

# REVISED

## BOARD OF TRUSTEES McHENRY COUNTY COLLEGE DISTRICT #528

May 27, 2010  
Regular Board Meeting  
7:00 p.m.

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

### AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES:   Final Meeting of the Retiring Board, April 22, 2010  
  Organizational Meeting, April 22, 2010  
  First Meeting of the Newly Organized Board, April 22, 2010  
  First Meeting of the Newly Organized Board, April 22, 2010 Closed Session  
  Special Board Meeting, May 10, 2010  
  Special Board Meeting, May 10, 2010 Closed Session
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS  
*Three (3) minutes per person or less.*
8. BOARD COMMITTEE REPORTS  
    Committee of the Whole
9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT
12. PRESENTATION  
    Forensics Team, Ms. Bonnie Gabel, Instructor of Speech and MCC's Forensics Team Coach
13. COMMUNICATIONS
  - A. Faculty Report
  - B. Adjunct Faculty Report
  - C. Staff Council Report
  - D. Student Trustee Report
  - E. Trustee Report
14. APPROVAL OF CONSENT AGENDA  
**For Approval**
  - A. Executive Summary, Board Report #10-81
  - B. Financial Statements
    1. Treasurer's Report, Board Report #10-82
    2. Ratification of Payment for Voucher #1020 - \$1,768,941.47, Board Report #10-83
  - C. Requests to Purchase/Approve
    1. AutoCAD Architecture and Engineering Suite Perpetual License Agreement, Board Report #10-84

2. Educational Services Agreement with Kushan, LLC Corporation, Board Report #10-85
3. Emergency Medical Technician (EMT) Training for FY 2011, Board Report #10-86
4. Equipment and Services to Improve Cellular Communications, Board Report #10-87
5. Keating Miraclean Griddle, Board Report #10-88
6. Telecourse Enrollment Fees, Board Report #10-89
7. Contract with Family Service and Community Mental Health Center for McHenry County, Board Report #10-90
8. Contract with McHenry County Workforce Network, Board Report #10-91
9. Construction of A229 Science Lab Remodel, Board Report #10-102
- D. Board Policy Revision, Policy 3.1.2.1 – Affirmative Action and Non-Discrimination, Board Report #10-92
- E. Personnel
  1. Personnel Adjustments for Fall 2009 Transfer and Occupational Courses, Board Report #09-193, Addendum
  2. Personnel Adjustments for Spring 2010 Transfer and Occupational Courses, Board Report #10-13, Addendum
  3. Personnel Adjustments for Summer 2010 Transfer and Occupational Courses, Board Report #10-93
  4. Continuing and Professional Education Personnel Considerations for Summer 2010, Board Report #10-94
  5. Eliminated and New Position, Board Report #10-95
  6. Appointment of Replacement Director of Physical Facilities, Board Report #10-96
  7. Appointment of Replacement Assistant Vice President of Academic and Student Affairs, Board Report #10-97
  8. Appointment of Replacement Instructor of Automotive Technology, Board Report #10-98
  9. Administrative Salaries, Board Report #10-99
  10. Administrative Contracts for Interim Personnel, Board Report #10-100
  11. Interim Appointment in Academic and Student Affairs, Board Report #10-103
  12. Salary/Advanced Placement Adjustments, Board Report #10-101

15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

16. FOR INFORMATION

- A. Resignations
- B. Articulation Agreement with The Illinois Institute of Art – Schaumburg
- C. Quarterly Accrued Financial Statements
- D. Distributed Press Releases

17. IT INFRASTRUCTURE IMPROVEMENTS

- A. Request to Purchase Equipment and Services for Wireless Access, Board Report #10-104
- B. Request to Purchase Equipment and Services to Expand ISP Bandwidth, Board Report #10-105
- C. Request to Purchase Consulting Services and Software for Network Security, Board Report #10-106
- D. Consulting Services for VPN Access, Information Report

18. NOTICE TO REMEDY

19. TERMINATION/ELIMINATION OF POSITIONS

20. PRESIDENTIAL SEARCH

21. SUMMARY COMMENTS BY BOARD MEMBERS

22. FUTURE AGENDA ITEMS

23. CLOSED SESSION

24. ADJOURNMENT



Chair



Foundation Update  
Board of Trustees Meeting  
May 27, 2010

Foundation Fundraising

The *McHenry County College Golf Invitational* committee has exceeded the 2010 event's Gold Sponsorships by 20%, and there is close to \$40,000 in sponsorship fees committed to date. In 2009, a total of 83 golfers attended the event, and there are already 65 golfers registered for this year's event, with four weeks to go.

Promise Update

The Spring 2010 deadline for submission of all Promise volunteer hours, the signed Re-affirmation Agreement, and submission of FAFSA paperwork was May 3, 2010. The Foundation is now waiting for final grades to be posted, as well as final numbers on all other Promise categories. When final numbers are verified, it is likely that there will be over 500 students who remain in the Promise program for the Fall 2010 semester.

Promise Revision Meetings

The final Promise Committee revision meeting to finalize all Promise guidelines was held on Monday, April 26. The committee reviewed all learning and feedback/data collected, including the input from MCC employees, which helped develop the final program structure going forward. Several changes from the original format have been incorporated into the new guidelines, developing an updated, hybrid program. Below is an overview of the new program's guidelines.

A student must:

- Successfully complete a minimum of 12 credit hours.
- Complete 16 hours of volunteer service the first semester and 32 hours every semester thereafter. Students will be encouraged to submit their volunteer hours in the month they do the work, rather than waiting until the end of the semester.
- Sign a reaffirmation agreement every semester.
- Achieve a GPA of 2.25 first semester, 2.5 second semester, and 2.75 third and fourth semesters.

Students' eligibility will be based on a formula\* that looks at:

- Family's EFC (estimated family contribution)
- Any other financial aid for which the student is eligible
- Student's high school GPA

*\*Using this formula will ensure it is a needs-based program and will encourage students to work hard while they are in high school if they want to be considered for a Promise scholarship at MCC.*

In addition, the committee is considering the introduction of a new-student mentoring program, in which successful Promise students would mentor a group of 15-20 students. The mentor's role would be to encourage new Promise students to work hard, not procrastinate and meet all guidelines/deadlines on time.

### Student Trustee Report

On Friday, April 30, the McHenry County College Student Senate held its final meeting for the 2009-2010 academic year. The Student Senate accomplished much throughout the semester, and I was proud to be a part of the organization. The New-Student Senate board was recently elected which includes four senators and five executive board members. The new senate is eager to begin and will meet regularly over the summer semester.

Also on Friday, April 30, the College of Lake County students and faculty held a performance of the "Vagina Monologues" at 7 p.m. in the MCC Conference Center. The event was free with a suggested donation of \$5.00. A total of \$1,200.00 was raised and donated to the McHenry County domestic violence organization, Turning Point. The event was sponsored by the Diversity Committee, Student Life, Equality Club and Multicultural Programs.

During May 10-14, students of McHenry County College finished their semester finals. The end of the semester, it also marks the end for many students at McHenry County College. It is sad to see so many go but I am confident they will be leaving with a solid academic foundation ready to enter the workforce or a four-year institution.



Cody Sheriff  
Student Trustee

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2010 through the month of April. This Summary includes an explanation for significant changes as compared with the same time last year, financial comparisons for the Operating Funds, and a summary for all funds.

Recommendation

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



Kathleen Plinske  
Interim President

## Executive Summary

Fiscal Year 2010 is currently 83% complete with the year-to-date results for April 2010 being reported. In the Operating Funds, total revenue is 72% of budget, as compared with 63% at the same time last year. Total expenditures are 69% of budget, as compared with 65% at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College.

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

- Local revenue is currently 49% of budget as compared to 45% at the same time last year. \$1,474,194.00 more revenue has been recorded through April 2010 than the previous year. This increase is due to an increase in EAV as well as shifting tax rates to the Operating Funds from the Audit Fund and Liability Protection, and Settlement Fund.
- State revenue is currently 83% of budget as compared to 54% at the same time last year. \$807,219.00 more in revenue has been recorded through April 2010 than the prior year. The primary reason for this is the timing of receipt of the third quarter ICCB operating grant payment in FY 2010 as compared to FY 2009.
- Student tuition and fee revenue is currently 125% of budget as compared to 105% at the same time last year. \$2,891,657.00 more revenue has been recorded through April 2010 than the previous year. The primary reason for this increase is the significant increase in enrollment that the College experienced for the 2009-2010 academic year.
- Interest revenue is currently 23% of budget as compared to 37% at the same time last year. \$180,997.00 less revenue has been received through April 2010 than the prior year. This decrease is due to significantly lower interest rates.
- Non-government gifts and grant revenue is currently 71% of budget. \$31,860.00 less revenue has been received through April 2010 than the prior year. This is due to a reduction in the amount the Foundation is reimbursing the College for wages and benefits as well as for library collection items in FY 2010 as compared to FY 2009.
- Employee benefit expenditures are currently 64% of budget as compared to 66% last year. \$582,126.00 more in expenditures have been recorded through April 2010 than the prior year. This increased cost is primarily the result of payments to June 30, 2009 retirees under the College's early retirement program.
- General materials and supplies are currently 37% of budget as compared to 47% last year. \$672,575.00 less in expenditures have been recorded through April 2010 than the previous year. This decreased cost is due to initial software license and maintenance expenses associated with the ERP project which were paid in FY 2009, and are not repeated in FY 2010, and the current halt of the ERP implementation.
- Conference and meeting expenditures are currently 64% of budget as compared to 45% last year. \$61,726.00 more in expenditures have been recorded through April 2010 than the prior year. This increased cost is primarily due to expenditures associated with the presidential search process.
- Capital outlay expenditures are currently 20% of budget as compared to 20% last year. \$148,163.00 less in expenditures have been recorded through April 2010 than the prior year. This is primarily due to initial hardware purchases associated with the ERP project which were paid in FY 2009, and will not be repeated in FY 2010.
- Other expenditures are currently 82% of budget as compared to 11% last year. \$42,191.00 more in expenditures have been recorded through April 2010 than the prior year. This is primarily due to increased chargeback activity in FY 2010 as compared to FY 2009.

McHenry County College  
 Operating Funds Financial Comparison  
 Ten Months Actual Ended April 30, 2009 and April 30, 2010

	FY 2009 Actual to April 30, 2009				FY 2010 Actual to April 30, 2010				
	Education Fund	Operations & Maintenance Fund		Percent to Budget	Education Fund	Operations & Maintenance Fund		Percent to Budget	Variance Over (Under) Prior Year Actual
		Total				Total			
<b>Revenue</b>									
Local	\$ 10,294,965	\$ 1,150,503	\$ 11,445,468	45%	\$ 11,425,141	\$ 1,494,521	\$ 12,919,662	49%	\$ 1,474,194
State	1,107,666	408,833	1,516,499	54%	1,724,854	598,864	2,323,718	83%	807,219
Student Tuition & Fees	9,326,528	2,226,322	11,552,850	105%	11,542,302	2,902,205	14,444,507	125%	2,891,657
Sales & Service Fees	20,030	-	20,030	79%	23,176	-	23,176	99%	3,146
Facilities	14,609	11,805	26,414	83%	11,609	8,206	19,815	90%	(6,599)
Interest	237,577	-	237,577	37%	56,580	-	56,580	23%	(180,997)
Non-Govt Gifts, Grants	115,304	-	115,304	-	83,444	-	83,444	71%	(31,860)
Other	14,249	575	14,824	11%	5,740	6,192	11,932	55%	(2,892)
<b>Total Revenue</b>	<b>21,130,928</b>	<b>3,798,038</b>	<b>24,928,966</b>	<b>63%</b>	<b>24,872,846</b>	<b>5,009,988</b>	<b>29,882,834</b>	<b>72%</b>	<b>4,953,868</b>
<b>Expenditures</b>									
Salaries	15,888,335	985,029	16,873,364	76%	17,106,413	979,594	18,086,007	81%	1,212,643
Employee Benefits	3,876,947	253,115	4,130,062	66%	4,429,746	282,442	4,712,188	64%	582,126
Contractual Services	1,807,121	208,947	2,016,068	43%	1,881,032	214,975	2,096,007	56%	79,939
General Materials & Supplies	2,086,142	107,128	2,193,270	47%	1,377,923	142,772	1,520,695	37%	(672,575)
Conference and Meeting	290,021	17,802	307,823	45%	344,964	24,585	369,549	64%	61,726
Fixed Charges	1,080,742	-	1,080,742	91%	1,011,511	280	1,011,791	94%	(68,951)
Utilities	12,107	742,167	754,274	73%	6,646	689,219	695,865	65%	(58,409)
Capital Outlay	385,613	34,284	419,897	20%	203,565	68,169	271,734	20%	(148,163)
Other Expenditures	343,742	-	343,742	11%	385,933	-	385,933	82%	42,191
<b>Total Expenditures</b>	<b>25,770,770</b>	<b>2,348,472</b>	<b>28,119,242</b>	<b>65%</b>	<b>26,747,733</b>	<b>2,402,036</b>	<b>29,149,769</b>	<b>69%</b>	<b>1,030,527</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(4,639,842)</b>	<b>1,449,566</b>	<b>(3,190,276)</b>		<b>(1,874,887)</b>	<b>2,607,952</b>	<b>733,065</b>		<b>3,923,341</b>
<b>Other financing sources (uses)</b>									
Operating transfers out	-	(2,000,000)	(2,000,000)		-	(2,000,000)	(2,000,000)		-
<b>Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses</b>	<b>\$ (4,639,842)</b>	<b>\$ (550,434)</b>	<b>\$ (5,190,276)</b>		<b>\$ (1,874,887)</b>	<b>\$ 607,952</b>	<b>\$ (1,266,935)</b>		<b>\$ 3,923,341</b>

McHenry County College  
 Operating Funds Financial Summary  
 Ten Months Ended April 30, 2010

	FY 2010 Budget				FY 2010 Actual				Variance Over (Under) FY 2010 Budget
	Education Fund	Operations & Maintenance Fund	Total	Percent to Total	Education Fund	Operations & Maintenance Fund	Total	Percent of Budget	
<b>Revenue</b>									
Local	\$ 23,433,555	\$ 3,065,872	\$ 26,499,427	64%	\$ 11,425,141	\$ 1,494,521	\$ 12,919,662	49%	\$ (13,579,765)
State	2,072,566	724,189	2,796,755	7%	1,724,854	598,864	2,323,718	83%	(473,037)
Student Tuition & Fees	9,364,451	2,228,492	11,592,943	28%	11,542,302	2,902,205	14,444,507	125%	2,851,564
Sales & Service Fees	23,400	-	23,400	-	23,176	-	23,176	99%	(224)
Facilities	15,000	7,000	22,000	-	11,609	8,206	19,815	90%	(2,185)
Interest	250,000	-	250,000	1%	56,580	-	56,580	23%	(193,420)
Non-Govt Gifts, Grants	118,000	-	118,000	-	83,444	-	83,444	71%	(34,556)
Other	21,000	500	21,500	-	5,740	6,192	11,932	55%	(9,568)
<b>Total Revenue</b>	<b>35,297,972</b>	<b>6,026,053</b>	<b>41,324,025</b>	<b>100%</b>	<b>24,872,846</b>	<b>5,009,988</b>	<b>29,882,834</b>	<b>72%</b>	<b>(11,441,191)</b>
<b>Expenditures</b>									
Salaries	21,234,650	1,195,214	22,429,864	53%	17,106,413	979,594	18,086,007	81%	(4,343,857)
Employee Benefits	6,964,153	361,477	7,325,630	17%	4,429,746	282,442	4,712,188	64%	(2,613,442)
Contractual Services	3,517,506	248,700	3,766,206	9%	1,881,032	214,975	2,096,007	56%	(1,670,199)
General Materials & Supplies	4,004,990	145,590	4,150,580	10%	1,377,923	142,772	1,520,695	37%	(2,629,885)
Conference and Meeting	547,648	27,050	574,698	1%	344,964	24,585	369,549	64%	(205,149)
Fixed Charges	1,078,650	800	1,079,450	2%	1,011,511	280	1,011,791	94%	(67,659)
Utilities	20,363	1,047,051	1,067,414	2%	6,646	689,219	695,865	65%	(371,549)
Capital Outlay	1,305,745	36,886	1,342,631	3%	203,565	68,169	271,734	20%	(1,070,897)
Other Expenditures	473,060	-	473,060	1%	385,933	-	385,933	82%	(87,127)
Contingency	948,420	124,095	1,072,515	2%	-	-	-	n/a	(1,072,515)
<b>Total Expenditures</b>	<b>40,095,185</b>	<b>3,186,863</b>	<b>43,282,048</b>	<b>100%</b>	<b>26,747,733</b>	<b>2,402,036</b>	<b>29,149,769</b>	<b>67%</b>	<b>(14,132,279)</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(4,797,213)</b>	<b>2,839,190</b>	<b>(1,958,023)</b>		<b>(1,874,887)</b>	<b>2,607,952</b>	<b>733,065</b>		<b>2,691,088</b>
<b>Other financing sources (uses): Operating transfers (out)</b>	<b>(250,000)</b>	<b>(2,000,000)</b>	<b>(2,250,000)</b>		<b>-</b>	<b>(2,000,000)</b>	<b>(2,000,000)</b>		<b>-</b>
<b>Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses</b>	<b>\$ (5,047,213)</b>	<b>\$ 839,190</b>	<b>\$ (4,208,023)</b>		<b>\$ (1,874,887)</b>	<b>\$ 607,952</b>	<b>\$ (1,266,935)</b>		<b>\$ 2,691,088</b>



McHenry County College  
All Funds Financial Summary  
Ten Months Ended April 30, 2010

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
<b>Revenue</b>											
Local	\$ 11,425,141	\$ 1,494,521	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 730	\$ 1,458	\$ -	\$ 12,921,850
State	1,724,854	598,864	-	-	346,911	-	-	-	-	-	2,670,629
Federal	-	-	-	-	428,491	-	3,154,589	-	-	-	3,583,080
Tuition & Fees	11,542,302	2,902,205	-	1,202,251	-	-	-	-	-	-	15,646,758
Sales & Service Fees	23,176	-	-	3,476,788	-	-	-	-	-	-	3,499,964
Facilities	11,609	8,206	-	-	-	-	-	-	-	-	19,815
Interest	56,580	-	8,506	-	-	647	-	-	369	-	66,102
Non-Govt Gifts, Grants	83,444	-	-	168,504	28,467	-	-	-	-	-	280,415
Other	5,740	6,192	-	-	-	-	-	-	-	3,552,146	3,564,078
<b>Total Revenue</b>	<b>24,872,846</b>	<b>5,009,988</b>	<b>8,506</b>	<b>4,847,543</b>	<b>803,869</b>	<b>647</b>	<b>3,154,589</b>	<b>730</b>	<b>1,827</b>	<b>3,552,146</b>	<b>42,252,691</b>
<b>Expenditures</b>											
Instruction	11,934,380	-	-	-	395,602	-	-	-	-	-	12,329,982
Academic Support	1,161,301	-	-	-	36,989	-	-	-	-	-	1,198,290
Student Services	2,265,766	-	-	-	246,295	-	-	-	-	-	2,512,061
Public Service	1,069,832	-	-	797,122	70,033	-	-	-	-	-	1,936,987
Auxiliary Services	-	-	-	3,717,029	-	-	-	-	-	-	3,717,029
Operations & Maintenance	-	2,402,036	-	-	-	-	-	-	335,634	-	2,737,670
Institutional Support	10,316,454	-	246,101	8,252	98,121	-	2,984,073	69,737	688,836	3,425,085	17,836,659
<b>Total Expenditures</b>	<b>26,747,733</b>	<b>2,402,036</b>	<b>246,101</b>	<b>4,522,403</b>	<b>847,040</b>	<b>-</b>	<b>2,984,073</b>	<b>69,737</b>	<b>1,024,470</b>	<b>3,425,085</b>	<b>42,268,678</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(1,874,887)</b>	<b>2,607,952</b>	<b>(237,595)</b>	<b>325,140</b>	<b>(43,171)</b>	<b>647</b>	<b>170,516</b>	<b>(69,007)</b>	<b>(1,022,643)</b>	<b>127,061</b>	<b>(15,987)</b>
<b>Other financing sources (uses):</b>											
Operating transfers in	-	-	2,000,000	-	-	-	-	-	-	-	2,000,000
Operating transfers (out)	-	(2,000,000)	-	-	-	-	-	-	-	-	(2,000,000)
<b>Total Other financing sources (uses)</b>	<b>-</b>	<b>(2,000,000)</b>	<b>2,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses</b>	<b>(1,874,887)</b>	<b>607,952</b>	<b>1,762,405</b>	<b>325,140</b>	<b>(43,171)</b>	<b>647</b>	<b>170,516</b>	<b>(69,007)</b>	<b>(1,022,643)</b>	<b>127,061</b>	<b>(15,987)</b>
<b>Beginning Fund Balance</b>	<b>14,463,740</b>	<b>1,957,085</b>	<b>6,333,894</b>	<b>319,029</b>	<b>51,681</b>	<b>2,810,719</b>	<b>48,557</b>	<b>242,029</b>	<b>3,147,359</b>	<b>562,980</b>	<b>29,937,073</b>
<b>Ending Fund Balance</b>	<b>\$ 12,588,853</b>	<b>\$ 2,565,037</b>	<b>\$ 8,096,299</b>	<b>\$ 644,169</b>	<b>\$ 8,510</b>	<b>\$ 2,811,366</b>	<b>\$ 219,073</b>	<b>\$ 173,022</b>	<b>\$ 2,124,716</b>	<b>\$ 690,041</b>	<b>\$ 29,921,086</b>

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.



Kathleen Plinske  
Interim President

# McHenry County College

## Treasurer's Report

### For the Month of April 2010

<b>Bank Name Location / Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
Home State Bank Crystal Lake <b>Main</b>	\$2,136,496.67	\$3,880,737.42	\$4,224,847.66	\$1,792,386.43
Harvard State Bank Harvard <b>Credit Card</b>	\$373,968.55	\$655,587.63	\$930,044.92	\$99,511.26
Home State Bank Crystal Lake <b>Online</b>	\$26,116.97	\$485.83	\$0	\$26,602.80
Home State Bank Crystal Lake <b>Flexible Spending</b>	\$0	\$12,677.21	\$12,677.21	\$0
Home State Bank Crystal Lake <b>Dental Claims</b>	(\$416.00)	\$18,042.86	\$18,042.86	(\$416.00)
Harvard State Bank * Harvard <b>Operations</b>	\$4,138.30	\$0	\$0	\$4,138.30
First Midwest Bank McHenry <b>Student Grant &amp; Loan</b>	\$37,069.45	\$82,991.32	\$92,434.32	\$27,626.45

\* The account was closed in May 2010.

**McHenry County College**  
**May 27, 2010**

**Investments**

<b>College Fund</b>	<b>Financial Institution</b>	<b>April 30, 2010 Investments</b>	<b>March 31, 2010 Investments</b>	<b>Interest</b>	<b>No. of Days</b>	<b>Maturity</b>
Education	Illinois Funds	15,824,479.71	17,767,530.33	see below	N/A	On Demand
Education	CDARS - Amegy Bank*	241,000.00	241,000.00	1.000%	180	8/12/2010
Education	CDARS - Banco Popular de Puerto Rico*	241,000.00	241,000.00	1.000%	180	8/12/2010
Education	CDARS - Bank of Hampton Roads*	241,000.00	241,000.00	1.000%	180	8/12/2010
Education	CDARS - Flagstar Bank, FSB*	241,000.00	241,000.00	1.000%	180	8/12/2010
Education	CDARS - Union Bank and Trust Company*	40,973.94	40,973.94	1.000%	180	8/12/2010
Education	CDARS - Alpine Bank*	238,500.00	238,500.00	1.000%	180	11/12/2010
Education	CDARS - Arizona Bank and Trust*	238,500.00	238,500.00	1.000%	360	11/12/2010
Education	CDARS - Business First Bank*	238,500.00	238,500.00	1.000%	360	11/12/2010
Education	CDARS - Herald National Bank*	238,500.00	238,500.00	1.000%	360	11/12/2010
Education	CDARS - MidFirst Bank*	238,500.00	238,500.00	1.000%	360	11/12/2010
Education	CDARS - Peoples Bank, National Association*	16,495.52	16,495.52	1.000%	360	11/12/2010
Education	CDARS - SpiritBank*	238,500.00	238,500.00	1.000%	360	11/12/2010
Education	CDARS - The F&M Bank and Trust Company*	174,500.00	174,500.00	1.000%	360	11/12/2010
Education	CDARS - The Huntington National Bank*	141,500.00	141,500.00	1.000%	360	11/12/2010
Education	CDARS - West Bank*	238,500.00	238,500.00	1.000%	360	11/12/2010
Operations & Maintenance (Restricted)	Illinois Funds	8,163,707.13	8,162,878.32	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds	920,781.48	920,681.96	see below	N/A	On Demand
Working Cash	Illinois Funds	616,952.73	616,885.98	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	351,798.62	351,760.56	see below	N/A	On Demand
<b>Total</b>		<b>28,884,689.13</b>	<b>30,826,706.61</b>			

**Interest Revenue**

<b>College Fund</b>	<b>Mar-10</b>	<b>Fiscal YTD</b>
Education	\$4,698.60	\$56,579.88
Operations & Maintenance (Restricted)	928.33	8,505.53
Working Cash	66.75	647.33
Liability, Protection and Settlement	38.06	369.11
<b>Total</b>	<b>\$5,731.74</b>	<b>\$66,101.85</b>

**Illinois Fund Rates - April 2010**

<b>Annualized rate - Money Mkt</b>	
Low	0.102%
High	0.150%
Average	0.123%

\* 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 of Payment of Voucher #1020

Information

Attached is the Vendor Activity Report for April 2010.

Checks written April 1, 2010-April 30, 2010	\$1,768,941.47
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Recommendation

It is recommended that the Board of Trustees ratifies payment of Voucher #1020 showing checks written April 1-April 30, 2010 totaling \$1,768,941.47.



Kathleen Plinske  
Interim President

Request to Purchase  
AutoCAD Architecture & Engineering Suite  
Perpetual License Agreement

Information

The purchase of a perpetual license for the Autodesk Architecture & Engineering Suite includes 25 license subscriptions and an instructor license. The Autodesk subscription expires July 31, 2010. The cost for the perpetual license is \$16,700.00 and again includes one additional license for the instructor station. The College is in the territories of two authorized Autodesk resellers. Over the years, the College has worked with both resellers. MasterGraphics has provided consistent, reliable post-sale customer support for the last three years. The College has experienced very poor post-sale customer support from the other area reseller. Maintenance and configuration of multiple Autodesk products in a network delivered concurrent user environment is difficult and Autodesk expects its resellers, MasterGraphics in this case, to provide technical support in this area. The post-sale technical support is crucial to the proper delivery of their products and a smooth start of semester. MasterGraphics has proven themselves to be a consistently reliable and a value added partner in this regard.

The license renewal is payable to MasterGraphics, Rolling Meadows, Illinois. The Autodesk Design program includes the following Autodesk software; AutoCAD® 2009 General Design and Drafting, AutoCAD Architecture, AutoCAD Revit®, Electrical 2009, AutoCAD Civil 3D® 2009, AutoCAD® MAP-3D 2009 and Autodesk® VIZ 2009.

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 will be budgeted as part of the Perkins Account in the Restricted Purposes Fund in FY 2011.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the perpetual license for AutoDesk Architecture and Engineering Suite for \$16,700.00 from MasterGraphics, Rolling Meadows, IL.



Kathleen Plinske  
Interim President

Request to Purchase  
Educational Services Agreement with Kushan, LLC Corporation

Information

The College’s Continuing and Professional Education Division would like to renew the Master Educational Services Agreement entered into between Kushan, LLC Corporation and McHenry County College for one year. The original agreement was approved through Board Report #07-82 in May, 2007 for a three-year period and is due to be renewed as of June 1, 2010. Through this agreement, MCC contracts with Kushan for non-credit training for veterinary assistant, phlebotomy, and pharmacy technician. The agreement states that, “The College will register students and collect course tuition and fees.”

Kushan, LLC Corporation invoices the College at the completion of classes. College revenue, after payment to Kushan, LLC Corporation, varied due to class size and mark-up percentage. In the previous years the revenue was:

	<u>2009</u>	<u>2010</u>
Pharmacy Technician	\$ 3,092.00	\$ 2,192.00
Phlebotomy Technician	\$ 0.00	\$ 9,885.00
Veterinary Assistant	\$18,967.00	\$12,076.00

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

Recommendation

It is recommended that the Board of Trustees approves the contract with Kushan, LLC Corporation for educational services for one year.



Kathleen Plinske  
Interim President

Request to Purchase  
Emergency Medical Technician (EMT) Training for FY 2011

Information

Centegra Northern Illinois Medical Center (Centegra NIMC) is approved by the Illinois Department of Public Health, Division of Emergency Medical Services (EMS) to provide Emergency Medical Technician (EMT) training. Each year, Centegra NIMC agrees to furnish instruction and clinical training to MCC students on a contracted basis for a fee. The estimated fee for FY 2011 is \$87,500.00. Students pay tuition and fees to MCC, and each semester Centegra NIMC bills MCC for instructional services provided.

These services are exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (a) which reads, "Contracts for goods or services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part."

This expense is budgeted in the Emergency Medical Technician Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of Emergency Medical Technician Training not to exceed \$87,500.00 for FY 2011 from Centegra NIMC Emergency Medical Services, McHenry, IL.



Kathleen Plinske  
Interim President



Request to Purchase  
Equipment and Services to Improve Cellular Communications

Information:

Building A currently has several “dead spots” where cellular signals are not available. Due to Crisis Communications Teams relying on cellular communications on campus and the need to notify users of our mass notification system via cell phone, it is necessary to eliminate these “dead spots.” The rest of the campus gets satisfactory cellular signals and does not require amplification. Over the past three weeks, Information Technology and Business Services have been working to gather information related to the cost of equipment and services to increase the amplification in Building A. Vendors have been on campus to test the signal amplification of their products in Building A. Three companies have provided quotes to provide equipment and services to amplify cellular signals in Building A.

	<u>Cell Antenna Corporation</u>	<u>Accu Tech Corporation</u>	<u>Wav Inc.</u>
Cellular Repeater System Cost	\$9,157.38	\$12,950.00	\$13,365.00

Additional cabling and connectors will be purchased from Anixter of Mount Prospect at a cost of \$3,327.00. Professional installation of special connectors and tuning the system will be performed by Steve Zahn, electrical engineer, at a cost not to exceed \$1,000.00.

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

This expense is budgeted in the Communication Technology Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of products and services from Cell Antenna Corporation in the amount of \$9,157.38, additional cabling and connectors from Anixter of Mount Prospect at a cost of \$3,327.00, and installation and tuning from Steve Zahn, electrical engineer, at a cost not to exceed \$1,000.00.



Kathleen Plinske  
Interim President

Request to Purchase  
 Keating Miraclean Griddle

Information


The purchase of a replacement Keating Miraclean Griddle is needed to continue meeting high volume customer demands for a-la-carte grill service in cafeteria. The current unit is over thirteen years old and parts are unavailable. This is the only model that will fit current space without extensive reconstruction of the entire grill work station. A Request for Proposal process was conducted through the Business Services office. In addition to being advertised, the RFP was sent to four distributors from the College's consortium listings. The bid includes the Keating Miraclean 40"x30" Griddle, freight to the installer, installation by a qualified electrician, and removal of the old grill. The bid responses are listed below.

<u>Item</u>	<u>U.S. Foodservice</u>	<u>Gordon Foodservice</u>	<u>Edward Don &amp; Company</u>	<u>Entegra</u>
Keating Miraclean Griddle	No Proposal	No Proposal	\$10,050.00	No Proposal

This expense is budgeted in the Auxiliary Fund as part of the approved FY 2010 equipment purchases.

Recommendation

It is recommended that the Board of Trustees approves the purchase and installation of a Keating Miraclean Griddle for \$10,050.00 from Edward Don & Company, North Riverside, IL.

  
 Kathleen Plinske  
 Interim President

Request to Approve Payment  
Telecourse Enrollment Fees

Information

The College utilizes the services of the Network of Illinois Learning Resources in Community Colleges (NILRC) for telecourses as part of our Distance Education offerings. The charges, based on Spring 2010 enrollments, are included below:

Child Development: Stepping Stones	\$ 571.20
Exploring Society	1,528.30
Our Families, Ourselves	2,217.60
Shaping America	2,095.25
Transitions throughout the Life Span	<u>1,125.60</u>
Total	<u>\$ 7,537.95</u>

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

Recommendation

It is recommended that the Board of Trustees approves the payment of \$7,537.95 as outlined above to NILRC, Blanchardville, WI.



Kathleen Plinske  
Interim President

Request to Approve  
Contract with Family Service and Community Mental Health Center for McHenry County

Information

The College has been using the Advantage Employee Assistance Program (EAP) offered by the Family Service and Community Mental Health Center for McHenry County for the past several years. EAP may be accessed by employees to confidentially discuss personal or job related issues, it may also be accessed by the College's Human Resource department to refer an employee.

An increase in employees has led to an increase in the use of services provided by the EAP. Historically the College has paid for services on an as needed basis; however it is now more cost-effective to enter into a one-year contract from July 1, 2010 through June 30, 2011 with the Family Service and Community Mental Health Center for McHenry County for \$7,224.00, to be billed quarterly. Components of the EAP program include:

- Comprehensive assessment plus two sessions and an appropriate referral
- 24-hour emergency service
- Telephone consultation
- Follow up with employees
- Feedback to supervisors
- Personnel policy review and consultation (upon request)
- Inservices and workshops will be provided at no cost, one per quarter

This expense is budgeted in the Human Resources Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees authorizes the approval of the one-year contract with Family Service and Community Mental Health Center for McHenry County for services as described above for \$7,224.00, pending final legal review.



Kathleen Plinske  
Interim President

Request to Approve  
Contract with McHenry County Workforce Network

Information

McHenry County College was awarded a Flexible and Sustainable Training (F.A.S.T.) Initiative Grant from the Department of Labor in the amount of \$387,187.00 for the purpose of offering employer-identified training. Of the \$387,187.00, the grant budget allows up to \$40,000.00 over a two year period starting June 1, 2010 through May 31, 2012 for job search and placement services as a follow up to the training provided by the grant.

MCC began offering non-credit basic manufacturing classes in February 2010, and will offer non-credit Computer and Numerical Control (CNC) classes and bilingual nurse's aide training in Fall 2010. MCC has approval from the Department of Labor to sub-contract with McHenry County Workforce Network for intensive job search and placement services for all students enrolled in the F.A.S.T. Initiative grant activities regardless of Workforce Investment Act (WIA) eligibility.

This expense is budgeted in the F.A.S.T. Grant Account in the Restricted Purposes Fund.

Recommendation

It is recommended that the Board of Trustees authorizes the approval of the contract with McHenry County Workforce Network as described above for an amount not exceed \$40,000.00 over a two year period starting June 1, 2010 through May 31, 2012, pending final legal review.



Kathleen Plinske  
Interim President

Request to Purchase  
 Construction of A229 Science Lab Remodel

Information

On August 27, 2009, the Board approved the proposed FY 2010 budget that was submitted in Board Report #09-191. This board report listed items for the conversion of Room A229 to a dual-use Physics/ Chemistry Lab. The October 22, 2009 Board Report #09-270 approved estimated remodeling costs of \$350,000.00.

Approved Costs to Date:

October 22, 2009 Board Report #09-270 Architectural/Engineering Fees for Schematic Design / Design Development / Construction Documents	\$43,000.00
April 1, 2010 Board Report #10-49 Bid #1 -- Casework – Harry J. Kloepffel	\$85, 702.00
April 22, 2010 Board Report #10-69 Bid #2 -- General Construction – Tessler Construction	\$102,500.00
<b>Total Amount Approved</b>	<b>\$231, 202.00</b>

Remaining Costs for Approval:

Bid #1 (Alternate Bid) Casework/Hazardous Material Cabinets – Harry J. Kloepffel	\$2,684.00
Estimated Architectural Fees for Bidding and Construction Administration Phases	\$22,500.00
Estimated Reimbursable Expenses	\$1,750.00
Estimated Construction Contingency	\$7,500.00
<b>Total Amount to be Approved</b>	<b>\$34,434.00</b>

This expense is budgeted in the Replacement Reserves Account in the Operations and Maintenance (Restricted) Fund. Upon approval of the remaining costs of \$34,434.00, \$265,636.00 of the total \$350,000.00 allocated to the project will be awarded.

Recommendation

It is recommended that the Board of Trustees approves the above costs for A229 Science Lab Remodel not to exceed \$31,750.00 from Legat Architects, Crystal Lake, IL and \$2,864.00 from Harry J. Kloepffel & Associates Inc., Wheeling, IL.



Kathleen Plinske  
 Interim President

Board Policy Revision  
Policy 3.1.2.1 – Affirmative Action and Non-Discrimination

Information

The following revisions are recommended to Board Policy 3.1.2.1 in response to a proposal presented by the Equality Club, a student organization, to the Office of Human Resources. The proposal also receives support from Student Senate, and the Diversity, Affirmative Action and Equal Employment Opportunity Committee. The revisions are listed in bold below:

- 3.1.2.1      **AFFIRMATIVE ACTION AND NON-DISCRIMINATION**  
McHenry County College declares and reaffirms a policy of affirmative action and equal employment opportunity. The College will make all decisions regarding recruitment, hiring, promotions, and all other terms and conditions of employment without discrimination on grounds of race, color, creed or religion, sex, national origin, age, physical or mental disabilities, sexual orientation, **gender-related identity**, veteran status, or other factors which cannot lawfully be the basis for an employment decision.

Recommendation

It is recommended that the Board of Trustees approves the revision to Board Policy 3.1.2.1.



Kathleen Plinske  
Interim President

Personnel Adjustments for Fall 2009  
Transfer and Occupational Courses

Information

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

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Curfman, Donald J	ACC152001	10.00	0	988.87

Recommendation

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



Kathleen Plinske  
Interim President



Personnel Adjustments for Spring 2010  
 Transfer and Occupational Courses

Information

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

Independent/Individualized/Internships

<u>Name</u>	<u>Course</u>	<u>Credit Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Andre, Lisa B	CJS115001	3	1	0	225.00
Goostree, Douglas C	FRS250003	3	1	0	225.00
Johnson, Harriet A	CJS106001	3	7	0	1,575.00
Johnson, Harriet A	CJS290002	1	10	0	750.00
Lenio, Terence A	ECO252001	3	5	0	1,125.00
Sullivan, Sarah	BUS150516	3	4	0	900.00

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Aubert, Linda	AOMCLASSES	0	69.10
Bazan, Michael J	Concert Director	0	150.00
Collins, Charlotte M	AOMCLASSES	0	137.00
Lambke, Connie	AOMCLASSES	0	59.66
Lozier, Christopher	Counseling	4,232.37	4,716.07
Niemi, Eric J	Reading Research	0	195.00
Szalaj, Steven J	Concert Director	0	150.00
Zimmerman, Ellen M	Counseling	4,071.79	4,176.20

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Curfman, Donald J	ACC152001	10.00	0	988.87
Goostree, Douglas C	FRS250701	13.33	0	1,318.46
Johnson, Harriet A	IND150701	13.33	0	1,318.46

Recommendation

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



Kathleen Plinske  
 Interim President

Personnel Adjustments for Summer 2010  
 Transfer and Occupational Courses

Information

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

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Baser, Julia A	MCC101102	1	0	526.88
Keyzer, Deborah M	MCC101601	1	0	542.53
Koronkiewicz, Talia	MCC101203	1	0	526.88
Kropp, Marilynn B	MCC101602	1	0	542.53
McElroy, Erin B	MCC101101	1	0	526.88
McElroy, Erin B	MCC101201	1	0	526.88

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Clark, Katherine A	Reference Librarian	0	4,867.53
Hovious, Amanda S	Reference Librarian	0	4,603.17
Lauf, Maria Luisa	Counseling	0	2,612.40
Letteri, Cynthia	Reference Librarian	0	5,821.92
Lozier, Christopher	Counseling	0	1,209.25
Nelson, Elizabeth A	Reference Librarian	0	2,763.90
Ochwat, Melissa	Counseling	0	1,074.85
Scott, Janet E	Reference Librarian	0	5,747.28
Taylor, Amy S	Counseling	0	9,143.40
Thompson, Doria L	Counseling	0	8,620.92
Thompson, Doria L	MCC 101 Faculty Leader	0	522.48
Zimmerman, Ellen M	Counseling	0	1,252.86
Zokal, Patricia	Counseling	0	7,053.48

Recommendation

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



Kathleen Plinske  
 Interim President

Continuing and Professional Education Personnel Considerations for Summer 2010

Information

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

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Baia, D	NRE S03 002	Fencing	65.00
Lemay-Strass, C	NAN S08 001	Therapy Dogs	15.00
Westerhof, S	NPH S02 001	Digital Photography	75.00
Westerhof, S	NPH S09 001	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 008	Spanish-Beginners	448.00
<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 001	Private Music – Clarinet	275.00
Bazan, M	NMU C16 001	Private Music – Flute	275.00
Bazan, M	NMU C18 001	Private Music – Saxophone	275.00
Freedland, D	NMU C17 001	Private Music – Oboe	275.00
Gaughan, P	NMU C08 001	Private Music – Guitar	275.00
Gaughan, P	NMU C06 002	Tablature for Rock and Blues	25.00
Gaughan, P	NMU C02 002	Guitar I – Beginners	25.00
Henning, R	NMU C12 001	Private Music – French Horn	275.00
Kang, K	NMU C05 001	Private Music – Cello	275.00
Kvam-Holub, J	NMU C09 001	Private Music – Viola	275.00
Kvam-Holub, J	NMU C10 001	Private Music – Violin	275.00
Lange-Connelly, P	NMU C01 001	Private Music – Pipe Organ	275.00
Ray, C	NMU C07 001	Private Music – Electric Bass	275.00
Reupert, R	NMU C13 001	Private Music – Trumpet	275.00
Sergey, T	NMU C06 001	Private Music – Classical Guitar	275.00
Shaw, N	NMU C11 001	Private Music – Voice	275.00
Singer, T	NMU C02 001	Private Music – Jazz Piano	275.00
Singer, T	NMU C04 001	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 001	Women’s Self-Defense	5.00
Kuhlin, W	NSD S10 001	Rock the Reception	40.00
Neef, W	NPH S01 010	Open Photography Lab	50.00
Neef, W	NPH S06 010	Open Digital Photography Lab	50.00
Neef, W	NPH S05 030	Photo Lab Combination	60.00
Valdes-Wagner, D	NAN S08 001	Therapy Dogs	15.00
Whalen, E	NHE S28 006	Fighting Fat After 40...Men and Women	40.00

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



Kathleen Plinske  
Interim President

Eliminated and New Position

Information

Due to an evaluation of the recently vacated Custodian, 1<sup>st</sup> Shift Part-Time position, the College recommends the position be eliminated. However, there is a need for a Groundskeeper – Part-Time to be utilized on 1<sup>st</sup> and 2<sup>nd</sup> shifts.

<u>Title</u>	<u>Salary Range</u>	<u>Effective Date</u>	<u>FTE</u>
Custodian, 1 <sup>st</sup> Shift –PT	3	6-1-2010	(.5)
Groundskeeper – PT	6	6-1-2010	.5
			<u>0</u>

Recommendation

It is recommended that the Board of Trustees approves the elimination of the position of Custodian, 1<sup>st</sup> Shift Part-Time and the creation of a new position of Groundskeeper Part-Time, effective June 1, 2010.



Kathleen Plinske  
Interim President

Appointment of Replacement  
 Director of Physical Facilities

Information

The resignation of Fred E. Hall, effective January 13, 2010, created a vacancy for the full-time administrative position of Director of Physical Facilities. Gregory Evans has been recommended to fill this position. Mr. Evans has a Bachelor of Science in Mechanical Engineering from Northern Illinois University, DeKalb, IL, and a Master’s Degree in Project Management from DeVry University, Chicago, IL. His experience is as follows:

- 1991 – 2009                      Regional Facility Manager, Worldwide Facilities Group  
    General Motors Corporation, Naperville, IL
  
- 1980 – 1991                      Program Manager, Electro-Motive Division (1991 – 2001)  
    Project Engineer, Electro-Motive Division (1989 – 1991)  
    Plant and Industrial Engineer, Electro-Motive Division (1980 – 1989)  
    General Motors Corporation, LaGrange, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Gregory Evans for the administrative position of Director of Physical Facilities, effective June 1, 2010, at a salary of \$80,000.00 (based on 12-months, prorated for the remainder of FY 2010.) This is also the annual salary for FY 2011.



Kathleen Plinske  
 Interim 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	\$80,000.00	\$71,962.50

**POSITION:** **DIRECTOR OF PHYSICAL FACILITIES**

**CLASSIFICATION:** Administrative

**WORK YEAR:** 12 Months

**PRIMARY PURPOSE:** To provide for efficient Physical Facilities through planning and management of in-house and contracted services including housekeeping, maintenance, landscaping and capital projects required to ensure the buildings and grounds are safe and sanitary for all students, visitors and staff; in compliance with all applicable regulatory requirements; preserved through a cost-effective, long-term deferred maintenance plan; and modified as required to support changes to the mission of the College.

**ESSENTIAL JOB FUNCTIONS:**

- Administers, plans and coordinates the College Physical Facilities, in accordance with policies established by the Board of Trustees, and in accordance with the laws of the State of Illinois
- Reports the needs and requirements of the Physical Facilities to the Vice President for Administrative Services and periodically reviews with the Vice President, the purpose, personnel, position descriptions and objectives of the Physical Facilities
- Makes hiring recommendations, manages and evaluates all direct reports
- Prepares and administers the Physical Facilities annual budget in conjunction with the Vice President for Administrative Services
- Communicates Physical Facilities initiatives and directives to the campus community
- Establishes and maintains a spirit of cooperation with other Deans and Directors in the College
- Manages a cost effective housekeeping, building maintenance and grounds program including personnel assignments, performance tracing, and procurement of supplies and equipment
- Prepares reports to the Board of Trustees as required to effectively communicate the goals of the Physical Facilities Department
- Develops and administers a well documented preventative maintenance program for all components of the buildings, the grounds, and all associated amenities
- Develops and manages a long term, deferred maintenance program for the preservation of all areas of the Physical Facilities
- Manages and trains all Physical Facilities Department staff as required to provide safe, cost effective, customer service oriented performance
- Develops bid specifications, Requests for Proposal, Requests for Quotations and Board Reports as required to meet the goals of the Primary Purpose listed above
- Supervise plans, specifications and cost estimates for all small internal remodeling projects
- Maintains the official College record of all drawings, specifications, layout, and design standards of the facilities
- Manages the consumption of utility operations, excluding telephone. Provides benchmark reporting and suggests operational changes to meet goals of the Physical Facilities
- Administers the purchase of gas and electric on an annual basis
- Organizes the Physical Facilities support services for major events such as commencement
- Attends professional development opportunities to remain current with advancements and developments in facilities support.

**ESSENTIAL JOB FUNCTIONS:**

- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Additional duties as assigned by the Vice President for Administrative Services

**SUPERVISION:** Reports directly to the Vice President for Administrative Services.  
Supervises the Physical Facilities personnel including buildings, grounds, and custodial.

**MINIMUM POSITION REQUIREMENTS:**

**EDUCATION:** Bachelor's Degree in Engineering or Architecture required.

**EXPERIENCE:**

Five to seven years experience in the management of Physical Facilities of a comparable size and scale including housekeeping, maintenance, and contracted services. Community college, university or public school experience is desirable. General knowledge of DDC building automation systems.

**SKILLS AND ABILITIES:**

- Management experience with employees in a union environment
- Knowledge of skilled trades related to the construction and maintenance of all components of the Physical Facilities including plumbing, HVAC, energy management, fire protection, electrical systems, and grounds management
- Knowledge and management of regulatory compliance programs as required for Physical Facilities systems
- Experience working under pressure in emergency situations and/or adverse conditions
- Strong working knowledge of building materials, their life cycles and their proper maintenance
- Experience with the development and management of specifications for outsourced services
- Good basic knowledge of the budgeting process
- Ability to work with the appropriate state agencies
- Sense of responsibility and pride in work
- Organizational skills and self directed
- Effective communication skills

**This position is subject to blood borne pathogen legislation.**

ISSUED: April 2010



Appointment of Replacement  
 Assistant Vice President of Academic and Student Affairs

Information

The resignation of Normah Salleh-Barone, effective April 12, 2010, created a vacancy for the full-time administrative position of Assistant Vice President of Academic and Student Affairs. Juletta Patrick has been recommended to fill this position. Ms. Patrick has a Bachelor of Science in Communication Studies and a Master of Science in Education from Northern Illinois University, DeKalb, IL. Her experience is as follows:

- 2004 – Present                      Dean of Student Development  
    Illinois Valley Community College, Oglesby, IL
  
- 1999 – 2004                         Assistant to the Dean for Recruitment and Retention/  
    Director of the Office of Instructional Assistance (2001 – 2004)  
    Academic Adviser (1999 – 2001)  
    Northern Illinois University, DeKalb, IL
  
- 1996 – 1999                         Director of Transfer Center  
    Kishwaukee College, Malta, IL
  
- 1993 – 1996                         Assistant Director of Admissions  
    Northern Illinois University, DeKalb, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Juletta Patrick for the administrative position of Assistant Vice President of Academic and Student Affairs, effective June 14, 2010, at a salary of \$98,500.00 (based on 12-months, prorated for the remainder of FY2010; the annual salary for FY 2011).



Kathleen Plinske  
 Interim President

Administrator Salary Level	Low Salary	Midpoint Salary	High Salary	Current Salary	Salary Offer	Salary of Replaced Employee
VII	\$81,799.00	\$100,677.00	\$119,554.00	Not Applicable	\$98,500.00	\$102,364.98

**POSITION:** **ASSISTANT VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS**

**CLASSIFICATION:** Administrative

**WORK YEAR:** 12 Months

**PRIMARY PURPOSE:** The Assistant Vice President works collaboratively with the Vice President of Academic and Student Affairs in the areas of academic and student support services, curriculum, program review, identification, application and management of grants and contracts, facility development, developing and maintaining articulation agreements, and coordination of related special projects in the Academic and Student Affairs Division. Responsible for advising the Vice President on budget and planning matters concerning all functions of Academic and Student Affairs and collaborates with the Vice President in working with administration, Board of Trustees, faculty, and staff.

**ESSENTIAL JOB FUNCTIONS:**

- Provide leadership for the following areas:
  - Admissions, Advising, Athletics, Career Services, Counseling, Distance Education, Financial Aid, Graduation, IAI/Transfer/Curriculum, Intramurals, Judicial Affairs, Library, Multicultural Programs, Recruitment, Registration and Records, Sage Learning Center-(Tutoring and Supplemental Instruction), Special Needs, Student Leadership, Student Life, Tartan, and the Testing Center
  - College-wide department and program review
  - ICCB Recognition visit
- Establish direction and create a collective vision for Student Affairs
- Develop, implement, and evaluate all programs and services in Student Affairs
- Supervise Dean of Students, Dean of Student Success, and Articulation and Transfer Coordinator.
- Provide guidance to Executive Deans and Deans in the development of the annual Enrollment Management and Retention Plan
- Coordinate reports and complete survey for the Illinois Community College Board, the Illinois Board of Higher Education and other appropriate agencies
- Assist the Vice President and Executive Deans in the state approval of new programs for occupational, transfer, credit and non-credit areas
- Collaborate with the Vice President of Academic and Student Affairs on CAPC and First Year Experience Program
- Collaborate with Institutional Research and Assessment Team on general education assessment activities
- Lead the college's catalog and credit schedule production
- Address exception to refunds request and graduation waiver
- Lead MCC's planning, preparation, and implementation of commencement ceremonies
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Provide leadership for the Academic and Student Affairs Division in the absence of the Vice President of Academic and Student Affairs
- Additional duties as requested by the Vice President of Academic and Student Affairs

**SUPERVISION:** Under the direct supervision of the Vice President of Academic and Student Affairs.

**MINIMUM POSITION QUALIFICATIONS:**

**EDUCATION:**

Master's Degree required in Administration or Community College Leadership from an accredited university; Doctorate degree preferred.

**EXPERIENCE:**

Five years of higher education administrative experience plus one or more of the following: teaching experience in an accredited higher education institution, high level professional experience in an Academic or Student Affairs area, faculty supervision, or curriculum development.

**PREFERRED PAST EXPERIENCE:**

- Demonstrated leadership in higher education
- Knowledge of the organization of the community college
- Collegial management style
- Demonstrated experience in recruiting and retaining diverse employees
- Demonstrated experience in working with a diverse student population
- Preparation and administration of annual budget

Revised: April 2010

Appointment of Replacement  
Instructor of Automotive Technology

Information

The resignation of Phillip Grandinetti, effective January 28, 2010, created a vacancy for the full-time faculty position of Instructor of Automotive Technology. Ralph Lia has been recommended to fill this position. Mr. Lia has an Associate of Arts in General Education and Automotive from Moraine Valley Community College, Palos Hills, IL. His experience is as follows:

2009 – Present	Adjunct Instructor McHenry County College, Crystal Lake, IL
2008 – Present	Development Specialist/Senior Instructor BMW North America, Schaumburg, IL
2007 – 2008	Development Specialist/Lead Instructor Ohio Technical College, Schaumburg, IL
2006 – 2007	Principle Training and Development Instructor/Lead Instructor Raytheon Professional Services/General Motors, Hinsdale, IL
2005 – 2006	Shop Manager Land Rover, Hoffman Estates, IL
2001 – 2006	Education Instructor, Lead Instructor – Custom Training Group/UTI VW/Audi Academy, Glendale Heights, IL

Twenty-nine applications were received and the search committee interviewed two candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Ralph Lia to the faculty position of Instructor of Automotive Technology, effective August 18, 2010, at a nine-month salary of \$55,862.00.



Kathleen Plinske  
Interim President

Contract Placement	Placement Multiplier	Base Salary	Contractual 9-month Salary	Current Salary	Contract Salary of Previous Employee
Lane 1, Step 5	1.24	\$45,050.00	\$55,862.00	Not Applicable	\$59,772.00

**POSITION:****INSTRUCTOR OF AUTOMOTIVE TECHNOLOGY**

Full-time tenure track position

**CLASSIFICATION:**

Faculty

**RESPONSIBILITIES:**

Teaching responsibilities in Automotive Technology include, but are not limited to:

- Instruct and evaluate students in a live work setting who are performing general services and repairs on automobiles, to include instruction in shop safety
- Teaching duties include fundamentals of automotive brakes, electrical systems, steering and suspension, engine performance, engine repair, drive trains, automatic transmission, and heating/air conditioning service
- Assist in the maintenance of automotive lab and classroom equipment
- Assist the Department Chair and Executive Dean with scheduling, budget, recommendations or hiring of part-time staff, and other duties typically conducted by other Automotive Technology instructors
- Participate as a faculty member in college governance, committee work, advisement of students, etc
- Participate in available training seminars to keep current in Automotive Technology
- Assist in maintaining requirements of NATEF standards

**MINIMUM POSITION QUALIFICATIONS:**

- Master ASE Certification required
- Bachelor's Degree in Automotive Technology and 2,000 hours of field experience;
- Or, A.A.S. degree in Automotive Technology, and 8,000 hours of field experience;
- Or, Master ASE Certification and L1 Advanced Certification, and 18,000 hours of field experience
- Community college or technical school teaching experience preferred
- Commitment to the mission of McHenry County College and to teaching and motivating our students in ways appropriate to their diverse backgrounds and learning styles is essential

REVISED: April 2010

McHenry County College

Board Report #10-99  
May 27, 2010

Administrative Salaries

To Be Developed

McHenry County College

Board Report #10-100  
May 27, 2010

Administrative Contracts for Interim Personnel

To Be Developed

Interim Appointment in Academic and Student Affairs

Information

Due to the assignment of Lesley Frederick as the acting Assistant Vice President of Academic & Student Affairs, Talia Koronkiewicz has been selected to fill a temporary assignment as the Student Conduct Officer. This interim assignment is effective April 12, 2010 through June 12, 2010 and includes a stipend of \$400.00 per month for additional responsibilities.

Recommendation

It is recommended that the Board of Trustees approves the above-listed interim assignment and stipend.



Kathleen Plinske  
Interim President



Salary/Advanced Placement Adjustments

Information

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Staff Council includes a salary adjustment of \$1,200.00 for full-time members upon completion of 15 credit hours of pre-approved course work. In accordance with this agreement, John Gundelach qualifies for his fourth adjustment at this time.

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association 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, Cheryl Ziszik and Maria-Magdalena Farc qualify for such adjustments at this time.

	<u>2009-2010 Placement and Salary</u>	<u>Adjusted 2009-2010 Placement and Salary</u>
Cheryl Ziszik	Lane 6, Step 9 \$79,110.00	Lane 7, Step 9 \$82,186.50
Maria-Magdalena Farc	Lane 5, Step 2 \$57,574.50	Lane 6, Step 2 \$60,651.00

Recommendation

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



Kathleen Plinske  
Interim President

Resignation

Information

Susan Egan, Instructor, Nursing Lab, has submitted her resignation effective May 14, 2010.

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

Kathleen Plinske  
Interim President

Articulation Agreement with The Illinois Institute of Art - Schaumburg

Information

McHenry County College (MCC) and The Illinois Institute of Art - Schaumburg (ILIA-S) have established an Articulation Agreement formally recognizing that the two institutions agree to work together to provide a baccalaureate degree opportunity for MCC students who complete an Associate in Applied Science in Digital Media.

The Illinois Institute of Art - Schaumburg provides academic programs for students seeking careers in applied arts, media, and design professions. ILIA-S is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools.

The agreement provides MCC students with a clearly articulated pathway toward the Bachelor of Fine Arts in Game Art & Design. In addition, students who complete the Associate in Applied Science in Digital Media program have an opportunity to participate in the ILIA-S Community College Articulated Scholarship Competition. Qualified students receive 25% tuition scholarships.

The agreement remains in effect until modified or canceled in writing by either institution. Each institution also agrees to notify the other of changes in their respective program curriculum that would necessitate a re-evaluation of the articulation agreement.



Kathleen Plinske  
Interim President

# Memorandum

To: Don Wilske, Interim Treasurer  
From: Todd McDonald, AVP of Finance  
Date: May 21, 2010  
Re: Quarterly Accrued Financial Statements

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In preparing the accrued financial statements for April 30, 2010 there were multiple adjustments made and other adjustments not made due to either time limitations or immateriality. Some of these adjustments involved the elimination of certain transactions from the College's general ledger in order to comply with accrual financial statement presentation standards. For this reason, the All Funds Financial Summary report that is prepared monthly for the Board of Trustees cannot be tied directly to the accrual based financial statements.

## Adjustments Made

1. Compensated absences liability adjusted for estimated employee vacation balances at April 30, 2010.
2. Retirement incentive liability and health insurance liability have both been adjusted for employee retirement incentive and healthcare premiums paid through April 30, 2010.
3. Internal revenues have been removed from tuition and fees and auxiliary services revenues and the related internal expenses have been removed from institutional support and auxiliary service expenditures for student tuition waivers, employee and employee dependent tuition waivers, student financial aid, and catering.
4. Financial aid received on behalf of students has been removed from federal revenues and student services expenses.
5. Capital lease principal payments have been removed from institutional support expenditures.
6. Debt certificate principal payments have been removed from institutional support expenditures.
7. Interest has been accrued for the debt certificates through April 20, 2010.
8. Depreciation through April 30, 2010 has been recorded.

## Adjustments Not Made

1. Capital asset additions and deletions as the information is not readily available on a quarterly basis.
2. Bookstore and cafeteria inventory adjustments. A physical inventory is performed annually at the end of the fiscal year.
3. Bookstore internal sales were not removed as the information is not readily available in our system on a quarterly basis.
4. A new accrual for incurred but not reported health care claims has not been recorded as the College's third party administrator does not provide this calculation on a quarterly basis. Therefore, the accrual for incurred but not reported health care claims has been maintained at the same amount that existed on June 30, 2009 to ensure that we have accounted for this estimated liability.

**MCHENRY COUNTY COLLEGE  
COMMUNITY COLLEGE DISTRICT NUMBER 528  
STATEMENT OF NET ASSETS  
APRIL 30, 2010**

**ASSETS**

Current Assets	
Cash and cash equivalents	\$ 1,351,354
Short-term investments	28,884,691
Property tax receivable	27,988,435
Tuition and fees receivable	4,553,017
Other accounts receivable	998,940
Inventory	459,392
Prepaid items	54,218
Total Current Assets	<u>64,290,048</u>
Non-current Assets	
Land/Not being depreciated	5,809,735
Capital assets, net of accumulated depreciation	28,180,897
Total Non-current Assets	<u>33,990,632</u>
Total Assets	<u>98,280,680</u>

**LIABILITIES**

Current Liabilities	
Accounts payable	994,181
Accrued payroll	(10,651)
Accrued compensated absences	764,115
Accrued interest payable	38,209
Deferred tuition and fees	4,295,781
Deferred property taxes	27,666,300
Deposits held in custody for others	299,082
Other deferred revenue	27,794
Current portion of long-term obligations	1,561,629
Other current liabilities	354,958
Total Current Liabilities	<u>35,991,398</u>
Non-current Liabilities	
Debt certificates payable	5,745,000
Other obligations	5,375,796
Total Non-current Liabilities	<u>11,120,796</u>
Total Liabilities	<u>47,112,194</u>

**NET ASSETS**

Invested in capital assets, net of related debt	27,875,632
Restricted for:	
Liability, protection, and settlement	2,098,589
Working cash	1,750,000
Capital Improvements	8,096,299
Other restricted	477,510
Unrestricted	<u>10,870,456</u>
Total Net Assets	<u>\$ 51,168,486</u>

**MCHENRY COUNTY COLLEGE  
COMMUNITY COLLEGE DISTRICT NUMBER 528  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS  
FOR THE TEN MONTHS ENDED APRIL 30, 2010**

**REVENUES**

Operating Revenues	
Tuition and fees, net of scholarship allowances	\$ 14,444,068
Auxiliary enterprises revenue	4,847,544
Total operating revenues	<u>19,291,612</u>

**EXPENSES**

Operating Expenses	
Instruction	11,390,849
Academic support	1,179,165
Student services	5,065,989
Public services	1,074,207
Operations and maintenance	2,590,724
Auxiliary enterprises	4,480,287
Depreciation	851,313
Institutional support	13,431,585
Total operating expenses	<u>40,064,119</u>
Operating Income (Loss)	<u>(20,772,507)</u>

**NON-OPERATING REVENUES (EXPENSES)**

State sources	2,670,629
Property taxes	12,921,850
Federal grants and contracts	3,659,987
Investment income	66,102
Interest expense	(304,420)
Other non-operating items	3,718,980
Net non-operating revenues	<u>22,733,128</u>
Net income (loss) before capital contributions	<u>1,960,621</u>
 Increase in net assets	 <u>1,960,621</u>

**NET ASSETS**

Net Assets - beginning of year	<u>49,207,865</u>
Net Assets - end of period	<u>\$ 51,168,486</u>

Distributed Press Releases  
April 9-May 17, 2010

Information

The following releases have been distributed to all local media outlets from April 9-May 17, 2010.

- Gardenfest Feature
- MCC, TribLocal to Sponsor Community Publicity Workshop
- MCC's Center for Corporate Training Offers Computer Classes in May
- Leadership, Workforce Skill Development Slated at Shah Center
- Shah Center Offers Courses to Support Area Manufacturing and Warehousing
- Command Spanish for Office Personnel Set at Shah Center
- MCC Student Peace Action Network to Host Humanitarians
- MCC to Host Spring Jazz Concert April 21
- "Food Fight: A Debate"
- Vagina Monologues at MCC to Benefit Turning Point
- Breakfast Series to Feature Talk on "Avoiding Analysis Paralysis"
- MCC Names New Men's Head Basketball Coach
- Sessions Jazz Quartet will Perform at MCC May 2
- MCC to Kick Off McHenry County Culinary Celebrity Dining Series
- MCC's Award-Winning Forensics Team to Present Showcase May 4
- MCC Accounting Instructor Selected for IRS Advisory Council
- MCC, Bradley Enter Partnership Scholarship Agreement
- MCC Forensics Team to Present Showcase
- MCC Pastry Students Final Presentation
- MCC to Offer Veterinary Assistant Classes in Summer
- MCC's New Registered Nursing Students to Graduate May 15
- MCC to Offer Private Investigation Class
- MCC Names Recipient of Joseph A. Blanco Spirit Award
- Real Estate Class Scheduled for Summer at MCC
- Professional Wedding Consultant Class Set at MCC
- MCC Spring Graduation Set May 15
- MCC Sets Registration for Basic Reading, GED, ESL Classes
- MCC to Offer Certified Nursing Assistant Course for ESL Learners
- ISBDC Announces Small Business Offerings for June
- MCC's Women's History Month Committee Members Donate Book to Children's Learning Center
- ISBDC to Offer New HR Classes May 24 & 25
- MCC to Host Electronics Recycling Drive May 22
- MCC to Offer Building Codes Class for Interior Design
- Student Veterans Sends Books to Troops
- McHenry County College Announces Three Finalists for Presidency



Kathleen Plinske  
Interim President

Request to Purchase  
 Equipment and Services for Wireless Access

Information

MCC currently has minimal wireless access for students and no wireless access for faculty and staff to the MCC network. Over the past three weeks, Information Technology and Business Services have been working to gather information related to the cost of equipment and services to provide wireless access to all students, faculty, and staff throughout the entire MCC campus. Three companies have conducted surveys of the campus to identify where wireless access points should be located to ensure complete coverage. They have also provided costs on equipment configurations and statements of work to implement wireless service and train MCC on the use and configuration of the wireless equipment. The vendors have also conducted proof of concept demonstrations to prove their solutions will work within the MCC network infrastructure. Following is a summary of the quotes received:

	<u>Graybar</u> (Trapeze)	<u>Dell</u> (Aruba)	<u>CDW-G</u> (Enterasys/Siemens)
Products and Services	\$44,699.00	\$48,672.00	\$37,992.00
Intrusion Detection/Prevention	included	\$ 2,631.95	\$16,182.00
Cabling (Rex Electric)	\$12,500.00	\$12,500.00	\$12,500.00
Mgmt/Security (Airwave)	<u>\$ 7,270.65</u>	<u>\$ 7,270.65</u>	<u>\$ 7,270.65</u>
Total Investment	<u>\$64,469.65</u>	<u>\$71,074.60</u>	<u>\$73,944.65</u>
Contingency	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00

Rex Electric, the wiring contractor that maintains the warranty on campus for the majority of our wired infrastructure, will perform the installation of either system at a cost not to exceed \$12,500.00. To reduce project costs, MCC I.T. personnel will assist with the wiring installation and place all of the access points.

Airwave, a vendor-independent wireless security, management, and reporting tool is being recommended with either solution. This program provides essential information to the Help Desk and management regarding diagnostics, security, and general use of the system.

Though not the lowest cost, Aruba provided the best proof of concept demonstration and is the College's recommendation due to ease of administration, flexibility of access points, use of guest accounts, status as a Gartner Group leader, and the College's assessment that it represents the lowest risk for MCC's network infrastructure.

Since this implementation is campus wide, there are many variables that may require the need for additional access points, cabling, etc. Therefore, the College is requesting a contingency fund of \$5,000.00 that will not be used unless required.



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

This expense will be covered by a combination of unspent funds in the FY 2010 Information Technology and Institutional Contingency budgets.

#### Recommendation

It is recommended that the Board of Trustees approves the purchase of products and services from Dell, Round Rock, TX in the amount of \$51,303.95, Rex Electric, Chicago, IL at a cost not to exceed \$12,500.00, Airwave, Round Rock, TX in the amount of \$7,207.65, and additionally authorize a contingency fund in the amount of \$5,000.00 for additional products or services from Dell or Rex Electric.



Kathleen Plinske  
Interim President

Request to Purchase  
Equipment and Services to Expand ISP Bandwidth

Information

MCC currently has 30 MB of bandwidth with its current Internet Service Provider (ISP), Illinois Century Network (ICN). 10MB of this service is provided free by ICN to MCC based on the College’s FTE. MCC currently pays an additional \$2,331.00 a month for the additional 20 MB of service. Over the past three weeks, Information Technology and Business Services have been working to gather information related to the cost of equipment and services to increase the bandwidth to support the increased traffic that will be required once wireless access is established for students, faculty, and staff. Three ISP companies have provided costs associated with providing 100 MB of service to MCC. In addition to having 100 MB of service, MCC will retain the 10 MB of free service from ICN which will be provided to Computer Information Systems for security related teaching and learning. There is a 120 day lead time for installation of this service, with anticipated implementation in September, 2010.

	<u>Cogent Communications</u>	<u>Level 3</u>	<u>AT&amp;T</u>
100 MB of ISP Bandwidth	\$2,427.00/month	\$5,590.00/month	\$7,215.00/month

This expansion will result in a net increase of \$96.00 per month to more than triple MCC’s bandwidth. It will also result in the use of the free 10 MB bandwidth from ICN that will be used in support of teaching and learning in the academic curriculum.

There is a one-time implementation cost of \$250.00 to initiate this service. Once the circuit is in place, MCC will need to purchase a Higher Education Opportunity Act (HEOA) compliant packet switching appliance and reconfigure the Cisco Adaptive Security Appliance (ASA) firewall. Competitive bids will be requested for these products and services. An estimated cost for this is approximately \$37,000.00.

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

This expense will be budgeted in the FY 2011 and beyond Information Technology – Communications budget.

Recommendation

It is recommended that the Board of Trustees authorizes the approval of a contract for 100 MB of ISP bandwidth for 36 months, pending final legal review, in the amount of \$2,427.00 per month, for a total cost of \$87,372.00 with Cogent Communications, Washington, DC.



Kathleen Plinske  
Interim President

Request to Purchase  
Consulting Services and Software for Network Security

Information

MCC's current network infrastructure hardware is capable of supporting Network Access Control (NAC). NAC will prevent non-MCC equipment from being plugged into the College's network, blocking a current security risk. It also maximizes the effectiveness of MCC's existing investment. With NAC implemented, when a computer connects to the network, it is not permitted to access anything unless it complies with a set standard, including anti-virus protection level, system update level, and configuration. It can also support remediation which would help remedy non-compliant computers before allowing access. There is an additional cost for a site license for the remediation software.

The provider of the College's network hardware, Enterasys, will assist MCC personnel to configure the NAC and train MCC personnel on the ongoing support for future activities. This support is in the form of Service Units. A ten pack of Service Units is priced at \$20,950.00. This level of service will be sufficient to cover the assistance and training required to implement this service. The cost of the remediation software site license is \$7,440.00. The total cost of this project is estimated at \$28,390.00.

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

This expense will be covered by unspent funds in the FY 2010 Information Technology – Computing Services budget.

Recommendation

It is recommended that the Board of Trustees approves the purchase of a ten pack of Enterasys Service Units in the amount of \$20,950.00 and a remediation site license in the amount of \$7,440.00, for a total cost of \$28,390.00, from CDW-G, Vernon Hills, IL.



Kathleen Plinske  
Interim President

Consulting Services for VPN Access

Information

Once the bandwidth of the MCC ISP is expanded, it will be possible for faculty and staff to access the MCC network with sufficient capacity to work from virtually anywhere. In order to support this access, MCC needs to implement VPN access to the MCC network. MCC currently owns 125 Citrix licenses but they have not been deployed. Deployment will require configuring the existing Citrix software and renewing the annual license fees. I.T. has initiated preliminary discussions with a local firm, RKON, about the services and training required to implement the 125 Citrix licenses for use with a VPN.

Once implemented, VPN will allow faculty and staff to access NXView, email, their home departmental drives, and other MCC services, via a desktop interface in a controlled and secure environment as if they were sitting in their offices. I.T. has estimated the cost of services and training to configure Citrix at approximately \$30,000.00. The cost of the annual support for the 125 Citrix licenses is approximately \$6,250.00 and renews in September for twelve months. This cost has been requested in the FY 2011 budget.



Kathleen Plinske  
Interim President