr>
<tr>
<td>5. State Certified Construction Credits</td>
<td>$</td>
</tr>
<tr>
<td>(remaining from 1987)</td>
<td></td>
</tr>
<tr>
<td>6. Other (Pending successful passage of</td>
<td>$ 7,857</td>
</tr>
<tr>
<td>Local Referendum)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Local Match**

$ 7,857

Signed ________________________________
Chairperson of the Board of Trustees

Signed ________________________________
Chief Executive of the College District
Fiscal Year 2011 RAMP
Community College Capital Requests

Scope of Work Narrative

**District/College:** McHenry Community College District 528
**Project Name:** Master Plan – Phase Two

In May 2004, a Master Plan was presented by Legat Architects to the Board of Trustees and approved. Expansion on the existing campus to accommodate growth was prioritized and identified in three distinct phases. Phase two is detailed as follows:

**Bookstore**
Increasing the size of the bookstore would entail expanding into existing meeting rooms B166-167. The expansion would not only increase sales space, but also backroom storage.

**Humanities and Social Sciences**
Additional classrooms would be gained through the expansion detailed in phase two. As new construction is finished, newly opened classrooms will open to meet student demand.

**Learning and Student Support Services/Administrative Services/Development**
As the College grows and expands, so do the areas of support and operation. Through remodeling, the office will gain a more professional look with space for much needed clerical support as well as space for confidential files.

**Health/Wellness/Athletic Center**
With the expansion outlined in phase two, the added space would be used to accommodate growing athletic program needs as well as a growing community and its needs.

**General/Computer/Virtual Classrooms**
These classrooms are included within phase two and are much needed as we make use of the space we have now. Expansion would help with the need to expand current offerings being held at off-campus sites.
Fiscal Year 2011 RAMP
Community College Capital Requests

Programmatic Justification Narrative

District/College: McHenry Community College District 528
Project Name: Master Plan – Phase Two

In May 2004, a Master Plan was presented by Legat Architects to the Board of Trustees and approved. The comprehensive multi-year Master Plan resulted from months of internal meetings with staff and students to discuss curricular and extracurricular needs and future plans for the College. The Master Plan process also included feedback received from the community at large in meetings with business and government leaders to discuss employment trends and needs as well as town hall style meetings designed to gain input from the community at large. It is a proactive, long range proposal to address the needs of a growing student population, anticipated needs of the health care industry and continued community services. The Master Plan is broken into three distinct phases. Phase Two involves the construction of 85,300 additional GSF on the current campus, as well as renovation of 9,700 NASF of existing space as detailed below.

Bookstore
The increase in both credit and non-credit offerings on campus has increased the volume of books handled in the bookstore and is pushing capacity limits from both a floor display and inventory storage perspective. The expansion of the space would allow us to more adequately and efficiently serve the needs of students.

Humanities and Social Sciences
The additional classrooms would allow the College to expand offerings to meet the needs of programs in these areas particularly for the student taking classes in anticipation of transfer to a four year institution.

Learning and Student Support Services/Administrative Services/Development
Expansion of space allows for growth of staff to improve support to students, staff, alumni, and donors provided by these administrative offices. As the College continues to seek alternative sources of revenues, the Development Office will continue to grow. Additionally, the areas of Learning and Student Support Services and Administrative Services will grow along with the continued growth of the College overall. Appropriate space to maintain privacy and a professional image is required for these key administrative areas.

Health/Wellness/Athletic Center
This space would include expansion to accommodate the growth in the athletic programs and both the credit and non-credit course offerings. In addition, space is needed to handle use of the Fitness Center by community groups as well as established partnerships with Special Education District of McHenry County and Northern Illinois Special Recreation Association.

General/Computer/Virtual Classrooms
These classrooms would allow the College to meet the General Education needs of programs in the building as well as expand the current offerings that are being held at off-campus sites.
Human and Public Services
The increase in space for Human and Public Services would allow expansion of programs that directly serve the public in the District. Expansion of Fire Science, Emergency Medical Services, Child Care, and Criminal Justice programs are currently limited due to space constraints.
TABLE 1
FISCAL YEAR 2011 CAPITAL PROJECT REQUEST

DISTRICT/COLLEGE: McHenry County College #528

PROJECT NAME AND/OR DESCRIPTION: Master Plan - Phase Two

DISTRICT PRIORITY NUMBER: 3 OUT OF 4

Check one:
- NEW FACILITIES CONSTRUCTION/ACQUISITION
- REMODELING/REHABILITATION PROJECT
- OTHER

Check one:
- NEW REQUEST
- REQUESTED PREVIOUSLY

Dollars rounded to the nearest hundred (for example and per instructions enter $1,456,789 as $1,456.8)

<table>
<thead>
<tr>
<th>PROJECT CATEGORIES*</th>
<th>PRIOR YEARS FUNDING*</th>
<th>CURRENT REQUEST FY</th>
<th>BEYOND CURRENT YEAR*</th>
<th>TOTAL PROJECT COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>STATE FUNDS</td>
<td>LOCAL FUNDS</td>
<td>TOTAL</td>
<td>STATE FUNDS</td>
</tr>
<tr>
<td>BLDGS, ADDITIONS, AND/OR STRUCTURES</td>
<td>20,857.7</td>
<td>6,952.6</td>
<td>27,810.3</td>
<td>20,857.7</td>
</tr>
<tr>
<td>LAND</td>
<td>1,761.4</td>
<td>587.1</td>
<td>2,348.5</td>
<td>1,761.4</td>
</tr>
<tr>
<td>EQUIPMENT</td>
<td>950.1</td>
<td>316.7</td>
<td>1,266.8</td>
<td>950.1</td>
</tr>
<tr>
<td>UTILITIES</td>
<td>SITE IMPROVEMENTS</td>
<td>PLANNING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>23,569.2</td>
<td>7,856.4</td>
<td>31,425.6</td>
<td>23,569.2</td>
</tr>
</tbody>
</table>

* Describe prior year funding and/or future year funding in the scope statement section using the requested format.

State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credit.

TOTAL PROJECT REQUEST (CURRENT YEAR) $ 31,426

TOTAL COMPLETED PROJECT COST $ 31,426

Matching Contribution $ (See item 10 in Section I of this Manual)

Local Financing Source

Desired Project Start Date

Estimated Completion Date

Estimated Occupancy Date

Estimated Annual Operating Cost $ 7,857

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED
# Table 2: FY 2011 Summary of Requested Space and/or Acreage

## Part A: Net Assignable Square Footage Summary

<table>
<thead>
<tr>
<th>Space Type</th>
<th>FICM Codes</th>
<th>Net Assignable Square Feet (NASF)</th>
<th>Space Prior to Remodeling</th>
<th>Space After Remodeling</th>
<th>Request for New Redistribution of NASF Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms</td>
<td>110 thru 115</td>
<td>22,600</td>
<td>9,700</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory</td>
<td>210 thru 255</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td>310 thru 355</td>
<td>5,775</td>
<td></td>
<td>3,500</td>
<td></td>
</tr>
<tr>
<td>Study</td>
<td>410 thru 455</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Use</td>
<td>510 thru 590</td>
<td>23,100</td>
<td></td>
<td>6,200</td>
<td></td>
</tr>
<tr>
<td>General Use:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembly and Exhibition</td>
<td>610 thru 625</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other General Use</td>
<td>630 thru 685</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support Facilities</td>
<td>710 thru 765</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Care</td>
<td>810 thru 895</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unclassified</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total NASF #** 51,475

**Total GSF* #** 85,298

## Part B: Acreage Summary (Land Acquisition)

<table>
<thead>
<tr>
<th>Number of Acres Requested in Budget Year</th>
<th>1 Landscaed Ground</th>
<th>2 Physical Education and Athletic Fields</th>
<th>3 Buildings and Attached Structures</th>
<th>4 Experimental Plots</th>
<th>5 Other Instructional Areas</th>
<th>6 Parking Lots</th>
<th>7 Roadways</th>
<th>8 Pond Retention and Drainage</th>
<th>9 Other (specify)</th>
<th>Total Assigned Area</th>
<th>Currently Unassigned</th>
<th>Total Acres</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Gross Square Feet

**Complete the Applicable Section--One Sheet for Each Project Requested**
TABLE 3
FY 2011 BUILDING BUDGET ESTIMATION FORM

<table>
<thead>
<tr>
<th>Space Type</th>
<th>NASF</th>
<th>Multiplier</th>
<th>GSF</th>
<th>S/GSF</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>22600</td>
<td>1.5</td>
<td>33900</td>
<td>249.72</td>
<td>$8,465.5</td>
</tr>
<tr>
<td>Office</td>
<td>5775</td>
<td>1.7</td>
<td>9817.5</td>
<td>258.51</td>
<td>$2,537.9</td>
</tr>
<tr>
<td>Special Use:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health, Wellness, Athletic Center</td>
<td>23100</td>
<td>1.8</td>
<td>41580</td>
<td>249.65</td>
<td>$10,388.8</td>
</tr>
</tbody>
</table>

1. Base Total: 51475 85297.5 $ 21,392.2

2. Added Costs (sum of added cost components identified separately below):
   - LEED design cost up to 6% of line 1
     - Green Building Design/LEED Certification Level (Silver, Gold, Platinum)
     - Other added costs:

3. Base Cost: 51475 85297.5 $ 21,392.2

4. Escalation (estimate of cost increase from the time of appropriation to the bid date):
   - Expected Bid Date: 1/1/2009
   - Number of Months to Bid Date: 18
   - Annual Percentage (4.0% per annum or less): 4.00%
   - (the monthly rate will be calculated and multiplied by the months to bid)

5. Escalated Building Budget (Line 3 plus Line 4) $ 22,674.5

6. Escalated Building Budget
   - Plus 10% Contingency (Line 5 multiplied by 1.10) $ 24,942.0

7. Adds:
   a. A/E Fees ________ 8 __% $ 1,995.4
   b. On-Site Observation
      - Number of Months________ Days per Week________
   c. Reimbursable Expenses
   d. Art in Architecture
      - one-half of one percent (Multiply Line 6 by .005) $ 124.7
   e. Other Adds 3% Admin Fee (ADA, Asbestos, CDB 3% Admin Fee, etc. specify) $ 748.3
   f. Sub-total Adds (Lines 7a through 7e) $ 2,868.3

8. Total Building Budget (Line 6 plus Line 7f) $ 27,810.3

OTHER:
- Estimate of Annual State Supported Operations and Maintenance Expense

Source of Cost Estimate: ___________________________
Date of Cost Estimate: ___________________________
TABLE 4
FY 2011 MOVEABLE EQUIPMENT LIST

District/College: McHenry County College #528
Project Name: Master Plan - Phase Two

(cost column rounded to the nearest dollar--please round the grand total equipment cost to the nearest hundred when you transfer to table 1)

<table>
<thead>
<tr>
<th>Programmatic Unit</th>
<th>Room Use Classification</th>
<th>Name of Equipment</th>
<th>Number of Units</th>
<th>Cost per Unit</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous Furniture and Equipment</td>
<td></td>
<td></td>
<td>2,348.5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total Equipment Costs (this number should be included on the equipment line of table 1) 2,348.5

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTING MOVEABLE EQUIPMENT
Fiscal Year 2011 RAMP
Community College Capital Requests

Board of Trustee Matching Funds Commitment

I hereby certify that the Board of Trustees of McHenry Community College, District 528, meeting in their regular session on June 25, 2009, with a quorum present, officially authorized the submission of the attached Fiscal Year 2011 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.

- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

**Project Name: Greenhouse Remodeling**

**Proposed Source(s) of Local Funding**

<table>
<thead>
<tr>
<th>Source</th>
<th>(List the Dollar Amount)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Available Local Fund Balances</td>
<td>$ 465</td>
</tr>
<tr>
<td>2. Protection, Health, and Safety Tax Levy</td>
<td>$</td>
</tr>
<tr>
<td>3. Protection, Health, and Safety Bond Proceeds</td>
<td>$</td>
</tr>
<tr>
<td>4. Other Debt Issue</td>
<td>$</td>
</tr>
<tr>
<td>5. State Certified Construction Credits</td>
<td>$</td>
</tr>
<tr>
<td>(remaining from 1987)</td>
<td></td>
</tr>
<tr>
<td>6. Other</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total Local Match**

$ 465

Signed
Chairperson of the Board of Trustees

Signed
Chief Executive of the College District
Fiscal Year 2011 RAMP  
Community College Capital Requests

Scope of Work Narrative

District/College: McHenry Community College District 528  
Project Name: Greenhouse Remodeling

McHenry County College has two greenhouses totaling 5,345 square feet. The original greenhouse (3,665 square feet) was built in 1977. The primary construction is windows and metal framing. The heating system is basically fin tubes and overhead hot water heaters. In order to bring the greenhouse back to a quality unit, all of the windows would need to be reset, and the heating system and all of the controls replaced.

The second greenhouse (1,680 square feet) was constructed in 1981. It is primarily a metal frame with a polyurethane wrap. Heating is provided by two infrared heaters.

Due to the age of the mechanical systems in both greenhouses, it is extremely difficult to find replacement parts when needed. It would be more economical in the long run to replace rather than repair these structures.
Fiscal Year 2011 RAMP
Community College Capital Requests

Programmatic Justification Narrative

District/College: McHenry Community College District 528
Project Name: Greenhouse Remodeling

The greenhouse at McHenry County College has been a learning lab and production facility for the College since shortly after the institution moved to its present location on Route 14 in Crystal Lake. Initially, the greenhouse was a central working laboratory for the horticulture and production agriculture programs offered at MCC. Students enrolled in those programs utilized the facility as both classroom and an active plant propagation lab. Many of the plants produced in the greenhouse were eventually incorporated into the College’s landscape and two of the earlier horticulture graduates are now full-time staff members working with the College’s exterior and interior plantscapes.

Over the years, the programs at MCC have changed and the functions of the greenhouse have changed with them. Although the College no longer has a production agriculture program, there has been a renewed commitment to the Associate of Applied Sciences Degree in Horticulture and certificate offerings in floral design, greenhouse/interiorscape, landscape/nursery management, landscape/turf management, and home gardening. These programs are supported by foundation courses offered through the Department of Biology including Introduction to Plant Science, Introduction to Soil Science, Plant Pathology, and Introduction to Entomology. All of these programs and courses rely heavily on the greenhouse lab facility to provide hands-on educational opportunities for students that fulfill identified course objectives and enhance student comprehension and appreciation.

In addition to supporting horticulture students by providing a practical, experiential production lab facility, the greenhouse also offers students the opportunity to gain insight into marketing practices by serving as a site for three annual sales events. Proceeds from the sale of poinsettias, Easter lilies, and spring bedding plants provide additional funds to support the purchase of educational supplies and classroom equipment for the horticulture program.

Other departments have found the greenhouse to be important to their students, as well. Various biology classes have used the facility for plant lab exercises and some instructors are currently working on a plan to convert a portion of the greenhouse to a butterfly habitat. Early childhood education classes have used the facility as a practical lab area for early childhood experiential training, and honors students have routinely utilized the lab for special projects. Finally, a portion of the greenhouse has been devoted to producing and maintaining plants used in the institution’s interiorscape.

Unfortunately, the greenhouse facility is becoming outdated and is falling into disrepair. The main part of the facility is a traditional glazed greenhouse with a central head house. The primary production unit is a polyhouse. The glass of the main portion is in constant need of repairs, as is the outdated heating and ventilation unit. The polyhouse support structure is deteriorating, and previous attempts to upgrade have been kept at a minimal level due to budget
restrictions. In order to continue to use the facility as an essential educational support structure for a wide array of programs at MCC, major, costly repairs are needed. This situation, combined with the need to provide a more modern production facility for the practical benefit of students, justifies the plan to remove the current greenhouse structure and replace it with a new, up-to-date facility.
**TABLE 1**

**FISCAL YEAR 2011 CAPITAL PROJECT REQUEST**

**DISTRICT/COLLEGE:** McHenry County College #528

**PROJECT NAME AND/OR DESCRIPTION**

Greenhouse Remodel

**DISTRICT PRIORITY NUMBER**

4 OUT OF 4

**Check one:**

NEW FACILITIES CONSTRUCTION/ACQUISITION (Complete Table 2)

REMODELING/REHABILITATION PROJECT X (Complete Table 2)

OTHER (Complete Table 2 or provide additional information per instructions)

State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits.

Dollars rounded to the nearest hundred (for example and per instructions enter $1,456,789 as $1,456.8)

<table>
<thead>
<tr>
<th>PROJECT CATEGORIES*</th>
<th>PRIOR YEARS FUNDING* STATE FUNDS</th>
<th>LOCAL FUNDS</th>
<th>TOTAL COST</th>
<th>CURRENT REQUEST FY STATE FUNDS</th>
<th>LOCAL FUNDS</th>
<th>TOTAL COST</th>
<th>BEYOND CURRENT YEAR* STATE FUNDS</th>
<th>LOCAL FUNDS</th>
<th>TOTAL COST</th>
<th>TOTAL PROJECT COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLDGS, ADDITIONS, AND/OR STRUCTURES</td>
<td>1,393.7</td>
<td>464.5</td>
<td>1,858.2</td>
<td>1,393.7</td>
<td>464.5</td>
<td>1,858.2</td>
<td>1,393.7</td>
<td>464.5</td>
<td>1,858.2</td>
<td>1,393.7</td>
</tr>
<tr>
<td>LAND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>EQUIPMENT</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REMODELING &amp; REHABILITATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SITE IMPROVEMENTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLANNING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,393.7</td>
<td>464.5</td>
<td>1,858.2</td>
<td>1,393.7</td>
<td>464.5</td>
<td>1,858.2</td>
<td>1,393.7</td>
<td>464.5</td>
<td>1,858.2</td>
<td></td>
</tr>
</tbody>
</table>

* Describe prior year funding and/or future year funding in the scope statement section using the requested format.
State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits.

**TOTAL PROJECT REQUEST (CURRENT YEAR)**

$ 1,858

**TOTAL COMPLETED PROJECT COST**

$ 1,858

**MATCHING CONTRIBUTION**

$ (See item 10 in Section I of this Manual)

**LOCAL FINANCING SOURCE**

AVAILABLE FUND BALANCE

$ 465

**DEBT ISSUE DATE OF APPROVAL:**

$ (if any)

**OTHER (transfer from Operating Funds)**

$ 465

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED
### TABLE 2
**FY 2011 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

<table>
<thead>
<tr>
<th>PART A NET ASSIGNABLE SQUARE FOOTAGE SUMMARY</th>
<th>PART B ACREAGE SUMMARY (Land Acquisition)</th>
<th>Number of Acres Requested in Budget Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUEST FOR NEW FACILITIES</td>
<td>REDISTRIBUTION OF NASF SPACE</td>
<td></td>
</tr>
<tr>
<td>Space Type</td>
<td>Net Assignable Square Feet (NASF)</td>
<td>Space Prior to Remodeling</td>
</tr>
<tr>
<td>Classrooms</td>
<td></td>
<td>2 Physical Education and Athletic Fields</td>
</tr>
<tr>
<td>Laboratory</td>
<td>110 thru 115</td>
<td>3 Buildings and Attached Structures</td>
</tr>
<tr>
<td>Office</td>
<td>210 thru 255</td>
<td>4 Experimental Plots</td>
</tr>
<tr>
<td>Study</td>
<td>310 thru 355</td>
<td>5 Other Instructional Areas</td>
</tr>
<tr>
<td>Special Use</td>
<td>410 thru 455</td>
<td>6 Parking Lots</td>
</tr>
<tr>
<td>General Use:</td>
<td>510 thru 590</td>
<td>7 Roadways</td>
</tr>
<tr>
<td>Assembly and Exhibition</td>
<td>610 thru 625</td>
<td>8 Pond Retention and Drainage</td>
</tr>
<tr>
<td>Other General Use</td>
<td>630 thru 685</td>
<td>9 Other (specify)</td>
</tr>
<tr>
<td>Support Facilities</td>
<td>710 thru 765</td>
<td>Total Assigned Area</td>
</tr>
<tr>
<td>Health Care</td>
<td>810 thru 895</td>
<td>Currently Unassigned</td>
</tr>
<tr>
<td>Unclassified</td>
<td></td>
<td>Total Acres</td>
</tr>
<tr>
<td>TOTAL NASF #</td>
<td>5,345</td>
<td></td>
</tr>
<tr>
<td>TOTAL GSF* #</td>
<td>6,414</td>
<td></td>
</tr>
</tbody>
</table>

*Gross Square Feet

**COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED**
TABLE 3
FY 2011 BUILDING BUDGET ESTIMATION FORM

<table>
<thead>
<tr>
<th>Location</th>
<th>Crystal Lake, IL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td>Greenhouse Remodel</td>
</tr>
</tbody>
</table>

(District/College: McHenry County College #528)

(cost column rounded to the nearest hundred)

<table>
<thead>
<tr>
<th>Space Type</th>
<th>NASF</th>
<th>Multiplier</th>
<th>GSF</th>
<th>$/GSF</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Facility (Greenhouse 1)</td>
<td>3665</td>
<td>1.2</td>
<td>4398</td>
<td>233.23</td>
<td>$1,025.7</td>
</tr>
<tr>
<td>Support Facility (Greenhouse 2)</td>
<td>1680</td>
<td>1.2</td>
<td>2016</td>
<td>233.23</td>
<td>$470.2</td>
</tr>
</tbody>
</table>

1. Base Total: 5345 6414 $1,495.9

2. Added Costs (sum of added cost components identified separately below): $89.8
   - LEED design cost up to 6% of line 1: $89.8
   - Green Building Design/LEED Certification Level: Silver, Gold, Platinum
   - Other added costs:

3. Base Cost: 5345 6414 $1,585.7

4. Escalation (estimate of cost increase from the time of appropriation to the bid date as of July 1):
   - Insert variables to calculate—assumes appropriation received at July 1.
   - Expected Bid Date: 1/1/2010
   - Number of Months to Bid Date: 18
   - Annual Percentage: 0.04
   - Monthly rate = 0.04 / 12 = 0.00333
   - (The monthly rate will be calculated and multiplied by the months to bid.)

5. Escalated Building Budget (Line 3 plus Line 4): $1,680.8

6. Escalated Building Budget
   - Plus 10% Contingency (Line 5 multiplied by 1.10): $1,848.9

7. Adds:
   a. A/E Fees __________%
   b. On-Site Observation
      Number of Months ________ Days per Week ______________
   c. Reimbursable Expenses
   d. Art in Architecture
      one-half of one percent (Multiply Line 6 by .005): $9.2
   e. Other Adds __________ (ADA, Asbestos, CDB 3% Admin Fee, etc. specify)
   f. Sub-total Adds (Lines 7a through 7e): $9.2

8. Total Building Budget (Line 6 plus Line 7f): $1,858.2

OTHER:
   Estimate of Annual State Supported Operations and Maintenance Expense

Source of Cost Estimate: ___________________________
Date of Cost Estimate: ___________________________
Review of Closed Session Minutes

Information:

The College Board of Trustees is required by 5 ILCS 120/2.06 to review its Closed Session minutes to determine if any or all of them should be released to the public. In accordance with this Act and at the direction of the Board, the Board Liaison has reviewed the Closed Session minutes since the last review in December 2008 to make a determination that: (1) the need for confidentiality still exists as to all or part of those minutes; or, (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection in the library.

The Board Liaison has completed a review of all Closed Session minutes for the time period January, 2009 through May, 2009 and has determined that the April 20, 2009 minutes and the May 7, 2009 minutes still require confidential treatment. All other minutes from that time period may be released.

The Board Liaison has completed a review of the minutes still requiring confidential treatment per Board Report #08-282, December 18, 2008 and has determined that those minutes can be released.

Recommendation:

It is recommended that the Board of Trustees accepts the recommendation of the Board Liaison to release the minutes listed above.

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

Board Report #08-260
November 20, 2008
Addendum
June 25, 2009

Personnel Adjustments for Spring 2009
Transfer and Occupational Courses

Information:

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

Faculty Non-Teaching Roles

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Recommendation:

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

Brian Sager, Ph.D.
Acting President
Personnel Adjustments for Summer 2009
Transfer and Occupational Courses

Information:

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

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<td>Waters, M</td>
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<th>$ Amount</th>
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### Faculty Non-Teaching Roles:

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<th>$ Amount</th>
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</thead>
<tbody>
<tr>
<td>Castro, M</td>
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</tr>
<tr>
<td>Freelove, J</td>
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<td>Reagan, M</td>
<td>Chair–Social Sciences</td>
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<td>Reass, R</td>
<td>Math Review for College Algebra</td>
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<td>Takayama, T</td>
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<td>Chair–Applied Technologies</td>
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</table>

**Recommendation:**

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

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Brian Sager, Ph.D.
Acting President
Continuing and Professional Education Personnel Considerations for Summer 2009

Information:

Listed below are instructors to be hired for the Summer 2009 Semester:

<table>
<thead>
<tr>
<th>Part-time Personnel</th>
<th>Music</th>
<th>These are paid on a per-student basis:</th>
<th>$ Amount</th>
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</thead>
<tbody>
<tr>
<td>Halinski, M</td>
<td>NMU C17 001</td>
<td>Private Music – Oboe</td>
<td>275.00</td>
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<table>
<thead>
<tr>
<th>Full-time Personnel</th>
<th>Classes and Seminars</th>
<th>These are paid on a per-student basis:</th>
<th>$ Amount</th>
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<tbody>
<tr>
<td>Ziszik, C</td>
<td>NMD C01 001</td>
<td>CNA Retest</td>
<td>300.00</td>
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</tbody>
</table>

Recommendation:

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

Brian Sager, Ph. D.
Acting President
New and Eliminated Positions for FY 2010

Information:

There has been a growing demand for classes in the social sciences, in general, and in the discipline of sociology, in particular. The experienced increased demand has been evidenced by increasing fill rates of sections offered, the addition of new courses within the discipline, and heavier reliance on adjunct faculty. Therefore, a new Instructor of Sociology is being requested.

Due to the June 30, 2009 retirement of the College’s full-time Programmer/Analyst and a careful analysis of the technical skills needed to provide ongoing support for the new ERP, it has been determined that the current full-time Programmer/Analyst position should be eliminated and the current part-time (40%) Database Administrator position be eliminated and replaced with a full-time Senior Database Administrator position. The Senior Database Administrator position will have increased responsibilities including performance analysis and tuning, data dictionary maintenance, database design and optimization for the new ERP systems, and a multitude of other support databases.

This request is being brought forward at this time in order to eliminate the part-time Database Administrator position and create the full-time position of Senior Database Administrator effective July 1, 2009. It has been determined that Gina Scott, Database Administrator, has been performing more than 50% of the duties of the Senior Database Administrator. Therefore, according to Section 1.2 of the MCCSC contract, she has been selected to fill this position. The salary will be determined after the position has gone through the MCCSC classification process.

<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
<th>Effective Date</th>
<th>FTE</th>
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</thead>
<tbody>
<tr>
<td>Instructor of Sociology</td>
<td>*</td>
<td>August 14, 2009</td>
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</tr>
<tr>
<td>Database Administrator</td>
<td>9</td>
<td>July 1, 2009</td>
<td>(0.4)</td>
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<tr>
<td>Senior Database Administrator</td>
<td>**</td>
<td>July 1, 2009</td>
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<tr>
<td>Programmer/Analyst</td>
<td>9</td>
<td>June 30, 2009</td>
<td>(1.0)</td>
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<tr>
<td>Total</td>
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<td>(0.6)</td>
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</table>

* Salary to be determined in part by the candidate’s educational background and experience.

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

Recommendation:

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

Brian Sager, Ph. D.
Acting President
Appointment of New Coordinator of Career Services

Information:

At the January 2009 Board Meeting, the Board of Trustees approved the new full-time professional position of Coordinator of Career Services. Frank Lanko has been recommended to fill this position. Mr. Lanko has a Bachelor of Science in Business Administration from the University of Wisconsin-Madison, Madison, WI. His experience is as follows:

- **2001 – Present**
  - Recruiter (2001 – 2009)
  - Account Manager (1999 – 2001)
  - CDW Corporation, Vernon Hills, IL

- **1998 – 1999**
  - SOAR Coordinator
  - Visitor Services Guide
  - University of Wisconsin-Madison, Madison, WI

Forty-eight applications were received, and the search committee interviewed five candidates.

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Frank Lanko to the professional position of Coordinator of Career Services, effective July 1, 2009, at the twelve-month salary of $34,200.00.

Brian Sager, Ph.D.
Acting President

<table>
<thead>
<tr>
<th>Professional Range</th>
<th>Minimum Salary</th>
<th>Midpoint Salary</th>
<th>Maximum Salary</th>
<th>Current Salary</th>
<th>Salary Offer</th>
<th>Salary of Replaced Employee</th>
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<tr>
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POSITION: COORDINATOR OF CAREER SERVICES

CLASSIFICATION: Professional

WORK YEAR: 12 Months

WORK WEEK: Some evenings and Saturdays will be required.

PRIMARY PURPOSE: Coordination and delivery of career and job development education and programming to students and community members; collaborate with Student Affairs and other departmental areas to help provide job development education and programming; and research/coordinate job development technologies.

ESSENTIAL JOB FUNCTIONS:

- Participate in long range planning, organization, coordination, and effective utilization of resources for Career Services office.
- Develop and implement Career Services programming and services to be delivered to students in cooperation with staff and academic departments and administrative units across the College, including executive deans, deans, department chairs, lead instructors, faculty, counselors, and departmental directors.
- Collaborate with career and technical education departmental areas to provide targeted career services activities for current students and graduates.
- Identify appropriate resources both within and outside the College and collaborate with community constituents to maximize partnerships and develop relationships.
- Plan, develop, and implement a variety of job development educational workshops and programs covering such areas of resume writing, job search strategies, interviewing techniques, effective networking, and workplace professionalism.
- Develop proposals for corporate, foundation, and/or government sources for grants and sponsorships that will benefit the work of Career Services.
- Carry out a marketing and public relations plan that addresses the communications, marketing, and public relations needs of this office within the College and community.
- Develop, coordinate, promote, and market job-seeker related activities in collaboration with internal and external public relations and related vendors. These activities include, but are not limited to, the annual Career Fair, workshops, and on-campus employer visits.
- Coordinate with other on-campus departments to promote and co-sponsor various events.
- Actively participate in ongoing assessment of Career Services strategies and activities.
- Assist in preparing assessment reports, surveys, studies, and analysis of resources as services.
- Provide job-seeking information and assistance to prospective Career Service clients and job seekers.
- Participate in and assist with college-wide activities such as bi-annual commencement, MCC Night, and other events as assigned.
- Serve as coordinating agent with Collegiate Employment Network (CEN).
- Attend CEN (ccjobnet) meetings and contribute to program and software upkeep and development.
- Initiate, monitor, and follow up as needed with contractual obligations and financial transactions (i.e., program fees, speaker’s stipends, contracts, and related business matters) in accordance with approved Career Services activities.
ESSENTIAL JOB FUNCTIONS:

- Assist in formulating a complete, fiscally sound Career Services budget by providing accurate expenditure of department funds using departmental budget data.
- Provide confidential customer service to students, alumni, and employers who use Career Services.
- Maintain all office records.
- Publish Job Journal and Internship Journal, writing and/or selecting content to be included.
- Assist with all College commencement ceremonies.
- Develop and maintain career related worksheets and informational articles.
- Oversee on-campus recruiting and interviewing with employers.
- Provide seasonal academic advising in the Advising and Transfer Center.
- Additional duties as assigned by immediate supervisor.

SUPERVISION: Under supervision of the Dean of Student Success.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor’s Degree in Student Personnel Administration, Adult Education, or related field required; Master’s Degree preferred.

EXPERIENCE:

- Two years in related area, preferably in a community college setting.
- Experience with and appreciation for diversity; e.g., age, experiences, gender, culture.

SKILLS AND ABILITIES:

- Must be able to lift 25 pounds unassisted.
- Must be able to work in a highly quality-focused service environment with excellent organizational skills and in a professional manner.
- Ability to be self-motivated, self-directed, and to work independently, as well as, in cooperation with others.
- Ability to work effectively in a team environment.
- Ability to meet deadlines, manage multiple tasks, and to prioritize.
- Ability to grow with technology and philosophical directions implemented by the College.
- Ability to contribute ideas and search for new and better ways to perform tasks thorough knowledge of labor market information job-seeking strategies.
- Solid experience, working knowledge, and above average skills in all related job seeking topics using the Internet.
- High degree of creativity and computer software knowledge.
- Exceptional written and verbal communication skills.
- Proficient in all Microsoft Office Suite applications, including software specific to Career Services.
- Bilingual (English/Spanish) language skills preferred.

ISSUED: March 2009
Appointment of New
Coordinator of Personal Development Programs

Information:

At the January 2009 Board Meeting, the Board of Trustees approved the new full-time professional position of Coordinator of Personal Development Programs. Claudia Terrones has been recommended to fill this position. Ms. Terrones has a Master of Arts in Human Resources Development from Webster University, Crystal Lake, IL, a Bachelor of Arts in General Studies from Columbia College, Crystal Lake, IL, and an Associate of Applied Technology in Office Systems Technology from McHenry County College, Crystal Lake, IL. Her experience is as follows:

1997 – Present
Administrative Assistant to Executive Dean of Career and Technical Education (2003 – Present)
Adjunct Faculty (2005 – 2006)
Secretary, Department Chairs of Business Technology and Training (1998 – 2003)
Secretary, Adult Education and Literacy (1997 – 1998)
McHenry County College, Crystal Lake, IL

1995 – 1997
Underwriting Assistant
Sentinel Insurance Agency, Crystal Lake, IL

Forty-two applications were received, and the search committee interviewed six candidates.

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Claudia Terrones to the professional position of Coordinator of Personal Development Programs, effective July 1, 2009, at the twelve-month salary of $53,000.00.

Brian Sager, Ph.D.
Acting President

<table>
<thead>
<tr>
<th>Professional Range</th>
<th>Minimum Salary</th>
<th>Midpoint Salary</th>
<th>Maximum Salary</th>
<th>Current Salary</th>
<th>Salary Offer</th>
<th>Salary of Replaced Employee</th>
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<tr>
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<td>$50,583.00</td>
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POSITION: COORDINATOR OF PERSONAL DEVELOPMENT PROGRAMS

CLASSIFICATION: Professional

WORK YEAR: 12 Months

WORK WEEK: Flexible scheduling involving evening and weekend hours.

PRIMARY PURPOSE: To develop and manage personal development classes, workshops, and seminars to include coordinating all aspects of the trips and tours program.

ESSENTIAL JOB FUNCTIONS:

• Development and management of Personal Development program.
  o Develop classes and seminars for schedule in conjunction with trainers.
  o Orient the Instructors and plan for ongoing communication with Instructor. Oversee on-campus room arrangements, including room requests and room availability.
  o Provide for needed instructional support such as A.V. equipment, books, supplies, etc.
  o Actively pursue and create new programs, including interviewing teachers, and soliciting outlines.
  o Prepare schedule.
  o In conjunction with the Continuing Education Team, develop and monitor system for assessing teaching and learning in entire area.

• Research and develop all aspects of the trips and tours program.
  o Research and recommend tour destinations.
  o Secure transportation.
  o Procure tickets.
  o Lead trips or make arrangements for other staff to lead.
  o Evaluate trips.
  o Supervise handling of registration, payments, rooming list, and correspondence with participants.

• Promote and market personal development programs.

• Monitor progress of programs including enrollment, revenue, budget, cancellation rate, and evaluation process. Report progress to Executive Dean of Continuing Education and Director of Continuing Education.

• Assist the Director of Continuing Education in development of the budget and monitor budget and revenue on an on-going basis.

• Maintain all records pertaining to trips and tours.

• Maintain activity in the Regional Consultative Council and remain active in the ICCET.

• When feasible, serve on College-wide committees.

• Provide daily direction to Continuing Education office assistants.

• Implementing evaluation program for all classes and seminars.

• Participate in appropriate community events for the purposes of assessing needs of community, evaluating effectiveness of programs, and marketing program to the community.

• Additional duties as assigned by immediate supervisor.
SUPERVISION: Under direct supervision of the Director of Continuing Education.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Bachelor’s Degree required. Master’s Degree preferred.

EXPERIENCE: Experience in program development and coordination.

SKILLS AND ABILITIES:

- Interpersonal communication skills essential.
- Organizational skills essential.
- Ability to work with many details simultaneously.
- Self-starter/needs minimum supervision.
- Ability to work flexible hours.
- Creative thinker.

ISSUED: April 2009
Appointment of New
Director of Financial Aid

Information:

At the January 2009 Board Meeting, the Board of Trustees approved the new full-time administrative position of Director of Financial Aid. Laura McGee has been recommended to fill this position. Ms. McGee has a Master of Arts in Human Resources Development from Webster University, Crystal Lake, IL, a Bachelor of Science in Business Administration from Roosevelt University, Chicago, IL, and an Associate of Science in Management from McHenry County College, Crystal Lake, IL. Her experience is as follows:

1999 – Present
- Coordinator of Financial Aid and Veteran Services (2002 – Present)
- Financial Aid Specialist (1999 – 2001)
- McHenry County College, Crystal Lake, IL

1998
- Sales/Estimator
- Scot Forge, Spring Grove, IL

1997 – 1998
- Account Executive
- Emergency Radio Service, Barrington, IL

Thirteen applications were received, and the search committee interviewed two candidates.

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Laura McGee for the administrative position of Director of Financial Aid, effective July 1, 2009, at the twelve-month salary of $62,000.00.

Brian Sager, Ph.D.
Acting President

<table>
<thead>
<tr>
<th>Administrator Salary Level</th>
<th>Low Salary</th>
<th>Midpoint Salary</th>
<th>High Salary</th>
<th>Current Salary</th>
<th>Salary Offer</th>
<th>Salary of Replaced Employee</th>
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<tbody>
<tr>
<td>III</td>
<td>$50,288.00</td>
<td>$69,146.00</td>
<td>$88,005.00</td>
<td>$52,594.54</td>
<td>$62,000.00</td>
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</table>
POSITION: DIRECTOR OF FINANCIAL AID

CLASSIFICATION: Administrative

WORK YEAR: 12 months

PRIMARY PURPOSE: Responsible for overseeing Financial Aid, Veteran Services, Work Study, MCC Promise, scholarships, and maintaining an atmosphere dedicated to providing excellent customer service.

ESSENTIAL JOB FUNCTIONS:

- Provide overall leadership of Financial Aid, Veteran Services, Work Study, and scholarship management.
- Plan and coordinates Financial Aid Department staff training.
- Supervise and evaluate the performance of staff; interview and select employees; and recommend disciplinary actions.
- Manage and assess all programs in Financial Aid and Veteran Services Department.
- Direct, prepare, and complete the annual audit; ISAC audit; FISAP, IBHE and other state and federal reports; program reviews; Board reports; and annual departmental reports.
- Keep abreast of changing guidelines and legislation affecting individual programs by attending workshops, seminars, and keeping current on printed and electronic information. Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain knowledge of multiple and ever changing software and web-based programs mandated by state and federal agencies.
- Assure reconciliation of all financial aid programs.
- Manage the standards of academic progress project and respond to financial aid appeals.
- Prepare and submit institutional applications to funding agencies.
- Support the process of advertising, applying for, and awarding of foundation and private scholarships.
- Apply federal and state-mandated regulations; complete budgetary requests annually, develop and recommend policies, procedures, and guidelines relative to the Financial Aid Department.
- Assist in meeting college/division staff diversity goals.
- Develop and prepare the annual budget for the Financial Aid and Records office; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Develop and maintain a system of data collection and record keeping to be used in reporting and evaluating the financial aid and veteran programs, as well as keeping auditable records for each student.
- Plan and facilitate monthly department meeting.
- Refine and keep current a financial aid handbook of current monetary assistance, application procedures, and recipient responsibilities.
- Serve on the management team of the Dean of Students and provide leadership through the development and maintenance of effective working relationships with other institutional units.
- Notify the Director of Enrollment Services of changes in Consumer Right to Know mandates.
- Direct and manage the Return to Title IV refunds.
- Actively participate in institutional quality improvement efforts, including but not limited to AQIP, Foundations of Excellence, Systems Portfolio, etc.
- Assist with college-wide events such as commencement ceremonies, open houses, etc.
- Additional duties as assigned by immediate supervisor.
SUPERVISION: Reports directly to the Dean of Students. Supervises Financial Aid Department staff.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Master’s Degree in Higher Education, Student Personnel Administration, or related field.

EXPERIENCE:

- Minimum five years financial aid experience.
- Knowledge of and experience with rules, regulations, procedures, policies, and function of federal and state financial aid and veteran programs.
- Experience with financial aid awarding procedures.
- Extensive experience with computer software used for financial aid processing.
- Experience with and appreciation of diverse cultures and commitment to multiculturalism.
- Minimum two years supervisory experience and budget experience preferred.
- Strong public speaking skills.
- Skilled at working collaboratively with internal and external stakeholders.

SKILLS AND ABILITIES:

- Ability to understand personal and financial problems encountered by college students and parents.
- Must be able to lift 25 lbs. unassisted.
- Ability to work evenings and Saturdays required.
- Ability to work collaboratively with internal and external stakeholders.
- Understanding and commitment to community college mission and goals.
- Leadership and supervisory skills.
- Detail oriented and excellent organizational skills.
- High level of ethics and integrity related to all aspects of the position.

ISSUED: March 2009
Appointment of New Instructor of Sociology

Information:

The Board of Trustees has received a request for approval of an additional position of Instructor of Sociology. That request is based on the growing demand for classes in the social sciences, in general, and in the discipline of sociology, in particular. The experienced increased demand has been evidenced by increasing fill rates of sections offered, the addition of new courses within the discipline, and heavier reliance on adjunct faculty. If the Board supports the addition of this needed new full-time Instructor of Sociology, Ms. Sheila Venkataswamy is recommended to fill the position.

The search to fill the position vacated by the retirement of Carol Chandler provided several highly qualified applicants. Since that search occurred this past spring semester, the search committee felt strongly that it was unnecessary to re-open the search process and recommends Ms. Venkataswamy, should the Board approve an additional position. Ms. Venkataswamy has a Master of Arts in Sociology from the University of Akron, Akron, Ohio, and a Bachelor of Arts in Sociology from Framingham State College, Framingham, Massachusetts. Her experience is as follows:

- 2003 – Present   Adjunct Instructor
  McHenry County College, Crystal Lake, IL
- 2002 – 2003    Substitute Teacher
  School District #46, Crystal Lake, IL
- 2000 – 2001    Substitute Teacher
  Sparta Public Schools, Sparta, NJ
- 1988 – 1990    Research Assistant
  University of Akron, Akron, OH

Twenty-seven applications were received and the search committee interviewed four candidates.

Recommendation:

If the Board of Trustees approves the addition of the new full-time faculty position of Instructor of Sociology, it is recommended that the Board also approves the appointment of Sheila Venkataswamy for that position effective August 19, 2009, at a nine-month salary of $46,587.00.

Brian Sager, Ph.D.
Acting President

<table>
<thead>
<tr>
<th>Contract Placement</th>
<th>Placement Multiplier</th>
<th>Base Salary</th>
<th>Contractual 9-month Salary</th>
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<tr>
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</table>
POSITION: INSTRUCTOR OF SOCIOLOGY
Full-time Tenure-track position

CLASSIFICATION: Faculty

RESPONSIBILITIES:

Responsibilities include but are not limited to:

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

MINIMUM POSITION QUALIFICATIONS:

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

Revised: January 2009
ISSUED: December 2008
Appointment of Replacement
Coordinator of Grounds Maintenance

Information:

The retirement of Ronald Peterson, effective June 30, 2009, will create a vacancy for the full-time professional position of Coordinator of Grounds Maintenance. Kevin Colombe has been recommended to fill this position. Mr. Colombe has a Bachelor of Science in Ornamental Horticulture from the University of Illinois Urbana-Champaign, Urbana, IL. His experience is as follows:

2008 – 2009  Maintenance Divisional Manager
            Hinsdale Nurseries, Inc., Willowbrook, IL

2007  Maintenance Divisional Manager
      Landscape Professionals, Inc., Elgin, IL

2005 – 2007  Account Manager/Staff Horticulturist
              ARAMARK Facility Services for the Chicago Christian Industrial League, Chicago, IL

2005  Operations Manager
      Suburban Landscaping, Chicago Heights, IL

Thirty-three applications were received, and the search committee interviewed four candidates.

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Kevin Colombe to the professional position of Coordinator of Grounds Maintenance, effective June 26, 2009, at a salary of $394.26 (based on a 12-month salary of $34,300.00).

Brian Sager, Ph.D.
Acting President

<table>
<thead>
<tr>
<th>Professional Range</th>
<th>Minimum Salary</th>
<th>Midpoint Salary</th>
<th>Maximum Salary</th>
<th>Current Salary</th>
<th>Salary Offer</th>
<th>Salary of Replaced Employee</th>
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</thead>
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<tr>
<td>8</td>
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</table>
POSITION: COORDINATOR OF GROUNDS MAINTENANCE

CLASSIFICATION: Professional

WORK YEAR: 12 Months

WORK WEEK: Hours: 7 a.m. to 3:30 p.m., occasional weekends and evenings may be required

PRIMARY PURPOSE: To maintain and repair all campus grounds, grounds equipment, and supplies.

ESSENTIAL JOB FUNCTIONS:

• Direct and coordinate the activity of the Grounds Maintenance personnel:
  ○ Mowing, weeding, spraying, pruning, fertilizing and watering of grounds.
  ○ Keep the parking lots and fields clear of litter and trash.
  ○ Snow removal.
  ○ Maintenance of grounds equipment.
  ○ General grounds repair work.
  ○ Change display of outside message board.
  ○ Athletic field maintenance.
• Authenticate time reports.
• Be involved with interviewing, hiring, and training process of the Grounds Maintenance personnel.
• Inventory control of grounds supplies.
• Interior and exterior painting.
• Assist with installations.
• Minor maintenance repairs.
• Additional duties as assigned by immediate supervisor.

SUPERVISION: Under direct supervision of the Assistant Vice President of Buildings and Grounds. Coordinate the work of full-time, part-time, and contractual employees.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Associate’s Degree in Horticulture and additional specialized training.

EXPERIENCE: Three or more years in related field. Supervisory experience required.

SKILLS AND ABILITIES:

• Ability to operate and maintain grounds equipment.
• Responsible and dependable.
• Organizational skills and self-directed.
• Trustworthy, thorough, and committed.
• Ability to read and comprehend manuals.
• Ability to safely lift 50 lbs.
LICENSE OR CERTIFICATE:

- State license for the use of commercial pesticides.
- State applicators license, or able to receive license within 60 days of hire.
- Valid state driver's license.

REVISED: May 2009
Appointment of Replacement
Instructor of English

Information:

The retirement of Paulette Vrett, effective June 1, 2009, created a vacancy for the full-time faculty position of Instructor of English. Lisa Crizer has been recommended to fill this position. Ms. Crizer has a Master of Fine Arts in Creative Writing from Bowling Green State University, Bowling Green, OH, and a Bachelor of Arts in English/Writing from the University of Illinois, Chicago, IL. Her experience is as follows:

2004 – Present  Instructor
Bowling Green State University, Bowling Green, OH

Seventy-one applications were received, and the search committee interviewed eight candidates.

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Lisa Crizer to the faculty position of Instructor of English, effective August 19, 2009, at a nine-month salary of $54,498.00.

Brian Sager, Ph.D.
Acting President

<table>
<thead>
<tr>
<th>Contract Placement</th>
<th>Placement Multiplier</th>
<th>Base Salary</th>
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POSITION:  INSTRUCTOR OF ENGLISH
           Full-time tenure-track position

CLASSIFICATION:  Faculty

RESPONSIBILITIES:

Responsibilities include but are not limited to:

• Teach five English sections each semester, to include Developmental Writing and Composition. Available to teach daytime and evening classes, as needed.
• Participate in the development of department reports including schedules, initiatives, program reviews, distance learning, classroom technology and course/program assessments.
• Continue professional development in English and in teaching/learning strategies.
• Assist in curriculum development through preparation of additional courses, revision of current courses and program reviews, consistent with the needs of the College and the community.
• General involvement as a faculty member in participatory College governance and committees, advisement of students, and professional development.
• Work cooperatively with the department, division, faculty, and staff throughout the College in striving for educational excellence.
• Participate in assessment of learning at the classroom, course, departmental, and college level.
• Support continuous quality improvement through participation in AQIP.

MINIMUM POSITION QUALIFICATIONS:

• Master’s Degree in English (with a significant number of graduate hours in Composition or Rhetoric), Master’s Degree in Writing, or Master’s Degree in Composition/Rhetoric.
• Experience and/or training in developmental English is desirable.
• Experience in distance learning and teaching in higher education. Experience using technology in the classroom; experience and/or interest in online instruction preferred.
• Interest and experience in working on and developing English-related student enrichment activities is desirable.
• Ability to interact with students and colleagues in a positive and collaborative manner.
• Commitment to the mission of the community college, as well as teaching and motivating students in ways appropriate to their diverse backgrounds and learning styles.
• Demonstrated commitment to professional development.

ISSUED:  December 2008
Appointment of Replacement
Instructor of Criminal Justice

Information:

The appointment of Ronald Geary to the position of Executive Dean of Education and Social Sciences, effective July 1, 2009, will create a vacancy for the full-time faculty position of Instructor of Criminal Justice. Harriet Johnson has been recommended to fill this position. Ms. Johnson has a Bachelor of Science in English Literature from Illinois State University, Normal, IL with anticipated completion of a Master of Science in Law Enforcement and Justice Administration in December, 2009. Her experience is as follows:

1981 – Present  Director of Campus Safety and Security (2003 – Present)
                Adjunct Instructor (1981 – Present)
                Associate Director of Professional Programs/Continuing
                Education (2002)
                McHenry County College, Crystal Lake, IL

1997 – Present  Police Officer
                Prairie Grove Police Department, Prairie Grove, IL

1996 – Present  Director of Hotel Security
                Holiday Inn, Crystal Lake, IL

1999 – 2002  Basic Training Manager
                Police Academies for North-East Multi-Regional Training,
                North Aurora, IL

Thirty-one applications were received, and the search committee interviewed three candidates.

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Harriet Johnson to the faculty position of Instructor of Criminal Justice, effective August 19, 2009, at a nine-month salary of $57,135.00.

Brian Sager, Ph.D.
Acting President

<table>
<thead>
<tr>
<th>Contract Placement</th>
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<th>Base Salary</th>
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</table>
POSITION: INSTRUCTOR OF CRIMINAL JUSTICE
Full-time, tenure track position

CLASSIFICATION: Faculty

RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Teach 15 contact hours or equivalent per semester selected from Criminal Justice courses and possibly Sociology courses.
- Broaden the Criminal Justice Program to meet the needs of students and the Law Enforcement Community.
- Work with the Law Enforcement Community and Criminal Justice Advisory Committee, which provides information necessary for the growth of the program.
- Work with high schools, Tech Prep Director, and appropriate McHenry County College colleagues to facilitate dual credit/dual enrollment opportunities.
- Collaborate with Continuing Education to offer non-credit training and professional development.
- Work with four-year colleges and universities to facilitate articulation.
- Be informed of activities at the state level that directly impact Criminal Justice and the Community College, i.e., Illinois Articulation Initiative, Illinois Community College Board.
- Possible Department Chair appointment by the Executive Dean.
- Develop curriculum through preparation of additional Criminal Justice, Homeland Security, and/or Emergency Management courses and/or participation in revision of current courses.
- Participate as a faculty member in college governance, student advising, program assessment, and college committees.
- Support continuous quality improvement through participation in AQIP.
- Assess student learning.

MINIMUM POSITION QUALIFICATIONS:

- At least 18 graduate credits towards a Master’s Degree in Criminal Justice, Master’s Degree to be completed within two years required. Master’s Degree in Criminal Justice preferred.
- Two thousand clock hours of law enforcement work experience required.
- Knowledge of Emergency Services preferred.
- The ability to interact with the students and peers in a positive manner.
- Demonstrated commitment to professional growth.
- Commitment to the mission of the Community College, and to teaching and motivating community college students in ways appropriate to their diverse backgrounds and learning styles.
- Commitment to working with beginning students.
- Interest in serving in a leadership role in the department is desirable.
- Willingness to use educational technology.

REVISED: April 2009
Appointment of Replacement
Student Development Advisor

Information:

The appointment of Jared Wacker to the position of Coordinator of Registration and Records, effective July 1, 2009, will create a vacancy for the full-time professional position of Student Development Advisor. Benjamin Allen has been recommended to fill this position. Mr. Allen has a Master of Arts in Sports Management from Lindenwood University, St. Charles, MO and a Bachelor of Arts in Physical Education K-12. His experience is as follows:

2008 – Present Temporary Student Development Advisor
McHenry County College, Crystal Lake, IL

2007 – 2008 Instructor of Management/Student Advisor/Head Women’s Golf Coach
Lindenwood University, St. Charles, MO

2006 – 2007 Graduate Assistant Golf Coach
Lindenwood University, St. Charles, MO

Twenty-six applications were received, and the search committee interviewed three candidates.

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Benjamin Allen to the professional position of Student Development Advisor, effective July 1, 2009, at the twelve-month salary of $34,200.00.

Brian Sager, Ph.D.
Acting President

<table>
<thead>
<tr>
<th>Professional Range</th>
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<tr>
<td>8</td>
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</table>
POSITION: STUDENT DEVELOPMENT ADVISOR

CLASSIFICATION: Professional

WORK YEAR: 12 Months

WORK WEEK: Full-time – 40 hours (Some evenings and Saturdays will be required.)
Part-time – 20-29 hours (Day, evening, and Saturdays required.)
Flexible schedule required to meet student demand.

PRIMARY PURPOSE: Provide diverse student body with a wide range of proactive academic advising and educational planning.

ESSENTIAL JOB FUNCTIONS:

- Development of appropriate education plans and selection of courses to the general population of MCC students.
- Utilizing a variety of proactive delivery modes, provide accurate and timely information to currently enrolled students.
- Increase student awareness of available institutional resources.
- Monitor student progress toward established educational goals.
- Participate in development and presentation of seminars.
- Conduct individual and group advising and orientation activities.
- Contribute to continually improving advising techniques.
- Work within parameters of academic advising position and make referrals to appropriate student services.
- Maintain documentation in student records that is objective, complete, and accurate.
- Participate in training new advisors.
- Additional duties as assigned by immediate supervisor.

SUPERVISION: Under the supervision of the Dean of Students.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor’s Degree required; Master’s Degree in College Student Personnel, Higher Education, Counseling, or related field preferred. Graduate certification as an Academic Advisor preferred.

EXPERIENCE:

- Experience with and appreciation for diverse student populations.
- One year advising preferred.
CERTIFICATION:

Obtain Graduate Academic Advisor certification within three years of hire.

SKILLS AND ABILITIES:

- Excellent interpersonal and communication skills.
- Ability to work with highly detailed information and disseminate information to groups and individuals.
- Ability to remain flexible and handle vague or changing information.
- A sensitivity to students whose cultural and educational experiences differ from his/her own.
- Proficiency with technology including Word, Excel, Outlook, and Internet.
- Ability to meet deadlines, manage multiple tasks, organize and prioritize tasks.
- Willingness to share knowledge, learn from mistakes, accept personal responsibility, and develop multiple competencies.
- Willingness to share responsibility for improving work relations.
- Ability to work under pressure with composure.
- Ability to follow leadership and college-wide procedures.
- Must be able to work in a high-quality, focused service environment in a professional manner with excellent organizational and customer service skills.
- Ability to demonstrate understanding of student development theory and practice.
- Demonstrate commitment to advising profession through practice and continued acquisition of advising skills and knowledge.
- Demonstrate comprehensive knowledge of institution’s programs, academic requirements, policies, procedures, and support services.
- Demonstrate good problem-solving skills.
- Ability to sit, and communicate orally, for extended periods of time.
- Ability to handle heavy books, packages, and book trucks up to 25 pounds unassisted.

REVIEWED: May 2009
Appointmen of Replacement
Instructor of Music

Information:

The appointment of Thomas Takayama to the position of Executive Dean of Humanities, effective July 1, 2009, will create a vacancy for the full-time faculty position of Instructor of Music. Paige Lush has been recommended to fill this position. Ms. Lush has a Doctor of Philosophy in Music from the University of Kentucky, Lexington, KY, a Master of Music in Music History from the University of Memphis, Memphis, TN, and a Bachelor of Music in Music Education from the University of Tennessee, Knoxville, TN. Her experience is as follows:

- 2004 – Present Adjunct Instructor
  University of Kentucky, Lexington, KY
- 2002 – 2004 Teaching Assistant
  University of Memphis, Memphis, TN

Sixty-seven applications were received, and the search committee interviewed four candidates.

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Paige Lush to the faculty position of Instructor of Music, effective August 19, 2009, at a nine-month salary of $57,135.00.

Brian Sager, Ph.D.
Acting President

<table>
<thead>
<tr>
<th>Contract Placement</th>
<th>Placement Multiplier</th>
<th>Base Salary</th>
<th>Contractual 9-month Salary</th>
<th>Current Salary</th>
<th>Contract Salary of Previous Employee</th>
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<td>$76,033.50</td>
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</table>
POSITION: INSTRUCTOR OF MUSIC
Full-time, tenure track position

CLASSIFICATION: Faculty

RESPONSIBILITIES:

Include but are not limited to:

- Teach 4 academic courses per semester from the following areas: Music Appreciation, Music History (I & II), American music, Non-Western music. Direct/conduct concert band and chamber ensembles. Available to teach daytime and evening classes, as needed.
- Build the music program, recruit students, determine program needs and develop the instrumental area.
- Direct, schedule and coordinate instrumental performances on campus and throughout the community.
- Assist in curriculum development through preparation of new courses.
- Participate as a faculty member in college governance, student advising, and college committees.
- Work cooperatively with the department, division, faculty, and staff throughout the College in striving for educational excellence.
- Participate in assessment of student learning.
- Support continuous quality improvement through participation in AQIP.

MINIMUM POSITION QUALIFICATIONS:

- Master’s Degree in Music or Music Education.
- Extensive teaching experience in music courses and ensemble directing.
- Ability to teach in the academic areas of the department such as Music Appreciation and Music History (Western, American, Non-Western).
- Extensive teaching in instrumental music preferred.
- The ability to further develop the instrumental area of the department.
- Proven success in teaching and a commitment to working with beginning college students.
- Ability to interact with students and colleagues in a positive and collaborative manner.
- Commitment to the mission of the community college, as well as teaching and motivating students in ways appropriate to their diverse backgrounds and learning styles.

ISSUED: April 2009
Appointment of Vice President of
Academic and Student Affairs

Information:

In May, 2008, Dr. James Gray retired as the Vice President of Learning and Student Support Services and the Board of Trustees appointed Dr. Brian Sager as the Interim Vice President of Academic and Student Affairs. Dr. Sager officially retires from McHenry County College on June 30, 2009.

A search was conducted for the Vice President of Academic and Student Affairs beginning in March, 2009. There were 54 applicants for this position and five candidates were interviewed by the search committee. The make-up of the search committee included five administrators, four faculty, and two staff members. Anthony Miksa has been recommended for this position.

Mr. Miksa received his Doctor of Education in Community College Leadership from National-Louis University earlier this month and holds the Master of Arts in Mathematics from the University of Iowa, Cedar Falls, Iowa, and is a community college graduate. His experience is as follows:

### Administration

<table>
<thead>
<tr>
<th>Year</th>
<th>Position</th>
<th>Institution</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006-Present</td>
<td>Dean, Mathematics, Science, Engineering and Health Professions</td>
<td>Elgin Community College</td>
<td>Elgin, Illinois</td>
</tr>
<tr>
<td>2001-2006</td>
<td>Dean, Mathematics, Education, Science and Health</td>
<td>Kishwaukee College</td>
<td>Malta, Illinois</td>
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</table>

### Teaching

<table>
<thead>
<tr>
<th>Year</th>
<th>Position</th>
<th>Institution</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>1997-2001</td>
<td>Tenured Mathematics Instructor</td>
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### Student Affairs

<table>
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<tr>
<th>Year</th>
<th>Position</th>
<th>Institution</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1997-2000</td>
<td>Assistant Basketball Coach</td>
<td>Kishwaukee College</td>
<td>Malta, Illinois</td>
</tr>
<tr>
<td>1995-1997</td>
<td>Admissions Counselor</td>
<td>Mount Mercy College</td>
<td>Cedar Rapids, Iowa</td>
</tr>
</tbody>
</table>

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Anthony Miksa to the administrative position of Vice President of Academic and Student Affairs, effective July 27, 2009, at a salary of $120,103.45 (based on a twelve-month salary of $129,000.00). It is also recommended that the Board of Trustees approves the appointment of Normah Salleh-Barone as Acting Vice President of Academic and Student Affairs from July 1, 2009 through July 26, 2009.

Brian Sager, Ph.D.
Acting President

<table>
<thead>
<tr>
<th>Administrator Salary Level</th>
<th>Low Salary</th>
<th>Midpoint Salary</th>
<th>High Salary</th>
<th>Salary Offer</th>
<th>Salary of Replaced Employee</th>
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<td>$143,282</td>
<td>$188,564</td>
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</table>
POSITION: VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS

CLASSIFICATION: Administrative

WORK YEAR: 12 Months

PRIMARY PURPOSE: The Vice President of Academic and Student Affairs is vested with the authority and responsibility for planning, implementing and evaluating the educational and related academic/student support programs, credit and non-credit, of the College. The position is directly accountable to the President and has collaborative responsibility with the Executive Council. Responsible for articulating the College mission, goals and priorities and otherwise providing effective leadership, guidance and support to the Deans, Executive Deans and Assistant Vice President of Academic and Student Affairs.

ESSENTIAL JOB FUNCTIONS:

- Plan, organize and administer the total direct instructional and academic/student affairs services program in a manner consistent with the philosophy, mission, goals and resources of the College.
- Provide leadership for course, program and policy development/refinement in collaboration with the Executive Deans and Curriculum and Academic Policy Council in an effort to enrich the educational, social, and cultural life of the community and to address the community's workforce needs.
- Direct the development and administration of the annual instructional, academic support, and student support services budget.
- Provide leadership in the recruitment, orientation, evaluation and professional development of faculty and staff associated with the educational and service mission of the College.
- Provide leadership in establishing sound academic standards which lead to effective outcomes assessment, while consistently promoting a commitment to open College admissions, supported by a responsible developmental education program and a commitment to student engagement. Assist the President, as requested, in the development and review of policies to be recommended to the Board of Trustees.
- Provide guidance and support leading to the annual development of an academic calendar, giving particular attention to semester-specific daytime, evening and weekend course/program/service schedules which meet identified student needs.
- Support and participate in the College’s commitment to continuous improvement and the AQIP process of accreditation through appropriate participation on the Steering Committee and Action Teams.
- Cooperate with the Office of Human Resources to coordinate the administration of the collective bargaining agreement with the Faculty Association and Staff Council.
- Serve as the Chief Academic Officer and maintain a general liaison relationship with staff of the Illinois Board of Higher Education, Illinois Community College Board, Higher Learning Commission and such other state and federal agencies which relate to the educational and service mission of the College.
- Assume other duties and responsibilities as delegated or assigned by the President.
- Participate in the President’s Executive Council.
SUPERVISION: Under the direct supervision of the President. Supervises the Assistant Vice President of Academic and Student Affairs, 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, Executive Dean of Mathematics and Sciences, Dean of Instructional Technology and Interdisciplinary Studies, and Administrative Assistant.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Earned Doctorate from a regionally accredited college or university.

EXPERIENCE:

- Distinguished record of service.
- Minimum of 5 years of classroom teaching and/or support to students (at the 2-year college level preferred).
- 5 years of progressively more responsible administrative experience (preferably at the 2-year college level).
- Professional record documenting an understanding of changing trends and issues in higher education.
- Demonstrated experience in the assessment of academic programs, including learning outcomes assessment.
- Familiarity with Higher Learning Commission and AQIP model of accreditation preferred.

SKILLS AND ABILITIES:

- Demonstrated ability to manage fiscal and personnel resources, to plan and evaluate programs.
- Demonstrated ability to think creatively, strategically and proactively.
- Superior interpersonal communications skills.
- Demonstrated ability to develop, foster, and promote new opportunities for educational partnerships with public and private sector entities.
- The ability to work collaboratively.
- The ability to build consensus and resolve conflict.
- Commitment to the mission of the community college.

REVISED: November, 2008
Appointment of Replacement
Business Services Specialist

Information:

The retirement of Phyllis Holdaway, effective June 30, 2009, will create a vacancy for the full-time professional position of Business Services Specialist. It has been determined that Rita Dubas, Business Services Clerk, has been performing more than 50% of the duties of the Business Services Specialist. Therefore, according to Section 1.2 of the MCCSC contract, she has been selected to fill this position.

Recommendation:

It is recommended that the Board of Trustees approves the selection of Rita Dubas to the professional position of Business Services Specialist, effective July 1, 2009, at a twelve-month salary of $34,300.00.

Brian Sager, Ph.D.
Acting President

<table>
<thead>
<tr>
<th>Professional Range</th>
<th>Minimum Salary</th>
<th>Midpoint Salary</th>
<th>Maximum Salary</th>
<th>Current Salary</th>
<th>Salary Offer</th>
<th>Salary of Replaced Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>$30,218.00</td>
<td>$43,060.50</td>
<td>$55,903.00</td>
<td>$31,803.20*</td>
<td>$34,300.00</td>
<td>$55,951.13</td>
</tr>
</tbody>
</table>

*Full-time equivalent ($15.29 hourly rate)
POSITION: BUSINESS SERVICES SPECIALIST

CLASSIFICATION: Professional

WORK YEAR: 12 Months

PRIMARY PURPOSE: To coordinate all aspects of routine purchasing and to assist Director of Business Services with formal bids and proposals. To assist Director of Business services with all aspects of the College’s insurance renewals and administration and risk management activities.

ESSENTIAL JOB FUNCTIONS:

• Purchasing
  o Conduct research to determine the best vendors, products, and services to meet the needs and requirements of College departments.
  o Communicate directly with vendors to obtain quotes and place orders.
  o Create purchase orders from approved requisitions submitted by authorized College personnel to be distributed to vendors and departments.
  o Ensure that submitted requisitions are properly approved and have appropriate funds budgeted for the expenditure.
  o Coordinate with requesting department, vendor, receiving, and accounts payable to ensure timely acquisition, delivery, and payment for goods and services.
  o Assist Director of Business Services in the preparation of formal bids and requests for proposal, as requested.
  o Ensure that all purchases follow College procedures, Board Policy, and Illinois State Statutes.
  o Monitor open purchase orders and follow-up with vendor and/or requesting department to resolve issues and ensure delivery of goods and services.
  o Assist Director of Business Services in the preparation of Board Reports, as requested.

• Insurance
  o Assist Director of Business Services with administration of insurance (liability, property, worker’s compensation, etc.) renewals and claims processing, communication with the College’s insurance consultant, and administration of risk management activities, as requested.
  o Monitor and maintain Certificates of Insurance for all fire departments affiliated with the Fire Science Program.
  o Coordinate with other College personnel to obtain and evaluate Certificates of Insurance provided by fire departments, outside rental groups, caterers, etc. to ensure that required limits, appropriate language, and required coverage levels are provided.
  o Provide Certificate of Insurance as necessary from MCC to appropriate outside groups, agencies, etc.
  o Monitor and evaluate internship agreements with external entities for appropriate insurance coverage.
  o Ensure that all insurance information is handled in a confidential manner.

• Other
  o Coordinate with Accounting Office regarding Sam’s Club, Costco, etc., type charge accounts to ensure memberships are maintained, purchases are appropriate, and payments are timely.
  o Additional duties as assigned by immediate supervisor.
SUPERVISION: Under supervision of the Director of Business Services. Provides daily direction to part-time office employee.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Associate’s Degree or equivalent (Business field preferred).

EXPERIENCE:

Two years experience in purchasing, with emphasis on public purchasing and preparing bids and requests for proposal. Experience with insurance preferred.

SKILLS AND ABILITIES:

- Ability to work independently.
- Self-directed and flexible.
- Written and oral communication skills.
- Knowledge of liability laws and insurance company policies and limits.
- Ability to work effectively with College employees, students, and community members.
- Strong interpersonal skills.
- Independent judgment and responsibility required.
- Knowledge and experience using Microsoft Office.

REVISED: May 2009
Compensation Adjustment for Non-Union Adjunct Faculty

Information:

Adult Education Instructors, Counselors, Reference Librarians, MCC hired Tutors (does not include student tutors) and Adjunct Faculty who provide a minimum of three credit hours of instruction per academic semester for at least three consecutive semesters excluding the summer term; and who have taught at least three credit hours in each of the two academic years prior to the current academic year are not part of the McHenry County College Adjunct Faculty Association. It is recommended that these individuals be compensated consistent with the bargaining unit Adjunct Faculty for academic years 2008-2009, 2009-2010, and 2010-2011.

Test Facilitators for Special Needs would receive a one-time 5.125% increase, taking their pay from $16.48 per hour to $17.32 per hour. It is recommended that these individuals be compensated at the new rate of pay beginning with the 2009-2010 academic year and continuing through the 2010-2011 academic year.

Contractual Sign Language Interpreters would be paid per hour based upon a two-hour minimum, and their level of education as follows:

<table>
<thead>
<tr>
<th>Level of Education</th>
<th>Current</th>
<th>Proposed*</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIC Master</td>
<td>$30.00</td>
<td>$38.00</td>
</tr>
<tr>
<td>RID Cl/CT Master-NAD 5-NIC Advanced</td>
<td>$30.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>RID Cl or CT-Advanced-CSC-NAD 3-4-NIC</td>
<td>$25.00-$30.00</td>
<td>$27.00-$30.00</td>
</tr>
<tr>
<td>ISAS 3-5-Intermediate</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

*Information obtained from a survey done by the Office of Academic and Student Affairs show that the Chicago Hearing Society’s current rate of pay per hour begins at $110.00 for the first two hours, William Rainey Harper College’s current rate of pay is $38.00 with a two-hour minimum for interpreters holding a Masters Degree in sign language interpretation, Elgin Community College’s current rate of pay begins at $40.00 an hour with a two-hour minimum for all levels of education.

It is recommended that contractual Sign Language Interpreters be compensated at the new rate of pay beginning with the 2009-2010 academic year and continuing through the 2010-2011 academic year.

Recommendation:

It is recommended that the Board of Trustees approves the salary percentage adjustments, matrix and base pay scale for non-union adjunct faculty, not including Test Facilitators and Contractual Sign Language Interpreters, as outlined above. It is also recommended that the Board of Trustees approve the pay for Test Facilitators and Contractual Sign Language Interpreters, as outlined above.

Brian Sager, Ph.D.
Acting President
Request for New Positions
Coordinator of F.A.S.T. Initiative and F.A.S.T. Initiative Assistant

Information:

MCC has been approved to receive $387,187.00 in Earmark grant funds for the Flexible and Sustainable Training (F.A.S.T.) Initiative. The award is a result of the collaborative efforts of the McHenry County Board, the McHenry County Workforce Network and McHenry County College. The purpose of this funding is to provide employer-identified short-term training. This program will provide training for unemployed and underemployed adults and builds on the Welding Boot Camp and Shifting Gears models. Funds will support non-credit training in basic manufacturing, computerized numerical control (CNC) and training for bilingual nurse’s aides.

The funding period is from June 1, 2009 to May 31, 2011. The approved grant budget includes $91,305.00 for salary and benefits for a full-time project coordinator and $47,478.60 for salary and benefits for a 25-hour per week (62.5%) assistant. These positions would be funded 100% through grant funds and the positions would end May 31, 2011.

Recommendation:

It is recommended that the Board of Trustees approve the new grant-funded position of Coordinator of the F.A.S.T. Initiative and part-time position of F.A.S.T. Initiative Assistant.

Brian Sager, Ph.D.
Acting President
POSITION: COORDINATOR OF F.A.S.T. GRANT
CLASSIFICATION: Professional (Grant Funded)
WORK YEAR: 12 Months
WORK WEEK: 40 Hours
PRIMARY PURPOSE: To coordinate all elements of the F.A.S.T. program in accord with the grant requirements.

ESSENTIAL JOB FUNCTIONS:

- Coordinate all aspects of the F.A.S.T. grant.
- Serve as main contact for the program.
- Collaborate with Deans, Department Chairs and business partners and agencies to develop curriculum for training programs.
- Collaborate with local businesses, advisory groups, and workforce agencies.
- Coordinate curriculum development, assessment, and articulation.
- Coordinate assessments and credentialing options for program completers.
- Recruit, recommend, and orient instructors for the program.
- Market program.
- Develop and implement recruitment plan.
- Develop and implement orientation/application activities.
- Develop selection criteria for participants.
- Serve as advisor for potential participants.
- Coordinate registration process and monitor student outcomes.
- In collaboration with instructors, recommend supplies and equipment for training.
- Develop data collection forms and procedures for training program
- Assist Project Director to verify that grant objectives are met.
- Provide reports to advisory committee.
- Implement grant evaluation process.
- Analyze data and write grant reports.
- Assist with grant proposals for continuation of training.
- Submit all reports in advance of deadlines.
- Other duties as assigned by the Executive Dean of Continuing and Professional Education.

SUPERVISION: Under direct supervision of the Executive Dean of Continuing and Professional Education.
MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Bachelor’s Degree required. Master’s Degree preferred.

EXPERIENCE: Experience in program development and coordination. Experience with grant-funded programs and career/technical education preferred.

SKILLS AND ABILITIES:

- Ability to collaborate for purposes of project planning.
- Interpersonal communication skills essential.
- Ability to work with diverse populations.
- Organizational skills.
- Ability to work with many details simultaneously.
- Self-starter/needs minimum supervision.
- Creative thinker.
- Strong written skills.
New and Eliminated Positions in Academic Division of Continuing and Professional Education

Information:

As informally discussed with the Board of Trustees, the resignation of Ms. Connee Meschini, Director of Community Education, the build-out of the Shah Center and the relocation of the Traffic Safety School Program from University Center to Shah Center have created an opportunity for the College to once again review the organizational structure of the Academic Division of Continuing and Professional Education. To further streamline and enhance the effectiveness and efficiency of programming within the division, it is recommended the two currently authorized administrative positions of Director of Economic and Workforce Development and the Director of Community Education be combined into one administrative position, Executive Director of Shah Center Programs. With Board approval, the position of Director of Community Education would be eliminated and the position of Director of Economic and Workforce Development would be changed to reflect the increased responsibilities associated with a larger Shah Center and additional managerial responsibilities inherent with the Traffic Safety School Program.

If the Board of Trustees is supportive of these changes in organizational structure, it is recommended that the position of Executive Director of Shah Center Programs be established at the Administrative Salary Level V, and that Catherine Jones be appointed to fill the position. Catherine is the current Director of Economic and Workforce Development and currently provides administrative oversight for all Shah Center programs.

MCC will continue to monitor the growth of another court mandated program, Family Violence, and the Center for Non Profit Leadership. Should continued growth justify the need for additional coordination efforts in these programs, the recommendation for a new position of Coordinator of Community Education would be forwarded to the Board next fiscal year.

Recommendation:

It is recommended that the Board of Trustees approves the elimination of the positions of Director of Community Education and the Director of Economic and Workforce Development, the addition of the Level V administrative position of Executive Director of Shah Center Programs, and appoints Catherine Jones to this new administrative position effective July 1, 2009, at a twelve-month salary of $64,000.00.

Brian Sager, Ph.D.
Acting President

<table>
<thead>
<tr>
<th>Administrator Salary Level</th>
<th>Low Salary</th>
<th>Midpoint Salary</th>
<th>High Salary</th>
<th>Salary Offer</th>
<th>Current Salary of Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td>$62,859.00</td>
<td>$81,718.00</td>
<td>$100,576.00</td>
<td>$64,000.00</td>
<td>$54,139.05</td>
</tr>
</tbody>
</table>
Salary/Advanced Placement Adjustments

Information:

I. The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association includes an advanced placement adjustment each time a full-time faculty member obtains 15 additional hours of pre-approved course work. Marla Garrison qualifies for such an adjustment at this time. In accordance with Section 12.7 of the MCC Faculty Association Contract, the salary adjustment will take effect for the Spring 2009 Semester.

<table>
<thead>
<tr>
<th>Marla Garrison</th>
<th>Lane 3, Step 10</th>
<th>Spring Semester 2009 Placement and Salary</th>
<th>Lane 4, Step 10</th>
<th>Adjusted Spring Semester 2009 Placement and Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$34,809.00</td>
<td></td>
<td>$36,507.00</td>
</tr>
</tbody>
</table>

II. 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, Whitney Kuhlin, David Liss and Deborah Skozek qualify for their first adjustment, and Dee Comella and Cheryl Galizia qualify for their third adjustment at this time.

III. Administrative Advanced Placement – 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. Harriet Johnson and Geary Smith qualify for such an adjustment at this time.

IV. 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. Gabriel Decio and Maria Luisa Lauf qualify for such a payment at this time.

Recommendation:

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

Brian Sager, Ph.D.
Acting President
Appointment of Replacement
Instructor of Mathematics

To be developed.
Appointment of Replacement
Building Maintenance Technician

To be developed.
Resignation

Information:

Don Norton, Textbook Buyer, has submitted his resignation effective June 11, 2009. (See reverse side.)

Brian Sager, Ph.D.
Acting President
Resignation

Information:

Tami Krohn, Accountant, has submitted her resignation effective July 16, 2009. (See reverse side.)

Brian Sager, Ph.D.
Acting President
Information:

At the May 7, 2009 Special Board Meeting, the Board of Trustees expressed interest in the press releases that MCC distributes. The following releases have been distributed to all local media outlets between May 15-June 12, 2009.

- MCC Children’s Learning Center Enrolling for Summer Camp
- Real Estate Classes at McHenry County College
- MCC Names High School Accounting Bowl 2009 Winners
- MCC to Offer Variety of Summer Kids Programs
- Real Estate Classes at McHenry County College
- MCC Engineering Students Compete in Catapult Contest
- MCC Library Recipient of "Papers of Lincoln" Historic Documents
- MCC Staff Council Awards Scholarship for Fall Semester
- MCC to Offer ScotStars Youth Sports Camps - Summer 2009
- Feature Opportunity: Australian Baseball Player Named First Team All-Conference and Team Captain for MCC Scots
- MCC Digital Media Students Revamp Website for Cary Fire Department
- Media Alert: McHenry County College 2009 GED Graduation
- MCC to Offer Continuing Education Recreation Classes
- Kids and College Program to Offer Summer Classes for Youth
- MCC to Offer Career Development Classes
- MCC Softball Coach Leon Palatas Retires after 13 year Career
- MCC Approves Two Executive Deans to Fill Vacancies
- MCC Sets Production for 2009-2010 Theatre Seasons
- MCC to Conduct 8th Annual "ScotStars" Baseball Camps; Begins June 15
- MCC Administrator Selected as Emerging Leader
- McHenry County Master Gardeners' Garden Walk 2009 set July 11
- Frontline Leadership Series at Shah Center
- MCC Shah Center to Offer Business Fundamentals Courses

Brian Sager, Ph.D.
Acting President