

REVISED
BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

April 27, 2011
Final Meeting of the Retiring Board
7:00 p.m.

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

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Special Board Meeting, March 21, 2011
 Regular Board Meeting, March 24, 2011
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
8. BOARD COMMITTEE REPORTS
 - A. Committee of the Whole
 - B. Facilities Planning Committee
9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT
12. PRESENTATION
 - A. Coca Cola Community College Academic Team Gold Scholar, Dr. Tony Miksa, Vice President of Academic and Student Affairs and Ms. Kathleen Frailey, MCC Student
 - B. Innovations in Teaching and Learning Grant, Dr. Tony Miksa, Vice President of Academic and Student Affairs
13. COMMUNICATIONS
 - A. Faculty Report
 - B. Adjunct Faculty Report
 - C. Staff Council Report
 - D. Student Trustee Report
 - E. Attorney Report
14. APPROVAL OF CONSENT AGENDA
 - For Approval**
 - A. Executive Summary, Board Report #11-58
 - B. Financial Statements
 1. Treasurer's Report, Board Report #11-59
 2. Ratification for Payment of Voucher #1031, \$1,964,802.92, Board Report #11-60
 - C. Requests to Purchase
 1. 3D Studio Max Entertainment and Creation Suite Software, Board Report #11-61
 2. AccuSQL Software Upgrade, Board Report #11-62
 3. Apperson Scanning Equipment, Board Report #11-63
 4. AppSense Implementation Services, Board Report #11-64
 5. Bottomline Technologies License and Software Support Agreement, Board Report #11-65

6. Classroom Stools, Board Report #11-66
7. Datatel Annual Maintenance, Board Report #11-67
8. Elliptical Crosstrainers for the Fitness Center, Board Report #11-68
9. Epson Stylus Pro 9900 Printer, Board Report #11-69
10. Microsoft Forefront Identity Manager Implementation, Board Report #11-70
11. Redundant Cisco ASA Firewall, Board Report #11-71
- D. Request to Increase Rental Fees, Board Report #11-72
- E. Main Campus and Shah Center Vending Services, Board Report, #11-73
- F. Academic Calendar for 2012-2013, Board Report #11-74
- G. Destruction of Recordings of the Closed Sessions of the September 3, September 17, and September 21, 2009 Special Board Meetings and the September 24, 2009 Regular Board Meeting, Board Report #11-75
- H. Administrative Reorganization of the Business Services and Finance Office, Board Report #11-76
- I. Personnel
 1. Personnel Adjustments for Fall 2009 Transfer and Occupational Courses, Board Report #09-193, Addendum
 2. Personnel Adjustments for Spring 2010 Transfer and Occupational Courses, Board Report #10-13, Addendum
 3. Personnel Adjustments for Fall 2010 Transfer and Occupational Courses, Board Report #10-174, Addendum
 4. Personnel Adjustments for Spring 2011 Transfer and Occupational Courses, Board Report #11-12, Addendum
 5. Continuing and Professional Education Personnel Considerations for Spring 2011, Board Report #10-266, Addendum
 6. Continuing and Professional Education Personnel Considerations for Summer 2011, Board Report #11-77
 7. Appointment of New Academic Health Professions Opportunity Grant Advisor, Board Report #11-78
 8. Appointment of New Associate Dean of Humanities and Social Sciences, Board Report #11-79
 9. Appointment of New Director of Online Learning and Educational Technology, Board Report #11-80
 - ~~10. Appointment of Replacement Executive Dean of Mathematics, Sciences and Health Professions, Board Report #11-81~~
 11. Appointment of Replacement Communications Technician, Board Report #11-82
 12. Retirement, Board Report, #11-83
 13. Salary/Advanced Placement Adjustments, Board Report #11-84

15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

16. FOR INFORMATION

- A. Quarterly Report on Grants/TAA Grant
- B. ERP Update
- C. Branding Update
- D. Distributed Press Releases

17. SUMMARY COMMENTS BY BOARD MEMBERS

18. FUTURE AGENDA ITEMS

19. CLOSED SESSION

20. ACCEPTANCE OF CLOSED SESSION MINUTES: Special Board Meeting, March 21, 2011
Regular Board Meeting, March 24, 2011

21. RESOLUTION

22. ADJOURNMENT



Mary Miller
Chair

FRIENDS OF M · C · C FOUNDATION

Foundation Update
Board of Trustees Meeting
April 27, 2011

Scholarships

- The Fall 2011 scholarship applications have been received, and the selection committees are in the process of determining awards. There were 240 applicants this year, an increase of 248% over 2010!
- Application forms have been sent to area agencies, requesting applicants to be considered for the first “Women in Transition” scholarship, which will be awarded for the Fall 2011 semester. Due to the size of this scholarship, in addition to the regular MCC and financial aid applications; all applicants are required to provide two letters of recommendation, as well as an “Applicant Reference Form” completed by agency staff, and an essay.

Gifts

- The Foundation is in the final paperwork stage for us to receive the planned gift of a home and contents. We have also been notified we will be receiving a portion of a second estate in McHenry County.

Events

- The Shoe Ball was very successful, netting \$27,500, \$12,000 of which goes to the Women in Transition Scholarship. Applications for the new WIT scholarship, (which is funded exclusively by the Shoe Ball) are being sent to social service agencies throughout McHenry County. The scholarship requires candidates be nominated by a social service agency; along with letters of recommendation from agency staff members, supporting each candidate nominated.
- All perspective donor lists have been distributed to the Golf Invitational committee, who are focusing on ticket sales and securing auction items for the 2011 event. This year’s Golf Invitational will be held at Turnberry Country Club, Friday, June 10.
- A meeting has been scheduled with members of the Foundation Executive Board, and selected Shoe Ball committee members, to discuss all details relating to the Shoe Ball.

Projects

- At the April Foundation board meeting, the board discussed the Foundation’s role in supporting the college’s strategic plans and objectives laid out by Dr. Smith.

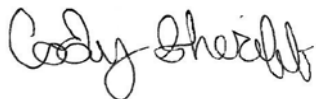
Student Trustee Report

On March 18th, the McHenry County College Students recently elected a new Student Senate executive board. Newly elected President is Carl Mohr, Vice President Luis Cuello, Secretary Amanda Keen, and Treasurer Jessica Cortes. Filling the position of Student Trustee will be Taylor Michael Irish Morrobel. The newly elected Executive Board is ready and eager to work.

On Sunday March 27th, 16 students and 4 advisors set off on a 6 day Alternative Spring Break trip to Tennessee. The students first three days were spent in Nashville, Tennessee where students volunteered at Habitat for Humanity, Second Harvest Food Bank, and Youth Encouragement Services (YES). The second three days were spent in Maryville, Tennessee at the hostel Once Upon a Time, where students removed evasive species at Cades Cove in the Smoky Mountains. The trip was invaluable to the students, giving special thanks to Emily Smith Coordinator of Service Learning and Volunteerism, as the students learned about the similar volunteer programs in the McHenry County area.

During the week of April 11th-15th, the McHenry County College Student Senate hosted Spring Fling Week on campus. The week consisted of free root beer floats, fun inflatables, candle making, a carnival day, free coffee and donuts, and a Student Variety Show. The Student Variety Show was held in the Conference Center where a variety of different acts performed for McHenry County College students and community members. The event was a great success as the Conference Center was almost filled to capacity. As part of the Student Advisory Committee's goal of making students more aware of global events, the student senate global awareness committee will be hosting a free showing of the HBO documentary *The Reporter*, on April 28th at 6:00pm in the Conference Center.

On Thursday April 14th, three students and I attended Student Advocacy Day in Springfield. While in Springfield, we met with Pamela Althoff to speak with her about the significance of Community Colleges in educating our communities. The students and I agreed to the task of forming a committee that will inform Senator Althoff the problems we see in the transfer process from High School to Community College/Universities.



Cody Sheriff
Student Trustee

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2011 through the month of March. This Summary includes an explanation for significant changes as compared with the same time last year, financial comparisons for the Operating Funds, and a summary for all funds.

Recommendation

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

A handwritten signature in cursive script, appearing to read "Vicky Smith".

Vicky Smith
President

Executive Summary

Fiscal Year 2011 is currently 67% complete with the year-to-date results for March 2011 being reported. In the Operating Funds, total revenue is 71% of budget, as compared with 72% at the same time last year. Total expenditures are 62% of budget, as compared with 63% at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College.

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

- Local revenue is currently 71% of budget as compared to 72% at the same time last year. \$35,216 less revenue has been recorded through March 2011 than the previous year. This is primarily due to the fact that the FY2011 budget was prepared on a more conservative basis than in FY2010.
- State revenue is currently 85% of budget as compared to 81% at the same time last year. \$269,852 less revenue has been recorded through March 2011 than the previous year. The state is now current in its payments of base operating grants to the college.
- Student tuition and fee revenue is currently 109% of budget as compared to 124% at the same time last year. \$297,543 more revenue has been recorded through March 2011 than the previous year. The primary reason for this increase is the combination of a \$2 per credit hour tuition increase effective in Fall 2010 and slightly less enrollments as compared to last year at this time.
- Interest revenue is currently 73% of budget as compared to 21% at the same time last year. \$1,109 less revenue has been received through March 2011 than the prior year. This decrease is due to a slight change in all cash positions as compared to last year at this time.
- Salary expenditures are currently 72% of budget as compared to 73% last year. \$465,213 more in expenditures have been recorded through March 2011 than the prior year. This increase is due to wage increases governed by the Staff Council and Faculty Association bargaining unit contracts and as approved by the Board of Trustees for non-bargaining unit employees.
- Employee benefit expenditures are currently 60% of budget as compared to 62% last year. \$958,289 less in expenditures has been recorded through March 2011 than the prior year. This decreased cost is primarily due to less expenditures in FY10 for retirees under the College's early retirement program.
- Contractual services expenditures are currently 32% of budget as compared to 50% last year. \$365,633 less in expenditures has been recorded through March 2011 than the prior year. This decrease is primarily due to less professional services ERP costs and the recording of the CMC settlement agreement..
- General materials and supplies are currently 58% of budget as compared to 33% last year. \$720,047 more in expenditures has been recorded through March 2011 than the previous year. This increased cost is due to timing variations in the purchases of supplies and materials.
- Conference and meeting expenditures are currently 50% of the budgeted amount as compared to 57% last year. \$38,043 less in expenditures has been recorded through March 2011 than the prior year. This decrease is primarily due to the timing of conference registrations and travel in FY 2011 as compared to FY 2010.
- Capital outlay expenditures are currently 17% of budget as compared to 13% last year. \$18,048 less in expenditures has been recorded through March 2011 than the prior year. This is primarily due the timing of approval of certain capital outlay items.

McHenry County College
Operating Funds Financial Comparison
Nine Months Actual Ended March 31, 2010 and March 31, 2011

	FY 2010 Actual to March 31, 2010				FY 2011 Actual to March 31, 2011				Variance Over (Under) Prior Year Actual
	Education	Operations & Maintenance	Total	Percent to Budget	Education	Operations & Maintenance	Total	Percent to Budget	
	Fund	Fund			Fund	Fund			
Revenue									
Local	\$ 11,425,076	\$ 1,494,521	\$ 12,919,597	49%	\$ 11,362,729	\$ 1,486,953	\$ 12,849,682	51%	\$ (69,915)
State	1,691,712	576,769	2,268,481	81%	1,497,937	500,693	1,998,629	85%	(269,852)
Student Tuition & Fees	11,457,957	2,900,380	14,358,337	124%	11,739,644	2,916,237	14,655,880	109%	297,543
Sales & Service Fees	20,176	-	20,176	86%	18,482	-	18,482	77%	(1,694)
Facilities	9,011	8,052	17,063	78%	5,306	10,726	16,032	58%	(1,032)
Interest	51,881	-	51,881	21%	50,425	347	50,772	73%	(1,109)
Non-Govt Gifts, Grants	83,444	-	83,444	71%	-	-	-	0%	(83,444)
Other	5,675	6,167	11,842	55%	83,227	22,900	106,127	39%	94,285
Total Revenue	24,744,932	4,985,889	29,730,821	72%	24,757,750	4,937,855	29,695,605	71%	(35,216)
Expenditures									
Salaries	15,400,566	900,536	16,301,102	73%	15,834,844	931,471	16,766,315	72%	465,213
Employee Benefits	4,242,600	268,266	4,510,866	62%	3,254,474	298,103	3,552,577	60%	(958,289)
Contractual Services	1,716,250	170,084	1,886,334	50%	1,309,908	210,794	1,520,701	32%	(365,633)
General Materials & Supplies	1,227,456	129,781	1,357,237	33%	1,915,706	161,578	2,077,284	58%	720,047
Conference and Meeting	309,690	19,857	329,547	57%	280,101	11,404	291,504	50%	(38,043)
Fixed Charges	1,043,104	-	1,043,104	97%	831,909	1,780	833,689	77%	(209,415)
Utilities	5,956	668,823	674,779	63%	2,936	668,098	671,034	63%	(3,745)
Capital Outlay	144,858	26,209	171,067	13%	118,976	34,043	153,019	17%	(18,048)
Other Expenditures	366,102	-	366,102	77%	614,108	-	614,108	120%	248,006
Total Expenditures	24,456,582	2,183,556	26,640,138	63%	24,162,961	2,317,271	26,480,233	62%	(159,905)
Excess (deficiency) of revenues over expenditures	288,350	2,802,333	3,090,683		594,789	2,620,584	3,215,373		124,690
Other financing sources (uses)									
Operating transfers out	-	(2,000,000)	(2,000,000)		(710,000)	(2,500,000)	(3,210,000)		-
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	\$ 288,350	\$ 802,333	\$ 1,090,683		\$ (115,211)	\$ 120,584	\$ 5,373		\$ 124,690

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

	FY 2011 Budget				FY 2011 Actual				Variance Over (Under) FY 2011 Budget
	Education Fund	Operations & Maintenance Fund	Total	Percent to Total	Education Fund	Operations & Maintenance Fund	Total	Percent of Budget	
Revenue									
Local	\$ 22,466,886	\$ 2,941,325	\$ 25,408,211	61%	\$ 11,362,729	\$ 1,486,953	\$ 12,849,682	51%	\$ (12,558,529)
State	1,734,260	613,060	2,347,320	6%	1,497,937	500,693	1,998,629	85%	(348,690)
Student Tuition & Fees	10,781,281	2,642,807	13,424,088	32%	11,739,644	2,916,237	14,655,880	109%	1,231,792
Sales & Service Fees	23,850	-	23,850	0%	18,482	-	18,482	77%	(5,368)
Facilities	20,000	7,500	27,500	0%	5,306	10,726	16,032	58%	(11,469)
Interest	70,000	-	70,000	0%	50,425	347	50,772	73%	(19,228)
Non-Govt Gifts, Grants	63,971	-	63,971	0%	-	-	-	0%	(63,971)
Other	255,750	16,500	272,250	1%	83,227	22,900	106,127	39%	(166,123)
Total Revenue	35,415,998	6,221,192	41,637,190	100%	24,757,750	4,937,855	29,695,605	71%	(11,941,585)
Expenditures									
Salaries	22,223,035	1,216,880	23,439,915	55%	15,834,844	931,471	16,766,315	72%	(6,673,599)
Employee Benefits	5,481,797	406,478	5,888,275	14%	3,254,474	298,103	3,552,577	60%	(2,335,698)
Contractual Services	4,441,465	245,027	4,686,492	11%	1,309,908	210,794	1,520,701	32%	(3,165,791)
General Materials & Supplies	3,357,100	199,052	3,556,152	8%	1,915,706	161,578	2,077,284	58%	(1,478,868)
Conference and Meeting	553,023	34,693	587,716	1%	280,101	11,404	291,504	50%	(296,212)
Fixed Charges	1,079,755	3,800	1,083,555	3%	831,909	1,780	833,689	77%	(249,866)
Utilities	8,314	1,065,284	1,073,598	3%	2,936	668,098	671,034	63%	(402,564)
Capital Outlay	812,402	72,360	884,762	2%	118,976	34,043	153,019	17%	(731,743)
Other Expenditures	513,470	-	513,470	1%	614,108	-	614,108	120%	100,638
Contingency	701,550	125,000	826,550	2%	-	-	-	0%	(826,550)
Total Expenditures	39,171,912	3,368,574	42,540,486	100%	24,162,961	2,317,271	26,480,233	62%	(16,060,253)
Excess (deficiency) of revenues over expenditures	(3,755,914)	2,852,618	(903,296)		594,789	2,620,584	3,215,373		4,118,668
Other financing sources (uses): Operating transfers (out)	(710,000)	(2,500,000)	(3,210,000)		(710,000)	(2,500,000)	(3,210,000)		-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ (4,465,914)	\$ 352,618	\$ (4,113,296)		\$ (115,211)	\$ 120,584	\$ 5,373		\$ 4,118,668

McHenry County College
All Funds Financial Summary
Nine Months ended March 31, 2011

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
Revenue											
Local	\$ 11,362,729	\$ 1,486,953	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 724	\$ 1,463	\$ -	\$ 12,851,869
State	1,497,937	500,693	-	-	685,370	-	-	-	-	-	2,684,000
Federal	-	-	-	-	483,889	-	4,142,603	-	-	-	4,626,492
Tuition & Fees	11,739,644	2,916,237	-	1,264,958	-	-	-	-	-	-	15,920,839
Sales & Service Fees	18,482	-	-	2,955,393	-	-	-	-	-	-	2,973,875
Facilities	5,306	10,726	-	-	-	-	-	-	-	-	16,032
Interest	50,425	347	11,198	-	-	2,027	-	-	1,214	-	65,212
Non-Govt Gifts, Grants	-	-	-	127,827	20,050	-	-	-	-	-	147,877
Other	83,227	22,900	16,735	-	-	-	-	-	1,474	3,760,063	3,884,399
Total Revenue	24,757,750	4,937,855	27,933	4,348,178	1,189,309	2,027	4,142,603	724	4,151	3,760,063	43,170,594
Expenditures											
Instruction	11,351,065	-	-	-	299,295	-	-	-	-	-	11,650,360
Academic Support	1,075,142	-	-	-	37,256	-	-	-	-	-	1,112,398
Student Services	2,211,200	-	-	-	353,075	-	-	-	-	-	2,564,275
Public Service	1,093,145	-	-	617,426	464,803	-	-	-	-	-	2,175,374
Auxiliary Services	-	-	-	3,267,834	-	-	-	-	-	-	3,267,834
Operations & Maintenance	-	2,317,271	-	8,738	88,061	-	-	64,658	374,472	-	2,853,200
Institutional Support	9,142,410	-	336,456	48	12,645	-	4,143,177	-	733,323	3,584,603	17,952,662
Total Expenditures	24,872,961	2,317,271	336,456	3,894,046	1,255,134	-	4,143,177	64,658	1,107,795	3,584,603	41,576,103
Excess (deficiency) of revenues over expenditures	(115,211)	2,620,584	(308,523)	454,132	(65,825)	2,027	(574)	(63,934)	(1,103,644)	175,460	1,594,491
Other financing sources (uses):											
Operating transfers in	-	-	2,500,000	325,000	-	-	-	-	385,000	-	3,210,000
Operating transfers (out)	(710,000)	(2,500,000)	-	-	-	-	-	-	-	-	(3,210,000)
Total Other financing sources (uses)	(710,000)	(2,500,000)	2,500,000	325,000	-	-	-	-	385,000	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	(825,211)	120,584	2,191,477	779,132	(65,825)	2,027	(574)	(63,934)	(718,644)	175,460	1,594,491
Beginning Fund Balance	18,012,222	3,654,494	7,964,902	811,640	51,681	2,811,517	47,549	151,727	2,271,675	89,892	35,867,299
Ending Fund Balance	\$ 17,187,011	\$ 3,775,078	\$ 10,156,379	\$ 1,590,772	\$ (14,144)	\$ 2,813,544	\$ 46,975	\$ 87,793	\$ 1,553,031	\$ 265,352	\$ 37,461,790

Treasurer's Report

Information

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

Recommendation

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

A handwritten signature in cursive script, appearing to read "Vicky Smith".

Vicky Smith
President

**McHenry County College
Treasurer's Report
For the Month of March 2011**

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Operating	\$1,476,609.36	\$2,775,806.58	\$3,484,554.42	\$767,861.52
Crystal Lake Bank & Trust Credit Card	\$95,876.08	\$214,232.06	\$254,100.77	\$56,007.37
Crystal Lake Bank & Trust Online	\$0	\$0	\$0	\$0
Home State Bank Online	\$32,820.62	\$329.74	\$0	\$33,150.36
Crystal Lake Bank & Trust Employee Benefits	\$0	\$42,665.08	\$42,665.08	\$0
Crystal Lake Bank & Trust Payroll	\$0	\$1,613,900.00	\$1,581,442.40	\$32,457.60
Crystal Lake Bank & Trust Federal Student Loan	\$12,791.70	\$1,211,725.53	\$1,218,784.79	\$5,732.44

McHenry County College
April 28, 2011

Investments

College Fund	Financial Institution	March 31, 2011	January 31, 2011	Interest	No. of Days	Maturity
		Investments	Investments			
Education	Illinois Funds	10,310,854.92	12,475,126.86	see below	N/A	On Demand
Education	JPMorgan Chase	9,124,266.98	9,121,558.06	0.35%	N/A	On Demand
Operations & Maintenance	Illinois Funds	10,675,423.87	10,674,639.66	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	922,967.13	922,693.11	0.35%	N/A	On Demand
Working Cash	Illinois Funds	2,099,479.99	2,099,316.27	see below	N/A	On Demand
Working Cash	JPMorgan Chase	618,417.41	618,233.81	0.35%	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	1,368,632.48	1,368,525.75	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	352,633.80	352,529.11	0.35%	N/A	On Demand
	Total	35,472,676.58	37,632,622.63			

Interest Revenue

College Fund	Mar-11	Fiscal YTD
Education	3,592.74	45,069.20
Operations & Maintenance (Restricted)	978.48	10,177.93
Working Cash	347.32	1,655.40
Liability, Protection and Settlement	211.42	986.75
Total	\$5,129.96	\$57,889.28

Illinois Fund Rates - March 2011

Annualized rate - Money Mkt	
Low	0.060%
High	0.107%
Average	0.085%

* 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. 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.

Ratification for Payment of Voucher #1031

Information:

100- Education Fund	1,211,978.58
200- Operations & Maintenance Fund	200,048.96
300- Operations & Maintenance (Restricted) Fund	35,405.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	139,603.73
600- Restricted Purposes Fund	50,666.29
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	21,776.74
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	1,997.38
1700-Employee Health Insurance	<u>303,326.24</u>
Total:	\$1,964,802.92

Recommendation:

It is recommended that the Board of Trustees ratifies payment of Voucher #1031 dated April 27, 2011 totaling \$1,964,802.92.



Vicky Smith
President

Request to Purchase
 3D Studio Max Entertainment and Creation Suite Software

Information

One of the largest programs in the Career and Technical Education Division is the Associates of Applied Science Degree in Digital Media. During the FY 2010 school year, the program generated approximately 1,464 credit hours. The Digital Media program utilizes state-of-the-art computer software and hardware to provide a cutting edge experience for students, which prepares graduates for the employment market. Specifically, the program prepares students for careers such as game developer, game designer, and web content developer.

The Digital Media Department has utilized the same graphics and animation program for the past four years. In order to keep pace with industry standards the department is seeking approval to purchase 3D Studio Max Entertainment and Creation Suite. This software is an upgrade to the current software utilized by the Digital Media Department and will greatly enhance the animation capabilities of the computers used in the Digital Media classes. Further, the software can also be used by the Design Technology Department in conjunction with the CAD Drafting program.

CDW-G provides the best available net pricing for 3D Studio Max Entertainment and Creation Suite through the existing Midwest Higher Education Consortium (MHEC) contract. The College will need to purchase 25 licenses of 3D Studio Max Entertainment Creation Suite and 25 licenses to upgrade its current software, Autodesk Maya, to 3D Studio Max Entertainment Creation Suite, in order to fully equip all the computers in the Digital Media Department.

<u>Quantity</u>	<u>Description</u>	<u>CDW-G</u>
25	3D Studio Max Entertainment Creation Suite	\$3,750.00
25	Upgrade – Autodesk Maya to Entertainment Creation Suite	\$3,750.00
25	Subscription for Entertainment Creation Suite	<u>\$1,800.00</u>
	Total	\$9,300.00

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

This expense is budgeted in the Education fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of 3D Studio Max Entertainment and Creation Suite software for \$9,300.00 from CDW-G, Vernon Hills, IL.



Vicky Smith
 President

Request to Purchase
AccuSQL Software Upgrade

Information

“AccuTrack” is a Windows desktop-based software system currently used by several departments within the College to schedule meetings and resources for student advising & tutoring. Because this requires communication with students and the community outside the secured MCC internal network, our internal Microsoft Outlook scheduling system is not appropriate to meet this need. As a result, other departments in the College would also like to use AccuTrack for student and resource scheduling, but the College currently does not have licenses to cover these other departments. The other departments needing this student scheduling ability include: the Shah Business Development Center, the Testing Center, Special Needs, and the Computer Labs. Rather than acquiring more individual AccuTrack licenses at a cost of \$17,500.00 to cover these additional departments, the product AccuSQL is an upgraded, enterprise-scale site license version of AccuTrack that provides a centralized SQL database for larger-scale scheduling, and would cover licensing for all MCC departments. At a cost of \$13,585.00, AccuSQL represents a cost savings of \$3,915.00 compared to buying individual AccuTrack licenses.

The College’s related “Ad Astra” software tool covers room scheduling for credit and non-credit courses, but does not have AccuSQL’s ability to schedule meetings directly with students. The new ERP system also does not provide support for scheduling meetings and resources with students, so this product would fill that gap within the College. Moreover, since both the new ERP system and AccuSQL are based on Microsoft SQL-Server, it will be possible to interface the two systems for future customization to enhance student and faculty interaction.

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

This expense is budgeted in the Computing Services Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the AccuSQL software upgrade for \$13,585.00 from Engineeica Systems of Orlando, FL.



Vicky Smith
President

Request to Purchase
 Apperson Scanning Equipment

Information

Throughout campus, scanning equipment is used to complete such tasks as grading exam, processing surveys, and scoring student faculty feedback. Currently, the College uses scanning equipment from Scantron that is either being leased or is owned by the college. These machines are approximately 20 years old and have reached the end of their use cycle.

Knowing that these machines needed to be replaced the College convened a committee of faculty, staff and administrators to determine how best to procure new scanning equipment. The committee wanted to get equipment to meet the College’s current and future scanning needs. In addition, the committee wanted to standardize the way in which the College procured scanning equipment since the past leased/owned model of procurement had caused a great deal of confusion on campus. The leased/owned model of procurement required the College to purchase maintenance agreements for owned machines while requiring expensive forms to be purchased for the leased machines. This resulted in the College paying over \$18,000.00 to use the scanning machines in fiscal year 2010.

In order to determine which type of scanning machines the College needed to purchase, the committee chose to survey scanner users. The committee wanted to learn what functions are essential and what upgrades might be desired. After analyzing the survey, a solicitation for bids was developed based on user needs. Two companies responded to the bid solicitation which fulfilled all of the necessary requirements of the College.

After both companies did on-campus demonstrations, scanner users chose the equipment provided by Apperson. The equipment (Fujitsu 6130 Image Scanner and BenchMark 3000 Scanner) from Apperson provided better detailed item analysis, class proficiency reports, qualitative data, and individual student proficiency reports through their inclusion of DataLink, which is software that links the scanners to the College’s computer network. In addition, the software is compatible with Angel, the College’s online course management system. This compatibility will allow faculty to electronically upload student grades to their online classes. Finally, Apperson forms cost \$25.00 less per 500 than Scantron forms. It is anticipated that the College will realize a 42% savings on the cost of forms.

Apperson				Scantron			
Scanner Model	Qty	Price per Scanner	Total		Qty	Price per Scanner	Total
Fujitsu 6130 Image Scanner w/software	3	\$2,565.00	\$ 7,707.00	Opscan 6 w/software	2	\$ 13,955.00	\$27,910.00
BenchMark 3000	6	\$1,565.25	\$ 9,391.50	Insight4 ES w/software	6	\$ 2,305.00	\$13,830.00
		Total	\$17,098.50			Total	\$41,740.00

This expense is budgeted in the Education fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of six BenchMark 3000 scanners, three Fujitsu 6130 Image Scanners, and the DataLink Software from Apperson of Renton, WA at a total cost of \$17,098.50.

A handwritten signature in black ink, appearing to read "Vicky Smith". The signature is fluid and cursive, with the first name "Vicky" written in a larger, more prominent script than the last name "Smith".

Vicky Smith
President

Request to Purchase
AppSense Implementation Services

Information

Technology support activities within the College (particularly related to desktop computing) require increasing levels of manpower as more service demands are placed on the organization. To offset these increasing manpower requirements, the Information Technology (IT) department needs to utilize software management tools which automate and administer desktops in bulk instead of through more costly customized, manually-intensive individual activities. Using automated management tools reduces the number of time-consuming, expensive physical visits to each of the College's 1500+ desktops. IT is addressing these challenges through a "desktop virtualization" strategy. The "linchpin" of this strategy is a software management suite called "AppSense" which the College currently owns. Virtualization is already in extensive use at MCC at the "backend" Data Center server level, and is particularly leveraged in the College's ERP project. This server virtualization strategy has reduced the physical footprint of our servers, resulting in lowered utility costs. It has accelerated our ability to deliver new services and enabled IT to respond more quickly to the growing computing capacity needed at the College. A similar virtualization strategy is now needed for the desktop, and it must be in place in order to migrate to newer desktop platforms such as Windows 7 and Office 2010.

A key component of a successful desktop virtualization strategy and long-term reduction of manpower cost is efficient management of multiple desktop user profiles and policy enforcement. The growing number of active software applications in use at MCC (currently over 600) supporting coursework at the College requires many different desktop software configurations. Ensuring predictable stability for desktop systems with so many varying applications is an ongoing challenge which can be addressed through "virtual-aware" technologies like AppSense, instead of increasing manpower. Through our recent annual computer lease and earlier acquisition of Citrix products, the College already owns the rights to AppSense. AppSense (in conjunction with Citrix tools) is designed to manage large numbers of complex desktop software configurations in both physical and virtual environments. It is also a core component used to transition our current aging Windows XP desktops to Windows 7, upgrade to Office 2010, eliminate our problematic "roaming profile" structure, remove the out-dated "Deep Freeze" architecture in current use, and reduce the complexity of login scripts needed to configure the wide variety of software applications in use across the College.

The IT organization does not currently possess the internal knowledge or expertise to configure and deploy the AppSense suite. Consequently, IT needs to engage an expert training and configuration organization to configure the AppSense product for production use and train IT staff on using the tool.

Because of their unique background and experience with AppSense and past track record working with MCC, the College intends to engage RKON to provide one-time consulting services to install and configure the AppSense suite and train IT staff. RKON is a Microsoft Gold Partner, Citrix Platinum Partner and an AppSense Preferred Partner that has shown value on previous College projects. RKON will implement all three components of the AppSense suite: Environment Manager (EM), Application Manager (AM), and Performance Manager (PM). The cost to implement and train MCC technical staff to use this product is \$22,800.00. This includes three weeks of onsite configuring, installation and training.

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

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of AppSense Implementation Services from RKON, Chicago, IL, for \$22,800.00.

A handwritten signature in black ink, appearing to read "Vicky Smith". The signature is fluid and cursive, with the first name "Vicky" being more prominent than the last name "Smith".

Vicky Smith
President

Request to Purchase
Bottomline Technologies License and Software Support Agreement

Information

The College uses software from Bottomline Technologies in order to print student schedules and invoices and all checks (financial aid, student refunds, vendor payments, etc.). Renewal of the license is required to update the software, maintain the College's access to new releases issued by the vendor, and to access customer service. The cost of the license and software support agreement is \$7,153.98 for April 4 through December 31, 2011. This agreement, which has been a 12-month agreement in the past, runs only through the end of the year due to new ERP implementation.

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

Recommendation

It is recommended that the Board of Trustees approves the renewal of the license and software support agreement from April 4 through December 31, 2011, for \$7,153.98 with Bottomline Technologies, Woburn, MA.



Vicky Smith
President

Request to Purchase
 Classroom Stools

Information

The Earth Science Department at McHenry County College provides instruction in the areas of geology, geography and earth science. During the 2010–2011 school year the department served 1,977 students and generated 4,602 credit hours. This is a 63% increase in enrollment since 2009.

The department offers classes in both lecture and a laboratory format. In the laboratory setting, the stools used by the students while conducting experiments have become old and worn. Students continually complain about the stools because they are made from hard molded plastic, and they are required to sit in them for three continuous hours, during long laboratory experiments. Further, the stools lack the ability to adjust in height to meet the needs of the diverse students who enroll in earth science courses.

The Earth Science Department is requesting to purchase new stools for their laboratory. Quotes were received from the two companies listed below. Lab Safety Supply in Janesville, WI provided the lowest bid which met the needs of the department. Further, the stools are the same stools previously purchased by the College for the biology and chemistry laboratories.

	Lab Safety Supply	Interior Investments	Rands Material Handling
55 BEVO value-line polyurethane seating stools	\$107.00 ea	\$126.00 ea	No Response
Shipping/Handling	\$225.75	\$320.16	
Total Cost	\$6,110.75	\$7,260.61	

This expense is budgeted in the Educational Fund.

Recommendation

It is recommended that the Board of Trustees approve the purchase of classroom stools from Lab Safety Supply, Janesville, WI for \$6,110.75.



Vicky Smith
 President

Request to Purchase
Datatel Annual Maintenance

Information

As part of the Datatel ERP implementation, and consistent with other major software systems, annual software maintenance is a standard support component of the system. Annual software maintenance covers prioritized telephone and online vendor support for the product, rights to future upgrades and bug fixes, expert-level custom support for any unique or unusual issues with the system, and assistance in configuring components of the Datatel system. Without this support, the College would risk prolonged outages in the event of potential unforeseen problems with the software. Since the College did not acquire the Datatel product until February of 2011, the annual maintenance fee of \$226,096.00 for this year has been pro-rated to \$81,526.00 (February 15 through June 30, 2011).

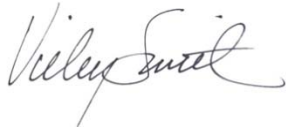
Since annual software maintenance is an operational, recurring yearly fee the College will incur as long as we use the Datatel product, this cost is not budgeted within the one-time ERP project cost. It will continue to be budgeted in the on-going operational Information Systems budget for Institutional Support.

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

This expense is budgeted in the Computing Services Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of annual software maintenance (February 15 through June 30, 2011) from Datatel of Fairfax, VA, at a cost of \$81,526.00.



Vicky Smith
President

Request to Purchase
 Elliptical Crosstrainers for the Fitness Center

Information

The Fitness Center serves over 130 community members, 70 college athletes, 50 employees, and 500 students a year. In addition, the Fitness Center donates time and resources to groups from Northern Illinois Special Recreation Association and Special Education District of McHenry County. This totals over 25,000 hours of exercise annually. One of the pieces of equipment these stakeholders use while exercising in the Fitness Center is a crosstrainer.

The Fitness Center has two crosstrainers, one is over 13 years old and the other is over 10 years old. The crosstrainer that is over 13 years old has over 60 million strides of use. There are no replacement parts available. The crosstrainer that is 10 years old has over 95 million strides of use, and there are very few replacement parts still available for this model. The life expectancy of these machines is typically no more than 10 years.

Bids were requested for two Precor EFX 576i Elliptical Fitness Crosstrainers for the Fitness Center to replace the current machines. These machines can only be purchased through Precor’s authorized distributors. Bids were received from the following companies.

	Direct Fitness Solutions Mundelein, IL	Chicago Home Fitness Algonquin, IL	The Great Escape Mundelein, IL
Two (2) Precor EFX 576i Elliptical Fitness Crosstrainers	\$9,860.00	\$10,280.00	\$10,350.00

This expense is budgeted in the Fitness Center Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the FY2011 purchase of: two Precor EFX 576i Elliptical Fitness Crosstrainers for \$9,860.00 from Direct Fitness Solutions, Mundelein, IL.



Vicky Smith
 President

Request to Purchase
Epson Stylus Pro 9900 Printer

Information:

MCC’s Digital Photography courses (ART 250, ART 252, ART 254) have significantly grown over the last three years as digital cameras have become the standard over traditional photographic film cameras. Since fall 2009, the number of Digital Photography sections has grown from five to twelve (spring 2011). In addition, each section averaged ten students in 2009 compared to fifteen in 2011.

The goal of Digital Photography courses is to instill in all students a desire to create exhibition quality prints and to provide students the proper physical environment. Such an environment includes work areas with modern technology, equipment, and supplies of sufficient quality to bring about the desired results.

A major trend the past few years has been a move toward producing larger prints. The proposed printer can produce prints up to 44” in width and variable depth. With this printer incorporated into the current program, the College can continue to provide a cutting edge environment for our students and better position them towards other higher educational experiences and subsequent career opportunities.

Calumet Photo in Chicago, IL provides the best net pricing through its Educational Discount program.

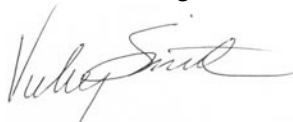
<u>Quantity</u>	<u>Description</u>	<u>Price</u>
1	Epson Stylus Pro 9900 Printer Epson Two Year Extended Warranty (3 years total) One Initial set of 150 ml Ink Cartridges	\$7,479.00

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

This expense is budgeted in the Photography Department account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the Epson Stylus Pro 9900 printer, two-year extended warranty, and one initial set of 150 ml ink cartridges, for \$7,479.00 from Calumet Photo in Chicago, IL.



Vicky Smith
President

Request to Purchase
Microsoft Forefront Identity Manager Implementation

Information

As more technology solutions are implemented at McHenry County College, the complexity of managing secured usernames and credentials increases. Protecting the identity of the College's thousands of computer user accounts (faculty, staff, and students) has become an increasingly important function for the Information Technology department, as well as an important component of the College's ability to maintain accreditation and remain compliant with the Higher Education Opportunity Act. Secured access to the College's multiple technology applications is most efficiently handled from a single source of authority managing all credentials such as passwords, permission levels, and identity authentication. Microsoft's "Forefront Identity Manager" technology platform is a market leader in this space, and would enable the College to integrate security access to multiple computer systems from a single point of control. It also enables a "Single Sign-On" environment for both employees and students. This technology reduces the confusion and security risks associated with remembering numerous different logins and passwords to access several different systems needed during the course of a day at MCC. Another important benefit is this system will allow the use of a "Self-Remediation Password" portal, allowing all MCC users to answer several security-related questions in order to manage their own network password. Currently the IT Help Desk must manually reset or change passwords for users. The Help Desk typically fields 1500 calls annually related to user password problems. Once the system is implemented, these calls should be substantially reduced.

To implement the Forefront Identity Manager software Microsoft licensing must be purchased at \$3,585.28. Also needed is one-time only, expert-level consulting to install, configure, and train IT staff in future use of the product, including how to interface the product with current and future systems having separate security databases. CDW-G is the contract-assigned point of sale for the existing Microsoft Campus Agreement, so the licenses would be purchased from CDW-G. As the contract-assigned provider, CDW-G is a trusted provider of Microsoft technology services with a strong prior track record at MCC. CDW-G has provided a Statement of Work agreement to provide the installation, configuration, and training services at a not-to-exceed cost of \$32,880.00.

The estimated 30-45 day work plan includes:

1. Custom programming to centralize security credentials for MCC's campus-based systems like NXview and Vantage financials,
2. Configuration provisioning/de-provisioning of over 10,000 computer accounts (student/faculty/staff), and
3. Building the interface to link into our new Datatel ERP.

When the old ERP systems are eventually retired and replaced by Datatel, the training and knowledge received under this work plan will enable adding secured and centralized credentials authentication to new third-party products attached to Datatel, such as Nebraska Bookstore, Aquire Document Imaging, and library systems. Additionally, dependent on the integrative ability of external systems, a look will be taken at centralizing security credentials with external providers such as ANGEL, SchoolDude, and Rave. Since existing servers can be used to run the system, no additional hardware purchases are necessary.

The total cost for this project is \$36,465.28. (A portion of the cost for this project is offset by the approximately \$33,000.00 in annualized savings during this fiscal year derived from re-negotiated contracts with Rave, Computer Leases, and the Enterasys network switch maintenance agreement.)

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

This expense is budgeted in the General Institutional account of the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of Microsoft Forefront Identity Manager licenses and implementation from CDW-G, Vernon Hills, IL, for \$36,465.28.

A handwritten signature in cursive script, appearing to read "Vicky Smith".

Vicky Smith
President

Request to Purchase
Redundant Cisco ASA Firewall

Information

In order to support the College's internet-based technology needs, a redundant Cisco ASA firewall appliance needs to be installed. Currently MCC has a single Cisco firewall device with 24-hour, 7-day/week coverage with a 4-hour turnaround time on parts and services. This is the highest level of support available for the firewall. What this means to the College is that if the current single firewall were to fail, the College would not have any internet services; no MCC website; no Shah Center website; no email exchange with external people; and no on-site ability to reach the internet for a period of up to four hours. Since many of our current and upcoming technology services (such as ANGEL Learning and our mass notification emergency services) are reliant on Internet -based access, the need for a redundant internet connection has become even more crucial to the College. The current firewall is a single-point-of-failure, and although there is support for the device, there is still too much risk in potentially losing access to critical internet-based resources for an unacceptably long period. Additionally, when the new Datatel ERP system is fully in place, staff, faculty, and students will be provided the ability to access it from the internet. Consequently, College staff needs to make sure the necessary redundant hardware is in place to keep it running 24 hours a day, 365 days a year.

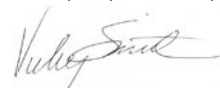
MCC participates in the MHEC (Midwest Higher Education Consortium) which leverages the purchasing power of government and educational institutions across the state. Enterasys and Cisco recommends CDW-G as their preferred equipment provider in the Midwest. Through MHEC the College is able to purchase this equipment from CDW-G at per unit costs well below what could be negotiated directly through other providers; therefore, multiple vendor quotes are not required. MCC will need to purchase the additional Cisco ASA 5540 appliance with the Intrusion Detection/Prevention card at a cost of \$14,372.13. The College will also need to purchase a new Enterasys B5 24-port Network switch to be able to connect the two redundant Cisco appliances to our existing internet circuit at a cost of \$1,840.42. Lastly, MCC will need a Cisco-knowledgeable consultant from CDW-G onsite to do the configuration and installation, along with a firmware code update to the two Cisco firewalls, at a cost of \$7,220.00. This installation work will be done during off hours. This project totals \$23,432.55 for installation of all the necessary components.

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

This expense is budgeted in the General Institutional account of the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of a Redundant Cisco ASA Firewall, an Enterasys B5 24-port Network Switch, and on-site configuration services from CDW-G of Vernon Hills, IL, for \$23,432.55.



Vicky Smith
President

Request to Increase Rental Fees

Information

McHenry County College makes its facilities available for rent to outside groups. The Conference Center, meeting rooms, dining halls, lecture halls, classrooms, multi-purpose rooms, Commons, and parking lots are some of the areas made available for rent when not in use for College purposes. If needed, MCC provides an A/V technician, custodial and additional security staff for a modest fee. Making facilities available for rent provides an effective use of facilities as well as a low cost option for community groups. For the first half of FY11, 49 community groups rented space and brought 21,243 people to campus.

Rental fees were evaluated in 1998, 2004, and 2006. Because costs of maintaining the facilities have risen, rental fees were recently reevaluated. The review process included a comparison of MCC's fees to 14 other Illinois community colleges as well consideration of the cost of additional staffing and/or equipment required. As a result, it is recommended that the following rental fees be changed:

	<u>Current</u>	<u>Proposed</u>
Conference Center	\$50 per hour	\$60 per hour
B166-167	\$25 per hour	\$30 per hour
Multipurpose Room (Gym)	\$40 per hour	\$50 per hour
Weekend Staff Charge	\$0	\$30 per hour
Weekend A/V	\$25 per hour	\$30 per hour
Saturday Custodial	\$13.50 per hour	\$21 per hour
Sunday Custodial	\$18 per hour	\$28 per hour

The increase in fees would apply to new rental contracts only.

Recommendation

It is recommended that the Board of Trustees approves the proposed increases in MCC rental fees.



Vicky Smith
President

Main Campus and Shah Center Vending Services

Information

MCC uses a vending company to fill and maintain vending machines located throughout the College's main campus and Shah Center. Ace Coffee Bar, Inc. has supplied this service for the last 10 years.

An RFP was issued in February to assess the competition for the College's vending services. Proposals for a 5-year contract for vending services were received. Annual net sales of \$193,200.00 are estimated for the current year, and this figure was used for vending companies to determine their commission rate.

We received five proposals and Ace Coffee Bar, Inc. was identified as the company which can provide the highest overall commission rate and the highest level of service to the College. This service also includes a full-time, on-site attendant to insure the machines are filled and serviced continuously. No other bidder provided for this service.

The revenue is accounted for in the Food Services Account which is in the Auxiliary Enterprises Fund. This agreement provides for routine audits which may be performed, by the College, as part of the agreement.

Estimated Commissions Based on Annual Net Sales of \$193,200.00

<u>A.H. Management Group</u>	<u>Ace Coffee Bar, Inc.</u>	<u>Canteen</u>	<u>CL Swanson Corporation</u>	<u>Coca Cola</u>
				\$29,000.00
				<u>*7,000.00</u>
<u>\$44,159.00</u>	<u>\$49,600.00</u>	<u>\$42,933.00</u>	<u>\$49,555.00</u>	<u>**\$36,000.00</u>

*\$7,000.00 annually for an exclusive agreement.

**Coca Cola proposal only provided for the beverage part of the RFP and not the other vending requirements.

Recommendation

It is recommended that the Board of Trustees approves a five-year contract with Ace Coffee Bar, Inc., Streamwood, IL, for vending services throughout the College and Shah Center, July 1, 2011 through June 30, 2016.



Vicky Smith
 President

Academic Calendar for 2012-2013

Information

Each year the Curriculum and Academic Policy Council (CAPC) in cooperation with the Office of Academic and Student Affairs develops the Academic Calendar. The purpose of the academic calendar is to provide the schedule framework for the major academic and student support activities occurring at the College during the school year. The academic calendar is created two years in advance to give students, employees and the community, time to plan events well into the future.

The attached proposed Academic Calendar is for 2012-2013 academic year.

Recommendation

It is recommended that the Board of Trustees approves the Academic Calendar for 2012-2013.

A handwritten signature in cursive script, appearing to read "Vicky Smith".

Vicky Smith
President

2012-2013 ACADEMIC CALENDAR

FALL SEMESTER 2012

Aug. 16 (Thursday)	<i>Opening Semester meeting for all employees; full-time and adjunct faculty workshops</i>
Aug. 17 (Friday)	Friday night credit classes begin
Aug. 18 (Saturday)	Saturday credit classes begin
Aug. 20 (Monday)	Weekday credit classes begin
Aug. 27 (Monday)	Adult Education classes begin
Sept. 3 (Monday)	College closed for Labor Day recess
Oct. 8-12 (Monday-Friday)	Mid-term week
Oct. 15 (Monday)	Start of second 8-week credit classes
Oct. 16 (Tuesday)	Professional Development Day, no day or night classes; College offices closed
Nov. 9 (Friday)	Last day for withdrawals (for most 16-week classes)***
Nov. 21-23 (Wednesday-Friday)	College closed for Thanksgiving recess
Nov. 24 (Saturday)	College closed, no Saturday classes
Nov. 26 (Monday)	Classes resume
Dec. 7-8 (Friday-Saturday)	Final exams for credit classes meeting only on Friday or Saturday
Dec. 10-13 (Monday-Thursday)	Final exam period for weekday credit classes
Dec. 13 (Thursday)	Commencement
Dec. 15 (Saturday)	Last day of Adult Education classes
Dec. 24, 2012-Jan. 1, 2013 (Monday-Tuesday)	College closed

SPRING SEMESTER 2013

Jan. 10 (Thursday)	<i>Opening Semester meeting for all employees; full-time and adjunct faculty workshops</i>
Jan. 11 (Friday)	Friday night credit classes begin
Jan. 12 (Saturday)	Saturday credit classes begin
Jan. 14 (Monday)	Weekday credit classes begin
Jan. 21 (Monday)	Adult Education classes begin
Mar. 4-8 (Monday-Friday)	Mid-term week
Mar. 11 (Monday)	Start of second 8-week credit classes
Mar. 24-Mar. 31 (Sunday-Sunday)	Spring recess, no classes (College offices remain open until 4:30 p.m.)***
Mar. 30 (Saturday)	No Saturday classes – College closed
Apr. 1 (Monday)	Weekday credit classes resume
Apr. 5 (Friday)	Last day for withdrawals (for most 16-week classes)***
May 3-4 (Friday-Saturday)	Final exams for credit classes meeting only on Friday or Saturday
May 6-9 (Monday-Thursday)	Final exam period for weekday credit classes
May 9 (Thursday)	Commencement
May 11 (Saturday)	Last day of Adult Education classes

SUMMER INTERSESSION 2013

May 13 (Monday)	Credit classes begin
May 27 (Monday)	College closed for Memorial Day Observance
June 5 (Wed.) or June 6 (Thursday)	Final exam period for credit classes

SUMMER SESSION 2013

June 10 (Monday)	Credit classes begin
June 10 (Monday)	Adult Education classes begin
July 1-3 (Monday-Wednesday)	Mid-term week
July 4 (Thursday)	College closed for Independence Day
July 25 (Thursday)	Last day for withdrawals (for most 8-week classes)***
Aug. 1 (Thursday)	Last day of Adult Education classes
Aug. 5-8 (Monday-Thursday)	Final exam period for credit classes

***Deadlines may vary per institutional policy

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

Destruction of Recordings of the Closed Sessions of the
September 3, September 17, and September 21, 2009 Special Board Meetings
and the September 24, 2009 Regular Board Meeting

Information

Public Act 93-523 amended the Open Meetings Act to require public bodies in Illinois to keep “verbatim records” of their closed (executive) sessions. The verbatim record needs to be in the form of an audio or video recording. The law provides for the following regarding destruction of the recording:

- At least 18 months must have passed since the date of the meeting
- The public body approves the destruction of the particular recording
- The public body approves properly detailed minutes of the closed session

The identified recordings will be physically destroyed.

Recommendation

It is recommended that the Board of Trustees approves the destruction on April 28, 2011 of the recordings of the Closed Sessions of the September 3, September 17, and September 21, 2009 Special Board Meetings and the September 24, 2009 Regular Board Meeting.



Vicky Smith
President

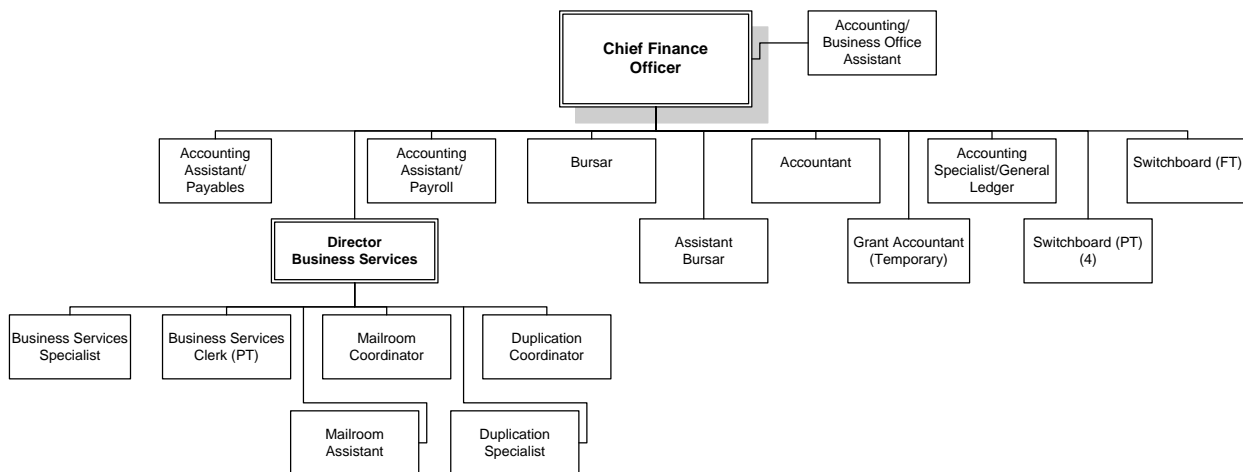
Reorganization of the Business Services and Finance Office

Information

The Board of Trustees at their October 2010 meeting approved the goals of the president. These goals are broad institutional goals based on the College’s Strategic Priorities, which were approved by the Board in the spring 2010 semester. In September 2010 the President brought a recommendation to reorganize the administration in which a Chief Finance Officer/Treasurer senior position was establish to oversee the Business Services and Finance operations of the College.

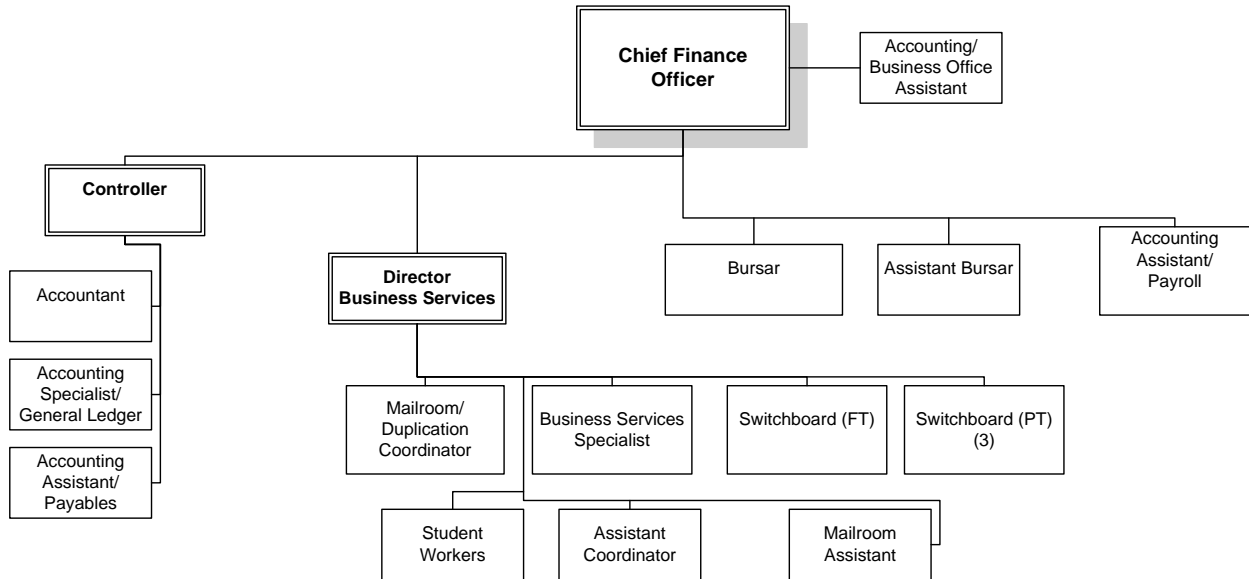
Mr. Larry West has been in his role as CFO/Treasurer since the beginning of January, 2011. He has analyzed the functions and organizations of the operation and determined the best structure for ensuring effective service and sound internal control of the college’s business and fiscal activities. The new structure will be achieved by reorganization of positions and locations of personnel and services, and the addition of a Controller position. See chart below for current structure.

**McHenry County College
 Business/Finance Operation
 Organization Chart
 Current**



The proposed new structure physically and organizationally consolidates the operations of the mailroom, duplicating operations, and switchboard into one operation, resulting in a savings in staff costs and the freeing up of space. In addition, the new structure eliminates temporary and part time positions in the Business Services and Finance Offices. Lastly, to ensure there will be separation of duties and internal controls observed, the proposed structure has the addition of a Controller. In general, the Controller is responsible for financial reporting, accounting functions, and internal control. The Controller looks backward at past transactions to ensure they were recorded properly and reflected correctly in the financial statements. In order to accomplish this, the Controller must understand the operations of the institution and the related flow of financial information. See chart below for proposed structure.

**McHenry County College
Business/Finance Operations
Organization Chart
Proposed**



Below is a table which illustrates the positions which would change within this reorganization. The changes result in a very small savings.

Eliminated Positions	Salary	Benefits	Totals
Duplication Specialist	\$ 37,576	\$ 7,846	\$ 45,422
Grant Accountant (Temp)	\$ 24,420	\$ -	\$ 24,420
Business Services Receptionist (PT)	\$ 18,415	\$ -	\$ 18,415
Saturday Switchboard (PT)	\$ 6,448	\$ -	\$ 6,448
Accountant Stipend	\$ 2,000	\$ -	\$ 2,000
Mailroom Travel/Post Office Fee	\$ 4,450	\$ -	\$ 4,450
Total			\$101,155
New Positions			
Controller	\$ 75,000	\$18,225	\$ 93,225
Student Workers	\$ 5,280	\$ -	\$ 5,280
Total			\$ 98,505
Difference			\$ (2,650)

The job description for the Controller position is included in this board report. If approved, the new organizational structure and Controller position will be implemented immediately, starting with a search for the Controller position.

Recommendation

It is recommended that the Board of Trustees approves the reorganization, the elimination of positions, and the establishment of the Controller position as described above for the Business Services/Finance Office.

A handwritten signature in cursive script, appearing to read "Vicky Smith".

Vicky Smith
President

POSITION: **CONTROLLER**

CLASSIFICATION: Administrative / Full-time **Range:** Administrative IV

WORK YEAR: 12 Months

PRIMARY PURPOSE: The Controller oversees the fiscal operations of the College. This position is critical to the financial team's effort to provide quality service to all College constituencies. In general, the Controller is responsible for financial reporting, accounting functions, and internal control. The Controller looks backward at past transactions to ensure they were recorded properly and reflected correctly in the financial statements. In order to accomplish this, the Controller must understand the operations of the institution and the related flow of financial information.

ESSENTIAL JOB FUNCTIONS:

- Directs the day-to-day operations of the Accounting office, including:
 - Accounting
 - Accounts Payable
 - Student Accounts
 - Grant Accounting & Regulatory Reporting
 - Financial Reporting (internal and external)
 - Compliance with the appropriate accounting procedures in accordance with GASB and GFOA standards, Board of Trustees' policies, and state and federal law
- Responsible for the maintenance and accuracy of all accounting records. Works with the College's administration to insure the completeness of its accounting records and their supporting documents
- Assists with the annual audit and prepares the annual audit report in accordance with GFOA guidelines. Works with and assists the independent auditors (as well as federal and state auditors)
- Prepares cash flow projections
- Assists in developing the Five Year Financial Plan
- Responsible for the oversight of relevant ICCB reporting, including UFRS and Unit Cost
- Responsible for preparation of unit cost report for internal use
- Assists with the College budget process, including:
 - Serving as the primary coordinator for the operating and capital budget development process
 - Reviewing and analyzing budget versus actual
 - Directs the preparation of monthly reports for executive management and the Board of Trustees
 - Assists in the preparation of the budget document in accordance with GFOA guidelines
- Provides accounting and fiscal advice to the CFO/Treasurer

ESSENTIAL JOB FUNCTIONS (con't):

- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Performs other related duties as assigned

SUPERVISION: The Controller reports to and is responsible for supporting the CFO/Treasurer.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

- Bachelor's Degree in accounting or finance required, Master's preferred
- CPA required
- An equivalent combination of education and experience will be considered

EXPERIENCE:

- Five years experience in financial management required
- Knowledge of fund accounting required
- Prior budget responsibility and involvement preferred
- Experience with payroll, accounts receivable, and accounts payable preferred
- Experience preparing and analyzing financial statements required
- Three years supervisory experience required
- Education or non-profit experience required

SKILLS AND ABILITIES:

- Technological competence. The ability to utilize technology to improve efficiency, including the use of database, word processing, spreadsheet, and accounting systems
- Demonstrated ability to be a "hands-on" problem solver
- Ability to reengineer business processes and work flow to maximize efficiency
- Excellent verbal and written communication skills
- Record of successful leadership and team management
- Unquestionable personal and business integrity
- Commitment to customer service and the community college philosophy
- Commitment to the mission of the community college
- Write a one page summary of past experience

Subject to Criminal Background Check

Personnel Adjustments for Fall 2009
Transfer and Occupational Courses

Information

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

Overload				
<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Young, Charles F	CIS117002	6.66	0	659.18

Recommendation

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



Vicky Smith
President

Personnel Adjustments for Spring 2010
Transfer and Occupational Courses

Information

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

Overload				
<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Geller, Jay	SPE151801	20.00	0	1,977.75
Moore, Philip S	MAT095005	6.66	0	659.18
Ziszik, Cheryl	NAE100003	25.00	0	2,397.81

Recommendation

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



Vicky Smith
President

Personnel Adjustments for Fall 2010
Transfer and Occupational Courses

Information

Listed below are the personnel adjustments for Fall 2010 Transfer and Occupational courses and program development:

Overload				
<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Young, Charles F	CIS110205	6.66	0	675.68

Recommendation

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



Vicky Smith
President

Personnel Adjustments for Spring 2011
 Transfer and Occupational Courses

Information

Listed below are the personnel adjustments for Spring 2011 Transfer and Occupational courses and program development:

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albright, Meredith	DGM230001	4	0	2,475.00
Barone, Nicholas A	CIS110207	2	0	1,056.67
Barone, Nicholas A	CIS118201	2	0	1,056.67
Baser, Julia	MGT150001	3	824.20	1,648.40
Baser, Julia	MGT150003	3	824.20	1,648.40
Berry, Robin L	BUS240301	3	0	1,616.70
Bruce, Richard	MGT205001	3	927.23	1,854.45
Cottrell, Julia A	MGT230001	3	927.23	1,854.45
Cottrell, Julie A	MGT230301	3	0	1,854.45
Diaz, Franklin E	CIS143001	2	0	1,067.23
Franseen, Jana L	NAE100F01	3	0	1,674.96
Howard, Dean J	CIS110202	2	0	1,225.73
Howard, Dean J	CIS110206	2	0	1,225.73
Huart, Lindsay M	CIS110210	2	0	1,067.23
Jackson, Beverly S	CIS110204	2	0	1,225.73
Jackson, Beverly S	CIS110025	2	0	1,225.73
Kieca, John J	AMT100102	6	0	2,400.00
Lyon, Letitia K	SPE151201	3	0	1,600.85
Petty, Arthur E	IBS115301	3	0	1,648.40
Petty, Arthur E	IBS115631	3	0	1,648.40
Rasmussen, G Robert	CIS110606	2	0	1,088.37
Rasmussen, G Robert	CIS110607	2	0	1,088.37
Ridge, Sherry	MGT150002	3	824.20	1,648.40
Scott, Gina	CIS110609	2	0	1,088.37
Wittkamp, Roxanne	AOM12201	2	0	1,098.93
Wood, Marianne A	CIS110209	2	0	1,151.77
Wood, Marianne A	CIS110608	2	0	1,151.77

Independent/Individualized Internships

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albamonte, Michael A	AMT250001	3	3	0	675.00
Albright, Meredith L	DGM230002	4	1	0	225.00
Albright, Meredith L	DGM250002	1	1	0	75.00
Barnard, Allison A	SPA102001	3	4	0	900.00
Bowman, Thomas C	DGM250001	1	1	0	75.00
Bowman, Thomas C	DGM290006	12	1	0	225.00
Braasch, Teresa	PSY251532	3	1	0	225.00

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Christensen, James D	ART299001	1	1	0	75.00
Davis, Donna S	MAT072001	2	2	0	305.00
Eckel, Mark	SOC101099	3	3	0	675.00
Freelove, Julie A	AOM250002	3	2	0	450.00
Geller, Jay	THE153001	1	1	0	75.00
Goostree, Douglas C	FRS250001	2	5	0	750.00
Kaltenecker, Thomas	CLM170002	3	1	0	225.00
Lange-Connelly, Phyllis	MUS203003	2	9	2,789.60	2,510.64
Lear, Bryan J	ART241004	6	5	0	1,125.00
Lear, Bryan J	ART299002	3	1	0	225.00
Maio, Robert S	ACC152301	3	5	0	1,125.00
Ray, Christopher	MUS209001	2	1	557.92	278.96
Reagan, Mike	SOC101532	3	3	0	675.00
Shaw, Nancy	MUS205001	2	11	2,789.60	3,068.56
Sasaki, Noriaki	ECO261001	3	2	0	450.00
Spangenberg, Bruce	HRT250001	10	1	0	240.00
Spangenberg, Bruce	HRT251001	3	6	0	1,440.00
Spangenberg, Bruce	HRT299001	6	1	0	240.00
Sullivan, Sarah	BUS150534	3	5	0	1,125.00
Szalaj, Steven J	MUS105001	3	5	0	1,125.00
Tetreault, Mike J	CIS250001	10	1	0	150.00
Valdes Rivera, Armando	SPA255102	4	3	0	900.00
Vician, Tom J	IND160001	3	1	0	225.00
Vician, Tom J	IND160002	1	2	0	150.00
Vitale, Sandra A	CIS250002	10	1	0	2,025.00
Wagner, Dawn	MKT110602	3	4	0	900.00
White, David	HIS170532	3	9	0	2,025.00
Williams, Linda S	ART282001	4	5	0	1,125.00

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albright, Meredith L	CIS110 SUB	0	675.73
Barone, Nicholas A	CIS116 SUB	0	1,056.67
Barone, Nicholas A	CIS216 SUB	0	44.87
Brenner, Roxane	NAE Department Chair	0	2,027.25
Diaz, Franklin E	CIS110 SUB	0	1,067.23
Diaz, Franklin E	CIS216 SUB	0	90.60
Engel, James R	CIS117 SUB	0	1,200.64
Geller, Jay	Production Director	0	1,000.00
Huart, Lindsay M	CIS110 SUB	0	1,067.23
Lange-Connelly, Phyllis	Music Adjunct stipend	0	18.60
Lauf, Maria Luisa	Counseling	0	535.50
Lear, Bryan J	Differential Pay	0	480.00
Lukazcyk, Alina	Develop BNA class for ESL	0	600.00
Powell, Brenda C	Read OA Essays	0	90.00
Quinn, Arleen	Read OA Essays	0	90.00
Ray, Christopher R	Music Adjunct Stipend	0	18.60
Scott, Gina M	CIS110 SUB	0	1,088.37
Stahmann, Paul C	Adjunct Earth Sci. Instruction	0	2,648.94
Taylor, Amy S	Counseling	0	535.50
Tetreault, Mike J	CIS216 SUB	0	1,965.75
Zimmerman, Ellen M	MCC101 Faculty Leader	0	535.50

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Zokal, Patricia	Counseling	0	535.50

Overload

<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Brogan, William	CJS101002	20.00	0	2,027.25
Brown, R Clayton Jr	AMT140201	20.00	0	2,027.25
Goostree, Douglas C	FRS250701	13.33	0	1,351.46
Reagan, Mike	SOC101514	20.00	0	2,027.25
Ziszik, Cheryl A	NAE100G01	28.00	0	2,838.15

Recommendation

It is recommended that the Board of Trustees ratifies the above personnel adjustments for Spring 2011 as listed above.



Vicky Smith
President

Continuing and Professional Education Personnel Considerations for Spring 2011

Information

Listed below are instructors to be hired for the Spring 2011 Semester:

<u>Part-time Personnel</u>	<u>Classes & Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Small, J	5/7/2011	Defensive Driving Course- 8 Hour	300.00

Recommendation

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



Vicky Smith
President

Continuing and Professional Education Personnel Considerations for Summer 2011

Information

Listed below are instructors to be hired for the Summer 2011 Semester:

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Lemay-Strass, C	NAN S08 006	Therapy Dogs	15.00
Westerhof, S	NPH S02 006	Digital Photography	75.00
Westerhof, S	NPH S09 007	Digital Photography – Part 2	75.00
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Barnard, A	NFL S05 006	Spanish-Beginners	448.00
Barnard, A	NFL S05 016	Spanish-Beginners	448.00
Drzal, T	NCU S67 006	Baking I	360.00
Drzal, T	NCU S68 007	Baking II	360.00
Hawkins, T	NTE S19 002	Lean Series	2,400.00
Peterson, J	NBD S14 003	Hiring Your First Employee	100.00
Small, J	5/21/2011	Defensive Driving Course- 8 Hour	300.00
<u>Part-time Personnel</u>	<u>Music</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Bazan, M	NMU C15 006	Private Music – Clarinet	275.00
Bazan, M	NMU C16 006	Private Music – Flute	275.00
Bazan, M	NMU C18 006	Private Music – Saxophone	275.00
Fagiano, S	NMU C03 006	Private Music--Percussion	275.00
Gaughan, P	NMU C08 006	Private Music – Guitar	275.00
Gaughan, P	NMU C06 006	Tablature for Rock and Blues	25.00
Gaughan, P	NMU C02 006	Guitar I - Beginners	25.00
Halinski, M	NMU C17 006	Private Music – Oboe	275.00
Henning, R	NMU C12 006	Private Music – French Horn	275.00
Kang, K	NMU C05 006	Private Music – Cello	275.00
Kvam-Holub, J	NMU C09 006	Private Music – Viola	275.00
Kvam-Holub, J	NMU C10 006	Private Music – Violin	275.00
Lange-Connelly, P	NMU C01 006	Private Music – Pipe Organ	275.00
Ray, C	NMU C07 006	Private Music – Electric Bass	275.00
Reupert, R	NMU C13 006	Private Music – Trumpet	275.00
Sergey, T	NMU C06 006	Private Music – Classical Guitar	275.00
Shaw, N	NMU C11 006	Private Music – Voice	275.00
Singer, T	NMU C02 006	Private Music – Jazz Piano	275.00
Singer, T	NMU C04 006	Private Music – Piano	275.00
<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Johnson, H	NPL S14 006	Women’s Self-Defense	5.00
Kuhlin, W	NSD S10 006	Rock the Reception	40.00
Neef, W	NPH S06 006	Open Digital Photography Lab	50.00
Valdes-Wagner, D	NAN S08 006	Therapy Dogs	15.00

<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Sieber, S	NCF S07 006	Calligraphy	81.00
Sieber, S	NFA S64 007	Silk Painting	108.00

Recommendation

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



Vicky Smith
President

Appointment of New
 Academic, Health Professions Opportunity Grant Advisor

Information

At the February 2011 Board Meeting, the Board of Trustees approved the new part-time professional position of Academic/Health Professions Opportunity Grant Advisor. Amy Haller has been recommended to fill this position. Ms. Haller has a Master of Arts in Human Resources Development from Webster University, St. Louis, MO and a Bachelor of Science in Marketing from Northern Illinois University, DeKalb, IL. Her experience is as follows:

- 2010 Consultant, Postsecondary Services
 ACT, Lincolnshire, IL
- 2004 – 2010 Assistant Director for Test Administration
 Northern Illinois University, DeKalb, IL
- 2003 – 2004 Registrar/Manager of Admissions and Records
 Rock Valley College, Rockford, IL
- 2002 – 2003 Coordinator of Registration
 McHenry County College, Crystal Lake, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Amy Haller to the part-time professional position of Academic/Health Professions Opportunity Grant Advisor, effective May 2, 2011, at five-month salary of \$7,615.08, at 18 hours per week.



Vicky Smith
 President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
8	\$33,760	\$48,108	\$62,456	Not Applicable	\$7,615.08	Not Applicable

POSITION: **ACADEMIC, HEALTH PROFESSIONS OPPORTUNITY
GRANT ADVISOR**

CLASSIFICATION: Professional / Part-time, Grant-funded

WORK YEAR: February 2011 to September 29, 2011

WORK WEEK: Part-time 18 hours per week; some evenings may be required.
Flexible schedule to meet student demand

PRIMARY PURPOSE: Provide Workforce Investment Act eligible students with a wide range of proactive academic advising and educational planning with a focus on Health Professions.

ESSENTIAL JOB FUNCTIONS:

- Recruit and screen potential candidates for eligibility
- Develop appropriate education plans and selection of courses
- Provide accurate and timely information to currently enrolled students, utilizing a variety of proactive delivery modes
- Increase student awareness of available institutional and external resources
- Monitor student progress toward established educational goals
- 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 grant-required documentation in student records that is objective, complete, and accurate
- Assist with quarterly reports and other grant documentation
- Coordinate testing with the Testing Center and the Adult Education Department to determine student eligibility
- Track student progression through completion of educational program and employment
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under the supervision of the Dean of Health Sciences and Dean of Student Success.

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 experience

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
- 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 safely handle heavy books, packages, and book trucks up to 25 pounds unassisted

ISSUED: February 2011 / Range 8

Appointment of New
Associate Dean of Humanities and Social Sciences

Information

At the January 2011 Board Meeting, the Board of Trustees approved the new full-time administrative position of Associate Dean of Humanities and Social Sciences. Loreen Keller has been recommended to fill this position. Ms. Keller has a Master’s Degree in Liberal Arts from St. John’s College, Annapolis, MD and a Bachelor of Arts in Business Administration/Human Resources from University of Washington, Seattle, WA. Her experience is as follows:

- | | |
|----------------|--|
| 2006 – Present | Adjunct, Philosophy and English
McHenry County College, Crystal Lake, IL |
| 2008 – 2009 | Executive Assistant to the President
Democracy Alliance, Washington, DC |
| 2002 – 2006 | Instructor, Program Manager
McHenry County Music Center, Crystal Lake, IL |

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Loreen Keller to the administrative position of Associate Dean of Humanities and Social Sciences, effective July 5, 2011 at the twelve-month salary of \$67,000.00



Vicky Smith
President

Administrator Salary Level	Low Salary	Midpoint Salary	High Salary	Current Salary	Salary Offer	Salary of Replaced Employee
V	\$62,922.00	\$81,800.00	\$100,677.00	Not Applicable	\$67,000.00	Not Applicable

POSITION: **ASSOCIATE DEAN OF HUMANITIES AND SOCIAL SCIENCES**

CLASSIFICATION: Administrative / Full-time **WORK YEAR:** 12 Months

PRIMARY PURPOSE: Authority and responsibility for leadership in the development and implementation of courses and programs of study designed to serve students. The Associate Dean is responsible for aligning the division with the college-wide strategic plan and serving as an advocate for the division.

ESSENTIAL JOB FUNCTIONS:

In conjunction with the Executive Dean, the Associate Dean is charged to carry out the following responsibilities:

- Assist in the leadership for planning, organizing, supporting, and implementing comprehensive programming within the following areas as well as any new programs related to humanities and social sciences added in the future:
 - Art
 - English & Reading
 - Journalism
 - Modern Languages (French, German, Spanish)
 - Music
 - Philosophy
 - Speech
 - Theatre
 - Anthropology
 - Economics
 - History
 - Political Science
 - Psychology
 - Sociology
- Assist in the leadership, supervision, and evaluation of the divisional team (Deans, Directors, Coordinators, Department Chairs, Faculty, and Staff)
- Assist with enrollment management as it relates to the division
- Provide support for new divisional initiatives
- Assist the Executive Dean with the development of the annual divisional budget
- Monitor the internal and external articulation of curriculum and service delivery
- Work with the Executive Dean to establish division specific staff development activities
- Act as the secondary liaison with appropriate state committees and departments, other agencies, organizations and institutions relative to the division's programs
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities

ESSENTIAL JOB FUNCTIONS:

- In collaboration with the Executive Dean: plans, organizes, supports, and implements comprehensive programming in conjunction with the following areas:
 - Continuing Education
 - Funding Sources
 - Other divisions and their programs; (i.e. Fast Track, CTE/Perkins)
 - External partners (i.e. universities, social service agencies, public schools)
- Serve on various college committees
- Assume other duties as requested by the Executive Dean of Humanities and Social Sciences

SUPERVISION: Reports directly to the Executive Dean of Humanities and Social Sciences.

MINIMUM POSTION QUALIFICATIONS:

EDUCATION:

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

EXPERIENCE:

- Three years teaching experience; community college level preferred
- Evidence of increasing levels of administrative responsibilities.
- Experience in assessment of student learning.
- Experience with staff evaluation

SKILLS AND ABILITIES:

- Proficient in Microsoft Office Suite
- Ability to work effectively with faculty, students, and staff
- Ability to problem solve
- Strong communication skills
- Commitment to the philosophy and mission of the community college
- Strong organizational ability
- Strong supervisory skills

ISSUED: January 2011 / Level V

Appointment of New
Director of Online Learning and Educational Technology

Information

At the January 2011 Board Meeting, the Board of Trustees approved the new full-time administrative position of Director of Online Learning and Educational Technology. Raymond Lawson has been recommended to fill this position. Mr. Lawson has a Doctorate of Education in Instructional Technology and a Master of Science in Management Information Systems from Northern Illinois University, DeKalb, IL, a Master of Science in Global Economic Development from Eastern College, St. Davids, PA and a Bachelor of Arts in English and in Education from Marien N’Gouabi University, University of Lome, Togo, West Africa. His experience is as follows:

- 2007 – Present Adjunct Instructor, Computer Information Systems
The Center for Distance Learning, Chicago, IL
- 2007 – 2011 Program Director
Kaplan Higher Education, Chicago, IL
- 2002 – 2007 Curriculum Specialist
Career Education Corporation, Hoffman Estates, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Raymond Lawson to the administrative position of Director of Online Learning and Educational Technology, effective May 2, 2011, at the twelve-month salary of \$75,000.00



Vicky Smith
President

Administrator Salary Level	Low Salary	Midpoint Salary	High Salary	Current Salary	Salary Offer	Salary of Replaced Employee
v	\$62,922.00	\$81,800.00	\$100,677.00	Not Applicable	\$75,000.00	Not Applicable

POSITION: **DIRECTOR OF ONLINE LEARNING AND EDUCATIONAL TECHNOLOGY**

CLASSIFICATION: Administrative / Full-time **WORK YEAR:** 12 Months

PRIMARY PURPOSE: Administrate and provide leadership to ensure growth of the College's Distance Education program. Serve as the leader in providing technology training and media development to faculty.

ESSENTIAL JOB FUNCTIONS:

- Provide overall leadership and supervision of online learning and educational technology training and media development for the college
- Investigate trends in emerging educational technology and media development
- Promote the use of new educational technology and media among faculty
- Prepare and administer the departmental budget
- Provide leadership and coordination when seeking and administering grants appropriate to distance education
- Provide leadership in the marketing and promotion of Distance Education coursework
- Design effective workflows for divisional processes
- Develop a working knowledge of essential Learning Management System functions and provide backup to the Learning Management System when necessary
- In conjunction with Professional Development, support and facilitate professional development opportunities for faculty
- In conjunction with the Learning Management System Administrator maintain appropriate documentation of workflows and processes affecting Distance Education
- Lead and facilitate a working environment grounded in continuous learning and service excellence
- Facilitate the communication of emerging educational technology and media development
- Keep abreast of changing guidelines and legislation effecting Distance Education
- Assist faculty with technology and media development in the Media Center
- Actively participate in and lead institutional quality improvement efforts
- Prepare and complete reports required by the College, state, and federal authorities
- Utilize data and current trends to provide a vision for, and lead the planning and expansion of Instructional Technologies and Distance Education programs
- Assist with College-wide events such as commencement ceremonies, open houses, etc.
- Provide leadership in conjunction with Professional Development and Information Technology to insure classrooms and the media center are equipped with innovative technology
- Assist in meeting the College's staff diversity goal
- Perform other related duties and responsibilities as assigned by the Vice President of Academic and Student Affairs

SUPERVISION: Reports to the Vice President of Academic and Student Affairs.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Master's Degree in Instructional Technology or Master's Degree in combination with significant online teaching experience at a community college.

EXPERIENCE:

- Minimum of one year supervisory experience
- Minimum of four semesters experience teaching Distance Education coursework preferably at a community college
- Experience with online assessment and evaluation techniques
- Experience using and demonstrating emerging educational technology
- Experience utilizing data to improve processes and grow programs
- Preferably full-time teaching experience at a community college

SKILLS AND ABILITIES:

- Understanding of and commitment to the mission of the community college.
- Understanding of and demonstrated experience with data-driven decision making for developing and refining processes and services
- Demonstrated ability to make verbal or written presentations based on departmental and college-wide training needs
- Demonstrated excellence in interpersonal and organizational communication
- Demonstrated knowledge and application of emerging technology skills
- Understanding of the higher education process and ability to work with the various student and academic affairs areas of the College
- Understanding of assessment and evaluation techniques and the ability to communicate those techniques

ISSUED: January 2011 / Level V

Appointment of Replacement
 Communications Technician

Information

The appointment of Paul Bayer to the position of Communications Technician/Conference Center effective March 25, 2011, created a vacancy for the full-time professional position of Communications Technician. Matthew Hallstein has been recommended to fill this position. Mr. Hallstein has a Bachelor of Science in Broadcasting Communications from North Western College, Roseville, MN. His experience is as follows:

- 2010 – Present Framer/Shipper
 Digital Pix, McHenry, IL

- 2001 – 2010 Technical Coordinator
 First Evangelical Free Church, Rockford, IL

- 2001 Videographer
 WREX TV Rockford, Rockford, IL

- 1998 – 2000 Technical Coordinator/Assistant Director
 Swank A/V, Itasca, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Matthew Hallstein to the professional position of Communications Technician, effective May 9, 2011, at the twelve-month salary of \$36,500.00.



Vicky Smith
 President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
8	\$33,760.00	\$48,108.00	\$62,456.00	Not Applicable	\$36,500.00	\$38,728.63

POSITION: COMMUNICATIONS TECHNICIAN

CLASSIFICATION: Professional / Full-time **WORK YEAR:** 12 Months

WORK WEEK: 40 Hours, flexible scheduling (regular weekend hours included)

PRIMARY PURPOSE: Provides technical and operational support for audio visual (AV) and presentation equipment in the Conference Center and related facilities and classrooms. Serves as weekend technician for special events. Perform the distribution, installation, and maintenance of this equipment and other communications technology related systems.

ESSENTIAL JOB FUNCTIONS:

- Provide technical support and operation of AV equipment and installations, Audio/Video conferencing and streaming, and train others in the use of such equipment and systems
- Cooperatively cover hours of operation of videoconferencing, AV services, and technical support as needed for classrooms, equipment distribution, and Conference Center with other Communications Technicians
- Responsible for cross-training efforts among the Communications Department and sharing of job related information
- Troubleshoot, problem-solve, provide preventative maintenance, and make recommendations wherever necessary in areas related to two-way videoconferencing, AV equipment, presentation equipment, and service
- Collaborate with other Communications Technicians in organizing the availability, set-up, and operation of videotaping equipment and sound systems for College functions and special events for outside users
- Work with Director of Communications Technologies to budget for new and replacement AV equipment
- Maintain and upkeep inventory of department technology equipment cooperatively with other technicians
- Work with Director of Communications Technologies to create and maintain documentation of equipment instructions and procedures, etc.
- Provide support to other specialized Communication Technicians
- Cooperatively cross-train with End User Services Desktop Technicians, as necessary
- Other duties as assigned by immediate supervisor

SUPERVISION: Reports to Director of Communications Technologies.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

High school diploma or equivalent, plus additional specialized training required. Associate's Degree in a field of Telecommunication Technology or Electronics preferred.

MINIMUM POSITION QUALIFICATIONS:

EXPERIENCE:

Minimum two years experience in work related to:

- Microphone and audio system usage related to sound reinforcement
- Operating AV, telecommunications, and media equipment
- AV duplications and production
- Training others to use above technology
- Education/instruction support

SKILLS AND ABILITIES:

- Effective organizational, communication, and problem-solving skills
- Self-directed and responsible
- Committed to customer service concepts
- Mechanical aptitude
- Physical endurance needed to setup sound and video equipment
- Proficient knowledge of audiovisual, microcomputer, and telecommunication equipment
- Ability and willingness to work extra hours, as needed
- Ability to establish good working relationships
- Able to work with minimum supervision

REVISED: February 2011 / Range 8

Retirement

Information

Eva Maria Bill, Instructor, Spanish, has submitted her letter of retirement effective May 30, 2011. She has been a valuable member of the College community. At her leaving, she will have twenty-one years of full-time service at MCC with a preceding eleven years at adjunct status.

Per the Board Policy Manual, approved September 20, 2007, Ms. Bill may be considered for emeritus status with the designation of Instructor Emeritus as a result of having been employed as a full-time instructor for five or more years. The privileges of Emeritus status are listed on the reverse.

Recommendation

With appreciation for her many contributions to the College, it is recommended that the Board of Trustees approves Eva Maria Bill's request for retirement effective May 30, 2011, and that she be granted the title and benefits of Instructor Emeritus.

A handwritten signature in cursive script, appearing to read "Vicky Smith".

Vicky Smith
President

EMERITUS PROGRAM

1. Emeritus designations will be limited to the following:

Instructor Emeritus
President Emeritus
Vice President Emeritus
Administrator Emeritus
Dean Emeritus

2. Any of the above retirees who have served the College as a full-time employee for five or more years will be considered for emeritus status by the Board upon request by the President.
3. A retiree will be defined as a full-time employee who has retired through the State Universities Retirement system or McHenry County College's Early Retirement Program.
4. The privileges of Emeritus status are as follows:
 - a. Emeritus personnel may teach a maximum of ½ load in any semester by mutual agreement between the Office of Academic & Student Affairs and the individual instructor.
 - b. Emeritus personnel will qualify for tuition waiver for credit and non-credit classes. (Excluding all trips.) The spouse and dependent children of Emeritus personnel will qualify for tuition reimbursement for credit classes that are successfully completed. (Successful completion is defined as a grade of C or above.)
 - c. Emeritus personnel will receive MCC business cards indicating their status.
 - d. Emeritus personnel will be invited to college functions and will be kept on the College mailing list.
 - e. Emeritus personnel will have access to MCC computer labs with Log-in ID and E-mail address.
 - f. Emeritus personnel will have access to the MCC Media Center and use of the Media Center software and equipment.
 - g. Emeritus personnel will qualify for the employee rate in the MCC Fitness Center.

Salary/Advanced Placement Adjustments

Information

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. In accordance with this agreement, Joan Perlman, Cataloging/Collection Development Librarian, qualifies for her third adjustment and Diane Terlep, Instructor, Mathematics qualifies for her sixth adjustment at this time. The salary adjustments will take effect for the Spring Term of the 2010-2011 academic year.

	<u>2010-2011 Placement and Salary</u>	<u>Adjusted 2010-2011 Placement and Salary</u>
Joan Perlman	Lane 5, Step 11 \$83,342.50	Lane 6, Step 11 \$86,496.00
Diane Terlep	Lane 6, Step 14 \$94,605.00	Lane 7, Step 14 \$97,758.50

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, Leana Davis, Financial Aid/Work Study and Outreach Specialist qualifies for her first adjustment at this time. The salary adjustment takes effect for the entire fiscal year 2011 contract.

	<u>2010-2011 Salary</u>	<u>Adjusted 2010-2011 Salary</u>
Leana Davis	Range 7 \$34,169.87	Range 7 \$35,369.87

Recommendation

It is recommended that the Board of Trustees approves the above advanced placement and salary adjustments for Joan Perlman, Diane Terlep and Leana Davis.



Vicky Smith
 President

McHenry County College

Information Report
April 27, 2011

Quarterly Report on Grants

Attached is a detailed quarterly report of FY 2011 Federal, State and Private Grants as of March 31, 2011, with comparisons for the prior year.

A handwritten signature in cursive script, appearing to read "Vicky Smith".

Vicky Smith
President

FEDERAL

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2011	Unexpended Balance
CWS 2011						
Source: Department of Education Purpose: To provide funds to students by providing employment opportunities on campus.	CFDA # 84.033	Fund 8	McGee	\$ 48,214	N/A	\$ 48,214 -
PELL 2011						
Source: Department of Education Purpose: To provide funds to full and part time students enrolled in credit programs.	CFDA #84.063	Fund 8	McGee	5,222,970	N/A	5,222,970 -
SEOG 2011						
Source: Department of Education Purpose: To provide funds to students enrolled in credit programs with the highest need.	CFDA #84.007	Fund 8	McGee	32,600	N/A	32,600 -
Workforce Investment Act						
Source: ICCB Purpose: To provide unemployed individuals with funds to assist in obtaining vocational training.	CFDA #17.255	0613-613	Capalbo	163,568	N/A	163,568 -
Perkins IV Postsecondary Basic						
Source: ICCB Purpose: To increase response to local programs, integrate academic and vocational skills development, support services for special populations and improve linkages between secondary and postsecondary institutions.	CFDA #84.048	0634-634	Capalbo	143,674	N/A	111,805 31,869

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2011	Unexpended Balance	
Federal Basic Adult Education							
Source: ICCB	CFDA #84.002A	0619-660	Clute	128,734	N/A	97,645	31,089
Purpose: To support instruction of Adult Education and Literacy.							
English Literacy/Civics							
Source: ICCB	CFDA #84.002A	0619-665	Clute	18,700	N/A	17,260	1,440
Purpose: To support instruction of Adult Education regarding the United States and local government systems.							
Small Business Development Center							
Source: (DCEO) Department of Commerce and Economic Opportunity	CFDA #59.037	0631-631	Jones	40,000	30,000	-	40,000
Purpose: To provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training.		0631-632		40,018	30,000	40,018	-
* Grant Period: Jan. 11 - Dec. 11							
* Grant Period: Jul. 10 - Dec. 10							
CEE Tech Prep Transit Grant							
Source: McHenry County Cooperative for Employment Education	CFDA #84.243	0638-638	Capalbo	42,000	N/A	24,248	17,752
Purpose: To provide viable alternatives to students through partnering with employers, marketing of programs, integrated course sequences and work-based learning.							
CTE Innovation Grant							
Source: ICCB	CFDA #84.048	0635-636	Capalbo	9,343	N/A	-	9,343
Purpose: To provide resources to help enhance innovative Career and Technical Education programs within the community college system.							

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2011	Unexpended Balance
Health Professional Opportunity Grant						
Source: The County of Will and The Workforce Boards of Metropolitan Chicago	0630-811	Flanagan	100,000	N/A	-	100,000
Purpose: To develop a career path that begins with basic certified nursing assistant training and advances individuals from Certified Nursing Assistant to either Registered Nurse or Occupational Therapy Assistant programs.						
* Grant Period: November 1, 2010 - June 1, 2011						
F.A.S.T. Grant (flex & sustain training)						
Source: US Dept of Labor CFDA #17.261	0641.650	Koehler	383,187	N/A	238,585	144,602
Purpose: To provide resources for non credit job training in the areas of manufacturing & nursing						
* Grant Period: June 1, 2009 - May 31, 2011						
SUBTOTAL Federal Grants - March 31, 2011			\$ 6,373,008		\$ 5,996,913	\$ 376,095
Fiscal Year 2010 Federal Grants - March 31, 2010			\$ 5,105,001		\$ 4,467,410	\$ 637,591
STATE						
MAP 2011						
Source: Illinois Student Assistance Commission	Fund 1	McGee	668,676	N/A	668,676	-
Purpose: To provide funds to Illinois students enrolled in credit programs with financial need.						
Workforce Preparation Grant						
Source: ICCB	0630-630	Jones	50,000	N/A	28,041	21,959
Purpose: To provide funding for employment training services and assistance in commercial and industrial expansion and/or retention through various activities.						

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2011	Unexpended Balance
Small Business Development Center State Portion						
Source: (DCEO) Department of Commerce and Economic Opportunity	0631-633	Jones	40,000	30,000	20,117	19,883
Purpose: To provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training.						
* Grant Period: Jan 2011 - Dec 2011						
State Basic Adult Education 54V						
Source: ICCB	0619-662	Clute	134,066	N/A	101,721	32,345
Purpose: To support instruction of Adult Education and Literacy.						
State Performance						
Source: ICCB	0657-657	Clute	120,295	N/A	87,733	32,562
Purpose: To help meet performance standards in Adult Education programs.						
Community Literacy Program						
Source: Secretary of State	0621-621	Clute	47,200	N/A	28,269	18,931
Purpose: To develop a full-time literacy program and train and support volunteer literacy tutors.						
CTE Program Improvement						
Source: ICCB	0645-645	Capalbo	10,987	N/A	10,658	329
Purpose: To purchase instructional equipment for vocational education programs.						

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2011	Unexpended Balance
Student Success Grant						
Source: ICCB	0630-801	Patrick	213,865	N/A	74,919	138,946
Purpose: To provide needed supplemental services to assist students in developing the academic skills necessary to remedy or correct educational deficiencies to allow the attainment of college educational goals.						
CTE Innovation Grant						
Source: ICCB	0635-636	Capalbo	5,031	N/A	-	5,031
Purpose: To provide resources to help enhance innovative Career and Technical Education programs within the community college system.						
Family Violence Grant						
Purpose: To set up the 22nd Circuit Family Violence Coordinating Council and hire a part-time Local Council Coordinator.	0644-648	Jones	10,269	N/A	10,269	-
	0644-647	Jones	19,500	N/A	4,620	14,880
* Grant Period: Jul 2010 - Dec 2010						
* Grant Period: Jan 2011 - Dec 2011						
Employer Training Investment Program						
Source: (DCEO) Department of Commerce and Economic Opportunity	0643-643	Jones	\$ 269,000	N/A	269,000	-
Purpose: To provide funding for employment training in skills necessary to enable companies to establish, maintain or expand into new export markets.						
* Grant Period: July 1, 2009 - December 31, 2010						

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2011	Unexpended Balance
Illinois Green Economy Grant						
Source: DCEO	0643-644	Koehler	5,000	N/A	814	4,186
Purpose: To be used to establish a working connection to the broader network of colleges across the state.						
* Grant Period: November 1, 2010 - June 1, 2011						
SUBTOTAL State Grants - March 31, 2011			\$ 1,593,889		\$ 1,304,837	289,052
Fiscal Year 2010 State Grants - March 31, 2010			\$ 977,132		\$ 695,757	\$ 281,375
PRIVATE						
McCormick Tribune Grant						
Source: Chicago Tribune Charities	0621-626	Clute	20,000	N/A	9,137	10,863
Purpose: To pay a program assistant to recruit and organize 25-30 volunteer adult literacy tutors and coordinate other support services such as day care for the additional ESL and ABE/GED.						
* Grant Period: December 1, 2009 - November 30, 2010						
SUBTOTAL Private Grants - March 31, 2011			\$ 20,000		\$ 9,137	\$ 10,863
Fiscal Year 2010 Private Grants -March 31, 2010			\$ 20,000		\$ -	\$ 20,000
TOTAL ALL GRANTS - March 31, 2011			\$ 7,986,897		\$ 7,310,887	\$ 676,010
Total all Grants - March 31, 2010			\$ 6,102,133		\$ 5,163,167	\$ 938,966

* Grant period differs from McHenry County College fiscal year.

Distributed Press Releases
March 12–April 18, 2011

Information

The following releases have been distributed to all local and regional media outlets from March 12-April 18, 2011.

- MCC Grants Tenure to Eight Faculty Members
- MCC to Host Occupational Therapy Assistant Program Information Sessions
- Learn to Dance Like a Star with MCC
- MCC Receives \$100,000 Grant to Develop Health Career Bridge Programming
- MCC to Host Wine, Dine & Dance Trip to Wisconsin
- MCC Sets Registration Dates
- MCC's Shah Center Offers Hands-On Computer Classes
- MCC's Shah Center to Offer QuickBooks Accounting Software Training
- Shah Center Courses to Support Area Manufacturing, Warehousing
- MCC's Shah Center to Offer Introductory Level Computer Training
- Shah Center to Present Advanced Leadership Series
- ISBDC Announces Small Business Seminars in April
- Shah Center Breakfast Series to Feature WBEZ's Al Gini
- Women's History Month Care Faire
- Friends of MCC Foundation Announces Thousands of Dollars in MCC Scholarships
- MCC Seeks Literacy Volunteers; Training Sessions Set
- MCC to Host Spring Concerts in April Featuring Concert Band, Chorus, Jazz Groups
- MCC Offers Free Seminars for Adults Returning To College
- MCC Offers Construction Zone Flagger Training Course
- MCC to Host Area Job Fair March 28
- Welding Classes Offered at McHenry County College
- MCC Forensics Team to Present Spring Showcase April 4-5
- MCC to Offer Spring Continuing Education Art Classes
- MCC Approves \$8 Tuition Increase; Reduces Budget Shortfall
- Gardenfest 2011 to Feature Landscape and Gardening Experts
- MCC to Offer Summer Day Trips to Milwaukee and Chicago
- Healthy Community Study Results to Be Unveiled at MCC April 13
- MCC Speaker Series Continues with Green Technology Experts
- ISBDC Announces Small Business Offerings for May
- MCC to Host Wine, Dine & Dance Trip to Wisconsin
- MCC Student, Kathleen Frailey, Named to Coca-Cola Community College Academic Team
- Four MCC Students to Compete in Skyway Conference STEM Contest
- MCC to Celebrate Week of the Young Child April 10-16
- MCC Board of Trustees Meeting Date Changes for April
- MCC Partners With Aurora University to Offer Middle School Endorsement Classes
- MCC to Host WBEZ's Al Gini

- MCC to Host Green Technology Tour in Chicago April 30
- MCC to Offer Licensed Practical Nurse Bridge Program
- ISBDC Announces Small Business Seminars for May
- Shah Center to Offer Lean Manufacturing Series
- Supervisory Leadership Series Offered at Shah Center
- Shah Center Breakfast Event to Feature Imagery Leadership Techniques
- MCC's Shah Center Continues Forklift Training Partnership
- MCC's Shah Center Offers Hands-on Computer Skills Courses
- MCC Students to Host Slavery Film, Speaker
- ISBDC at McHenry County College Announces New Statewide Logo
- MCC Students Volunteer in Tennessee During Spring Break
- MCC Speaker Series Features Green Debate April 26



Vicky Smith
President