

# REVISED

## BOARD OF TRUSTEES McHENRY COUNTY COLLEGE DISTRICT #528

June 24, 2010  
Regular Board Meeting  
Immediately Following Committee of the Whole Meeting

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

### AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES:   Regular Board Meeting, May 27, 2010  
  Special Board Meeting, June 8, 2010  
  Special Board Meeting, June 10, 2010  
  Special Board Meeting, June 11, 2010
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  
    Phi Theta Kappa Awards, Mr. David Elder, Phi Theta Kappa Regional Coordinator & Chapter Advisor
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 #10-107
  - B. Financial Statements
    1. Treasurer's Report, Board Report #10-108
    2. Ratification of Payment for Voucher #1021 - \$1,939,211.25, Board Report #10-109
  - C. Requests to Approve/Authorize/Purchase/Renew
    1. FY 2011 Purchasing Prior to Adoption of the College Budget, Board Report #10-110
    2. ACT COMPASS Software Units and Annual License, Board Report #10-111
    3. Cash Registers for Bookstore Point of Sale System, Board Report #10-112
    4. ClearPath System Software License, Board Report #10-113
    5. Contract for Printing of FY 2011 Course Schedules, Board Report #10-114

## REVISED

6. Food Services Primary Food Distributor, Board Report #10-115
7. Fire Alarm, Clock System and Sprinkler Service Agreement, Board Report #10-116
8. FY 2011 Group Insurance Program, Board Report #10-117
9. Higher Education Opportunity Act (HEOA) Compliant Packet-Switching Appliance, Board Report #10-118
10. Library Database Subscription Renewals, Board Report #10-119
11. Online Database Services, Board Report #10-120
12. Services from Illinois Library Information Network and Online Computer Library Center, Bd. Rpt. #10-121
13. Professional Editing Services for MCC Course Catalog, Board Report #10-122
14. Property, Casualty and Workers' Compensation Insurance, Board Report #10-123
15. Public Radio Campaign for FY 2011, Board Report #10-124
16. Radio Advertising for FY 2011, Board Report #10-125
17. Resolution for Prevailing Wage, Board Report #10-126
18. Secondary Athletic Insurance Coverage, Board Report #10-127
19. Waste Disposal Service, Board Report #10-128
20. SURS 6% Billing, Board Report #10-129
21. IT Procurement Services, Board Report #10-130
- D. ICCB Project Completion Report, Shah Center Classroom Build-Out Project, Board Report #10-131
- E. License Agreements Groundwater Monitoring Wells, Board Report #10-132
- F. Fiscal Year 2012 RAMP, Board Report #10-133
- G. Review of Closed Session Minutes, Board Report #10-134
- H. FY 2011 Working Cash Transfer Resolution, Board Report #10-135
- I. Board Policy Revisions, Policy 3.1.2.1 – Affirmative Action and Non-Discrimination, and Policy 4.3.2 – Student Harassment/Discrimination, Board Report #10-136
- J. 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, Addendum
  4. Adult Education Personnel Considerations for Summer 2010, Board Report #10-137
  5. Appointment of Replacement Laboratory Manager, Biological Sciences, Board Report #10-138
  6. New and Eliminated Positions, Board Report #10-139
  7. Salary Adjustments, Board Report #10-140

15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

16. APPOINTMENT OF CO-LEAD ADMINISTRATORS

17. AUTHORIZATION FOR IRS PAYMENT

18. FOR INFORMATION

- A. Resignation
- B. Resignation
- C. Distributed Press Releases

19. PRESIDENTIAL SEARCH

20. SUMMARY COMMENTS BY BOARD MEMBERS

21. FUTURE AGENDA ITEMS

22. CLOSED SESSION

23. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, May 27, 2010 Closed Session

24. ADJOURNMENT



Chair



Foundation Update  
Board of Trustees Meeting  
June 24, 2010

Foundation Fundraising

The *McHenry County College Golf Invitational* took place on Friday, June 11 at Hawk's View Golf Club in Lake Geneva, WI, with a total of 80 golfers. Other than a brief rain shower, the weather cooperated, and everyone had a great time. The Foundation greatly appreciates those MCC employees who volunteered their time and supported the event. Final event numbers will be presented at the July Board Meeting.

Promise Update

Due to the deadline for FAFSA financial aid packages, final numbers for the MCC Promise program will not be completed until after June 30, 2010. However, current numbers indicate that there will be 347 MCC Promise students in the program for the Fall 2010 semester. The Foundation is proud to announce that 49 MCC Promise students achieved a 4.0 GPA in the Spring 2010 semester.

Student Trustee Report

On June 4-5, I attended the Student Leadership Institute in Springfield. The Institute was extremely helpful in orienting the new student trustees into the Student Advisory Committee. MCC Board Attorney Joseph Perkoski and Chair Lowe gave excellent presentations to motivate and educate the attendees. I am very optimistic the group will accomplish many goals because they show a strong passion for community colleges and want to be active among our communities.

On June 11-12, the McHenry County College Phi Theta Kappa Chi Upsilon chapter participated in the annual Relay for Life at Crystal Lake South High School. The students raised \$8,000.00 and stayed for the entire 12 hours from 6:00 a.m. to 6:00 p.m. The event was a great success raising a total of \$140,000.00 for the American Cancer Society. It is wonderful to see MCC students giving back to the community and contributing to something as honorable as cancer research.



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 May. This Summary includes an explanation for significant changes as compared with the same time last year, financial comparisons for the Operating Funds, and a summary for all funds.

Recommendation

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



Kathleen Plinske  
Interim President

## Executive Summary

Fiscal Year 2010 is currently 92% complete with the year-to-date results for May 2010 being reported. In the Operating Funds, total revenue is 74% of budget, as compared with 64% at the same time last year. Total expenditures are 75% of budget, as compared with 71% 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. \$1,473,996.00 more revenue has been recorded through May 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 109% of budget as compared to 78% at the same time last year. \$872,033.00 more in revenue has been recorded through May 2010 than the prior year. The primary reason for this is the timing of receipt of the fourth quarter ICCB operating grant payment in FY 2010 as compared to FY 2009, as well as the addition of ARRA funds in FY 2010.
- Student tuition and fee revenue is currently 125% of budget as compared to 106% at the same time last year. \$2,849,185.00 more revenue has been recorded through May 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 25% of budget as compared to 37% at the same time last year. \$179,437.00 less revenue has been received through May 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 May 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.
- General materials and supplies are currently 40% of budget as compared to 51% last year. \$666,204.00 less in expenditures have been recorded through May 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 70% of budget as compared to 49% last year. \$60,838.00 more in expenditures have been recorded through May 2010 than the prior year. This increased cost is primarily due to expenditures associated with the presidential search process.
- Capital outlay expenditures are currently 21% of budget as compared to 23% last year. \$198,060.00 less in expenditures have been recorded through May 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 89% of budget as compared to 12% last year. \$53,612.00 more in expenditures have been recorded through May 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  
 Eleven Months Actual Ended May 31, 2009 and May 31, 2010

	FY 2009 Actual to May 31, 2009				FY 2010 Actual to May 31, 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	\$ 10,295,163	\$ 1,150,503	\$ 11,445,666	45%	\$ 11,425,141	\$ 1,494,521	\$ 12,919,662	49%	\$ 1,473,996
State	1,598,506	585,038	2,183,544	78%	2,267,943	787,634	3,055,577	109%	872,033
Student Tuition & Fees	9,386,674	2,226,081	11,612,755	106%	11,561,326	2,900,614	14,461,940	125%	2,849,185
Sales & Service Fees	21,722	-	21,722	86%	25,042	-	25,042	107%	3,320
Facilities	15,209	11,765	26,974	84%	12,522	8,266	20,788	94%	(6,186)
Interest	240,896	-	240,896	37%	61,459	-	61,459	25%	(179,437)
Non-Govt Gifts, Grants	115,304	-	115,304	-	83,444	-	83,444	71%	(31,860)
Other	5,059	1,804	6,863	5%	6,131	10,410	16,541	77%	9,678
<b>Total Revenue</b>	<b>21,678,533</b>	<b>3,975,191</b>	<b>25,653,724</b>	<b>64%</b>	<b>25,443,008</b>	<b>5,201,445</b>	<b>30,644,453</b>	<b>74%</b>	<b>4,990,729</b>
<b>Expenditures</b>									
Salaries	17,493,731	1,073,318	18,567,049	83%	18,827,843	1,062,336	19,890,179	89%	1,323,130
Employee Benefits	4,384,079	278,274	4,662,353	75%	4,695,584	295,047	4,990,631	68%	328,278
Contractual Services	1,915,152	219,480	2,134,632	45%	2,041,136	225,295	2,266,431	60%	131,799
General Materials & Supplies	2,229,783	116,069	2,345,852	51%	1,530,659	148,989	1,679,648	40%	(666,204)
Conference and Meeting	322,240	17,961	340,201	49%	372,972	28,067	401,039	70%	60,838
Fixed Charges	1,081,469	-	1,081,469	91%	1,042,297	280	1,042,577	97%	(38,892)
Utilities	13,101	818,006	831,107	80%	7,333	819,046	826,379	77%	(4,728)
Capital Outlay	449,814	34,284	484,098	23%	216,983	69,055	286,038	21%	(198,060)
Other Expenditures	365,997	-	365,997	12%	419,609	-	419,609	89%	53,612
<b>Total Expenditures</b>	<b>28,255,366</b>	<b>2,557,392</b>	<b>30,812,758</b>	<b>71%</b>	<b>29,154,416</b>	<b>2,648,115</b>	<b>31,802,531</b>	<b>75%</b>	<b>989,773</b>
Excess (deficiency) of revenues over expenditures	(6,576,833)	1,417,799	(5,159,034)		(3,711,408)	2,553,330	(1,158,078)		4,000,956
Other financing sources (uses)									
Operating transfers out	-	(2,112,595)	(2,112,595)		-	(2,000,000)	(2,000,000)		112,595
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	\$ (6,576,833)	\$ (694,796)	\$ (7,271,629)		\$ (3,711,408)	\$ 553,330	\$ (3,158,078)		\$ 4,113,551

McHenry County College  
 Operating Funds Financial Summary  
 Eleven Months Ended May 31, 2010

	FY 2010 Budget				FY 2010 Actual				Variance Over (Under) FY 2010 Budget
	Education Fund	Operations & Maintenance Fund	Total	Percent to Total	Education Fund	Operations & Maintenance Fund	Total	Percent of Budget	
<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%	2,267,943	787,634	3,055,577	109%	258,822
Student Tuition & Fees	9,364,451	2,228,492	11,592,943	28%	11,561,326	2,900,614	14,461,940	125%	2,868,997
Sales & Service Fees	23,400	-	23,400	-	25,042	-	25,042	107%	1,642
Facilities	15,000	7,000	22,000	-	12,522	8,266	20,788	94%	(1,212)
Interest	250,000	-	250,000	1%	61,459	-	61,459	25%	(188,541)
Non-Govt Gifts, Grants	118,000	-	118,000	-	83,444	-	83,444	71%	(34,556)
Other	21,000	500	21,500	-	6,131	10,410	16,541	77%	(4,959)
<b>Total Revenue</b>	<b>35,297,972</b>	<b>6,026,053</b>	<b>41,324,025</b>	<b>100%</b>	<b>25,443,008</b>	<b>5,201,445</b>	<b>30,644,453</b>	<b>74%</b>	<b>(10,679,572)</b>
<b>Expenditures</b>									
Salaries	21,234,650	1,195,214	22,429,864	53%	18,827,843	1,062,336	19,890,179	89%	(2,539,685)
Employee Benefits	6,964,153	361,477	7,325,630	17%	4,695,584	295,047	4,990,631	68%	(2,334,999)
Contractual Services	3,517,506	248,700	3,766,206	9%	2,041,136	225,295	2,266,431	60%	(1,499,775)
General Materials & Supplies	4,004,990	145,590	4,150,580	10%	1,530,659	148,989	1,679,648	40%	(2,470,932)
Conference and Meeting	547,648	27,050	574,698	1%	372,972	28,067	401,039	70%	(173,659)
Fixed Charges	1,078,650	800	1,079,450	2%	1,042,297	280	1,042,577	97%	(36,873)
Utilities	20,363	1,047,051	1,067,414	2%	7,333	819,046	826,379	77%	(241,035)
Capital Outlay	1,305,745	36,886	1,342,631	3%	216,983	69,055	286,038	21%	(1,056,593)
Other Expenditures	473,060	-	473,060	1%	419,609	-	419,609	89%	(53,451)
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>29,154,416</b>	<b>2,648,115</b>	<b>31,802,531</b>	<b>73%</b>	<b>(11,479,517)</b>
Excess (deficiency) of revenues over expenditures	(4,797,213)	2,839,190	(1,958,023)		(3,711,408)	2,553,330	(1,158,078)		799,945
Other financing sources (uses): Operating transfers (out)	(250,000)	(2,000,000)	(2,250,000)		-	(2,000,000)	(2,000,000)		-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ (5,047,213)	\$ 839,190	\$ (4,208,023)		\$ (3,711,408)	\$ 553,330	\$ (3,158,078)		\$ 799,945



McHenry County College  
All Funds Financial Summary  
Eleven Months Ended May 31, 2010

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
<b>Revenue</b>											
Local	\$ 11,425,141	\$ 1,494,521	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 730	\$ 1,458	\$ -	\$ 12,921,850
State	2,267,943	787,634	-	-	350,492	-	-	-	-	-	3,406,069
Federal	-	-	-	-	524,899	-	3,461,083	-	-	-	3,985,982
Tuition & Fees	11,561,326	2,900,614	-	1,283,896	-	-	-	-	-	-	15,745,836
Sales & Service Fees	25,042	-	-	3,655,416	-	-	-	-	-	-	3,680,458
Facilities	12,522	8,266	-	-	-	-	-	-	-	-	20,788
Interest	61,459	-	9,671	-	-	728	-	-	415	-	72,273
Non-Govt Gifts, Grants	83,444	-	-	184,490	28,467	-	-	-	-	-	296,401
Other	6,131	10,410	-	-	-	-	-	-	-	4,008,183	4,024,724
<b>Total Revenue</b>	<b>25,443,008</b>	<b>5,201,445</b>	<b>9,671</b>	<b>5,123,802</b>	<b>903,858</b>	<b>728</b>	<b>3,461,083</b>	<b>730</b>	<b>1,873</b>	<b>4,008,183</b>	<b>44,154,381</b>
<b>Expenditures</b>											
Instruction	13,185,571	-	-	-	422,276	-	-	-	-	-	13,607,847
Academic Support	1,270,878	-	-	-	39,850	-	-	-	-	-	1,310,728
Student Services	2,524,707	-	-	-	322,159	-	-	-	-	-	2,846,866
Public Service	1,192,371	-	-	881,222	79,264	-	-	-	-	-	2,152,857
Auxiliary Services	-	-	-	4,085,171	-	-	-	-	-	-	4,085,171
Operations & Maintenance	-	2,648,115	-	-	-	-	-	-	357,945	-	3,006,060
Institutional Support	10,980,889	-	246,348	(2,985)	114,777	-	3,290,567	69,737	784,938	3,858,051	19,342,322
<b>Total Expenditures</b>	<b>29,154,416</b>	<b>2,648,115</b>	<b>246,348</b>	<b>4,963,408</b>	<b>978,326</b>	<b>-</b>	<b>3,290,567</b>	<b>69,737</b>	<b>1,142,883</b>	<b>3,858,051</b>	<b>46,351,851</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(3,711,408)</b>	<b>2,553,330</b>	<b>(236,677)</b>	<b>160,394</b>	<b>(74,468)</b>	<b>728</b>	<b>170,516</b>	<b>(69,007)</b>	<b>(1,141,010)</b>	<b>150,132</b>	<b>(2,197,470)</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>(3,711,408)</b>	<b>553,330</b>	<b>1,763,323</b>	<b>160,394</b>	<b>(74,468)</b>	<b>728</b>	<b>170,516</b>	<b>(69,007)</b>	<b>(1,141,010)</b>	<b>150,132</b>	<b>(2,197,470)</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>\$ 10,752,332</b>	<b>\$ 2,510,415</b>	<b>\$ 8,097,217</b>	<b>\$ 479,423</b>	<b>\$ (22,787)</b>	<b>\$ 2,811,447</b>	<b>\$ 219,073</b>	<b>\$ 173,022</b>	<b>\$ 2,006,349</b>	<b>\$ 713,112</b>	<b>\$ 27,739,603</b>

Treasurer's Report

Information

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

Recommendation

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



Kathleen Plinske  
Interim President

**McHenry County College  
Treasurer's Report  
For the Month of May 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>	\$1,792,386.43	\$3,280,484.06	\$3,448,111.21	\$1,624,759.28
Harvard State Bank Harvard <b>Credit Card</b>	\$99,511.26	\$293,050.35	\$11,537.81	\$381,023.80
Home State Bank Crystal Lake <b>Online</b>	\$26,602.80	\$439.08	\$0	\$27,041.88
Home State Bank Crystal Lake <b>Flexible Spending</b>	\$0	\$17,367.26	\$17,367.26	\$0
Home State Bank Crystal Lake <b>Dental Claims</b>	(\$416.00)	\$16,506.58	\$16,506.58	(\$416.00)
Harvard State Bank Harvard <b>Operations</b>	\$4,138.30	\$70.00	\$4,208.30	<b>ACCOUNT CLOSED</b> \$0.00
First Midwest Bank McHenry <b>Student Grant &amp; Loan</b>	\$27,626.45	\$306,494.11	\$306,494.11	\$27,626.45

**McHenry County College**  
**June 24, 2010**

**Investments**

<b>College Fund</b>	<b>Financial Institution</b>	<b>May 31, 2010 Investments</b>	<b>April 30, 2010 Investments</b>	<b>Interest</b>	<b>No. of Days</b>	<b>Maturity</b>
Education	Illinois Funds	15,058,303.82	15,824,479.71	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	8,164,752.53	8,163,707.13	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds	920,901.52	920,781.48	see below	N/A	On Demand
Working Cash	Illinois Funds	617,033.24	616,952.73	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	351,844.53	351,798.62	see below	N/A	On Demand
<b>Total</b>		<b>28,119,805.10</b>	<b>28,884,689.13</b>			

**Interest Revenue**

<b>College Fund</b>	<b>May-10</b>	<b>Fiscal YTD</b>	<b>Illinois Fund Rates - May 2010</b>	
			<b>Annualized rate - Money Mkt</b>	
Education	\$4,878.77	\$61,458.65	Low	0.139%
Operations & Maintenance (Restricted)	1,165.44	9,670.97	High	0.173%
Working Cash	80.51	727.84	Average	0.151%
Liability, Protection and Settlement	45.91	415.02		
<b>Total</b>	<b>\$6,170.63</b>	<b>\$72,272.48</b>		

\* 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 #1021

Information

Attached is the Vendor Activity Report for May 2010.

Checks written May 1, 2010-May 31, 2010	\$1,939,211.25
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Recommendation

It is recommended that the Board of Trustees ratifies payment of Voucher #1021 showing checks written May 1-May 31, 2010, totaling \$1,939,211.25.



Kathleen Plinske  
Interim President

Request to Authorize  
FY 2011 Purchasing Prior to Adoption of the College Budget

Information

The Board of Trustees is scheduled to adopt the FY 2011 College Budget at its regularly scheduled meeting on August 26, 2010. It is necessary for certain expenses and commitments to be incurred prior to that date to insure the ongoing operations of the College. In accordance with Board of Trustees policy, all items of \$5,000.00 or more will continue to be submitted to the Board of Trustees for approval.

There will be multiple items that will require Board approval in June and July at the start of the new fiscal year, such as: group insurance, property and casualty insurance, annual maintenance contracts, and other certain time-critical items.

Recommendation

It is recommended that the Board of Trustees approves the College to incur the necessary expenses and commitments, subject to Board policy, necessary for the ongoing operations of the College prior to the adoption of the FY 2011 College Budget.



Kathleen Plinske  
Interim President

Request to Purchase  
ACT COMPASS Software Units and Annual License

Information

ACT Computer-adaptive Placement Assessment and Support System (COMPASS) is a comprehensive placement testing program that provides on-demand assessment of student skills in mathematics, reading and writing.

McHenry County College uses ACT COMPASS to evaluate incoming students' skill levels and place students in appropriate courses based on scores for mathematics, reading and writing. In addition, the English Department uses ACT COMPASS writing as a post-assessment tool for students in English developmental courses. One of the attractive features of this software is its reporting capability immediately available upon completion of the test.

The number of ACT COMPASS units charged varies according to the test(s) taken by the students. The ACT COMPASS license and testing fee information follows:

Annual license fee		\$ 450.00
Mathematics:	2.4 units X \$1.40 =	\$ 3.36 per test
Reading only:	1.4 units X \$1.40 =	\$ 1.96 per test
e-Write Only:	3.9 units X \$1.40 =	\$ 5.46 per test
e-Write and Reading:	4.9 units X \$1.40 =	\$ 6.86 per test

In FY 2010, the College purchased 20,000 COMPASS software units. It is anticipated the College will need at most 5% more or 21,000 COMPASS software units for FY 2011. Therefore, the estimated cost to purchase ACT COMPASS software units and annual license for FY 2011 will not exceed \$29,850.00.

The purchase of these software units and license is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, (l) which reads, "contracts for goods and services which are economically procurable from only one source" and (f) which reads, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services."

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of ACT COMPASS software units and annual license for FY 2011, for an amount not to exceed \$29,850.00 from ACT, Iowa City, IA.



Kathleen Plinske  
Interim President

Request to Purchase  
Cash Registers for Bookstore Point of Sale System

Information

The College's Bookstore operates using software and cash registers purchased from Nebraska Book Company. Currently, there are three cash registers in use in the Bookstore; two were purchased in 1994 and one was purchased in 2004. All of the current cash registers operate using Windows 98. In order to migrate to a currently supported operating system, adhere to applicable data security standards, and offer functionality to investigate a future text book rental program, the cash registers need to be replaced.

The total purchase price for three new cash registers is \$12,187.85. The cash registers must be purchased from Nebraska Book Company so that they are compatible with the College's current Point of Sale and Bookstore Management System. The cash registers will not be delivered until after July 1. However, in order to facilitate delivery and scheduling of the installation and testing of the new registers far in advance of the Fall 2010 semester rush in the Bookstore, it is necessary that the College order the cash registers at this time.

The cash registers are exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (1) which reads, "contracts for goods or services which are economically procurable from only one source..." and 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 Bookstore Account in the Auxiliary Enterprises Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of three bookstore cash registers for \$12,187.85 from Nebraska Book Company, Lincoln, NE.



Kathleen Plinske  
Interim President



Request to Renew  
ClearPath System Software License

Information

The current ClearPath System Software (ClearPath) includes the operating system, database, COBOL compiler, and other system software which is used to manage MCC's student information. ClearPath is a proprietary licensed Unisys product from MCS Management, Hawthorn Woods, Illinois. Since MCC now owns the server, the software must be licensed separately. A three year license, September 1, 2010 through August 31, 2013, at a cost of \$108,701.00, provides uninterrupted use of the mainframe through go-live with a few extra months to view and access historical information. By renewing for three years versus one year, the College will realize a cost savings of \$71,152.00.

The purchase of this license is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services" and exemption (1) which reads, "contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets, and reports, and for utility services such as water, light, heat, telephone or telegraph."

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

Recommendation

It is recommended that the Board of Trustees approves a 36-month license renewal from September 1, 2010 to August 31, 2013 for the ClearPath System Software at a cost of \$108,701.00 from MCS Management, Hawthorn Woods, IL.



Kathleen Plinske  
Interim President

Request to Renew  
Contract for Printing of FY 2011 Course Schedules

Information

Each year, the College prints both credit and non-credit schedules, which are distributed to current students and prospective students in the community. Because of the continuous increase in paper, printing and mailing costs, last year's bid for schedule printing included an option to renew the contract for up to two subsequent one-year terms, based upon mutual agreement.

The existing printer has been on time, focused on quality, and has agreed not to increase paper costs for a subsequent year. The following is the vendor's revised original bid price, with a decreased schedule quantity based on a more targeted direct mail campaign, as well as an additional four-color spread for the non-credit schedule. The revised bid shows a cost savings of \$23,129.30 from FY 2010.

<u>Description</u>	<u>Hess Print Solutions</u> (formerly D.B. Hess)
Credit Schedule	
One schedule	
50,000 copies	
88 pages plus 8 page, 4-color wrap	\$18,172.25 per schedule
x 2 schedules	<u>          x 2</u>
	\$36,344.50
 Non-Credit Schedule	
One schedule	
50,000 copies	
64 pages plus 16 page, 4-color wrap	\$17,721.65 per schedule
x 3 schedules	<u>          x 3</u>
	\$53,164.95
 Total for 5 schedules	 <u><u>\$89,509.45</u></u>

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

Recommendation

It is recommended that the Board of Trustees approves the renewal of a contract for printing of FY 2011 course schedules for \$89,509.45 with Hess Print Solutions, Woodstock, IL.



Kathleen Plinske  
Interim President

Request to Authorize  
Food Services Primary Food Distributor

Information

The Food Services Department participates in the Entegra Procurement Services group purchasing program made available through McHenry County College's participation with the Illinois Community College System Procurement Consortium (ICCSPC). Gordon Food Service has been Entegra's approved primary vendor distributor for food and supplies for food service operations and has provided quality customer service and food products since that time. However, to ensure that the College continues to receive the best pricing, service, and products, the College intends to prepare a bid for a primary food services distributor. The College's agreement with Entegra contains a 60-day notification to discontinue participation should that decision be made. Therefore, approval is requested to continue participating in the Entegra program from July 1, 2010 through September 30, 2010 with an estimated purchasing volume of \$90,000.00 to allow time for preparation of bid documents and the 60-day notice period.

The College intends to conduct the bid process during June and July and bring a recommendation to the July 22, 2010 meeting for approval of a primary food services vendor.

This expense is budgeted in the Food Services Account in the Auxiliary Enterprises Fund.

Recommendation

It is recommended that the Board of Trustees authorizes participation in the Entegra Procurement Services group purchasing program from July 1, 2010 through September 30, 2010, utilizing their approved primary vendor distributor, Gordon Food Service, for the purchase of food and supplies not to exceed \$90,000.00.



Kathleen Plinske  
Interim President

Request to Approve  
Fire Alarm, Clock System and Sprinkler Service Agreement

Information

Simplex Grinnell has provided the maintenance and repairs of the College's fire alarm and clock systems for most of the years the College has been in existence. The FY 2011 service contract for this important life safety system is \$13,875.00, and remains the same in scope and price as the previous year.

The fire alarm and clock systems were originally purchased from and installed by Simplex Grinnell. It is most efficient for the College to maintain a service agreement with Simplex Grinnell to inspect, maintain, and repair these critical College systems. Additionally, repair parts for the Simplex Grinnell systems can only be purchased from Simplex Grinnell.

It is also requested that the Simplex proposal for the building sprinkler test and inspection, in the amount of \$4,986.00, be bundled with the fire alarm and clock service agreement amount of \$13,875.00 for a total cost of \$18,861.00. The sprinkler system ties into the Simplex alarm system, and would provide MCC with single service provider accountability.

The purchase of the service agreement is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (1) which reads; "contracts for goods or services which are economically procurable from only one source."

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

Recommendation

It is recommended that the Board of Trustees approves the Fire Alarm, Clock System and Sprinkler Service Agreement for Fiscal Year 2011 for \$18,861.00 from Simplex Grinnell, Madison, WI.



Kathleen Plinske  
Interim President

Request to Approve  
FY 2011 Group Insurance Program

Information

Gallagher Benefit Services, Inc. (GBS) representatives and administrators met with the College’s Insurance Advisory Committee to discuss the College’s Group Insurance rates for FY 2011.

The plan results are good, and the renewal rates are lower than expected. All rate changes are effective July 1, 2010.

For the College’s self-insured group medical plan administered by Blue Cross/Blue Shield, the premium rates will increase by 10%. It had previously been anticipated that this increase would be as high as 13%, which was the increase discussed with the Board of Trustees in March, 2010 as part of the College’s three-year financial plan.

Significant components of the renewal are as follows:

	<u>FY 2010</u>	<u>FY 2011</u>
Administration Fee (per employee/month)	\$67.69	\$62.27
Network access fee	2.8%	2.8%
Rx drug rebates (per employee/month)	(\$14.11)	(\$13.73)
Individual stop loss (per employee/month)	\$86.34	\$87.51
Aggregate stop loss	\$40,241	\$33,956

The loss ratio for 7/1/2008 to 6/30/2009 was 105.6% and for 7/1/2009 to 2/28/2010 was 92.9%. Also, minor plan design changes have been implemented to continue mirroring the coverage provided by the State of Illinois Local Government Health Plan.

The College has completed its first year with Delta Dental self-insured dental coverage, and the premium increase will be 4.1%.

The College’s fully-insured vision insurance coverage through Vision Service Plan will have a 3% premium increase. In addition, an optional increased benefit vision plan will be offered to employees at their cost, effective July 1, 2010.

The cost sharing of the new premium rates for all medical, dental and vision plans will be implemented in accordance with the two collective bargaining agreements in place and consistent with past practice for non-bargaining unit employees.

Recommendation

It is recommended that the Board of Trustees approves the FY 2011 Group Insurance Program as outlined above.



Kathleen Plinske  
Interim President

Request to Purchase  
Higher Education Opportunity Act (HEOA) Compliant Packet-Switching Appliance

Information

At the May 27, 2010, Board meeting, the Board approved a three-year contract with Cogent Communications to increase the ISP bandwidth to 100MB. The board report also contained information related to the need to purchase a Higher Education Opportunity Act (HEOA) packet switching appliance to support the expanded bandwidth. Working with Business Services, Information Technology was able to negotiate a three-year contract with Tympani, Inc. to provide the packet switching appliance at a cost of \$23,312.45. This is a significant reduction from the original bid of \$36,120.95 for a one-year contract.

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 Information Systems Account in the Education Fund for FY 2011.

Recommendation

It is recommended that the Board of Trustees approves the purchase of products and services from Tympani, Inc., Downers Grove, IL for a three-year period from August 1, 2010 through July 31, 2013, in the amount of \$23,312.45 for a HEOA compliant packet-switching appliance to support the increase in ISP bandwidth.



Kathleen Plinske  
Interim President

Request to Purchase  
Library Database Subscription Renewals

Information

The databases listed below provide online library access to full-text articles in journals, magazines and newspapers that are searchable on or off campus. Results can also be printed, e-mailed or downloaded. MCC students, faculty, staff, and community members perform thousands of searches each year.

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

Grove Art Database	\$1,291.50
Grove Music Database	1,291.50
Oxford Reference Premium Database	992.25
Serials Solutions-Misc Subjects Database	2,945.25
Global Road Warrior	<u>289.40</u>
Total	<u>\$6,809.90</u>

These services are offered through NILRC at the best pricing available with governmental consortia.

The purchase of this database service is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, (1) which reads, “contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books periodicals pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph.”

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

Recommendation

It is recommended that the Board of Trustees approves the one-year subscription renewals for FY 2011 for the library database subscriptions for \$6,809.90, through the NILRC, Blanchardville, WI.



Kathleen Plinske  
Interim President

Request to Purchase  
Online Database Services

Information

The Consortium of Academic Research Libraries in Illinois (CARLI) provides online database services for the McHenry County College Library. The services of CARLI include:

• Credo Reference	
Credo Unlimited	\$2,528.00
• Chronicle of Higher Education	
Chronicle of Higher Education	195.00
• EBSCO	
CINAHL Plus with Full Text	4,893.00
PsycArticles	2,793.00
Literary Reference Center	<u>4,867.20</u>
 Total	 <u>\$15,276.20</u>

These online database services are exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (k) which reads, “contracts for goods or services procured from another governmental agency.”

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

Recommendation

It is recommended that the Board of Trustees approves the one-year contract for FY 2011 for online database services for \$15,276.20 from CARLI, Champaign, IL.



Kathleen Plinske  
Interim President



Request to Purchase  
Services from Illinois Library Information Network and  
Online Computer Library Center

Information

This is an annual renewal for services from the Illinois Library Information Network (ILLINET) and the Online Computer Library Center (OCLC) for the amount of \$6,702.00. ILLINET and OCLC have created a partnership to better serve libraries in Illinois. This is only available through the Lincoln Trails Library System.

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

- Access to the Statewide Illinois Library Catalog
- Resource sharing with other libraries
- Interlibrary Loan Services to student, faculty, staff, and community users
- Delivery of library materials through an intrastate van service
- Cataloging Services for the 3,500+ books and other materials added annually
- The FirstSearch Electronic Database

The purchase of this database service is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, (1) which reads, “contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books periodicals pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph.”

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

Recommendation

It is recommended that the Board of Trustees approves the one-year contract for FY 2011 for library services outlined above, for \$6,702.00 from Lincoln Trails Library System, Champaign, IL.



Kathleen Plinske  
Interim President

Request to Purchase  
Professional Editing Services for MCC Course Catalog

Information

The MCC Course Catalog is an essential part of the College's recruitment and admissions strategies, acting as a key reference for all MCC students, as well as prospective students. Submission of course descriptions and other catalog content is a shared responsibility among all College departments, which can cause inconsistency in style, grammar, punctuation and other copy treatment.

Because the catalog is a primary marketing and informational tool shared with key stakeholders, it is critical that the final product have a consistent treatment throughout. Furthermore, due to the magnitude of content in the catalog, the use of a firm specializing in editing and proofreading services is necessary.

The Glasoe Group is an expert in providing editing services to organizations of all sizes. With over 20 years of experience and a special focus on associations, nonprofits, educational institutions and small businesses, they will collaborate closely with MCC to ensure quality and accuracy with every project.

Professional editorial services in an amount not to exceed \$7,800.00 will include: copyediting to enhance clarity, consistency and impact; review of all sections and editing for grammar and style; proofreading all copy; and submission of edits with design/layout considerations.

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

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

Recommendation

It is recommended that the Board of Trustees approve the FY 2011 purchase of professional editing services for the MCC Course Catalog not to exceed \$7,800.00 from The Glasoe Group, Evanston, IL.



Kathleen Plinske  
Interim President

Request to Renew  
Property, Casualty and Workers' Compensation Insurance

Information

On June 24, 2008, the Board approved Board Report #08-135, the purchase of Property and Casualty Insurance from R.J. Galla, Inc., Grayslake, IL; and Workers' Compensation Insurance from Williams-Manny Insurance Agency, Rockford, IL. The policy period approved was from July 1, 2008 to July 1, 2009 with two subsequent one-year renewals. This will be the last one-year renewal extension and the College will bid the coverage for the next fiscal year.

The premium for FY 2010 for property and casualty coverage was \$168,413.00 then increased to \$180,199.80 because of increased coverage needs. The premium for FY 2011 is \$175,009.00. The decrease is due in part to the College no longer leasing property, and the change in renewal date for the College's Treasurer's Bond. The coverage includes an updated appraisal of buildings and contents values, and an increase in student enrollment in existing and added categories for student malpractice, specifically the nursing program.

The premium for FY 2010 for Workers' Compensation Insurance coverage was \$237,234.00. The premium for FY 2011 is \$273,196.00. The increase is due to increases in salary, class codes, and the experience modification rate. Class codes are the premium rates assigned to different categories of employees and their assigned loss control risk. The experience modification is the multiplier insurance companies use to assign risk rates to clients based on their claims history.

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

Recommendation

It is recommended that the Board of Trustees approves the one-year renewals as described above for \$175,009.00 for Property and Casualty Coverage from R.J. Galla, Inc., Grayslake, IL and \$273,196.00 for Workers' Compensation from Williams Manny Agency, Rockford, IL.



Kathleen Plinske  
Interim President

Request to Purchase  
Public Radio Campaign for FY 2011

Information

Creating positive brand awareness is a critical component of MCC's marketing objectives and directly supports the strategic direction of the College. Exposure via public radio expands brand awareness efforts by reaching a targeted listening audience, especially non-traditional, and continuing and professional education prospects. Specifically, radio credits (e.g. "Support for WNIJ comes from McHenry County College...") deliver a series of rotating, custom messages that not only grow awareness for MCC, but for its specific classes, programs and events as well.

Ultimately, the use of public radio as part of MCC's multi-channel marketing approach both impacts participation in those featured programs, as well as contributes to positively influencing the public perception of the College.

Rotation of radio credits will run for 39 weeks throughout FY 2011. The radio ads will be heard multiple times/week during regularly scheduled programs, including "Morning Edition," "All Things Considered," and "Car Talk," one of NPR's largest listening programs.

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

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of a public radio campaign for FY 2011 in the amount of \$8,970.00 with Northern Public Radio, DeKalb, IL.



Kathleen Plinske  
Interim President

Request to Purchase  
Radio Advertising for FY 2011

Information

As MCC continues to grow its programs, radio must be used in combination with media channels (i.e. direct mail, print, web, etc.), achieving a more widespread reach and ultimately, influencing public perception of the College.

NextMedia/Star 105.5 FM meets the marketing objective to provide a broader brand awareness of MCC at a local level, especially to its target listeners: traditional students, parents of those students and local businesses. Sixty-second commercials will be heard throughout both the Fall 2010 and Spring 2011 semesters. One remote broadcast is also figured into this total contract, which will be used for MCC Night coverage. Content will focus on new programming, including the Occupational Therapy Assistant program, as well as other programs and efforts, such as priority registration, re-branding of The Academy for High Performance, speakers series, reverse transfer, community outreach, and overall brand awareness.

Based on April 2010 market data, Star 105.5 has the highest saturation of in-county listeners across MCC’s target markets of any local/regional radio station:

Listening Audience	Weekly Cumulative Listeners				
	Star 105.5 (WZSR-FM)	WGN-AM	WBBM-AM	WLS-FM	WXRT-FM
18+ (M-Su 6 a.m.-midnight)	99,300	73,700	64,200	54,500	33,600
35+ (M-Su 6 a.m.-midnight)	41,600	34,600	31,300	24,700	27,300
In Office (M-F 10 a.m.-3 p.m.)	67,100	44,300	24,300	37,300	24,200

This expense is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (a) which reads, “contracts for the services of individuals possessing a high degree of professional skill where the ability of fitness of the individual plays an important part.”

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

Recommendation

It is recommended that the Board of Trustees approves radio advertising for FY 2011 in the amount of \$17,500.00 with NextMedia/Star 105.5 FM, Crystal Lake, IL.



Kathleen Plinske  
Interim President

Renewal of Resolution for Prevailing Wage

Information

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

Recommendation

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



Kathleen Plinske  
Interim President

## RESOLUTION FOR PREVAILING WAGE

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

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

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

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

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

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

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

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

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

Passed this 24<sup>th</sup> day of June, 2010

Approved:

\_\_\_\_\_  
Chairperson of McHenry County College  
Board of Trustees

(SEAL)

ATTEST:

\_\_\_\_\_  
McHenry County College, Secretary of the Board of Trustees



Request to Renew  
Secondary Athletic Insurance Coverage

Information

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

The Board Report approved an initial policy period of one year from August 1, 2008 to July 31, 2009, with the potential for two subsequent one-year renewals. The premium for FY 2011 has declined 4% due to excellent claims history. The premium for basic and catastrophic coverage for FY 2011 is \$23,254.00, a decrease from \$24,263.00 for FY 2010.

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

Recommendation

It is recommended that the Board of Trustees approves the last one-year term for FY 2011 for Secondary Athletic Insurance Coverage as described above for \$23,254.00 from First Agency, Inc., Kalamazoo, MI.



Kathleen Plinske  
Interim President

Request to Purchase  
Waste Disposal Service

Information

McHenry County College issued an RFP inviting bids for garbage and recycling services. There were three qualified responders that submitted bids for a three-year contract. Groot Industries Inc., the current service provider, was the lowest cost responder.

	<u>Groot Industries Inc.</u>	<u>Waste Management</u>	<u>Allied Waste Services</u>
Year 1	\$15,024.00	\$17,760.00	\$21,360.00
Year 2	\$15,475.00	\$18,312.00	\$21,360.00
Year 3	<u>\$15,940.00</u>	<u>\$18,864.00</u>	<u>\$21,360.00</u>
Total	<u>\$46,439.00</u>	<u>\$54,936.00</u>	<u>\$64,080.00</u>

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of a three-year service contract from July 1, 2010 through June 30, 2013, for waste disposal service, as described above for \$46,439.00 plus an additional \$150.00 yearly for supplemental bins, if needed, from Groot Industries, Inc., Elk Grove Village, IL.



Kathleen Plinske  
Interim President

Request to Authorize  
SURS 6% Billing

Information

The Illinois General Assembly's Administrative Code, Section 1600.270 states, if a SURS participant's earnings for any academic year used to determine their final rate of earnings exceeds the amount of their earnings for the previous year by more than 6%, the State Universities Retirement System is required to bill the employer for the present value of the increase in their benefits. The College received initial invoices for four individuals who had earnings increases in excess of 6%. The College protested the amounts and requested that SURS recalculate the amounts due. SURS reduced the invoice amount for each individual, but there remains a total of \$4,924.10 due to SURS for the four individuals. The invoices will accumulate interest and must be paid. The College has outstanding appeals for other invoices; the total payment required by SURS will exceed \$5,000.00.

This expense is budgeted in the Institutional Account under Salaries.

Recommendation

It is recommended that the Board of Trustees approves initial payment to SURS in the amount of \$4,924.10.



Kathleen Plinske  
Interim President

McHenry County College

Board Report #10-130  
May 27, 2010

Request to Purchase  
IT Procurement Services

To Be Developed

ICCB Project Completion Report  
Shah Center Classroom Build-Out Project

Information

Legat Architects has issued the Statement of Final Completion for the Shah Center Classroom Build-Out Project. The documents request Board of Trustees' signature.

Recommendation

It is recommended that the Board or Trustees approve the final completion documents as received from Legat Architects.



Kathleen Plinske  
Interim President

Statement of Final Completion of State and Locally Funded Projects

Name and address of architect/engineer providing the Statement of Final Completion:

Legat Architects
80 N. Virginia St.
Ste. C
Crystal Lake, IL 60014

Final cost and scope of the project:

Approved Budget \$528,340.00 Actual Cost \$397,334.80

Table with 2 columns: Category and Quantity. Rows include Classrooms (2), Laboratories (0), Offices (2), Study (0), Special Use (0), Support (0), and Other: Storage (1).

I have reviewed the originally approved construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Christine Oleson
Architect/Engineer's Signature

5/19/10
Date

001.015790
Illinois Registration or License Number



District Official's Signature

Date

Protection, Health, and Safety Project

Statement of Final Construction Compliance

Name and address of architect/engineer providing the Statement of Final Completion:


Legat Architects  
80 N. Virginia St.  
Ste. C  
Crystal Lake, Il. 60014

Final cost and scope of the project:

Approved Budget     \$528,340.00     Actual Cost     \$397,334.80    

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Christine Oleson  
Architect/Engineer's Signature 

5/19/10  
Date  


    001.015790      
Illinois Registration or License Number

Seal

Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

License Agreements  
Groundwater Monitoring Wells

Information

The City of Crystal Lake has requested approval of a License Agreement to install two groundwater monitoring wells on McHenry County College's property.

The College was informed that these would be shallow wells of approximately ten or fifteen feet in depth, and will be located in an area of the campus not currently used by the College. They will be installed and maintained by the City of Crystal Lake. Any damage which might occur to the College's property will be repaired or restored by the City.

The College will be indemnified and held harmless by the City. In the future, if the College needs the property where these wells will be located, the City will remove them in their entirety.

Recommendation

It is recommended that the Board of Trustees approve these License Agreements. These Agreements have been reviewed and approved by the College's attorneys.



Kathleen Plinske  
Interim President



**DRAFT**

**LICENSE AGREEMENT**

WHEREAS, McHenry County College (hereinafter referred to as Grantor) is the owner of the property known at 8900 US Route 14 in the City of Crystal Lake, Illinois legally described as follows:

PART OF THE NORTH HALF OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF SECTION 25 AND PART OF THE NORTHWEST QUARTER OF SECTION 25, IN TOWNSHIP 44 NORTH, RANGE 7, EAST OF THE THIRD PRINCIPAL MERIDIAN, BEING DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 25; THENCE NORTH 00 DEGREES 03 MINUTES 55 SECONDS WEST ALONG THE WEST LINE THEREOF, 577.50 FEET; THENCE NORTH 89 DEGREES 48 MINUTES 44 SECONDS EAST, 506.71 FEET TO THE PLACE OF BEGINNING; THENCE CONTINUING NORTH 89 DEGREES 48 MINUTES 44 SECONDS EAST, 1,984.40 FEET; THENCE SOUTH 02 DEGREES 53 MINUTES 46 SECONDS WEST, 1,235.80 FEET TO THE SOUTH LINE OF SAID NORTH HALF OF THE NORTH HALF OF THE SOUTHWEST QUARTER; THENCE SOUTH 89 DEGREES 46 MINUTES 51 SECONDS WEST ALONG THE SOUTH LINE THEREOF, 1,475.80 FEET TO A POINT 951.67 FEET EAST OF THE SOUTHWEST CORNER OF SAID NORTH HALF OF THE NORTH HALF OF THE SOUTHWEST QUARTER; THENCE NORTH 56 DEGREES 56 MINUTES 44 SECONDS EAST, 298.88 FEET; THENCE NORTH 33 DEGREES 03 MINUTES 37 SECONDS WEST, 1,277.11 FEET TO THE PLACE OF BEGINNING, ALSO

THE SOUTH HALF OF THE SOUTHWEST QUARTER OF SECTION 25, LYING EAST OF THE EASTERLY RIGHT-OF-WAY LINE OF US ROUTE 14 PER DOCUMENT NO. 1999R0076695, IN TOWNSHIP 44 NORTH, RANGE 7, EAST OF THE THIRD PRINCIPAL MERIDIAN, ALSO

THAT PART OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 44 NORTH, RANGE 7, EAST OF THE THIRD PRINCIPAL MERIDIAN, BEING DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF SAID SECTION 25; THENCE NORTH ALONG THE WEST LINE THEREOF, 94 RODS AND 7 LINKS, THENCE SOUTH 7 DEGREES 15 MINUTES EAST, 94 RODS AND 18 LINKS TO THE SOUTH LINE OF SAID SOUTHEAST QUARTER; THENCE WEST ALONG SAID SOUTH LINE, 3 CHAINS AND 29 LINKS TO THE PLACE OF BEGINNING, ALSO

THE SOUTH HALF OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF SECTION 25, LYING EAST OF THE EASTERLY RIGHT-OF-WAY LINE OF US ROUTE 14, PER DOCUMENT NO. 1999R0076695, IN TOWNSHIP 44 NORTH, RANGE 7, EAST OF THE THIRD PRINCIPAL MERIDIAN, (EXCEPTING THEREFROM THAT PART BEING DESCRIBED AS FOLLOWS: COMMENCING AT NORTHWEST CORNER OF SAID SOUTH HALF OF THE NORTH HALF OF SAID SECTION 25; THENCE NORTH 89 DEGREES 46 MINUTES 51 SECONDS EAST ALONG THE NORTH LINE THEREOF, 593.12 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF US 14 PER DOCUMENT NO. 1999R0076695 FOR THE PLACE OF BEGINNING; THENCE CONTINUING NORTH 89 DEGREES 46 MINUTES 51 SECONDS EAST ALONG SAID NORTH LINE, 358.55 FEET; THENCE SOUTH 56 DEGREES 56 MINUTES 44 SECONDS WEST, 296.06 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF SAID US 14; THENCE NORTH 33 DEGREES 03 MINUTES 07 SECONDS WEST ALONG SAID EASTERLY RIGHT-OF-WAY LINE, 194.49 FEET TO THE PLACE OF BEGINNING), ALL IN MCHENRY COUNTY, ILLINOIS  
PIN Number: 13-25-300-013

And, WHEREAS, the CITY OF CRYSTAL LAKE, an Illinois municipal corporation (hereinafter referred to as Grantee), requests to install a groundwater monitoring well; and

WHEREAS, the groundwater monitoring well is located on the Grantor's property; and

WHEREAS, it is the intent of the parties hereto to negotiate an agreement to install a groundwater monitoring well on the above described property.

NOW, THEREFORE, the Grantor grants to the Grantee, its successors and assigns, a license for the purpose of maintaining and monitoring a groundwater monitoring well on the Grantor's property subject in accordance with Exhibit A, attached hereto and made a part thereof, to the following conditions:

1. The Grantee is responsible for the installation and maintenance of the groundwater monitoring well.
2. Any damage within Grantor's property done as a result of the Grantee's installation, maintenance, or monitoring of the groundwater monitoring well shall be repaired and/or restored by the Grantee.
3. The Grantor shall allow the Grantee access to said property and the groundwater monitoring well at reasonable times for monitoring and maintenance purposes.

4. That the Grantor shall not be responsible for any damages to property or injuries to persons resulting from acts of the Grantee, or its agents or servants, or any other person which may arise from or be incident to the use and occupation of the said premises, or from any damages to the property of the Grantee, its officers, agents, servants or employees or for injuries to the person of the Grantee's officers, agents, servants, or employees or others who may be on said premises at their invitation or the invitation of anyone of them arising from or incident to governmental activities; and the Grantee shall hold the Grantor harmless from any and all such claims.
5. That the Grantee shall indemnify and hold harmless the Grantor and all its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees, resulting from acts of the Grantee, or its agents or servants, or any other person arising out of or incidental to the construction, maintenance, and the use of said facilities.
6. That, in the event all or any portion of said land occupied by the groundwater monitoring well shall be needed by the Grantor, or in the event the existence of groundwater monitoring well shall be considered detrimental to Grantor activities, the Grantee shall, upon written notice to do so, shall move the groundwater monitoring well to such other location on said land as may be approved by the Grantor or if no other location on said land is acceptable to Grantor, Grantee shall remove in its entirety the groundwater monitoring well.
7. That this license may be terminated by the Grantor upon sixty (60) days advance notice, in writing, to the Grantee if the Grantor shall determine that the groundwater monitoring well interferes with the use or disposal of the said land or any part thereof by the Grantor; or it may be forfeited and terminated by declaration of the Grantor, in writing, for failure, neglect, or refusal by the Grantee to fully and promptly comply with all the conditions of this license.
8. That the Grantor shall receive the collected data from the Grantee twice per year or every six months via mail or email, whichever is more convenient for both parties.
9. That the provisions and conditions of this instrument shall extend to and be binding upon and shall inure to the benefit of the successors and assigns of the Grantee.
10. That the preambles hereto are incorporated by reference, as is set out in full and constitute a part of this Agreement.
11. That this License Agreement may be amended as may be mutually agreed upon between Grantor and Grantee.

IN WITNESS WHEREOF, the following signatories have set their hands this \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
(owner)

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By:\_\_\_\_\_

By:\_\_\_\_\_  
CITY MANAGER

ATTEST:

\_\_\_\_\_  
CITY CLERK

This document prepared by:

City of Crystal Lake  
100 West Woodstock Street  
Crystal Lake, IL 60014  
(815) 459-2020

Mail document to:

City of Crystal Lake  
100 West Woodstock Street  
Crystal Lake, IL 60014  
Attn: Engineering Division

**DRAFT**

**LICENSE AGREEMENT**

WHEREAS, McHenry County College (hereinafter referred to as Grantor) is the owner of the property known at 8900 US Route 14 in the City of Crystal Lake, Illinois legally described as follows:

PART OF THE NORTH HALF OF SECTION 25, TOWNSHIP 44 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE EAST AND WEST QUARTER SECTION LINE OF SAID SECTION, 2 CHAINS AND 63 LINKS WEST OF THE CENTER OF SAID SECTION AND RUNNING THENCE NORTH 3 DEGREES EAST, ALONG THE WEST LINE OF A PIECE OF LAND CONVEYED BY URIAH COTTLE AND WIFE TO WILLIAM HARTMAN BY WARRANTY DEED DATED FEBRUARY 10, 1845 AND RECORDED IN THE RECORDER'S OFFICE IN BOOK "F" OF DEEDS, PAGE 276, 22 CHAINS AND 55 LINKS TO THE MOST WESTERLY CORNER OF A PIECE OF LAND CONVEYED BY WILLIAM HARTMAN AND WIFE TO THE TRUSTEES OF THE VIRGINIA PRESBYTERIAL SOCIETY, BY WARRANTY DEED DATED OCTOBER 14, 1871 AND RECORDED IN THE RECORDER'S OFFICE IN BOOK 48 OF DEEDS, PAGE 578; THENCE SOUTH 56 DEGREES EAST, ALONG THE SOUTHERLY LINE OF SAID PIECE OF LAND SO CONVEYED TO THE SAID TRUSTEES AND ALONG THE SOUTHERLY LINE OF A PIECE OF LAND CONVEYED BY WILLIAM HARTMAN AND WIFE TO ALEXANDER MCPHERSON BY WARRANTY DEED DATED MAY 1, 1878 AND RECORDED IN SAID RECORDER'S OFFICE IN BOOK 63 OF DEEDS, PAGE 249, 9 CHAINS AND 63 LINKS TO THE MOST SOUTHERLY CORNER OF SAID PIECE OF

LAND SO CONVEYED TO SAID ALEXANDER MCPHERSON; THENCE NORTH 35 ½ DEGREES EAST, ALONG THE EASTERLY LINE OF SAID PIECE OF LAND SO CONVEYED TO SAID ALEXANDER MCPHERSON, 3 CHAINS AND 81 LINKS; THENCE SOUTH 54 DEGREES EAST, ALONG A DEED BEARING FOR A DEED DISTANCE OF 40 LINKS (SOUTH 54 DEGREES, 03 MINUTES, 27 SECONDS EAST, 30.15 FEET EQUALS MEASURED); THENCE ALONG A MEASURED BEARING OF NORTH 36 DEGREES, 55 MINUTES, 34 SECONDS EAST, 295.81 FEET ALONG THE SOUTHEASTERLY LINE OF HARTMAN'S ADDITION (TO THE TOWN OF RIDGEFIELD) ACCORDING TO THE PLAT THEREOF RECORDED IN THE RECORDER'S OFFICE IN BOOK 22 OF DEEDS, PAGE 5; THENCE CONTINUING NORTH 36 DEGREES, 55 MINUTES, 34 SECONDS EAST, 255.79 FEET ALONG THE SOUTHEASTERLY LINE OF BLOCKS 6 AND 7 IN THE ORIGINAL PLAT OF THE VILLAGE OF RIDGEFIELD, ACCORDING TO THE PLAT THEREOF RECORDED IN THE RECORDER'S OFFICE IN BOOK 10 OF DEEDS, PAGE 443, AND ALSO ALONG THE NORTHEASTERLY EXTENSION OF THE SOUTHEASTERLY LINE OF BLOCK 6 IN SAID ORIGINAL PLAT OF THE VILLAGE OF RIDGEFIELD, TO A POINT LOCATED IN THE CENTER LINE OF RIDGEFIELD ROAD (COUNTY HIGHWAY 13); THENCE SOUTH 53 DEGREES, 19 MINUTES, 00 SECONDS EAST, 152.37 FEET ALONG SAID ROAD CENTER LINE TO A POINT OF CURVATURE; THENCE SOUTHEASTERLY ALONG A CURVE TO THE RIGHT IN SAID ROAD CENTER LINE, HAVING A RADIUS OF 2387.50 FEET, FOR AN ARC DISTANCE OF 700.73 FEET; THENCE SOUTH 60 DEGREES, 33 MINUTES, 00 SECONDS WEST, 446.95 FEET; THENCE SOUTH 29 DEGREES, 27 MINUTES, 00 SECONDS EAST, 330.00 FEET; THENCE NORTH 60 DEGREES, 33 MINUTES, 00 SECONDS EAST, 465.00 FEET TO A POINT LOCATED ON THE SAID CENTER LINE OF RIDGEFIELD ROAD; THENCE SOUTH 29 DEGREES, 27 MINUTES, 00 SECONDS EAST, ALONG SAID ROAD CENTER LINE, FOR A DISTANCE OF 608.13 FEET; THENCE SOUTH 61 DEGREES, 17 MINUTES, 31 SECONDS WEST, 764.77 FEET DEED (SOUTH 60 DEGREES 33 MINUTES 00 SECONDS WEST, 761.52 MEASURED) TO A POINT ON THE SOUTH LINE OF THE NORTHEAST QUARTER OF SECTION 25, LOCATED 1248.73 FEET DEED (1240.97 FEET MEASURED) WEST OF THE SOUTHEAST CORNER OF SAID NORTHEAST QUARTER; THENCE NORTH 89 DEGREES, 14 MINUTES, 01 SECONDS WEST, 1380.80 FEET ALONG THE EAST AND THE WEST QUARTER SECTION LINE AS OCCUPIED TO THE CENTER OF SAID SECTION 25 AS OCCUPIED AND MONUMENTED; THENCE NORTH 88 DEGREES, 35 MINUTES, 50 SECONDS WEST, 178.08 FEET ALONG SAID EAST AND WEST QUARTER SECTION LINE AS OCCUPIED TO THE PLACE OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS.

PIN Number: 13-25-251-002

And, WHEREAS, the CITY OF CRYSTAL LAKE, an Illinois municipal corporation (hereinafter referred to as Grantee), requests to install a groundwater monitoring well; and

WHEREAS, the groundwater monitoring well is located on the Grantor's property; and

WHEREAS, it is the intent of the parties hereto to negotiate an agreement to install a groundwater monitoring well on the above described property.

NOW, THEREFORE, the Grantor grants to the Grantee, its successors and assigns, a license for the purpose of maintaining and monitoring a groundwater monitoring well on the Grantor's property subject in accordance with Exhibit A, attached hereto and made a part thereof, to the following conditions:

1. The Grantee is responsible for the installation and maintenance of the groundwater monitoring well.
2. Any damage within Grantor's property done as a result of the Grantee's installation, maintenance, or monitoring of the groundwater monitoring well shall be repaired and/or restored by the Grantee.
3. The Grantor shall allow the Grantee access to said property and the groundwater monitoring well at reasonable times for monitoring and maintenance purposes.
4. That the Grantor shall not be responsible for any damages to property or injuries to persons resulting from acts of the Grantee, or its agents or servants, or any other person which may arise from or be incident to the use and occupation of the said premises, or from any damages to the property of the Grantee, its officers, agents, servants or employees or for injuries to the person of the Grantee's officers, agents, servants, or employees or others who may be on said premises at their invitation or the invitation of anyone of them arising from or incident to governmental activities; and the Grantee shall hold the Grantor harmless from any and all such claims.
5. That the Grantee shall indemnify and hold harmless the Grantor and all its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees, resulting from acts of the Grantee, or its agents or servants, or any other person arising out of or incidental to the construction, maintenance, and the use of said facilities.
6. That, in the event all or any portion of said land occupied by the groundwater monitoring well shall be needed by the Grantor, or in the event the existence of groundwater monitoring well shall be considered detrimental to Grantor activities, the Grantee shall, upon written notice to do so, shall move the groundwater monitoring well to such other location on said land as may be approved by the Grantor or if no

other location on said land is acceptable to Grantor, Grantee shall remove in its entirety the groundwater monitoring well.

7. That this license may be terminated by the Grantor upon sixty (60) days advance notice, in writing, to the Grantee if the Grantor shall determine that the groundwater monitoring well interferes with the use or disposal of the said land or any part thereof by the Grantor; or it may be forfeited and terminated by declaration of the Grantor, in writing, for failure, neglect, or refusal by the Grantee to fully and promptly comply with all the conditions of this license.

8. That the Grantor shall receive the collected data from the Grantee twice per year or every six months via mail or email, whichever is more convenient for both parties.

9. That the provisions and conditions of this instrument shall extend to and be binding upon and shall inure to the benefit of the successors and assigns of the Grantee.

10. That the preambles hereto are incorporated by reference, as is set out in full and constitute a part of this Agreement.

11. That this License Agreement may be amended as may be mutually agreed upon between Grantor and Grantee.

IN WITNESS WHEREOF, the following signatories have set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
(owner)

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By:\_\_\_\_\_

By:\_\_\_\_\_  
CITY MANAGER

ATTEST:

\_\_\_\_\_  
CITY CLERK



This document prepared by:

City of Crystal Lake  
100 West Woodstock Street  
Crystal Lake, IL 60014  
(815) 459-2020

Mail document to:

City of Crystal Lake  
100 West Woodstock Street  
Crystal Lake, IL 60014  
Attn: Engineering Division

Fiscal Year 2012 RAMP

Information

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

Three projects have been included in this year's RAMP document. The projects are prioritized in the following manner:

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

Beginning with the FY 2010 RAMP submission the State requested that all projects include green design costs in the estimated project budgets. The combined cost for all three projects is estimated at \$70,568,200.00. The College is requesting that the State appropriate 75% with local funds supporting the remaining 25% estimated at \$17,642,000.00.

Recommendation

It is recommended that the Board of Trustees authorizes the administration to submit the required FY 2012 RAMP document to the Illinois Community College Board as presented.



Kathleen Plinske  
Interim President

**Fiscal Year 2012 RAMP  
Community College Capital Requests**

**Community College Contact for Further Information**

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

Community College District	McHenry County College District 528
Budget Year Request	2012
Capital RAMP Contact Person	Todd McDonald
Telephone Number	(815) 455-8749

# Fiscal Year 2012 RAMP Community College Capital Requests

## Board of Trustee Matching Funds Commitment

I hereby certify that the Board of Trustees of McHenry Community College, District 528, meeting in their regular session on June 24, 2010, with a quorum present, officially authorized the submission of the attached Fiscal Year 2012 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

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

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

	(List the Dollar Amount)
1. Available Local Fund Balances	\$ 4,244
2. Protection, Health, and Safety Tax Levy	\$
3. Protection, Health, and Safety Bond Proceeds	\$
4. Other Debt Issue	\$
5. State Certified Construction Credits (remaining from 1987)	\$
6. Other	\$
<b>Total Local Match</b>	<b>\$ 4,244</b>

Signed \_\_\_\_\_  
Chairperson of the Board of Trustees

Signed \_\_\_\_\_  
Chief Executive of the College District

# **Fiscal Year 2012 RAMP Community College Capital Requests**

## **Scope of Work Narrative**

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

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

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

### General Operating Space

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

### Business and Technology

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

### General Purpose Classrooms

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

### Continuing Education or Rental

Continuing Education and other programs where space is rented would be moved to the site. These programs continue to experience growth with court services support.

# **Fiscal Year 2012 RAMP Community College Capital Requests**

## **Programmatic Justification Narrative**

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

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

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

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

The reasons for considering off-campus programming include the following:

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

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

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

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

or close to manufacturing or business partners. This would be of particular importance as technology applications and programs are included in such a facility.

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

**TABLE 1  
FISCAL YEAR 2012 CAPITAL PROJECT REQUEST**

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

PROJECT NAME AND/OR DESCRIPTION Off Campus Facility Phase II

DISTRICT PRIORITY NUMBER 1 # OUT OF 3

**Check one:**  
 NEW FACILITIES CONSTRUCTION/ACQUISITION  (Complete Table 2)  
 REMODELING/REHABILITATION PROJECT \_\_\_\_\_ (Complete Table 2)  
 OTHER \_\_\_\_\_ (Complete Table 2 or provide additional information per instructions)

**Check one:**  
 NEW REQUEST \_\_\_\_\_  
 REQUESTED PREVIOUSLY  \_\_\_\_\_

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

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGS, ADDITIONS, AND/OR STRUCTURES				12,493.5	4,164.5	16,658.0				12,493.5	4,164.5	16,658.0
LAND												
EQUIPMENT				238.2	79.4	317.6				238.2	79.4	317.6
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS												
PLANNING												
<b>TOTAL</b>				<b>12,731.7</b>	<b>4,243.9</b>	<b>16,975.6</b>				<b>12,731.7</b>	<b>4,243.9</b>	<b>16,975.6</b>

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

TOTAL PROJECT REQUEST (CURRENT YEAR)	\$	16,976	<b>MATCHING CONTRIBUTION</b>	\$	
TOTAL COMPLETED PROJECT COST	\$	16,976	(See Item 10 in Section I of this Manual)		
DESIRED PROJECT START DATE			<b>LOCAL FINANCING SOURCE</b>		
ESTIMATED COMPLETION DATE			AVAILABLE FUND BALANCE	\$	4,244
ESTIMATED OCCUPANCY DATE			ICCB CONSTRUCTION CREDIT\$		
ESTIMATED ANNUAL OPERATING COST	\$		(if any)		
			DEBT ISSUE	\$	
			DATE OF APPROVAL:		
			OTHER (please specify)	\$	
			TOTAL	\$	4,244

**COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED**



**TABLE 2  
FY 2012 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

		PART A		PART B	
		NET ASSIGNABLE SQUARE FOOTAGE SUMMARY		ACREAGE SUMMARY (Land Acquisition)	Number of Acres Requested in Budget Year
		REQUEST FOR NEW FACILITIES	REDISTRIBUTION OF NASF SPACE		
<u>Space Type</u>	<u>FICM Codes</u>	<u>Net Assignable Square Feet (NASF)</u>	Space Prior to Remodeling	Space After Remodeling	
					1 Landscaped Ground
Classrooms	110 thru 115	9,874			2 Physical Education and Athletic Fields
Laboratory	210 thru 255	6,875			3 Buildings and Attached Structures
Office	310 thru 355	6,805			4 Experimental Plots
Study	410 thru 455				5 Other Instructional Areas
Special Use	510 thru 590				6 Parking Lots
<i>General Use:</i>					7 Roadways
Assembly and Exhibition	610 thru 625				8 Pond Retention and Drainage
Other General Use	630 thru 685	2,150			9 Other (specify)
Support Facilities	710 thru 765				Total Assigned Area
Health Care	810 thru 895				Currently Unassigned
Unclassified					Total Acres
<b>TOTAL NASF #</b>		25,704			
<b>TOTAL GSF* #</b>		41,740			

\*Gross Square Feet

**COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED**

**TABLE 3  
FY 2012 BUILDING BUDGET ESTIMATION FORM**

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

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
Classroom	9874	1.5	14811	272.87	\$4,041.5
Instructional Lab (Dry)	6875	1.64	11275	305.69	\$3,446.7
Office	6805	1.7	11568.5	282.48	\$3,267.9
General Use	2150	1.9	4085	326.16	\$1,332.4

1. Base Total	25704		41739.5		\$12,088.4
2. Added Costs (sum of added cost components identified separately below)					\$725.3
LEED design cost up to 6% of line 1					\$725.3
Green Building Design/LEED Certification Level _____ (Silver, Gold, Platinum)					
Other added costs:					
3. Base Cost	25704		41739.5		\$12,813.7
4. Escalation (estimate of cost increase from the time of appropriation to the bid date --insert variables to calculate--assumes appropriation received at July 1). Expected Bid Date: <u>1/1/2012</u> Number of Months to Bid Date: <u>18</u> Annual Percentage (Allowable per annum inflation or less ) <u>0.03996</u> (the monthly rate will be calculated and multiplied by the months to bid)					768.1
5. Escalated Building Budget (Line 3 plus Line 4)					\$13,581.7
6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10)					\$14,939.9
7. Adds:					
a. A/E Fees <u>8</u> %					\$1,195.2
b. On-Site Observation Number of Months _____ Days per Week _____					
c. Reimbursable Expenses					
d. Art in Architecture one-half of one percent (Multiply Line 6 by .005)					\$74.7
e. Other Adds <u>3% Admin Fee</u> (ADA, Asbestos, CDB 3% Admin Fee, etc. specify)					\$448.2
f. Sub-total Adds (Lines 7a through 7e)					\$1,718.1
8. Total Building Budget (Line 6 plus Line 7f)					\$16,658.0
OTHER: Estimate of Annual State Supported Operations and Maintenance Expense					_____

Source of Cost Estimate:  
Date of Cost Estimate:

**TABLE 4  
FY 2012 MOVEABLE EQUIPMENT LIST**

**District/College:** McHenry County College #528  
**Project Name:** Off Campus Facility Phase II

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

Programmatic Unit	Room Use Classification	Name of Equipment	Number of Units	Cost per Unit	Estimated Total Cost
		Miscellaneous Furniture and Equipment			317.6

Grand Total Equipment Costs (this number should be included on the equipment line of table 1) 317.6

**COMPLETE ONE SHEET FOR EACH PROJECT REQUESTING MOVEABLE EQUIPMENT**

# Fiscal Year 2012 RAMP Community College Capital Requests

## Board of Trustee Matching Funds Commitment

I hereby certify that the Board of Trustees of McHenry Community College, District 528, meeting in their regular session on June 24, 2010, with a quorum present, officially authorized the submission of the attached Fiscal Year 2012 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

### Project Name: Master Plan – Phase One

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

	(List the Dollar Amount)
1. Available Local Fund Balances	\$ _____
2. Protection, Health, and Safety Tax Levy	\$ _____
3. Protection, Health, and Safety Bond Proceeds	\$ _____
4. Other Debt Issue	\$ _____
5. State Certified Construction Credits (remaining from 1987)	\$ _____
6. Other (Pending successful passage of Local Referendum)	\$ 4,660
<b>Total Local Match</b>	<b>\$ 4,660</b>

Signed \_\_\_\_\_  
Chairperson of the Board of Trustees

Signed \_\_\_\_\_  
Chief Executive of the College District

# **Fiscal Year 2012 RAMP Community College Capital Requests**

## **Scope of Work Narrative**

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

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

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

### Health Careers Center

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

### Math and Sciences and General/Computer/Virtual Classrooms

The size of the current classrooms does not allow for the incorporation of appropriate technology into the classroom. Construction of new, larger space would allow for new programs such as Pre-Engineering.

### Food Service/Dining Improvements

The Expansion of the food service and dining areas would give conference center attendees an area to dine separate from the staff and students. The anticipated growth of the College and surrounding communities points toward the need for additional food preparation area and dishwashing area.

# **Fiscal Year 2012 RAMP Community College Capital Requests**

## **Programmatic Justification Narrative**

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

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

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

### Health Careers Center

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

### Math and Sciences

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

### General/Computer/Virtual Classrooms

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

### Food Service/Dining Improvements

This would allow the expansion of space in the Food Service area to better serve and address the needs of students, staff and conference center attendees. Currently, large community or

corporate groups attending our conference center are forced to share the general dining room because private dining room space is very limited. A lack of dining and seminar space makes it difficult to offer, schedule, and coordinate large programs without adversely impacting other areas of the College. Increased seating would also allow additional programming for the student services area. With the anticipated continued growth of the College and the implementation of new programs and increased conference center activity, additional food preparation area and dishwashing area will also be required.

**TABLE 1  
FISCAL YEAR 2012 CAPITAL PROJECT REQUEST**

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

**PROJECT NAME AND/OR DESCRIPTION** Master Plan Phase I

**DISTRICT PRIORITY NUMBER** 2 # OUT OF 3

**Check one:**  
 NEW FACILITIES CONSTRUCTION/ACQUISITION  (Complete Table 2)  
 REMODELING/REHABILITATION PROJECT \_\_\_\_\_ (Complete Table 2)  
 OTHER \_\_\_\_\_ (Complete Table 2 or provide additional information per instructions)

**Check one:**  
 NEW REQUEST \_\_\_\_\_  
 REQUESTED PREVIOUSLY  \_\_\_\_\_

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

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGS, ADDITIONS, AND/OR STRUCTURES				13,166.2	4,388.7	17,554.9				13,166.2	4,388.7	17,554.9
LAND												
EQUIPMENT				812.3	270.8	1,083.1				812.3	270.8	1,083.1
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS												
PLANNING												
<b>TOTAL</b>				<b>13,978.5</b>	<b>4,659.5</b>	<b>18,638.0</b>				<b>13,978.5</b>	<b>4,659.5</b>	<b>18,638.0</b>

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

TOTAL PROJECT REQUEST (CURRENT YEAR) \$ 18,638  
 TOTAL COMPLETED PROJECT COST \$ 18,638  
 DESIRED PROJECT START DATE  
 ESTIMATED COMPLETION DATE  
 ESTIMATED OCCUPANCY DATE  
 ESTIMATED ANNUAL OPERATING COST \$

**MATCHING CONTRIBUTION** \$  
 (See Item 10 in Section I of this Manual)  
**LOCAL FINANCING SOURCE**  
 AVAILABLE FUND BALANCE \$  
 ICCB CONSTRUCTION CREDIT: \$  
 (if any)  
 DEBT ISSUE \$  
 DATE OF APPROVAL: \_\_\_\_\_  
 OTHER (pending successful passage of a local referendum) \$ 4,660  
 TOTAL \$ 4,660

**COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED**



**TABLE 2  
FY 2012 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

		PART A			PART B	
		NET ASSIGNABLE SQUARE FOOTAGE SUMMARY			ACREAGE SUMMARY	Number of Acres
					(Land Acquisition)	Requested in Budget Year
		REQUEST FOR NEW FACILITIES	REDISTRIBUTION OF NASF SPACE			
<u>Space Type</u>	<u>FICM Codes</u>	<u>Net Assignable Square Feet (NASF)</u>	Space Prior to Remodeling	Space After Remodeling	1 Landscaped Ground	
Classrooms	110 thru 115	13,000			2 Physical Education and Athletic Fields	
Laboratory	210 thru 255	6,000			3 Buildings and Attached Structures	
Office	310 thru 355	1,760			4 Experimental Plots	
Study	410 thru 455				5 Other Instructional Areas	
Special Use	510 thru 590	1,150			6 Parking Lots	
<i>General Use:</i>					7 Roadways	
Assembly and Exhibition	610 thru 625		3,100	3,100	8 Pond Retention and Drainage	
Other General Use	630 thru 685				9 Other (specify)	
Support Facilities	710 thru 765	10,000			Total Assigned Area	
Health Care	810 thru 895				Currently Unassigned	
Unclassified					Total Acres	
<b>TOTAL NASF #</b>		31,910	3,100	3,100		
<b>TOTAL GSF* #</b>		46,402				

\*Gross Square Feet

**COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED**

**TABLE 3  
FY 2012 BUILDING BUDGET ESTIMATION FORM**

**District/College** McHenry County College #528  
**Location** Crystal Lake, IL  
**Project Name** Master Plan - Phase I

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
Classroom	13000	1.5	19500	272.87	\$5,321.0
Instructional Lab (Dry)	4500	1.64	7380	305.69	\$2,256.0
Instructional Lab (Wet)	1500	1.64	2460	323.25	\$795.2
Office	1750	1.7	2975	282.48	\$840.4
Special Use (Food Service Expansion)	1150	1.8	2070	273.01	\$565.1
Support Facilities (Dining Area)	10000	1.2	12000	254.85	\$3,058.2

1. Base Total 31900 46385 \$12,835.9  
 2. Added Costs (sum of added cost components identified separately below) \$770.2  
 LEED design cost up to 6% of line 1 \$770.2

Green Building Design/LEED Certification Level \_\_\_\_\_ (Silver, Gold, Platinum)  
 Other added costs: \_\_\_\_\_

3. Base Cost 31900 46385 \$13,606.0

4. Escalation (estimate of cost increase from the time of appropriation to the bid date 707.0  
 --insert variables to calculate--assumes appropriation received at July 1).  
 Expected Bid Date: 11/1/2011 Number of Months to Bid Date: 16  
 Annual Percentage (Allowable per annum inflation or less ) 0.038973  
 (the monthly rate will be calculated and multiplied by the months to bid)

5. Escalated Building Budget (Line 3 plus Line 4) \$14,313.0

6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10) \$15,744.3

7. Adds:

a. A/E Fees 8% \$1,259.5

b. On-Site Observation  
 Number of Months \_\_\_\_\_ Days per Week \_\_\_\_\_

c. Reimbursable Expenses

d. Art in Architecture  
 one-half of one percent (Multiply Line 6 by .005) \$78.7

e. Other Adds 3% Admin Fee (ADA, Asbestos, CDB 3% Admin Fee, etc. specify) \$472.3

f. Sub-total Adds (Lines 7a through 7e) \$1,810.5

8. Total Building Budget (Line 6 plus Line 7f) \$17,554.9

OTHER:  
 Estimate of Annual State Supported Operations and Maintenance Expense \_\_\_\_\_

Source of Cost Estimate:  
 Date of Cost Estimate:

**TABLE 4  
FY 2012 MOVEABLE EQUIPMENT LIST**

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

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

Programmatic Unit	Room Use Classification	Name of Equipment	Number of Units	Cost per Unit	Estimated Total Cost
		Miscellaneous Furniture and Equipment			1,083.1

Grand Total Equipment Costs (this number should be included on the equipment line of table 1) 1083.1

**COMPLETE ONE SHEET FOR EACH PROJECT REQUESTING MOVEABLE EQUIPMENT**

# Fiscal Year 2012 RAMP Community College Capital Requests

## Board of Trustee Matching Funds Commitment

I hereby certify that the Board of Trustees of McHenry Community College, District 528, meeting in their regular session on June 24, 2010, with a quorum present, officially authorized the submission of the attached Fiscal Year 2012 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

### Project Name: Master Plan – Phase Two

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

	(List the Dollar Amount)
1. Available Local Fund Balances	\$ _____
2. Protection, Health, and Safety Tax Levy	\$ _____
3. Protection, Health, and Safety Bond Proceeds	\$ _____
4. Other Debt Issue	\$ _____
5. State Certified Construction Credits (remaining from 1987)	\$ _____
6. Other (Pending successful passage of Local Referendum)	\$ 8,739
<b>Total Local Match</b>	<b>\$ 8,739</b>

Signed \_\_\_\_\_  
Chairperson of the Board of Trustees

Signed \_\_\_\_\_  
Chief Executive of the College District

# **Fiscal Year 2012 RAMP Community College Capital Requests**

## **Scope of Work Narrative**

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

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

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

### Bookstore

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

### Humanities and Social Sciences

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

### Learning and Student Support Services/Administrative Services/Development

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

### Health/Wellness/Athletic Center

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

### General/Computer/Virtual Classrooms

These classrooms are included within phase two and are much needed as we make use of the space we have now. Expansion would help with the need to expand current offerings being held at off-campus sites.

# **Fiscal Year 2012 RAMP Community College Capital Requests**

## **Programmatic Justification Narrative**

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

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

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

### Bookstore

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

### Humanities and Social Sciences

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

### Learning and Student Support Services/Administrative Services/Development

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

### Health/Wellness/Athletic Center

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

### General/Computer/Virtual Classrooms

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

### Human and Public Services

The increase in space for Human and Public Services would allow expansion of programs that directly serve the public in the District. Expansion of Fire Science, Emergency Medical Services, Child Care, and Criminal Justice programs are currently limited due to space constraints.

**TABLE 1  
FISCAL YEAR 2012 CAPITAL PROJECT REQUEST**

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

PROJECT NAME AND/OR DESCRIPTION Master Plan Phase II

DISTRICT PRIORITY NUMBER 3 # OUT OF 3

**Check one:**  
 NEW FACILITIES CONSTRUCTION/ACQUISITION  (Complete Table 2)  
 REMODELING/REHABILITATION PROJECT \_\_\_\_\_ (Complete Table 2)  
 OTHER \_\_\_\_\_ (Complete Table 2 or provide additional information per instructions)

**Check one:**  
 NEW REQUEST \_\_\_\_\_  
 REQUESTED PREVIOUSLY  \_\_\_\_\_

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

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGS, ADDITIONS, AND/OR STRUCTURES				24,291.3	8,097.1	32,388.4				24,291.3	8,097.1	32,388.4
LAND												
EQUIPMENT				1,924.7	641.5	2,566.2				1,924.7	641.5	2,566.2
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS												
PLANNING												
TOTAL				26,216.0	8,738.6	34,954.6				26,216.0	8,738.6	34,954.6

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

TOTAL PROJECT REQUEST (CURRENT YEAR) \$ 34,955  
 TOTAL COMPLETED PROJECT COST \$ 34,955  
 DESIRED PROJECT START DATE \_\_\_\_\_  
 ESTIMATED COMPLETION DATE \_\_\_\_\_  
 ESTIMATED OCCUPANCY DATE \_\_\_\_\_  
 ESTIMATED ANNUAL OPERATING COST \$ \_\_\_\_\_

**MATCHING CONTRIBUTION** \$ \_\_\_\_\_  
 (See Item 10 in Section I of this Manual)  
**LOCAL FINANCING SOURCE**  
 AVAILABLE FUND BALANCE \$ \_\_\_\_\_  
 ICCB CONSTRUCTION CREDIT: \$ \_\_\_\_\_  
 (if any)  
 DEBT ISSUE \$ \_\_\_\_\_  
 DATE OF APPROVAL: \_\_\_\_\_  
 \_\_\_\_\_  
 OTHER (pending successful passage of a local referendum) \$ 8,739  
 TOTAL \$ 8,739

**COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED**



**TABLE 2  
FY 2012 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

		PART A			PART B	
		NET ASSIGNABLE SQUARE FOOTAGE SUMMARY			ACREAGE SUMMARY	Number of Acres
					(Land Acquisition)	Requested in Budget Year
		REQUEST FOR NEW FACILITIES	REDISTRIBUTION OF NASF SPACE			
<u>Space Type</u>	<u>FICM Codes</u>	<u>Net Assignable Square Feet (NASF)</u>	Space Prior to Remodeling	Space After Remodeling	1 Landscaped Ground	
Classrooms	110 thru 115	22,600	9,700		2 Physical Education and Athletic Fields	
Laboratory	210 thru 255				3 Buildings and Attached Structures	
Office	310 thru 355	5,775		3,500	4 Experimental Plots	
Study	410 thru 455				5 Other Instructional Areas	
Special Use	510 thru 590	23,100		6,200	6 Parking Lots	
<i>General Use:</i>					7 Roadways	
Assembly and Exhibition	610 thru 625				8 Pond Retention and Drainage	
Other General Use	630 thru 685				9 Other (specify)	
Support Facilities	710 thru 765				Total Assigned Area	
Health Care	810 thru 895				Currently Unassigned	
Unclassified					Total Acres	
<b>TOTAL NASF #</b>		51,475	9,700	9,700		
<b>TOTAL GSF* #</b>		85,298				

\*Gross Square Feet

**COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED**

**TABLE 3**  
**FY 2012 BUILDING BUDGET ESTIMATION FORM**

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

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
Classroom	22600	1.5	33900	272.87	\$9,250.3
Office	5775	1.7	9817.5	282.48	\$2,773.2
Special Use (Health, Wellness, Athletic Center)	23100	1.8	41580	273.01	\$11,351.8

1. Base Total	51475		85297.5		\$23,375.3
2. Added Costs (sum of added cost components identified separately below)					\$1,402.5
LEED design cost up to 6% of line 1					\$1,402.5
Green Building Design/LEED Certification Level _____ (Silver, Gold, Platinum)					
Other added costs:					
3. Base Cost	51475		85297.5		\$24,777.8
4. Escalation (estimate of cost increase from the time of appropriation to the bid date --insert variables to calculate--assumes appropriation received at July 1). Expected Bid Date: <u>1/1/2012</u> Number of Months to Bid Date: <u>18</u> Annual Percentage (Allowable per annum inflation or less ) <u>0.04384</u> (the monthly rate will be calculated and multiplied by the months to bid)					1,629.4
5. Escalated Building Budget (Line 3 plus Line 4)					\$26,407.2
6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10)					\$29,047.9
7. Adds:					
a. A/E Fees <u>8</u> %					\$2,323.8
b. On-Site Observation Number of Months _____ Days per Week _____					
c. Reimbursable Expenses					
d. Art in Architecture one-half of one percent (Multiply Line 6 by .005)					\$145.2
e. Other Adds <u>3% Admin Fee</u> (ADA, Asbestos, CDB 3% Admin Fee, etc. specify)					\$871.4
f. Sub-total Adds (Lines 7a through 7e)					\$3,340.4
8. Total Building Budget (Line 6 plus Line 7f)					\$32,388.4
OTHER: Estimate of Annual State Supported Operations and Maintenance Expense					_____

Source of Cost Estimate:  
 Date of Cost Estimate:

**TABLE 4  
FY 2012 MOVEABLE EQUIPMENT LIST**

**District/College:**  
**Project Name:**

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

<b>Programmatic Unit</b>	<b>Room Use Classification</b>	<b>Name of Equipment</b>	<b>Number of Units</b>	<b>Cost per Unit</b>	<b>Estimated Total Cost</b>
		Miscellaneous Furniture and Equipment			2,566.2

Grand Total Equipment Costs (this number should be included on the equipment line of table 1) 2566.2

**COMPLETE ONE SHEET FOR EACH PROJECT REQUESTING MOVEABLE EQUIPMENT**

Review of Closed Session Minutes

Information

The College Board of Trustees is required by 5 ILCS 120/2.06 to review its Closed Session minutes to determine if any or all of them should be released to the public. In accordance with this Act and at the direction of the Board, the Board Liaison has reviewed the Closed Session minutes since the last review in December 2009 to make a determination that: (1) the need for confidentiality still exists as to all or part of those minutes; or, (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection in the library.

The Board Liaison has completed a review of all Closed Session minutes for the time period January, 2010 through May, 2010 and has determined that all minutes still require confidential treatment.

The Board Liaison has completed a review of the minutes still requiring confidential treatment per Board Report #09-313, December 17, 2009, and has determined that all Closed Session minutes from the following dates still require confidential treatment: September 21, 2009, October 19, 2009, November 16, 2009 and November 19, 2009.

Recommendation

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



Kathleen Plinske  
Interim President

FY 2011 Working Cash Transfer Resolution

Information

In accordance with 110 ILCS 805/3-33.6 it is necessary for the Board of Trustees to annually authorize the Board Treasurer to make cash transfers from the Working Cash Fund to the Education Fund and/or the Operations and Maintenance Fund as necessary for College cash flow purposes.

It is estimated that total real estate property taxes to be collected during FY 2011 is:

Education Fund	\$22,461,886.00
Operations and Maintenance Fund	\$ 2,941,325.00

Working Cash transfers are limited to 90% of the anticipated receipts as follows:

Education Fund	\$20,215,697.00
Operations and Maintenance Fund	\$ 2,647,192.00

It is estimated that the maximum amount available for transfer from the Working Cash Fund during FY 2011 will be \$2,813,000.00.

Recommendation

It is recommended that the Board of Trustees authorizes the College Treasurer to make cash transfers during FY 2011 from the Working Cash Fund to the Education Fund in an amount not to exceed \$2,813,000.00 and to the Operations and Maintenance Fund in an amount not to exceed \$2,647,192.00 based upon the anticipated receipt of the real estate property taxes.



Kathleen Plinske  
Interim President

**RESOLUTION AUTHORIZING WORKING CASH FUND TRANSFER**

**WHEREAS**, the Board of Trustees of McHenry County College, McHenry County, Illinois (the "Board") is authorized to transfer funds from Working Cash Fund into the Education Fund or Operations and Maintenance Fund pursuant to Section 3-33.6 of the Illinois Community College Act, 110 ILCS 805/3-33.6; and

**WHEREAS**, the estimated total real estate property taxes to be collected during fiscal year 2011 in the Education Fund is \$22,461,886.00; and

**WHEREAS**, the estimated total real estate property taxes to be collected during fiscal year 2011 in the Operations and Maintenance Fund is \$2,941,325.00; and

**WHEREAS**, Section 3-33.6 of the Illinois Community College Act limits transfers from the Working Cash fund to 90% of the anticipated receipts of the transferee funds; and

**WHEREAS**, 90% of the anticipated receipts in the Education Fund is \$20,215,697.00; and

**WHEREAS**, 90% of the anticipated receipts in the Operations and Maintenance fund is \$2,647,192.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of McHenry County College, McHenry County, Illinois, as follows:

**Section 1:** The preamble recitals of this Resolution are hereby incorporated as if fully set forth herein.

**Section 2:** The Board hereby authorizes the College Treasurer to make cash transfers during fiscal year 2011 from the Working Cash fund to the Education fund in an aggregate amount not to exceed \$2,813,000.00.

**Section 3:** The Board hereby authorizes the College Treasurer to make cash transfers during fiscal year 2011 from the Working Cash Fund to the Operations and Maintenance fund in an aggregate amount not to exceed \$2,647,192.00.

**Section 4:** In no event shall the total amount transferred from the Working Cash Fund during fiscal year 2011 exceed \$2,813,000.00.

**Section 5:** This Resolution shall become effective upon passage.

**ADOPTED** this 24<sup>th</sup> day of June, 2010 by the following vote:

AYES:

NAYS:

ABSENT:

BOARD OF TRUSTEES OF MCHENRY  
COUNTY COLLEGE, MCHENRY COUNTY,  
STATE OF ILLINOIS

By: \_\_\_\_\_  
Chairperson, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

Board Policy Revisions  
Policy 3.1.2.1 – Affirmative Action and Non-Discrimination and  
Policy 4.3.2 – Student Harassment/Discrimination

Information

The following revisions are recommended to Board Policy 3.1.2.1 and Board Policy 4.3.2 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 the 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.

4.3.2      **STUDENT HARASSMENT/DISCRIMINATION**  
It is the policy of the McHenry County College to maintain an academic and work environment free of harassment and discrimination for students, faculty and staff. Harassment and discrimination are contrary to the standards of the MCC's community; it diminishes individual dignity and impedes equal employment and educational opportunities. In compliance with the MCC Affirmative Action Policy; *Executive Order 11246*; *Title IX of the Educational Amendments of 1972*; *Civil Rights Act of 1963*; *Section 504 of the Rehabilitation Act*; *the Americans with Disabilities Act*; **and the Illinois Human Rights Act**; MCC prohibits discrimination and harassment based on sex, race, religion, age, disability, national origin, sexual orientation or **gender-related identity** in its admissions, employment, educational programs, or activities. MCC seeks to provide academic work environments that are free from intimidation, discrimination, and harassment based on any of these characteristics and the College specifically prohibits such intimidation, discrimination, and harassment, including sexual harassment.

Intimidation, discrimination and harassment can arise from a **broad** range of physical or verbal behavior (by employees, students, outside contractors or other individuals). Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made either a term or condition of an individual's employment or education programs and benefits;
2. Submission to or rejection of such conduct by an individual is used as the basis for **an** employment or educational decision affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or learning environment.

The activities are offensive and are inappropriate at MCC. This is a serious issue not just for the College, but also for each individual. An employee or supervisor may be held individually liable as a harasser, subject to the same penalties which may be imposed



upon employers under state and federal law, and will be subject to discipline, up to and including termination. Students may be subject to claims by fellow students or staff for their conduct, as well as subject to College discipline, including expulsion or suspension. This policy against discrimination and harassment applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

A full text, including complaint resolution procedures, of the Harassment/Discrimination policy can be found in the Student Code of Conduct.

#### Recommendation

It is recommended that the Board of Trustees approves the revisions to Board Policy 3.1.2.1 and Board Policy 4.3.2.

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

Kathleen Plinske  
Interim President

Personnel Adjustments for Fall 2009  
Transfer and Occupational Courses

Information

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

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Papke, Mary	NAE Clinic Make Up	0	441.09

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:

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Ollerenshaw, Joanne	Course Proposal for DGM e-Portfolio	0	600.00
Papke, Mary	NAE Clinic Make Up	0	243.36
Valverde, Osiris	Dreamweaver Mentoring DGM 290	0	60.00

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>
Abrahamson, Nadia S	BIO157002	6	0	3,161.30
Altman, John L	ACC151302	3	0	1,831.05
Anderson, Barbara	MAT220001	3	0	1,580.65
Anderson, Barbara	MAT220002	3	0	1,580.65
Arkenberg, Jerome S	HIS130001	3	0	1,846.70
Bazan, Michael J	MUS160001	2	0	1,210.27
Birks, Patricia A	NAE100A01	3	0	1,703.52
Birks, Patricia A	NAE100D02	3	0	1,703.52
Blaz, James G	HFE278001	2	0	1,351.46
Braasch, Gerald	PSY151501	3	0	2,027.25
Braasch, Gerald	PSY151601	3	0	2,027.25
Braasch, Gerald	PSY275501	3	0	2,027.25
Braasch, Teresa	PSY251501	3	0	2,027.25
Bruce, Richard E	BUS145302	3	0	1,705.85
Buckler, Andrew M	ENG152050	3	0	1,627.60
Burnham, Margaret	HFE250001	3	0	1,565.00
Button, Sharon S	MAT099003	4	0	2,441.40
Button, Sharon S	MAT099004	4	0	2,441.40
Campbell, James R	PHI251003	3	0	1,831.05
Campbell, James R	PHI261001	3	0	1,831.05
Castro, Miguel A	SPA151001	4	0	2,107.53
Compton, Ronald E	SPE151009	3	0	2,027.25
Compton, Ronald E	SPE151010	3	0	2,027.25
Cornelius, Erwin C	PLT150601	3	0	1,831.05
Cornelius, Erwin C	PLT261601	3	0	1,831.05
Cottrell, Julie A	ACC151301	3	0	1,831.05
Culp, Todd A	HIS170601	3	0	2,027.25
Culp, Todd A	PLT151601	3	0	2,027.25
Dallstream, David M	HIS170001	3	0	1,705.85
Dallstream, David M	HIS172001	3	0	1,705.85
Davis, Donna S	MAT095003	4	0	2,420.53
Davis, Donna S	MAT170001	3	0	1,815.40
Del Giudice, Frank J	SPE151011	3	0	1,627.60
Del Giudice, Frank J	SPE151012	3	0	1,627.60
Duerk, John A	PLT151001	3	0	1,580.65
Duffy, Kari L	SPE151002	3	0	1,596.30
Dzike, Leslie A	ENG151003	3	0	1,627.60

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Eckel, Mark G	SOC151501	3	0	2,027.25
Enskat, Aaron M	SPE151007	3	0	1,580.65
Enskat, Aaron M	SPE151008	3	0	1,580.65
Erski, Theodore I	GEG203001	3	0	2,027.25
Erski, Theodore I	GEG203601	3	0	2,027.25
Erski, Theodore I	GEG203602	3	0	2,027.25
Fallon, Kelly A	BIO263001	6	0	3,192.60
Finer, Evan	PSY151003	3	0	1,580.65
Firak, Deborah L	BIO157001	6	0	4,054.50
Fugate, Charisse	NAE100C01	3	0	1,918.00
Gabel, Bonnie L	SPE151004	3	0	2,027.25
Gabel, Bonnie L	SPE155601	3	0	2,027.25
Gaylord, Paula J	EAS170001	5	0	2,634.42
Geary, Ronald S	CJS120601	3	0	2,027.25
Geary, Ronald S	CJS140601	3	0	2,027.25
Geller, Jay	SPE151001	3	0	2,027.25
Gould, James B	PHI151001	3	0	2,027.25
Gould, James B	PHI251001	3	0	2,027.25
Gregor, Christina L	ART156001	6	0	3,255.20
Grela, Christine L	PSY250501	3	0	2,027.25
Haegerich, Heidi M	MAT095001	4	0	2,702.93
Haegerich, Heidi M	MAT165001	5	0	3,378.71
Hagaman, Robert	HIS132002	3	0	1,846.70
Hageman, Jeffrey A	MAT099001	4	0	2,274.47
Hageman, Jeffrey A	MAT099002	4	0	2,274.47
Hamill, Paul D	EAS180001	6	0	4,054.50
Hamill, Paul D	EAS120601	6	0	4,054.50
Hamill, Paul D	EAS120602	6	0	4,054.50
Hamill, Vicki L	HFE151002	2	0	1,085.07
Hansen, Edward J	PSY151002	3	0	1,565.00
Hansen, Edward J	PSY275001	3	0	1,565.00
Harreld, Kristen A	ENG152002	3	0	1,627.60
Healy, John D	ENG151002	3	0	1,831.05
Hicks, Eleonora M	SOC151003	3	0	1,627.60
Hogan, Neal P	PHI151003	3	0	1,580.65
Howard, Dean J	CIS110101	2	0	1,210.27
Hoy, Justin L	SOC101001	3	0	2,027.25
Hoy, Justin L	SOC151001	3	0	2,027.25
Irie, Matt J	ART153001	6	0	4,054.50
Jaffe, Christopher E	HIS132001	3	0	1,705.85
Jansen, Brittany R	ENG151004	3	0	1,580.65
Johnson, Harriet A	CJS101001	3	0	2,027.25
Johnson, Harriet A	CJS215001	3	0	2,027.25
Johnson, Sara J	PSY151001	3	0	1,580.65
Kamarajan, Shanthi	MAT150001	3	0	1,831.05
Kamarajan, Shanthi	MAT171001	4	0	2,441.40
Kieca, John J	AMT240101	6	0	3,130.00
Lenio, Terence A	ECO251001	3	0	2,027.25
Lenio, Terence A	ECO251002	3	0	2,027.25
Lewis, Nikki G	HFE120001	2	0	1,126.80
Linder, Lisha S	EDU253001	3	0	2,027.25

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Linse-Zurio, Marybeth	BIO110001	6	0	3,693.40
Mack, Stephen H	FRE151001	4	0	2,441.40
Mangano, Doris	NAE100A02	3	0	1,703.52
Mangano, Doris	NAE100B01	3	0	1,703.52
Mangano, Doris	NAE100B02	3	0	1,703.52
Manley, Douglas M	ART151001	3	0	1,831.05
Manley, Douglas M	ART250001	6	0	3,662.10
Melesio, Kathryn M	NAE100001	6	0	3,255.20
Melesio, Kathryn M	NAE100003	6	0	3,255.20
Mensching, Jonathan	FRS253001	3	0	907.70
Mezzano, Scott M	HFE120101	2	0	1,053.77
Moeller, Victor J	ENG240001	3	0	1,705.85
Morauw, Charlie Ann	PSY250001	3	0	1,580.65
Neumann, Candace	MAT095004	4	0	2,420.53
Nothnagel, Joseph L	CHM115001	5	0	3,051.75
Nothnagel, Joseph L	PHY293A01	3	0	1,831.05
Ortiz, Amy B	ART151602	3	0	2,027.25
Ortiz, Amy B	ART151604	3	0	2,027.25
Ortiz, Amy B	ART173601	3	0	2,027.25
Papke, Mary M	NAE100C02	3	0	1,703.52
Papke, Mary M	NAE100004	6	0	3,380.40
Perry, Louise J	SPE151003	3	0	1,846.70
Perry, Louise J	SPE151005	3	0	1,846.70
Perry, Louise J	SPE151006	3	0	1,846.70
Peterson, Anne Marie	BIO110003	6	0	3,255.20
Petty, Arthur E	MGT150302	3	0	1,627.60
Piccolo, Michael R	AMT140101	6	0	3,130.00
Poe, Katrine L	ENG151001	3	0	2,027.25
Pokharel, Janardan	PHY293001	3	0	1,580.65
Polich, Michael D	ANT151001	3	0	1,580.65
Ponzio, Peter J	ENG152001	3	0	1,580.65
Power, Laura A	ENG095001	3	0	2,027.25
Power, Laura A	ENG151050	3	0	2,027.25
Radovich, Carol L	HCE111001	1	0	675.68
Reagan, Mike S	SOC101501	3	0	2,027.25
Reagan, Mike S	SOC151601	3	0	2,027.25
Reagan, Mike S	SOC151603	3	0	2,027.25
Reass, Robert M	MAT120001	3	0	1,831.05
Reass, Robert M	MAT120002	3	0	1,831.05
Riggin, Laurie A	ART151003	3	0	1,627.60
Riggin, Laurie A	ART151004	3	0	1,627.60
Riggin, Laurie A	ART155601	3	0	1,627.60
Robison, Marie E	MAT090001	3	0	2,027.25
Rossman, Teri C	HFE250601	3	0	1,831.05
Rossman, Teri C	HFE250602	3	0	1,831.05
Russell, Susan A	ART151002	3	0	1,580.65
Ruthven, Sarah E	ART151601	3	0	2,027.25
Ruthven, Sarah E	ART151603	3	0	2,027.25
Sasaki, Noriaki	ECO251601	3	0	2,027.25
Sasaki, Noriaki	ECO252601	3	0	2,027.25
Saunders-Przybil, Sally	NAE100002	6	0	3,130.00

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Schaefer, David J	PSY151004	3	0	1,690.20
Scherman, Cathleen J	MGT150301	3	0	1,831.05
Schuldt, Gregory W	FRS253001	3	0	845.10
Seitz, Timothy T	PHI151002	3	0	2,027.25
Seitz, Timothy T	PHI251002	3	0	2,027.25
Sergey, Thomas Michael	MUS151001	3	0	1,831.05
Sergey, Thomas Michael	MUS154001	3	0	1,831.05
Smith, Dean L	HIS131001	3	0	1,627.60
Smith, Dean L	HIS172002	3	0	1,627.60
Smith, Robert D	BIO255001	6	0	4,054.50
Socol, Steven M	CHM164A02	3	0	2,027.25
Socol, Steven M	CHM164001	6	0	4,054.50
Spangenberg, Bruce	HRT103001	6	0	4,054.50
Spangenberg, Bruce	HRT181050	4	0	2,702.93
Stahmann, Paul C	EAS185601	3	0	2,027.25
Stahmann, Paul C	EAS185602	3	0	2,027.25
Stahmann, Paul C	GEG220001	3	0	2,027.25
Stahmann, Paul C	GEG221001	3	0	2,027.25
Stanton, Lee A	HUM150601	3	0	1,831.05
Stanton, Lee A	HUM150602	3	0	1,831.05
Stanton, Lee A	HUM150603	3	0	1,831.05
Stockwell, James C	JRN180001	3	0	1,831.05
Stockwell, James C	JRN180002	3	0	1,831.05
Stone, Pamela A	MAT161001	3	0	1,815.40
Straw, Kristin L	ENG152003	3	0	1,627.60
Sullivan, Michael J	MAT095002	4	0	2,441.40
Sullivan, Michael J	MAT096001	4	0	2,441.40
Swanson, Christina L	SOC151602	3	0	1,831.05
Swanson, Christine M	NAE100D01	3	0	1,653.68
Tambellini, Lisa M	BIO157003	6	0	3,255.20
Tambellini, Lisa M	BIO157004	6	0	3,255.20
Thillens, Melanie E	SPE151013	3	0	1,831.05
Thillens, Melanie E	SPE151050	3	0	1,831.05
Travis, Katie E	HFE151001	2	0	1,043.33
Uhwat, Robert D	PHI155001	3	0	1,831.05
Valdes Rivera, Armando	SPA251001	4	0	2,441.40
Valdes Rivera, Armando	SPA252001	4	0	2,441.40
Van Sickle, Cynthia	ENG152601	3	0	2,027.25
Van Sickle, Cynthia	ENG152602	3	0	2,027.25
Van Sickle, Cynthia	ENG251601	3	0	2,027.25
Venkataswamy, Shiela	SOC151002	3	0	2,027.25
Vician, Tom J	ART271001	6	0	4,054.50
Vorel, Kim F	ART184001	6	0	3,662.10
Waters, Mark	ENG151601	3	0	2,027.25
Waters, Mark	ENG151602	3	0	2,027.25
Waters, Mark	ENG250001	3	0	2,027.25
Wedoff, Bridget E	ART151005	3	0	1,627.60
Westerhof, Sonia S	MCC101103	1	0	610.35
Whitcomb, Jessica M	SPA151002	4	0	2,107.53
Whitcomb, Jessica M	SPA152001	4	0	2,107.53
White, David K	HIS131601	3	0	2,027.25

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
White, David K	HIS132601	3	0	2,027.25
White, David K	HIS170501	3	0	2,027.25
White, Russell	MAT161002	3	0	1,831.05
Witt, Kelly A	EDU255001	3	0	1,580.65
Wood, Marianne A	CIS131301	2	0	1,085.07

Independent/Individualized/Internships

<u>Name</u>	<u>Course</u>	<u>Credit Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Sullivan, Sarah	BUS255302	3	20	0	2,027.25

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Arctander, Mark C	Summer Chair Communications/Arts	0	5,000.00
Brenner, Roxane M	Fast Grant BNA Curric. Development	0	600.00
Eckel, Mark G	Lead Honors 1 Interdisciplinary Studies	0	750.00
Freelove, Julie A	Department Chair Business	0	5,000.00
Goostree, Douglas C	Chair Public Service Summer 09	0	5,000.00
Hamill, Paul D	Chair Stipend – Science	0	5,000.00
Hamill, Paul D	Coordinator – Weather Station	0	1,013.62
Johnson, JoAnn L	Summer Chair Language Arts & PHI	0	5,000.00
Lozier, Christopher	Counseling	1,209.25	2,453.10
Lukaczyk, Alina B	Fast Grant BNA Class Audit	0	2,401.29
Lukaczyk, Alina B	Fast Grant BNA Curric. Development	0	600.00
Midday, Katherine A	Dept. Chair Interdisciplinary Studies	0	5,000.00
Ochwat, Melissa	Counseling	1,074.85	1,612.27
Reagan, Mike S	Department Chair Sociology	0	5,000.00
Terlep, Diane L	Chair Stipend Math	0	5,000.00
Terlep, Diane L	Lead Phi Theta Kappa	0	750.00
Zaccagnini, Heather	Department Chair Technology	0	5,000.00
Zimmerman, Ellen	Counseling	1,252.86	2,296.91

Recommendation

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



Kathleen Plinske  
Interim President



## Adult Education Personnel Considerations for Summer 2010

Information

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

<u>Part-time Personnel – Adult Education classes:</u>	<u>Previously Approved</u>	<u>\$ Amount</u>	
Allen, N	ESL	0	1,043.33
Allen, N	ESL	0	177.18
Arboleda, R	Spanish GED	0	1,525.88
Arboleda, R	Spanish GED	0	1,525.88
Bazan, J	ESL	0	1,117.97
Carbajal, A	Spanish GED	0	915.53
Cook, J	ESL	0	1,356.33
Day, M	ESL	0	1,525.88
Day, M	ESL	0	259.13
Havens, C	ABE	0	1,317.21
Heinrich, M	ASE	0	1,317.21
Hoag, M	Citizenship	0	907.70
Hoag, M	ESL	0	2,117.97
Hoff, K	ESL	0	1,043.33
Howard, G	ESL	0	2,746.48
Howard, G	ESL	0	1,525.88
Huseby, M	ESL	0	1,317.32
Huseby, M	ESL	0	233.73
Kanter, M	ESL	0	1,512.83
Kanter, M	ESL	0	1,512.83
Leiton, M	Spanish Lit	0	708.72
Ludwigsen, K	ESL	0	1,317.21
Lukaczyk, A	ESL	0	233.73
Lukaczyk, A	ESL	0	1,317.21
McCord, L	ESL	0	1,210.27
McCord, L	ESL	0	2,117.97
Mitchell, R	ASE	0	1,408.50
Mitchell, R	GED	0	1,690.20
Mitchell, R	GED	0	207.29
Mitchell, R	GED	0	191.34
Olson, K	ABE Math	0	1,317.21
Palmer, S	ESL	0	1,512.83
Rudnik, L	ESL	0	1,343.29
Rudnik, L	ESL	0	1,074.63
Rudnik, L	ESL	0	182.52
Schleich, C	ESL	0	1,512.83
Schleich, C	ESL	0	256.88
Schlup, M	ESL	0	1,317.21
Schlup, M	ESL	0	1,317.21
Shank, J	ESL	0	1,317.21

<u>Part-time Personnel – Adult Education classes:</u>		<u>Previously Approved</u>	<u>\$ Amount</u>
Shank, J	Adv ESL	0	1,317.21
Shinabarger, B	ESL	0	1,990.16
Soto, O	ESL	0	1,512.83
Tindall, J	GED	0	1,512.83
Tindall, J	GED	0	1,512.83
Tindall, J	GED	0	1,512.83
Vergara, A	Spanish ASE	0	1,317.21
Zywiciel, E	ESL	0	1,317.21
Zywiciel, R	ASE	0	1,512.88

Recommendation

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



Kathleen Plinske  
Interim President

Appointment of Replacement  
Laboratory Manager, Biological Sciences

Information

The resignation of Kerri Marsh, effective June 30, 2010, created a vacancy for the full-time professional position of Laboratory Manager, Biological Sciences. Marcia Quirk has been recommended to fill this position. Ms. Quirk has a Bachelor of Science in Group Science from Grand Valley State University, Allendale, MI. Her experience is as follows:

- 2005 – 2010                      Quality Manager, Equipment Specialist  
The Micro Star Lab, Ltd., Crystal Lake, IL
  
- 2000 – 2006                      Math and Science Teacher  
Immanuel Lutheran School, Crystal Lake, IL
  
- 1998 – 1999                      Kindergarten Teacher  
Trinity Oaks Christian Academy, Cary, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Marcia Quirk to the professional position of Laboratory Manager, Biological Sciences, effective July 6, 2010, at a salary of \$35,000.00 (based on 12-months).



Kathleen Plinske  
Interim President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
8	\$32,856.00	\$46,820.00	\$60,784.00	Not Applicable	\$35,000.00	\$36,729.83

**POSITION:** **LABORATORY MANAGER – BIOLOGICAL SCIENCES**

**CLASSIFICATION:** Professional

**WORK YEAR:** 12 Months

**PRIMARY PURPOSE:** To oversee operation of all biology laboratory facilities.

**ESSENTIAL JOB FUNCTIONS:**

Including but not limited to:

- Oversee the operation and maintenance of any and all laboratory resources (laboratory, prep room, and equipment)
- Prepare and replenish supplies, media, and equipment needed for experiments
- Understand the operation of equipment and laboratory techniques used within the department
- Assist the instructors when utilizing special equipment or replacing equipment for students during laboratory sessions
- Instruct users on the correct procedure for operating laboratory equipment
- Open the labs for open lab
- Maintain live animals, plants, and stock in microbiological cultures
- Maintain inventory of supplies and equipment, order laboratory supplies as needed, maintain files of purchase requisitions and orders, maintain contact with suppliers and receive all items purchased by the area; travel to local suppliers for pickup of materials as needed
- Maintain and monitor security and safety of prep rooms and laboratories, including storage and use of hazardous chemicals and potentially pathogenic bacteria and fungi
- Coordinate semester schedule of laboratory experiments for all biology classes
- Assist instructors with new equipment for new labs
- Coordinate and direct the daily work of student workers
- Assist in the preparation of the budget by submitting lists of supplies and materials needed
- Conduct tutoring sessions on equipment for faculty as required
- Maintain cadaver during periods of no instruction
- Uphold all health and safety regulations related to biology laboratories, including coordinating the removal of hazardous waste
- Review potential student worker applications with Lead Instructor of Biology Department, work with Financial Aid or other offices to complete all required paperwork for the employment of student workers, and train all student workers with the daily activities within the Biology Laboratory
- Be able to problem solve and repair routine equipment failures. In addition, be able to identify and coordinate the repair of equipment
- Additional duties as assigned by immediate supervisor

**SUPERVISION:** Under supervision of Executive Dean of Mathematics and Sciences. Receives direction from Biology Lead Instructor.

**MINIMUM POSITION QUALIFICATIONS:**

**EDUCATION:**

Bachelor's Degree with coursework in Biology, Microbiology, and/or Chemistry.

**EXPERIENCE:**

A minimum of one year work experience required, preferably in a laboratory setting.

**SKILLS AND ABILITIES:**

- Organization skills
- Interpersonal skills
- Knowledge of scientific experiments and equipment required
- Willing to learn new techniques and procedures
- Ability to work independently

REVISED: April 2010

New and Eliminated Positions

Information

There has been a growing demand for classes in the discipline of biology. The increase in demand is evidenced by increasing fill rates of sections offered, the addition of new courses within the discipline, and a heavier reliance on adjunct faculty. Therefore, a new Instructor of Biology is being requested.

New Faculty Position

<u>Title</u>	<u>Range</u>	<u>Effective Date</u>	<u>FTE</u>
Instructor of Biology	*	8/18/2010	<u>1.0</u>

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

An analysis of staffing requirements for both administrative and professional positions determined the need to modify positions with increased responsibilities and eliminate those with declining roles.

New and Eliminated Administrative Positions

<u>Title</u>	<u>Level</u>	<u>Effective Date</u>	<u>FTE</u>
Dean of Library and Distance Education	5	7/01/2010	1.0
Dean of Instructional Technology and Interdisciplinary Studies	5	6/30/2010	(1.0)
Director of Resource Development	4	6/30/2010	(1.0)
MCC Promise Director	3	6/30/2010	<u>(1.0)</u>
Total			<u>(2.0)</u>

New and Eliminated Staff Council Positions

<u>Title</u>	<u>Salary Range</u>	<u>Effective Date</u>	<u>FTE</u>
Operations/Programmer Specialist	7	6/30/2010	(.4)
Operations/Programmer Specialist	7	7/01/2010	1.0
IT Desktop Specialist	7	6/30/2010	(1.0)
Coordinator of Community Education	8	6/30/2010	<u>(1.0)</u>
Total			<u>(1.4)</u>

Recommendation

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



Kathleen Plinske  
Interim President

Salary 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, Christopher Morris, Jonnie Jo Sullivan, and Linda Vaughn qualify for their third adjustment at this time.

Recommendation

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



Kathleen Plinske  
Interim President

Resignation

Information

Kerri Marsh, Lab Manager/Biological has submitted her resignation effective June 30, 2010.

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

Kathleen Plinske  
Interim President



Resignation

Information

Kathleen Plinske, Interim President, has submitted her resignation effective June 30, 2010.

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

Kathleen Plinske  
Interim President

Distributed Press Releases  
May 18-June 11, 2010

Information

The following releases have been distributed to all local media outlets from May 18-June 11, 2010.

- Hands-on Computer Training Available at Shah Center
- Shah Center Breakfast Series Continues June 18
- Leadership, Workforce Skill Development Classes Offered
- MCC Names High School Accounting Bowl 2010 Winners
- MCC to Host 21<sup>st</sup> Annual Golf Invitational June 11
- Shah Center Breakfast Series Continues June 18
- MCC, SEDOM's Pathways Partnership Program Wins State Exemplary Award
- MCC Students Exhibit Talent at Spring Art Competition
- ISBDC Announces Small Business Offerings for July
- MCC Art Students' Artwork Selected for Regional, State Competitions
- MCC's Center for Corporate Training Offers Computer Skills Courses
- MCC Interim President Accepts New Position
- Kids and College Summer Classes Offered at MCC
- Paraprofessional Test Preparation Offered at MCC June 21-25
- MCC Partners with Aurora U. to Offer Middle School Endorsement Classes
- MCC to Offer Continuing Education Language Classes
- MCC to Offer Continuing Education Health & Recreation Classes
- MCC to Offer Day Trip to Dane County Farmer's Market in August
- MCC GardenWalk Set for July 20
- MCC Engineering Students Compete in Catapult Contest
- MCC Student Wins Bronze Medal in Science Competition
- Shah Center Breakfast Series July 16 to Feature "Networking for Enhanced Collaboration"
- Shah Center to Offer Leadership Training July 21, 28
- Shah Center to Offer OSHA 10-Hour for Industry
- MCC Shah Center to Offer QuickBooks Accounting Software Training
- MCC's Center for Corporate Training Offers Computer Skills Courses
- ISBDC Announces Small Business Offerings for July
- MCC to Offer New Class for Flight Enthusiasts



Kathleen Plinske  
Interim President