

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

September 23, 2010
Regular Board Meeting
7:00 p.m.

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

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Budget Hearing Meeting, August 26, 2010
 Regular Board Meeting, August 26, 2010
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
8. BOARD COMMITTEE REPORTS
 - A. Committee of the Whole
 - B. Planning Committee
9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT
12. PRESENTATIONS
 - A. Student Senate Inductions - Ms. Talia Koronkiewicz, Coordinator of Student Life & Campus Activities, and Students
 - B. 2010 NISOD Awards, Mr. Culp, Mr. Reass and Ms. Ruthven - Dr. Tony Miksa, Vice President of Academic & Student Affairs
13. COMMUNICATIONS
 - A. Student Trustee Report
 - B. Faculty Report
 - C. Adjunct Faculty Report
 - D. Staff Council Report
14. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary, Board Report #10-183
 - B. Financial Statements
 1. Treasurer's Report, Board Report #10-184
 2. Ratification of Payment for Voucher #1024 - \$2,060,642.99, Board Report #10-185

- C. Requests to Purchase/Renew
 - 1. Annual Elevator Service Agreement, Board Report #10-186
 - 2. Bookstore Counters, Board Report #10-187
 - 3. Collegiate Assessment of Academic Proficiency Test, Board Report #10-188
 - 4. Custom Stage Extensions, Board Report #10-189
 - 5. IT Consulting Services, Board Report #10-190
 - 6. Medium-Duty Dump Truck, Board Report #10-191
 - 7. Professional Services to Design Reconstruction of the Loading Dock Leveler, Board Report #10-192
 - 8. Professional Services to Design a Supplemental Instruction Program, Board Report #10-193
 - 9. Snow Removal Services for MCC Main Campus, Board Report #10-194
 - 10. Snow Removal Services for Shah Center, Board Report #10-195
 - 11. Treadmills for the MCC Fitness Center, Board Report #10-196
 - 12. UpToDate Database Subscription, Board Report #10-197
- D. Reorganization of Administration, Board Report #10-198
- E. Personnel
 - 1. Personnel Adjustments for Fall 2009 Transfer and Occupational Courses, Board Report #09-193, Addendum
 - 2. Personnel Adjustments for Summer 2010 Transfer and Occupational Courses, Board Report #10-93, Addendum
 - 3. Personnel Adjustments for Fall 2010 Transfer and Occupational Courses, Board Report #10-174, Addendum
 - 4. Continuing and Professional Education Personnel Considerations for Fall 2010, Board Report #10-175, Addendum
 - 5. Appointment of Acting Assignment, Board Report #10-199
 - 6. Appointment of Replacement Operations/Programmer Specialist, Board Report #10-200
 - 7. Approval of New Position Academic/Transition Advisor, Board Report #10-201
 - 8. Salary/Advanced Placement Adjustments, Board Report #10-202

15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

16. INFORMATION REPORTS

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

17. SUMMARY COMMENTS BY BOARD MEMBERS

18. FUTURE AGENDA ITEMS

19. CLOSED SESSION

20. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, August 26, 2010

21. ADJOURNMENT



Mary Miller
Chair

FRIENDS OF M · C · C FOUNDATION

Foundation Update
Board of Trustees Meeting
September 23, 2010

Fundraising

During the last month, we have received:

\$1,025 in annual scholarship donations
\$280 in event fees (Fit for Life entry fees)
\$250,000 in Promise contributions
\$4,450 in In-kind contributions

The Promise

The Foundation office staff personally addressed the questions and concerns of over 100 Promise students; followed by letters of appeal from students and parents appealing their being dropped from the Promise program for non-compliance of the financial guidelines. In response, the Foundation staff, together with the MCC Financial Aid department, audited EVERY Promise student's financial paperwork to re-verify eligibility.

Annual Sponsorships

The process of requesting annual sponsorships from the business community for both Foundation and College events has begun. Meetings with sponsors are ongoing and will continue throughout the next several months. All initial meetings have produced positive results and in some cases have generated requests from sponsors to increase their involvement with our College.

Alumni

Nomination forms for the MCC 2011 Alumni Awards Program can be downloaded from the Alumni website, with hardcopies available on the Alumni Information Board. All nominations are due by September 30. The Alumni Advisory Council is in the process of being restructured to become a stronger partner with the Foundation in support of the College. The first meeting of the new council is tentatively scheduled for October.

Scholarships

The Spring 2011 Scholarship booklets were produced on schedule and are now available throughout MCC, to students and district high school guidance counselors. There are 28 different scholarship opportunities being offered for Spring 2011 with over \$16,500 in funding possibilities.

Upcoming events

The Taste of McHenry County will be held Sunday, November 7. Members of the McHenry County Chapter of the Illinois Restaurant Association will be serving great food while teams of MCC Culinary Management students compete in the inaugural cooking competition. The event hopes to draw more than 300 people to MCC.

Student Trustee Report

As part of an initiative to keep the students informed and make myself more accessible on campus, I hosted my first Ask Cody Anything session on Monday, August 30. At this gathering, students could inquire about anything happening at MCC. I was pleased to have approximately 15 students in attendance and many questions asked. I will continue to host Ask Cody Anything sessions every Monday after the board meetings.

On Wednesday, September 1 the McHenry County College Student Peace Action Network (SPAN) hosted speaker Kathy Kelly who gave a firsthand account of Afghanistan and Pakistan for the event "Drones on Trial". After the presentation, the audience was able to interact with Kathy Kelly and ask questions.

Throughout the month of September, McHenry County College Student Life office and Multicultural Programs will be hosting many events in celebration of Latino Heritage Month which include: The Taste of Cuba, SALSAratics, Las Guittaras de Espana, conversational Spanish with Latinos Unidos, and a trip to the Mexican Fine Art Museum.

The McHenry County College Veterans Network Committee and Student Veterans Organization (XGI) will be hosting the first McHenry County Veterans Forum on Wednesday, October 13. This event will inform Veterans of what resources are available in the community and how to access their benefits. MCC was recently named a military friendly institution, as nominated by G.I Jobs.



Cody Sheriff
Student Trustee

Executive Summary

Information

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

Recommendation

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

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

Vicky Smith
President

Executive Summary

Fiscal Year 2011 is currently 17% complete with the year-to-date results for August 2010 being reported. In the Operating Funds, total revenue is 26% of budget, as compared with 26% at the same time last year. Total expenditures are 10% of budget, as compared with 13% 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:

- State revenue is currently 12% of budget as compared to 26% at the same time last year. \$432,292 less revenue has been received through August 2010 than the previous year. This is due to the continued slowdown in receiving State of Illinois payments because of the state's current fiscal situation. One twelfth of the Base Operating Grant has been received to date in fiscal year 2011 versus one quarter in the prior year.
- Student tuition and fee revenue is currently 61% of budget as compared to 68% at the same time last year. \$300,726 more revenue has been recorded through August 2010 than the previous year. The primary reason for this increase is the \$2 per credit hour tuition increase that the College implemented for the Fall 2010 semester.
- Salary expenditures are currently 11% of budget as compared to 12% at the same time last year. \$955 less in expenditures have been recorded through August 2010 than the prior year.
- Employee benefit expenditures are currently 11% of budget as compared to 17% last year. \$596,971 less in expenditures have been recorded through August 2010 than the prior year. This is due to not having early retirement costs in fiscal year 2011 that were incurred in fiscal year 2010 as the result of payments to June 30, 2009 retirees under the College's early retirement program.
- Contractual services expenditures are currently 4% of budget as compared to 14% last year. \$344,089 less in expenditures have been recorded through August 2010 than the prior year. This decrease is primarily due to professional services related to the ERP project incurred in fiscal year 2010 and not reoccurring to date in fiscal year 2011.
- General materials and supplies are currently 4 % of budget as compared to 7% last year. \$163,238 less in expenditures have been recorded through August 2010 than the previous year. This decreased cost is also due to not yet incurring ERP costs in fiscal year 2011.
- Utility expenditures are currently 8% of budget as compared to 13% last year. \$48,136 less in expenditures have been recorded through August 2010 than the prior year. This decrease is due primarily to a difference in the timing of invoice payments to the utility suppliers.
- Other expenditures are currently 9% of budget as compared to 11% last year. \$2,110 less expenditures have been recorded in fiscal year 2011 as compared to fiscal 2010.

McHenry County College
 Operating Funds Financial Comparison
 Two Months Actual Ended August 31, 2009 and August 31, 2010

	FY 2010 Actual to August 31, 2009				FY 2011 Actual to August 31, 2010				Variance Over (Under) Prior Year Actual
	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	
Revenue									
Local	\$ 1,814,577	\$ 237,216	\$ 2,051,793	8%	\$ 1,895,303	\$ 248,002	\$ 2,143,305	8%	\$ 91,512
State	535,310	189,609	724,919	26%	229,424	63,203	292,627	12%	(432,292)
Student Tuition & Fees	6,276,907	1,621,712	7,898,619	68%	6,533,996	1,665,349	8,199,345	61%	300,726
Sales & Service Fees	4,980	-	4,980	21%	4,657	-	4,657	20%	(323)
Facilities	680	-	680	3%	1,093	3,180	4,273	16%	3,593
Interest	12,301	-	12,301	5%	13,225	-	13,225	19%	924
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	0%	0
Other	1,283	1,454	2,737	13%	1,094	-	1,094	0%	(1,643)
Total Revenue	8,646,038	2,049,991	10,696,029	26%	8,678,792	1,979,734	10,658,526	26%	(37,503)
Expenditures									
Salaries	2,391,578	197,407	2,588,985	12%	2,403,470	184,560	2,588,030	11%	(955)
Employee Benefits	1,161,367	58,214	1,219,581	17%	564,936	57,674	622,610	11%	(596,971)
Contractual Services	496,888	13,827	510,715	14%	143,311	23,315	166,626	4%	(344,089)
General Materials & Supplies	286,557	21,126	307,683	7%	126,463	17,982	144,445	4%	(163,238)
Conference and Meeting	28,629	944	29,573	5%	35,609	1,229	36,838	6%	7,265
Fixed Charges	546,688	-	546,688	51%	512,550	280	512,830	47%	(33,858)
Utilities	847	136,060	136,907	13%	477	88,294	88,771	8%	(48,136)
Capital Outlay	2,496	9,178	11,674	1%	23,432	-	23,432	3%	11,758
Other Expenditures	50,735	-	50,735	11%	48,625	-	48,625	9%	(2,110)
Total Expenditures	4,965,785	436,756	5,402,541	13%	3,858,873	373,334	4,232,207	10%	(1,170,334)
Excess (deficiency) of revenues over expenditures	3,680,253	1,613,235	5,293,488		4,819,919	1,606,400	6,426,319		1,132,831
Other financing sources (uses) Operating transfers out	-	-	-		-	-	-		-
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	\$ 3,680,253	\$ 1,613,235	\$ 5,293,488		\$ 4,819,919	\$ 1,606,400	\$ 6,426,319		\$ 1,132,831

McHenry County College
 Operating Funds Financial Summary
 Two Months ended August 31, 2010

	FY 2011 Budget				FY 2011 Actual				Variance Over (Under) FY 2011 Budget
	Education Fund	Operations & Maintenance Fund	Total	Percent to Total	Education Fund	Operations & Maintenance Fund	Total	Percent of Budget	
Revenue									
Local	\$ 22,466,886	\$ 2,941,325	\$ 25,408,211	61%	\$ 1,895,303	\$ 248,002	\$ 2,143,305	8%	\$ (23,264,906)
State	1,734,260	613,060	2,347,320	6%	229,424	63,203	292,627	12%	(2,054,693)
Student Tuition & Fees	10,781,281	2,642,807	13,424,088	32%	6,533,996	1,665,349	8,199,345	61%	(5,224,743)
Sales & Service Fees	23,850	-	23,850	0%	4,657	-	4,657	20%	(19,193)
Facilities	20,000	7,500	27,500	0%	1,093	3,180	4,273	16%	(23,227)
Interest	70,000	-	70,000	0%	13,225	-	13,225	19%	(56,775)
Non-Govt Gifts, Grants	63,971	-	63,971	0%	-	-	-	0%	(63,971)
Other	255,750	16,500	272,250	1%	1,094	-	1,094	0%	(271,156)
Total Revenue	35,415,998	6,221,192	41,637,190	100%	8,678,792	1,979,734	10,658,526	26%	(30,978,664)
Expenditures									
Salaries	22,223,035	1,216,880	23,439,915	55%	2,403,470	184,560	2,588,030	11%	(20,851,884)
Employee Benefits	5,481,797	406,478	5,888,275	14%	564,936	57,674	622,610	11%	(5,265,665)
Contractual Services	4,441,121	245,027	4,686,148	11%	143,312	23,315	166,627	4%	(4,519,521)
General Materials & Supplies	3,351,787	195,892	3,547,679	8%	126,464	17,983	144,447	4%	(3,403,232)
Conference and Meeting	554,530	34,693	589,223	1%	35,610	1,230	36,840	6%	(552,383)
Fixed Charges	1,079,755	3,800	1,083,555	3%	512,550	280	512,830	47%	(570,725)
Utilities	8,314	1,065,284	1,073,598	3%	478	88,295	88,772	8%	(984,826)
Capital Outlay	816,553	72,360	888,913	2%	23,432	-	23,432	3%	(865,481)
Other Expenditures	513,470	-	513,470	1%	48,296	-	48,296	9%	(465,174)
Contingency	701,550	125,000	826,550	2%	330	-	330	0%	(826,220)
Total Expenditures	39,171,912	3,365,414	42,537,326	100%	3,858,877	373,337	4,232,214	10%	(38,305,112)
Excess (deficiency) of revenues over expenditures	(3,755,914)	2,855,778	(900,136)		4,819,915	1,606,397	6,426,312		7,326,448
Other financing sources (uses): Operating transfers (out)	(710,000)	(2,500,000)	(3,210,000)		-	-	-		-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ (4,465,914)	\$ 355,778	\$ (4,110,136)		\$ 4,819,915	\$ 1,606,397	\$ 6,426,312		\$ 7,326,448

McHenry County College
All Funds Financial Summary
Two Months ended August 31, 2010

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
Revenue											
Local	\$ 1,895,304	\$ 248,002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93	\$ 187	\$ -	\$ 2,143,586
State	229,425	63,203	-	-	2,974	-	-	-	-	-	295,602
Federal	-	-	-	-	12,498	-	137,838	-	-	-	150,337
Tuition & Fees	6,533,996	1,665,349	-	488,475	-	-	-	-	-	-	8,687,821
Sales & Service Fees	4,658	-	-	1,223,648	-	-	-	-	-	-	1,228,305
Facilities	1,093	-	-	-	-	-	-	-	-	-	1,093
Interest	13,226	-	2,872	-	-	197	-	-	112	-	16,406
Non-Govt Gifts, Grants	-	-	-	12,570	-	-	-	-	-	-	12,570
Other	1,094	3,180	-	-	-	-	-	-	-	755,009	759,284
Total Revenue	8,678,795	1,979,735	2,872	1,724,692	15,472	197	137,838	93	299	755,009	13,295,003
Expenditures											
Instruction	1,552,579	-	-	-	24,751	-	-	-	-	-	1,577,329
Academic Support	176,881	-	-	-	6,969	-	-	-	-	-	183,850
Student Services	364,428	-	-	-	36,384	-	-	-	-	-	400,812
Public Service	190,103	-	-	127,920	16,840	-	-	-	-	-	334,863
Auxiliary Services	419,835	-	-	1,026,414	11,730	-	-	-	-	-	1,457,980
Operations & Maintenance	-	373,337	-	-	-	-	-	-	73,192	-	446,529
Institutional Support	1,155,051	-	18,981	-	1,513	-	132,345	-	441,892	454,319	2,204,102
Total Expenditures	3,858,877	373,337	18,981	1,154,333	98,188	-	132,345	-	515,084	454,319	6,605,465
Excess (deficiency) of revenues over expenditures	4,819,918	1,606,397	(16,110)	570,359	(82,715)	197	5,493	93	(514,785)	300,690	6,689,538
Other financing sources (uses):											
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-
Operating transfers (out)	-	-	-	-	-	-	-	-	-	-	-
Total Other financing sources (uses)	-	-	-	-	-	-	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	4,819,918	1,606,397	(16,110)	570,359	(82,715)	197	5,493	93	(514,785)	300,690	6,689,538
Beginning Fund Balance	18,012,222	3,654,494	7,964,902	811,640	51,681	2,811,517	47,549	151,727	2,271,675	89,892	35,867,299
Ending Fund Balance	\$ 22,832,140	\$ 5,260,891	\$ 7,948,792	\$ 1,381,999	\$ (31,034)	\$ 2,811,714	\$ 53,042	\$ 151,820	\$ 1,756,890	\$ 390,582	\$ 42,556,837

Treasurer's Report

Information

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

Recommendation

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

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

Vicky Smith
President

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

Bank Name Location / Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Home State Bank Crystal Lake Main	\$2,533,760.14	\$3,834,721.89	\$3,892,177.21	\$2,476,304.82
Harvard State Bank Harvard Credit Card	\$267,000.35	\$1,025,605.64	\$29,645.44	\$1,262,960.55
Home State Bank Crystal Lake Online	\$27,555.71	\$2,617.85	\$0	\$30,173.56
Home State Bank Crystal Lake Flexible Spending	\$0	\$41,126.39	\$41,126.39	\$0
Home State Bank Crystal Lake Dental Claims	\$0	\$24,438.42	\$24,438.42	\$0
Home State Bank Crystal Lake Payroll	\$0	\$0	\$0	\$0
First Midwest Bank McHenry Student Grant & Loan	\$32,714.73	\$15,101.76	\$14,157.25	\$33,659.24

McHenry County College
September 23, 2010

Investments

College Fund	Financial Institution	August 31, 2010	July 31, 2010	Interest	No. of Days	Maturity
		Investments	Investments			
Education	Illinois Funds	23,450,728.75	24,178,143.48	see below	N/A	On Demand
Education	CDARS - Amegy Bank*	-	241,000.00	1.000%	180	8/12/2010
Education	CDARS - Banco Popular de Puerto Rico*	-	241,000.00	1.000%	180	8/12/2010
Education	CDARS - Bank of Hampton Roads*	-	241,000.00	1.000%	180	8/12/2010
Education	CDARS - Flagstar Bank, FSB*	-	241,000.00	1.000%	180	8/12/2010
Education	CDARS - Union Bank and Trust Company*	-	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
Education	CDARS - Fidelity Bank*	24,046.03	-	0.150%	28	9/9/2010
Education	CDARS - Susquehanna Bank*	247,500.00	-	0.150%	28	9/9/2010
Education	CDARS - United Bank*	247,500.00	-	0.150%	28	9/9/2010
Education	CDARS - Tennessee Commerce Bank*	247,500.00	-	0.150%	28	9/9/2010
Education	CDARS - The Independence BankersBank	247,500.00	-	0.150%	28	9/9/2010
Operations & Maintenance (Restricted)	Illinois Funds	8,168,419.15	8,167,078.19	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds	921,298.55	921,144.29	see below	N/A	On Demand
Working Cash	Illinois Funds	617,299.43	617,196.07	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	351,996.31	351,937.37	see below	N/A	On Demand
Total		36,525,783.74	37,242,468.86			

Interest Revenue

College Fund	Aug-10	Fiscal YTD
Education	\$6,569.68	\$13,225.71
Operations & Maintenance (Restricted)	1,495.22	2,871.64
Working Cash	103.36	196.75
Liability, Protection and Settlement	58.94	112.19
Total	\$8,227.20	\$16,406.29

Illinois Fund Rates - August 2010

	Annualized rate - Money Mkt
Low	0.168%
High	0.229%
Average	0.193%

* 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 for Voucher #1024

Information

100- Education Fund	\$580,218.85
200- Operations & Maintenance Fund	120,314.19
300- Operations & Maintenance (Restricted) Fund	32,981.16
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	468,041.16
600- Restricted Purposes Fund	33,060.63
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	3,748.71
1100- Audit Fund	22,000.00
1200- Liability Protection & Settlement Fund	396,210.05
1700-Employee Health Insurance	<u>404,068.24</u>
Total:	\$2,060,642.99

Recommendation

It is recommended that the Board of Trustees ratifies payment of Voucher #1024 dated September 23, 2010 totaling \$2,060,642.99.



Vicky Smith
President

Request to Purchase
Annual Elevator Service Agreement

Information

The Otis elevators at McHenry County College are manufactured by and have been maintained by the Otis Elevator Company. Otis Elevator Company is primarily the sole source provider for proper service to its own equipment, and is the recommended service provider, providing the most comprehensive and dependable elevator maintenance coverage. An annual agreement for this service is necessary to maintain appropriate and safe elevator operations at the College.

The agreement consists of comprehensive preventive maintenance, inspections, testing, and repair of the four elevators on the MCC campus and includes emergency service. This agreement also consists of proper training of elevator usage for MCC maintenance and security staff. Quotes were solicited from area vendors with the following results:

	<u>Colley Elevator Company</u>	<u>Otis Elevator Company</u>	<u>Suburban Elevator</u>
Annual Elevator Service Agreement	\$8,160.00*	\$9,600.00	\$9,068.00**

* Colley Elevator received an unacceptable service review from another community college who contracted with them for elevator repairs. Therefore we are not recommending their bid.

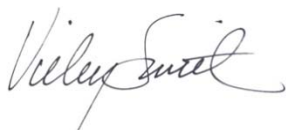
**Suburban Elevator proposal does not cover witnessed annual testing as required by Illinois code (estimated \$500.00 annual additional cost). Suburban Elevator also charges shipping fees for parts not in their inventory (estimated \$600.00 additional annual cost). Also, Suburban Elevator does not support the Otis remote monitoring system (REM).

This request is for a renewal of the existing agreement and will be effective through August 31, 2011. The cost shown above is from Otis Elevator Company through the Illinois Community College Systems Procurement Consortium (ICCSPC).

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

Recommendation

It is recommended that the Board of Trustees approves the annual elevator service agreement as described above for \$9,600.00 from Otis Elevator Company, Madison, WI.



Vicky Smith
President

Request to Purchase
Bookstore Counters

Information

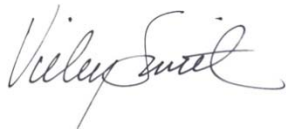
The current bookstore counters were purchased in 1990 and are in poor condition. Since the counters were purchased, they have been relocated and adapted for the current setup. They have had contact paper applied to cover holes, and have been painted, which requires re-touching each semester. In addition, the counters are chipped and have loose wires running through the back of the counters which causes intermittent loss of power to the registers. The demolition and disposal of the old counters will be performed by the College's maintenance staff. The following quotes were obtained for replacement and installation of new Bookstore counters:

<u>Description</u>	<u>Phoenix Woodworking Corporation</u>	<u>Interiors for Business</u>	<u>AWI Fixtures & Interiors</u>
Purchase and installation of new counters in the bookstore.	\$7,090.37	\$8,370.00	\$10,350.00
	Installation Included	Installation Included	Installation Not Included

This expense is budgeted in the Bookstore Account in the Auxiliary Enterprises Fund.

Recommendation

It is recommended that the Board of Trustees approves purchase and installation of counters in the Bookstore for \$7,090.37 from Phoenix Woodworking Corporation, Woodstock, IL.



Vicky Smith
President

Request for Renewal
Collegiate Assessment of Academic Proficiency Test

Information

The American College Testing (ACT) program is the sole provider of the Collegiate Assessment of Academic Proficiency (CAAP) test, and operates as an independent, non-for-profit organization that provides more than a hundred assessment, research, information, and program management services in the educational field. In an effort to support the assessment of student learning as a constant, ongoing process at McHenry County College (MCC), the College administers the CAAP test at entry and exit periods. This instrument assists in measuring a student's level of critical thinking skills, as well as his or her abilities in mathematics, reading, writing, and science.

The CAAP test is given to all students who are enrolled in the College's MCC 101 College Experience course. This course is a requirement for all first-time, full-time students at MCC, and must be completed during the student's first year. Instructors, with the help of the MCC Testing Center personnel, administer the CAAP test to students during the first few weeks of the College Experience course. Student must then take the CAAP test again as a requirement for graduation.

Pre- and post-test results provide essential aggregate and disaggregated data in support of the College's ongoing commitment to enhance student learning. Results from Fiscal Year 2007 through 2009, show that MCC students are performing very near to the national average in all areas (writing, reading, mathematics, and critical thinking). Our students also tend to score higher than the national average in mathematics.

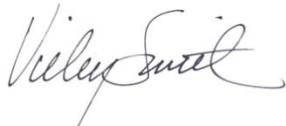
In order to continue to assess new and graduating students at MCC for the purposes of measuring teaching and learning effectiveness and enhancing student learning, approximately 1900 CAAP tests will be needed. The cost to administer these tests to MCC students during the 2011 fiscal year will not exceed \$45,000.00.

This expense is exempt from bidding requirements as stated in the Illinois Public Community College ACT Chapter 110 ILCS 805/3-27.1, exemption (1) which reads, "Contracts for goods or services which are economically procurable from only one source."

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of CAAP Instruments from ACT, Iowa City, IA, for a total cost not to exceed \$45,000.00.



Vicky Smith
President

Request to Purchase
Custom Stage Extensions

Information

The MCC Music Department has significantly grown in enrollment over the last five years, particularly in the performing ensembles. The choir and concert band currently have over sixty members each, compared to just over thirty members each in 2005. These large ensembles are featured in four to five concerts per academic year, and they showcase several guest performers, as well as talented student musicians to the College and the community.

To accommodate this growth, the MCC Music Department needs to purchase custom stage extensions in order to provide a larger stage area for the performing ensembles. Currently, the Conference Center stage is not large enough for the concert band or choir, as well as many other outside groups that wish to perform at MCC. The purchase of custom stage extensions would provide much-needed additional space for Conference Center events and would allow the Music Department to offer larger, staged performances in the future.

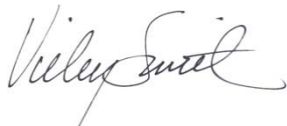
Custom Design Inc., a local vendor in Roselle, IL, has provided custom stage extensions for several area colleges and community theatre companies. The dimensions of the requested stage extensions (5 ft.) have been approved to meet fire code requirements by the College’s architectural company, Legat Architects. The vendor bid responses are listed below:

<u>Item</u>	<u>Custom Design Inc.</u>	<u>Staging Concepts</u>	<u>Stage Right</u>
Custom Stage Extensions	\$7,600.00	\$10,000.00	\$10,500.00

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of custom stage extensions for \$7,600.00 from Custom Design Inc., Roselle, IL.



Vicky Smith
President

Request to Purchase
IT Consulting Services

Information

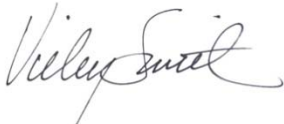
At the April Board meeting, the Board approved Board Report #10-79, Request to Purchase IT Consulting Services from Strata Information Group (SIG). The term of the agreement was for six months at a cost of \$200,000.00. During this time, SIG has provided a full-time CIO and technical functional consultants to work on special projects. The College is currently looking to hire a permanent CIO as an employee of the College. Towards this end, the College would like to extend the current agreement with SIG through December at an additional cost of \$40,400.00. During this time, SIG would provide a full-time CIO through October and a part-time CIO through December. The CIO would continue to manage the Information Technology department and participate in the selection process of the College's permanent CIO.

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

This expense is budgeted in the Information Technology Department budget in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the extension of the existing contract with Strata Information Group (SIG) through December 2010 at an additional cost of \$40,400.00.



Vicky Smith
President

Request to Purchase
Medium-Duty Dump Truck

Information

The Buildings Maintenance and Grounds Maintenance Departments have limited hauling and transport capabilities with the current campus fleet of vehicles which consist of: one (1) passenger van, three (3) buses and a Security Department van. These vehicles are not equipped for hauling and transporting large bulk materials or equipment. Therefore, a medium-duty dump truck would be used for hauling large bulk materials on the main campus as well as to transport roads and grounds equipment and bulk material to and from the Shah Center. By doing our own pickups and deliveries in-house, the College would save an estimated \$5,000.00 to \$7,000.00 per year. These savings would be realized by our own staff picking up supplies from local vendors rather than the College paying to have supplies delivered to the Campus.

Additionally, with the capability to transport lawn mowers, equipment and materials to and from the Shah Center, there would be no need to contract out the lawn maintenance services. This would be an annual cost savings of \$10,107.00 by using our own staff to do the lawn maintenance at the Shah Center.

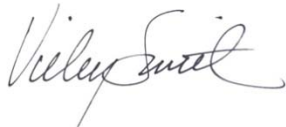
The College initiated a formal request for bids and the following were received:

<u>Description</u>	<u>Kunes Country Ford</u>	<u>State of Illinois Joint Purchase</u>	<u>Biggers Chevrolet</u>	<u>Gary Lang Chevrolet</u>	<u>Advantage Chevrolet</u>
Truck, cab & chassis, 4X2, 12,500 LB.GVWR (min), regular cab, 60" cab-to-axle, gasoline engine.	\$29,921.50 2011 Ford F350 Chassis Cab	\$30,865.00 2011 Ford F350	\$32,583.00 2011Chevy Silverado	\$33,243.21 2011 Chevy Silverado	\$35,985.76 2011 Chevy Silverado

This expense is budgeted in the Building Maintenance Equipment-Service Account in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of a medium-duty dump truck for \$29,921.50 from Kunes Country Ford, Antioch IL.



Vicky Smith
President

Request to Purchase
Professional Services to Design Reconstruction of the Loading Dock Leveler

Information

The loading dock leveler at the College's main campus has been in place since Building A was constructed in the mid-1970's and is beyond its useful life, safe operation, and maintainability for re-certification.

Legat Architects has submitted a proposal to provide professional services for development of the design and scope to remove and replace the existing loading dock leveler, curb angles, associated controls and dock bumpers at a cost of \$7,155.00 plus reimbursable expenses.

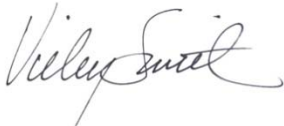
It is anticipated that a request for bids can be executed and a contractor selection readied for presentation to the Board of Trustees at the October meeting. This timeline would permit work to be completed before harsh winter conditions arrive. Construction costs for the project are anticipated to be approximately \$18,000.00 to \$24,000.00.

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

This expense is budgeted in the Other Capital Outlay Account in the Operations and Maintenance Restricted Fund.

Recommendation

It is recommended that the Board of Trustees approves the expenditure for professional architectural/engineering services as described above for \$7,155.00 plus reimbursable expenses from Legat Architects, Crystal Lake, IL.



Vicky Smith
President

Request to Purchase
Professional Services to Design a Supplemental Instruction Program

Information

Supplemental Instruction (SI) is a program that offers collaborative learning workshops for participating classes. The workshops focus on critical thinking and problem solving exercises centered on course material. They are scheduled outside of class time and are led by trained student leaders.

Professional services are being recommended to coordinate and implement a SI program for MCC students who are enrolled in developmental education courses. Funding to support these efforts is provided via a \$213,000.00 grant from the Illinois Community College Board (ICCB). The ICCB-backed grant, named the Student Success Grant Agreement, provides funding for costs associated with the purchase of supplemental instructional materials, and imparting services to establish and run a SI program for the purpose of improving retention and learning outcomes for students.

Although there are numerous factors that appear to influence retention rates, the SI approach to retaining students has proven to serve as a valuable and effective method to combat poor retention in developmental courses. Given that several MCC students struggle to successfully complete developmental courses, especially in mathematics, we will establish an SI program that will help to retain and improve the success rates of students who enroll in developmental math courses.

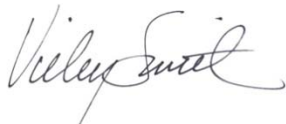
In order to achieve the aforementioned goals, we would like to retain the professional services of Ms. Lee Willis as a Supplemental Instruction Specialist. Ms. Willis' role and responsibilities will include coordinating an SI program, hiring peer tutors, working with faculty, and marketing the program to students who are enrolled in developmental courses. Her services will begin in September 2010 and end in May 2011 at a total rate of \$25,000.00 (20 hours a week).

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

This expense is budgeted in the Student Success Grant Account in the Restricted Purposes Fund.

Recommendation

It is recommended that the Board of Trustees approves the professional services of a Supplemental Instruction Specialist for \$25,000.00 from Ms. Lee Willis, Oak Park, IL.



Vicky Smith
President

Request to Purchase
Snow Removal Services for MCC Main Campus

Information

Last year bids were received from six vendors for snow removal services at McHenry County College. Campobello Landscaping was the contractor approved by the Board of Trustees at the November 2009 meeting, Board Report #09-295. The contract was for one year with an option to renew for two additional years.

The cost for FY 2010 was \$3,520.00 per occurrence and the yearly cost was \$67,819.00. Campobello Landscaping has agreed to the same cost for FY 2011 and FY 2012. The price is based on each occurrence of snow removal and includes putting down ice melter (salt) for ice storms and overnight freezing.

Provisions have been included in the contract to transport snow from parking lots to a remote location if the snow is blocking parking spaces. If snow has to be transported, there is an hourly rate of \$150.00 per hour for a loader and \$100.00 an hour per dump truck. This contract does not include sidewalks, which are cleared by College personnel. The service, which was provided by this company, has been very satisfactory.

This expense is budgeted for a total of \$65,000.00 in the Grounds Maintenance Account in the Operations and Maintenance Fund for fiscal year 2011.

Recommendation

It is recommended that the Board of Trustees approves the snow removal contract for the main campus covering FY 2011 and FY 2012 for \$3,520.00 per occurrence and \$150.00 per hour for a loader and \$100.00 an hour per dump truck, for snow removal from Campobello Landscaping, Woodstock, IL.



Vicky Smith
President

Request to Purchase
Snow Removal Services for Shah Center

Information

Last year the College received bids from six vendors for snow removal services at the Shah Center. The contract was awarded for one year and included an option to renew the contract for two additional years.

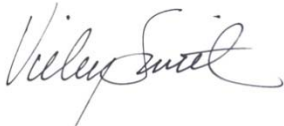
The price is based on each occurrence of parking lot and sidewalk snow removal and includes putting down ice melter (salt) for ice storms and overnight freezing.

Last year the cost was \$540.00 per occurrence and the Tovar Snow Pros Company has agreed to hold the cost to \$540.00 per occurrence for FY 2011 and FY 2012. This approval will fix the College's snow removal costs, per occurrence, at the Shah Center, for the next two fiscal years.

This expense is budgeted for a total of \$9,000.00 in the Shah Center Operations Account in the Education Fund for fiscal year 2011.

Recommendation

It is recommended that the Board of Trustees approves the snow removal contract for the Shah Center covering FY 2011 and FY 2012, for \$540.00 per each occurrence of snow removal from Tovar Snow Pros Company, Elgin, IL.



Vicky Smith
President

Request to Purchase
Treadmills for the MCC Fitness Center

Information

The MCC Fitness Center serves over 130 community members, 70 college athletes, 50 employees, and 500 credit-students a year. In addition, the Fitness Center donates time and resources to groups from Northern Illinois Special Recreation Association (NISRA) and Special Education District of McHenry County (SEDOM). This totals over 25,000 hours of exercise activities annually in the Fitness Center. Each of these groups uses treadmills daily as a part of their specific exercise program, either for general fitness, sports performance or rehabilitation.

The life expectancy of a treadmill is 4-10 years; of the three treadmills we are replacing, one treadmill is over 16 years old, and two are over 12 years old. No replacement parts are available for these treadmills. Therefore, all three treadmills are in need of replacement.

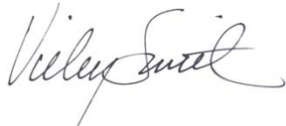
The following bids were requested for three Life Fitness Classic Series treadmills:

<u>Item</u>	<u>Quantity</u>	<u>Life Fitness, a division of Brunswick Corporation</u>	<u>Promaxima Manufacturing LTD</u>	<u>KC Fitness Service</u>
Life Fitness Classic Series Treadmill	3	\$13,282.32	\$13,447.00	\$13,524.00

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of treadmills for the MCC Fitness Center for \$13,282.32 from Life Fitness, a division of Brunswick Corporation, Schiller Park, IL.



Vicky Smith
President

Request to Renew
UpToDate Database Subscription

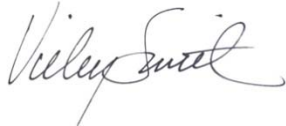
Information

UpToDate is a clinical resource designed to assist the College's nursing program students with diagnosis and treatment. Information is presented in the form of topic reviews, each one addressing a particular clinical issue. Topics related to treatment or management also include recommendations as well as charts, x-rays, photographs, movies and Medline abstracts, which can also be viewed. In addition, there is complete access to an extensive drug database. UpToDate contains the equivalent of 50,000 pages of original, peer-reviewed text for an annual cost of \$5,000.00 from Wolters Kluwer Health.

This expense is budgeted 50% from the Partnerships for College & Career Services Transit Grant Account and 50% from the Perkins Software Supplies Account; both are in the Restricted Purposes Fund.

Recommendation

It is recommended that the Board of Trustees approves the one-year subscription renewal of the UpToDate database for \$5,000.00 from Wolters Kluwer Health, Waltham, MA.



Vicky Smith
President

Reorganization of Administration

Currently, the College has several interim positions among its administrative positions. Such positions were created as interims to “hold” the positions until the new president could arrive and organize the institution to meet the strategic goals of the College.

The official, currently approved organizational structure of the administration is outlined below. Basically, the president has three senior administrative positions reporting to her, in addition to some staff positions. The administrative positions are the Vice-president for Academic and Student Affairs, the Vice-president for Administrative Services, and the Vice-president for Institutional Effectiveness. Over the last several months, some of the functions falling under one or more of these vice-presidential positions have been, on an interim basis, pulled out from the above approved reporting structure and placed, on an interim basis, under the structure reporting to the President. Those functions included Information Technology and Fiscal Affairs. Individuals were contracted with to fill the lead positions in these two areas on an interim basis.

The President has reviewed these two functional areas and the operations reporting to each, and has determined the following:

- Information Technology should report directly to the President under the leadership of a Chief Information Officer (CIO). Reporting to this position would be all information technology and technological service and support functions, both administrative and academic. (All computer instructional programs will, of course, remain under the Vice-president for Academic and Student Affairs.)
- Finance should report directly to the President under the leadership of a Chief Financial Officer/Treasurer (CFO). Reporting to this position will be all accounting (accounting, accounts payable, accounts receivable/Bursar, and payroll) and business services operations. The Bookstore and Food Service operations will move under the Vice-president for Administrative Services reporting structure.

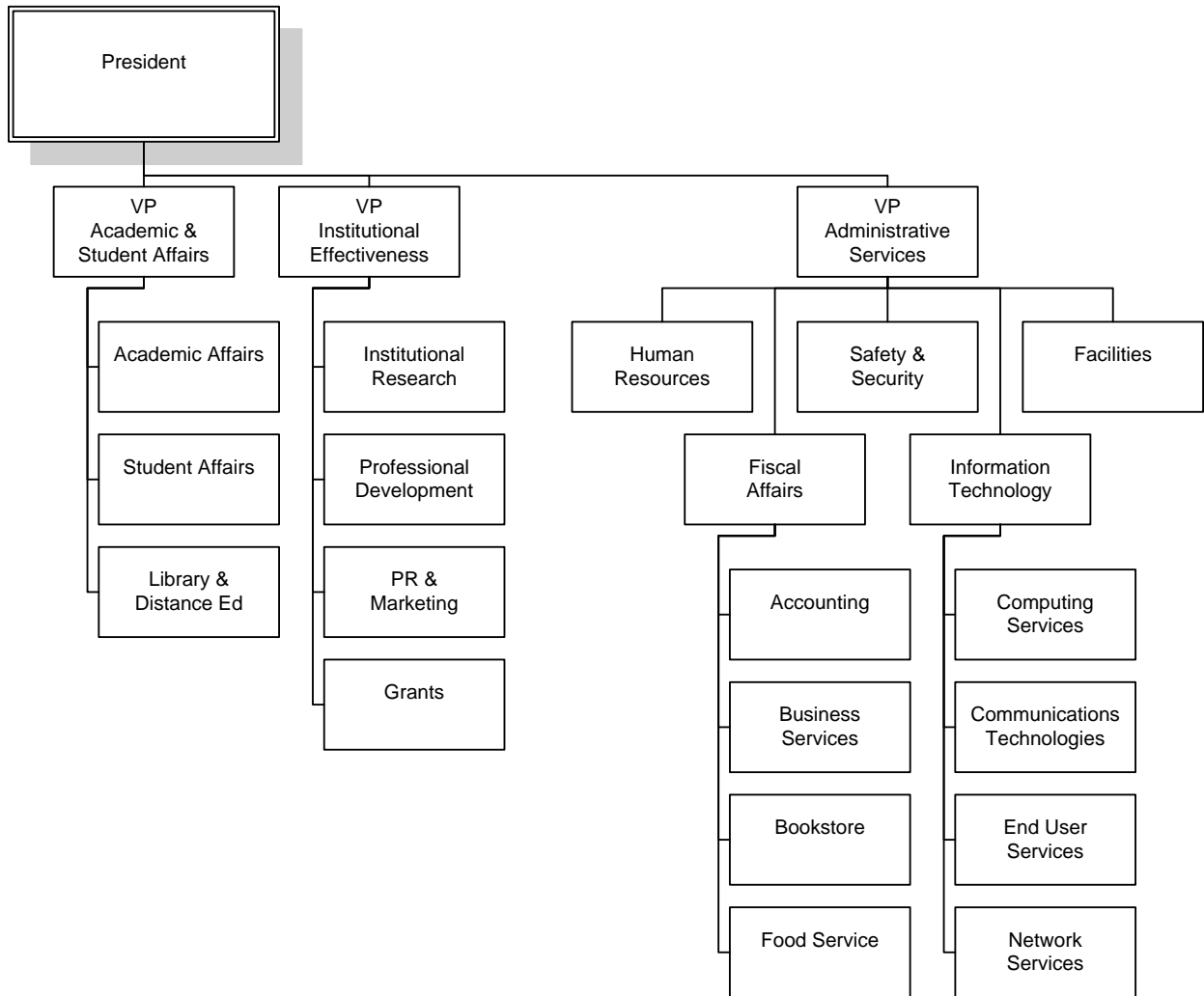
See the proposed organizational chart below.

The CIO and the CFO positions are mission critical to McHenry County College. As such, they need to report to the President and serve on the senior staff. Funding for the positions will come from the following currently budgeted items and therefore be budget neutral:

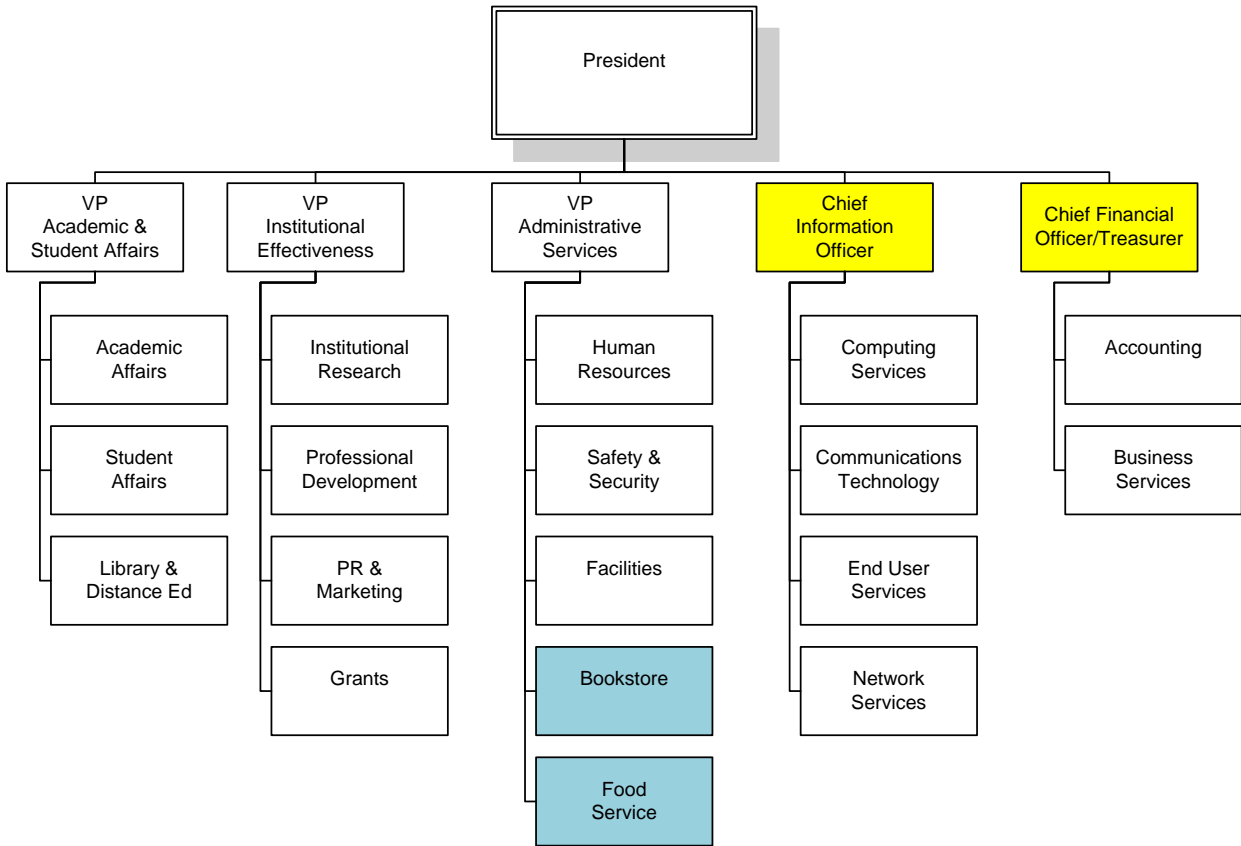
- Assistant Vice-president for Information Technology (vacant)
- Assistant Vice-president for Finance (vacant)
- Funds from contractual Services for Interim Chief Financial Officer/Treasurer
- Funds from contractual Services for Interim Chief Information Officer

Position descriptions for the Chief Information Officer and the Chief Financial Officer/Treasurer follow this narrative.

Administration: Current Approved Organizational Structure



Administration: Proposed Organizational Structure



*Items highlighted in yellow are new positions.

**Items highlighted in blue are functions that have changed their reporting structure.

Recommendation

The Board approves the reorganization of the Administration as outlined above and approves the establishment of the Chief Information Officer (administration, no range level) and the Chief Financial Officer/Treasurer (administration, no range level) positions.

Vicky Smith
President

POSITION: CHIEF INFORMATION OFFICER

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

PRIMARY PURPOSE: Provide leadership and direction for all information technology (IT) and technological services that support the instructional programs and administrative needs of the College and in planning, implementing, and maintaining the College-wide infrastructure supporting technology and IT-dependent applications. Responsible for ensuring that the major technology and information systems, and related operational plans and policies, procedures and standards are in place and aligned with College objectives. This includes disaster recovery, business continuity, security, and quality assurance efforts. Coordinate the IT-dependent portion of programs and services with external entities.

ESSENTIAL JOB FUNCTIONS:

- Provide overall leadership in ensuring the effectiveness of all ongoing instructional and administrative technology-supported projects and operations
- Set clear goals and objectives. Monitor and measure performance to plan. Deliver timely, objective, and actionable feedback on performance to plan
- Coordinate IT efforts, and serve as primary IT liaison where necessary, with all internal McHenry County College programs, departments, and efforts requiring extensive and ongoing technology and IT services, including Learning and Student Support Services, Administrative Services, Marketing and Public Relations, Institutional Research and Planning, and the Friends of MCC Foundation
- Coordinate the provision of internal and external consulting services to College administration and faculty designed to optimize the integration of information technologies into process improvement efforts
- Provide leadership in the preparation of the annual Computing and Technology Plan (CTP)
- Provide overall leadership in preparing the IT budgets and monitoring the expenditures needed to deliver IT services
- Provide overall leadership to College personnel in identifying and prioritizing new and emerging technology-supported projects and operations
- Provide overall leadership for the Information Technology Department in the recruitment, retention, development, supervision, and evaluation of IT technical and support staff
- Provide overall leadership for the College's participation in the technology-supported portions of collaborations with outside entities
- Coordinate all internal and external technology-supported reporting needs with the ICCB and other agencies
- Participate as an evaluator of the annual technology-dependent continuous improvement requests
- Serve on College technical committees, including CAPC technical committee, and other committees, including personnel search committees, as requested
- Serve on the President's Executive Council
- Support and participate in the College's commitment to continuous improvement and the Continuous Improvement/AQIP process of accreditation through appropriate participation in the Action Team
- Additional duties as assigned

SUPERVISION: Under the direct supervision of the President. Directly supervises the Director of Information Systems, the Director of End User Services, Director of Communications Technologies, Director of Network Services, Director of Computing Services, and the Administrative Assistant Information Technology.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Bachelor's Degree in related field. An equivalent combination of education and experience considered. Master's Degree preferred.

EXPERIENCE: Minimum of 7-10 years of increasingly responsible supervision and technology management experience in a moderate-to-large (multiple nodes, multiple servers and applications, multiple end users) IT department providing extensive IT services in a highly dynamic, highly cyclical environment. Educational institution experience preferred.

SKILLS AND ABILITIES:

- Ability to be innovative while effectively managing risk
- Ability to initiate and lead sustainable change
- Excellent supervisory, and managerial skills; and the ability to effectively manage a complex organization and provide leadership to highly competent technical personnel (unionized staff)
- A visionary, understanding technology trends and their impact on Higher Education
- An adaptive leader who takes a proactive approach to ensure the College is using information technology to support its mission
- A relationship builder, ensuring that IT use and support is efficient and effective
- Ability to think and plan strategically, in order to align IT direction with the College's mission, vision, and goals
- Excellent communication (written and oral presentation) skills with the ability to articulate a vision for information technology for the college
- Experience managing the implementation and ongoing support of ERP systems used in Higher Education
- Ability to work independently, highly responsible, reliable, and self-directed
- Excellent ability to reason and problem solve; to synthesize and communicate information that is very complex and encompasses an extensive, diverse, and rapidly changing body of knowledge
- Excellent project management and resource utilization skills – ability to work on many projects and activities simultaneously and remain organized
- Excellent negotiation skills related to systems and component acquisitions, end-user service level agreements, and vendor service level agreements
- Ability to formulate, interpret, and apply internal and external policies, procedures, rules, and regulations
- Ability to work effectively under pressure using time efficiently and remaining focused on priorities
- Ability to work collaboratively with diverse constituencies and to build consensus among these groups
- Ability to work well with large numbers of customers, including other McHenry County College employees, vendors, and students
- Commitment to the mission of the community college

ISSUED: September 2010 / No Range

POSITION: **CHIEF FINANCIAL OFFICER/TREASURER**

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

PRIMARY PURPOSE: As a key member of the executive management team, the Chief Financial Officer will report to the President and assume a strategic role in the overall management of the finances of the College. The CFO will have primary day-to-day overall responsibility for planning, policy determination, implementing, managing and controlling all financial-related activities of the college. This will include direct responsibility for accounting, including grant accounting, finance, forecasting, strategic planning, asset management, cost benefit analysis, budget management, insurance program oversight, procurement and vendor relations, banking relationships, and investments.

ESSENTIAL JOB FUNCTIONS:

The College President delegates authority to the Chief Financial Officer/Treasurer to carry out the following responsibilities:

- Plan, organize and administer, consistent with the philosophy, mission, and goals of the College, the following financial and operational functions:
 - Accounting
 - Financial Forecasting and Planning
 - Procurement and Contract Administration
 - Budget Development and Oversight
 - Investments Program Oversight
 - Property Inventory Control
 - Group and Property/Causality/Liability Insurance Programs
 - Audit
 - Risk Management Program
- Provides leadership in the development for the continuous evaluation of short and long-term strategic financial objectives
- Evaluates and advises on the impact of long range planning, introduction of new programs/strategies and regulatory action impacting the College
- Oversee cash flow planning and ensure availability of funds as needed
- Oversee cash, investment and asset management
- Ensure that effective internal controls are in place and ensure compliance with G AAP and applicable federal, state and local regulatory laws and rules for financial reporting
- Plan, maximize and maintain the College investment program
- Coordinate the preparation and implementation of the Annual College budget
- Prepare major annual operational, state, and federal financial reports and oversee the development of the monthly Trustee financial report
- Establish and direct the implementation of systematic procedures for operation, maintenance, inventory, and replacement of College property
- Serve as College Treasurer for the Board of Trustees
- Provide leadership for administering the College's group, and property/causality/liability insurance programs
- Supervise internal and external financial audits of the College
- Maintain liaison with the Illinois Community College Board, the Illinois Board of Higher Education, the Illinois State Board of Education, and other state and federal agencies related to financial matters
- Collaborates extensively with all campuses and other college divisions/departments

- Maintains current knowledge of trends and developments in the field of finance
- Share in the development and review of the policies to be recommended by the President to the Board of Trustees
- Oversees the Business Services Office
- Work closely with the Executive Director of the Friends of McHenry County Foundation on all financial matters pertaining to the Foundation
- Represent the College at designated governmental, professional, and community organizations
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Perform any other duties assigned or delegated to the Treasurer by the Board of Trustees
- Assume other responsibilities as delegated or assigned by the President

SUPERVISION: Reports directly to the President. Supervises Director of Business Services, and Finance (Payroll, Accounting, and Bursar) Personnel.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Master's Degree in Business, Management, Accounting or a related field required. CPA preferred.

EXPERIENCE: Distinguished record of administrative service with a minimum of seven years of progressive responsible senior financial-management administration in a complex organization, preferably at a community college or other higher educational institution, with at least five years of experience in one or more of the functions reporting to this position. Prefer experience working with information technology staff to manage finance and accounting software packages.

SKILLS AND ABILITIES:

- Ability to maintain the highest standard of ethics and have a high level of integrity and dependability with a strong sense of urgency and results-orientation
- Ability to design and implement best practices and programs to further areas under scope of authority relative to College mission goals
- Ability to build consensus regarding decisions
- Strong analytical and problem-solving skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses
- Strong writing and communication skills
- Bondable
- Belief and experience in participatory management
- Strong written and oral communication skills and ability to work in a collaborative manner
- Superior interpersonal skills, ability to communicate and manage well at all levels of the organization
- Experience in computer-based fiscal planning and analysis
- Ability to think creatively, strategically and proactively
- Commitment to the mission of the community college

Subject to Criminal Background and Credit Check

ISSUED: September 2010

Personnel Adjustments for Fall 2009
Transfer and Occupational Courses

Information

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

Overload

<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Martincic, Anne	MAT1650041	6.66	0	659.18

Recommendation

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



Vicky Smith
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:

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Ambrose-Gerak, Mary	BUS 241 Online Class Development	0	250.00

Recommendation

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



Vicky Smith
President

Personnel Adjustments for Fall 2010
 Transfer and Occupational Courses

Information

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

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Allare, Robert P	HIS172001	3	0	1,600.85
Allare, Robert P	HIS172003	3	0	1,600.85
Altman, John L	ACC151006	3	0	1,854.45
Amore, Cynthia A	FRS100001	2	0	404.49
Andel, Mark D	ENG152016	3	0	1,648.40
Andel, Mark D	ENG152017	3	0	1,648.40
Archambeau, Gena M	HRT120001	4	0	2,451.47
Archambeau, Gena M	HRT120002	4	0	2,451.47
Arkenberg, Jerome S	HIS130001	3	0	1,870.30
Arkenberg, Jerome S	HIS131002	3	0	1,870.30
Armbruster, Patricia	CHM164004	6	3,201.70	480.25
Aubert, Linda	AOM101004	3	0	1,854.45
Baia, Diane	HFE125001	2	0	1,098.93
Barnard, Allison A	SPA101001	3	0	1,632.55
Barroso, Peter	IMT104302	3	0	1,711.80
Barroso, Peter	IMT116301	3	0	1,711.80
Baser, Julia A	BUS145301	3	0	1,600.85
Bazan, Michael J	MUS160001	2	0	1,225.73
Beagle, Patricia L	ENG090002	3	0	1,648.40
Behun, William A	PHI151004	3	0	1,616.70
Behun, William A	PHI251009	3	0	1,616.70
Bereiter, Glenn K	HRT282001	4	0	2,113.33
Birks, Patricia A	NAE100A01	3	0	1,724.80
Birks, Patricia A	NAE100C01	3	0	1,724.80
Birks, Patricia A	NAE100E01	3	0	1,724.80
Birks, Patricia A	NAE100I02	3	0	1,724.80
Blitek, Renee S	HRT229001	4	0	2,176.73
Bowman, Thomas C	DGM125001	6	0	3,708.90
Bowman, Thomas C	DGM290001	6	0	3,708.90
Brenner, Roxane M	NAE100D01	3	0	1,808.80
Brenner, Roxane M	NAE100D02	3	0	1,808.80
Brenner, Roxane M	NAE100104	6	0	3,423.60
Brown, Shannon G	NAE100005	6	0	3,170.00
Bruce, Richard E	BUS145002	3	0	1,727.65
Bruce, Richard E	BUS145601	3	0	1,727.65
Bruce, Richard E	BUS150601	3	0	1,727.65
Buckler, Andrew M	ENG095011	3	0	1,648.40
Buckler, Andrew M	ENG151028	3	0	1,648.40
Buckler, Andrew M	ENG151301	3	0	1,648.40
Campbell, James R	PHI251005	3	0	1,854.45

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Campbell, James R	PHI261003	3	0	1,854.45
Campbell, James R	PHI261004	3	0	1,854.45
Castro, Miguel A	SPA151001	4	0	2,197.87
Castro, Miguel A	SPA151002	4	0	2,197.87
Catenazzo, Anthony R	PHI251301	3	0	1,616.70
Chapman, Joel W	HFE120001	2	0	1,236.30
Chapman, Joel W	HFE120050	2	0	1,236.30
Christensen, James D	ART241001	6	0	3,296.80
Christensen, James D	ART250004	6	0	3,296.80
Cluchey, Joseph M	FRS101003	3	0	919.30
Coleman-Cruz, Erin D	ART167001	6	0	3,201.70
Coleman-Cruz, Erin D	ART168001	6	0	3,201.70
Cornelius, Erwin C	PLT150601	3	0	1,854.45
Cottrell, Julie A	ACC220001	4	0	2,472.60
Crain, Wesley R	FRS150001	1	0	5,515.80
Daley, Peter F	ECO251005	3	0	1,648.40
Dallstream, David M	HIS132001	3	0	1,854.45
Dallstream, David M	HIS172004	3	0	1,854.45
Danisch, Bryant J	HFE150001	3	0	1,854.45
Danisch, Bryant J	HFE251001	3	0	1,854.45
Davis, Tiffany E	CJS115001	3	0	1,743.50
Deak, Robin A	PSY151004	3	0	1,854.45
Deak, Robin A	PSY151005	3	0	1,854.45
Deak, Robin A	PSY151017	3	0	1,854.45
Deak, Robin A	PSY250001	3	0	1,854.45
Dean, Lawrence O	ENG151012	3	0	1,600.85
Dean, Lawrence O	ENG152005	3	0	1,600.85
Degross, Helene E	SPE151051	3	0	1,854.45
Diaz, Franklin E	CIS143101	2	0	1,067.23
Dittus, Melanie K	ENG151042	3	0	1,854.45
Dittus, Melanie K	ENG151044	3	0	1,854.45
Donato, William C	GEG123301	3	0	1,600.85
Donato, William C	GEG220003	3	0	1,600.85
Douglas, Jason G	ENG152001	3	0	1,648.40
Douglas, Jason G	ENG152002	3	0	1,648.40
Druml, Amy M	NUR210A02	12	0	6,403.40
Drzal, Tina M	CLM105101	2	0	1,056.67
Drzal, Tina M	PAS101101	12	0	6,340.00
Duffy, Kari L	SPE151026	3	0	1,664.25
Dzike, Leslie A	ENG105002	3	0	1,648.40
Dzike, Leslie A	ENG151014	3	0	1,648.40
Dzike, Leslie A	ENG151015	3	0	1,648.40
Elder, David A	HUM250099	3	0	1,854.45
Elliott, Lawrence Jr	PSY151011	3	0	1,854.45
Elliott, Lawrence Jr	PSY151015	3	0	1,854.45
Ewert, Cynthia L	EDU251601	3	0	1,854.45
Flanigan, John W	ART264001	6	0	3,296.80
Flashing, Sarah J	PHI251002	3	0	1,600.85
Fox, Jay J	ENG151027	3	0	1,648.40
Fox, Jay J	ENG151049	3	0	1,648.40
Fugate, Charisse	NAE100H02	3	0	1,942.64
Fugate, Charisse	NAE100I01	3	0	1,942.64
Gaughan, Patricia L	MUS153001	3	0	1,854.45

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Gaughan, Patricia L	MUS154002	3	0	1,854.45
Gaylord, Paula Jm	EAS170005	5	0	2,668.08
Gaylord, Paula Jm	EAS171004	5	0	2,668.08
George, Rebecca H	RDG110002	3	0	1,600.85
Gerc, Sharon C	HCE111001	1	0	528.33
Gerc, Sharon C	NUR110A03	12	0	6,340.00
Gordon, Jenay M	ART151601	3	0	1,727.65
Gordon, Jenay M	ART171601	3	0	1,727.65
Graves, Lauren Y	ECE121001	3	0	1,600.85
Graves, Lauren Y	ECE204001	3	0	1,600.85
Gregor, Christina L	ART151006	3	0	1,648.40
Gregor, Christina L	ART156002	6	0	3,296.80
Gregor, Christina L	ART157001	6	0	3,296.80
Griffith, Catherine	ENG151038	3	0	1,727.65
Gruba, Henry V	FRS122001	3	0	1,838.60
Grupczynski, Ann M	MAT074001	3	0	1,585.00
Guyer, Dawn M	ECE219001	3	0	1,600.85
Hagaman, Robert	HIS132002	3	0	1,870.30
Hagaman, Robert	HIS170003	3	0	1,870.30
Hageman, Jeffrey A	MAT095018	4	0	2,303.53
Hageman, Jeffrey A	MAT099015	4	0	2,303.53
Hamill, Vicki L	HFE150601	3	0	1,648.40
Hamill, Vicki L	HFE170701	1	0	549.47
Hankins, Kimberly O	GEG220002	3	0	1,600.85
Hankins, Kimberly O	GEG221002	3	0	1,600.85
Hansel, Matthew P	PLT151003	3	0	1,854.45
Harreld, Kristen A	ENG151043	3	0	1,648.40
Harreld, Kristen A	ENG151045	3	0	1,648.40
Healy, John D	ENG095003	3	0	1,854.45
Healy, John D	ENG095013	3	0	1,854.45
Healy, John D	ENG151302	3	0	1,854.45
Helm, Corrine E	MAT095001	4	0	2,451.47
Henry, Marla I	MAT095010	4	0	2,134.47
Henry, Marla I	MAT095011	4	0	2,134.47
Hixson, David F	BUS240002	3	0	1,870.30
Hixson, David F	BUS241001	3	0	1,870.30
Hogan, Neal P	PHI251010	3	0	1,600.85
Honeyman, Bradley D	ENG151039	3	0	1,600.85
Honeyman, Bradley D	ENG151040	3	0	1,600.85
Honeyman, Bradley D	ENG151047	3	0	1,600.85
Howard, Dean J	CIS110107	2	0	1,225.73
Howard, Dean J	CIS110108	2	0	1,225.73
Huart, Lindsay M	BUS145001	3	0	1,600.85
Hunt, Jennifer	HRT221001	4	0	2,451.47
Jackson, Beverly S	CIS090001	2	0	919.3
Jackson, Beverly S	CIS110002	2	0	1,225.73
Jackson, Beverly S	CIS110105	2	0	1,225.73
Jackson, Brenda C P	ENG151005	3	0	1,600.85
Jackson, Brenda C P	ENG151013	3	0	1,600.85
Jackson, Brenda C P	ENG151046	3	0	1,600.85
Jaffe, Christopher E	HIS170001	3	0	1,727.65
Jagielski, Rudolph	SPE151011	3	0	1,854.45
Jagielski, Rudolph	SPE151014	3	0	1,854.45

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Jahnke, Marianne F	EAS171003	5	0	2,668.08
Jahnke, Stephen James	ACC151005	3	0	1,854.45
Jansen, Brittany R	ENG095010	3	0	1,600.85
Jansen, Brittany R	ENG151020	3	0	1,600.85
Jansen, Brittany R	ENG151021	3	0	1,600.85
Jansen, Brittany R	ENG152010	3	0	1,600.85
Jeziorowski, Agnes	HIS131003	3	0	1,600.85
Johnson, Kim J	HFE140101	2	0	1,225.73
Johnson, Sara J	PSY151012	3	0	1,600.85
Johnston, Sandra J	CLM101101	12	0	6,340.00
Jost, Helen Gallivan	PHI251001	3	0	1,854.45
Jost, Helen Gallivan	PHI251006	3	0	1,854.45
Kamarajan, Shanthi	MAT095003	4	0	2,472.60
Kamarajan, Shanthi	MAT099013	4	0	2,472.60
Kearns, James R	ART271003	6	0	3,201.70
Keller, Loreen M	PHI151001	3	0	1,648.40
Keller, Loreen M	PHI151002	3	0	1,648.40
Khan, Rubina S	ENG152008	3	0	1,664.25
Khan, Rubina S	ENG152009	3	0	1,664.25
Kieca, John J	AMT100701	6	0	3,170.00
Kieca, John J	AMT120101	6	0	3,170.00
Kleisch, Elke A	RDG089001	3	0	1,600.85
Kleisch, Elke A	RDG110006	3	0	1,600.85
Kleisch, Elke A	RDG110801	3	0	3,201.70
Koehler, Gwendolyn A	RDG089002	3	0	1,600.85
Kostova, Zhanina M	FRE151002	4	0	2,197.87
Kostova, Zhanina M	FRE251001	4	0	2,197.87
Krahn, Thomas E	CIS132101	2	0	1,236.30
Kreutzmann, Barbara	BUS110050	3	0	1,854.45
Kreutzmann, Barbara	BUS150002	3	0	1,854.45
Kreutzmann, Barbara	MGT150601	3	0	1,854.45
Kropp, Marilynn B	MCC101115	1	0	575.88
Kuhlin, Whitney Anne	MGT210001	3	0	1,600.85
Kvam-Holub, Janet A	MUS151005	3	0	1,870.30
Lambke, Connie	AOM101001	3	0	1,600.85
Lambke, Connie	AOM101002	3	0	1,600.85
Lambke, Connie	AOM101003	3	0	1,600.85
Lane, George R	BIO263003	6	0	3,233.40
Lang, Sandra L	ART253001	6	0	3,708.90
Lang, Sandra L	HUM150531	3	0	1,854.45
Larsen, Amber G	ART151001	3	0	1,600.85
Larsen, Amber G	ART152001	4	0	2,134.47
Lear, Bryan J	ART241003	6	0	3,201.70
Lechowicz, Yvonne B	GER151001	4	0	2,197.87
Lechowicz, Yvonne B	GER152001	4	0	2,197.87
Lee, Rosalind	CHM165A01	3	0	1,854.45
Lee, Rosalind	CHM165A02	3	0	1,854.45
Lee, Rosalind	CHM165B01	3	0	1,854.45
Lee, Rosalind	CHM165B02	3	0	1,854.45
Lee, San A	CHM164C01	3	0	1,664.25
Lee, San A	CHM164C02	3	0	1,664.25
Lee, San A	CHM164D01	3	0	1,564.40
Leong, Megan A	ART151004	3	0	1,600.85

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Leong, Megan A	ART151005	3	0	1,600.85
Levernier, William R	IMT104301	3	0	1,632.55
Lewis, Nikki G	HFE120004	2	0	1,225.73
Linnekin, Jennifer J	ART151007	3	0	1,600.85
Linnekin, Jennifer J	ART151009	3	0	1,600.85
Linse-Zurio, Marybeth	BIO110D02	3	0	1,870.30
Linse-Zurio, Marybeth	BIO110004	6	0	3,740.60
Love, Karen C	ECO252301	3	0	1,648.40
Mack, Stephen H	FRE152003	4	0	2,472.60
Maio, Robert S	ACC110001	4	0	2,134.47
Maio, Robert S	ACC110350	4	0	2,134.47
Malone, Marc P	ENG151018	3	0	1,600.85
Malone, Marc P	ENG151019	3	0	1,600.85
Malone, Marc P	ENG151041	3	0	1,600.85
Mangano, Doris	NAE100A02	3	0	1,724.80
Mangano, Doris	NAE100B02	3	0	1,724.80
Mangano, Doris	NAE100E02	3	0	1,724.80
Manley, Douglas M	ART175601	3	0	1,854.45
Manley, Douglas M	ART250003	6	0	3,708.90
Marquardt-Casper, Lois	CHM164005	6	0	3,708.90
Martin, Heather	DGM110002	4	0	2,113.33
Martin, Heather	DGM160001	6	0	3,170.00
Martin, Mark	HRT130001	4	0	2,451.47
Martin, Mitchel T	ART184003	6	0	3,201.70
Mathey, Guinevere F	JRN152002	3	0	1,854.45
Mathey, Guinevere F	JRN165001	3	0	1,854.45
Mathey, Guinevere F	SPE151004	3	0	1,854.45
McCrea, Philip J	BIO110C02	3	0	1,648.40
McCrea, Philip J	BIO110003	6	0	3,296.80
McElroy, Erin B	MCC101105	1	0	533.62
McInnis, Megan B	MAT095013	4	0	2,113.33
McInnis, Megan B	MAT095015	4	0	2,113.33
McLaughlin, Terri	ENG095002	3	0	1,854.45
McLaughlin, Terri	ENG095007	3	0	1,854.45
McSherry, Dennis P	SPE151019	3	0	1,648.40
McSherry, Dennis P	SPE151021	3	0	1,648.40
McSherry, Dennis P	SPE151027	3	0	1,648.40
McWilliams-Dunbar, J	ECE234001	3	0	1,600.85
Melesio, Kathryn M	NAE100702	6	0	3,296.80
Meny, Anne E	FRE151003	4	0	2,134.47
Merrell, Aprildawn	MAT095016	4	0	2,472.60
Mezzano, Scott M	HFE120005	2	0	1,067.23
Mezzano, Scott M	HFE120006	2	0	1,067.23
Mezzano, Scott M	HFE170101	1	0	533.62
Mink, John M	MKT120076	3	0	431.91
Mink, John M	MKT130076	3	0	431.91
Mink, John M	MKT155076	3	0	431.91
Mink, John M	MKT248076	3	0	431.91
Moeller, Victor J	ENG151016	3	0	1,854.45
Moeller, Victor J	ENG151029	3	0	1,854.45
Moeller, Victor J	ENG151032	3	0	1,854.45
Moore, James P	FRS220001	3	0	1,600.85
Moore, Susan L	MAT099009	4	0	2,451.47

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Moore, Susan L	MAT099010	4	0	2,451.47
Morauw, Charlie Ann	PSY151010	3	0	1,600.85
Morauw, Charlie Ann	PSY151014	3	0	1,600.85
Morauw, Charlie Ann	PSY151016	3	0	1,600.85
Mullaney, Michael	HFE120002	2	0	1,067.23
Mullaney, Michael	HFE120003	2	0	1,067.23
Murphy, Patric F	HFE103001	2	0	1,098.93
Mutert, Cara C	HFE105001	2	0	1,088.37
Mutert, Cara C	HFE290001	3	0	1,088.37
Naughton, Kathleen R	ACC250001	3	0	1,838.60
Neumann, Candace	MAT095009	4	0	2,451.47
Neumann, Candace	MAT095019	4	0	2,451.47
Nichols, Jody L	MAT090006	3	0	1,648.40
Nothnagel, Joseph L	CHM115002	5	0	3,090.75
Nothnagel, Joseph L	CHM164B01	3	0	1,854.45
Nunn, Deandre A	HFE171701	3	0	1,600.85
Obradovich, Nicholas	ENG151048	3	0	1,600.85
Ollerenshaw, Joanne	DGM290002	3	0	1,664.25
Papke, Mary M	NAE100003	6	0	3,423.60
Pedersen, Simon R	CLM100101	3	0	1,585.00
Pedersen, Simon R	CLM101701	12	0	6,340.00
Perry, Louise J	SPE151023	3	0	1,870.30
Perry, Louise J	SPE151101	3	0	1,870.30
Petersen, Annette M	CIS110001	2	0	1,225.73
Petersen, Annette M	CIS110003	2	0	1,225.73
Peterson, Anne Marie	BIO110005	6	0	3,296.80
Peterson, Anne Marie	BIO157005	6	0	3,296.80
Petty, Arthur	MGT150602	3	0	1,648.40
Piccolo, Michael R	AMT100702	6	0	3,170.00
Polich, Michael D	ANT151003	3	0	1,600.85
Polich, Michael D	ANT151004	3	0	1,600.85
Pomerantz, Henry A	HIS171001	3	0	1,854.45
Pomerantz, Henry A	HIS172005	3	0	1,854.45
Ponzio, Peter J	ENG095004	3	0	1,600.85
Ponzio, Peter J	ENG152014	3	0	1,600.85
Ponzio, Peter J	ENG152015	3	0	1,600.85
Ponzio, Peter J	ENG152019	3	0	1,600.85
Quinn, Arleen	ENG151006	3	0	1,600.85
Quinn, Arleen	ENG151009	3	0	1,600.85
Quinn, Arleen	ENG152012	3	0	1,600.85
Quirk, Donald	ENG095012	3	0	1,616.70
Rademaker, Dana R	SPE151025	3	0	1,648.40
Rahman, Syed Anees	MAT095020	4	0	2,134.47
Rasmussen, Robert	CIS110605	2	0	1,088.37
Reass, Robert M	MAT120004	3	0	1,854.45
Reed, Todd D	ART151002	3	0	1,600.85
Reed, Todd D	ART151604	3	0	1,600.85
Reed, Todd D	ART156003	6	0	3,201.70
Ridge, Sherry M	BUS160001	3	0	1,648.40
Ridge, Sherry M	BUS162001	3	0	1,648.40
Riggin, Laurie A	ART151008	3	0	1,648.40
Riggin, Laurie A	ART155601	3	0	1,648.40
Rosenfield, Laurie B	ENG151033	3	0	1,854.45

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Rosenfield, Laurie B	ENG151037	3	0	1,854.45
Rossman, Teri C	HFE250601	3	0	1,854.45
Rossman, Teri C	HFE250602	3	0	1,854.45
Rover, Gail Anne	ENG151017	3	0	1,648.40
Rover, Gail Anne	ENG151031	3	0	1,648.40
Rover, Gail Anne	ENG151034	3	0	1,648.40
Rover, Gail Anne	ENG152007	3	0	1,648.40
Russell, Susan A	ART151603	3	0	1,600.85
Rynders, Kevin J	FRS101003	3	0	919.30
Sachs, Neill G	GEG202001	3	0	1,854.45
Salhi, Ribhi I	PLT255001	3	0	1,648.40
Santos, Vicki A	PSY151009	3	0	1,870.30
Santos, Vicki A	PSY271001	3	0	1,870.30
Santos, Vicki A	PSY271601	3	0	1,870.30
Saunders-Przybil, Sally	NAE100B01	3	0	1,674.96
Saunders-Przybil, Sally	NAE100F01	3	0	1,674.96
Scardino, Cynthia E	CIS110302	2	0	1,056.67
Scardino, Cynthia E	DGM123001	6	0	3,170.00
Schaefer, David J	PSY151013	3	0	1,711.80
Scherman, Cathleen J	BUS155001	3	0	1,854.45
Schmid, Silvia	GER251001	4	0	2,219.00
Schmit, Meyrl E	PHI261005	3	0	1,600.85
Schopen, Tamara J	ENG151002	3	0	1,727.65
Schopen, Tamara J	ENG151003	3	0	1,727.65
Schopen, Tamara J	ENG151004	3	0	1,727.65
Scott, Gina	CIS110603	2	0	1,088.37
Schultz, Linda	MAT150001	3	0	1,854.45
Schultz, Linda	MAT150002	3	0	1,854.45
Schumacher, Linda M	SPA152003	4	0	2,134.47
Senica, Eric T	CJS140001	3	0	1,648.40
Sergey, Thomas Michael	MUS151006	3	0	1,854.45
Sergey, Thomas Michael	MUS151007	3	0	1,854.45
Shuman, Karen S	SPE151002	3	0	1,600.85
Shuman, Karen S	SPE151020	3	0	1,600.85
Shuman, Karen S	THE151001	3	0	1,600.85
Shuman, Karen S	THE157001	3	0	1,600.85
Singer, Tara J	MUS240001	3	0	1,838.60
Singer, Tara J	MUS241001	3	0	1,838.60
Small, John E	SPE151018	3	0	1,727.65
Small, John E	SPE151029	3	0	1,727.65
Small, John E	SPE151030	3	0	1,727.65
Smith, Dean L	HIS165001	3	0	1,648.40
Smith, Dean L	HIS170004	3	0	1,648.40
Spillane, Susan J	PHY280A02	3	0	1,600.85
Spillane, Susan J	PHY280001	6	0	3,201.70
Spillane, Susan J	PHY291001	6	0	3,201.70
Stanowski, Kristie A	SPE151022	3	0	1,600.85
Stanton, Lee A	HUM150601	3	0	1,854.45
Stanton, Lee A	HUM150602	3	0	1,854.45
Stanton, Lee A	HUM150603	3	0	1,854.45
Steffen, Penny D	ENG151001	3	0	1,600.85
Steffen, Penny D	ENG151007	3	0	1,600.85
Stockwell, James C	JRN180005	3	0	1,854.45

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Stockwell, James C	JRN180006	3	0	1,854.45
Stockwell, James C	JRN180007	3	0	1,854.45
Stone, Pamela A	MAT161008	3	0	1,838.60
Strang, David J	PHI251008	3	0	1,854.45
Sullivan, Michael J	MAT096002	4	0	2,472.60
Sullivan, Michael J	MAT099014	4	0	2,472.60
Swanson, Christina L	SOC151010	3	0	1,854.45
Swanson, Christina L	SOC151602	3	0	1,854.45
Szalaj, Steven J	MUS100001	2	0	1,236.30
Szalaj, Steven J	MUS104001	3	0	1,854.45
Szymkowiak, Dennis R	RDG110003	3	0	1,600.85
Tambellini, Lisa M	BIO157A02	3	0	1,648.40
Tambellini, Lisa M	BIO157001	6	0	3,296.80
Taylor, Dennis R	CHM164006	6	0	3,487.00
Tebeau, Cliff M	CHM164007	6	0	3,233.40
Thillens, Melanie E	SPE151024	3	0	1,854.45
Thillens, Melanie E	SPE151031	3	0	1,854.45
Thomas, Tammy M	RDG090003	3	0	1,854.45
Thomas, Tammy M	RDG110004	3	0	1,854.45
Thomas, Tammy M	RDG110005	3	0	1,854.45
Travis, Katie E	HFE120007	2	0	1,056.67
Travis, Katie E	HFE121002	2	0	1,056.67
Travis, Katie E	HFE151001	2	0	1,056.67
Uhwat, Robert D	PHI151003	3	0	1,854.45
Uhwat, Robert D	PHI155001	3	0	1,854.45
Uhwat, Robert D	PHI251007	3	0	1,854.45
Urban, Edward	CJS125001	3	0	1,585.00
Valdes Rivera, Armando	SPA252002	4	0	2,472.60
Valverde, Osiris	CIS145101	2	0	1,088.37
Valverde, Osiris	DGM210001	4	0	2,176.73
Varga, Ernest J	CMT125301	3	0	1,585.00
Vogt, Marlene R	BIO110G02	3	0	1,600.85
Vogt, Marlene R	BIO110007	6	0	3,201.70
Vorel, Kim F	ART184001	6	0	3,708.90
Vorel, Kim F	ART184002	6	0	3,708.90
Wallen, Thomas J	BIO110A02	3	0	1,870.30
Wallen, Thomas J	BIO110001	6	0	3,740.60
Wallen, Thomas J	BIO110002	6	0	3,740.60
Webster, Ralph	FRS221001	3	0	1,838.60
Wedemeyer, Jessica J	ENG151011	3	0	1,600.85
Wedoff, Bridget E	ART172001	3	0	1,648.40
Wedoff, Bridget E	ART172601	3	0	1,648.40
Wendling, Roy D	MAT099019	4	0	2,134.47
Wendt, Michael R	MAT095012	4	0	2,113.33
Wendt, Michael R	MAT095017	4	0	2,113.33
Whitcomb, Jessica M	SPA151006	4	0	2,134.47
Whitcomb, Jessica M	SPA251003	4	0	2,134.47
White, Russell Iv	MAT099004	4	0	2,472.60
White, Russell Iv	MAT099005	4	0	2,472.60
White, Sara K	BUS155002	3	0	1,648.40
White, Sara K	BUS155601	3	0	1,648.40
White, Sherry M	BUS155076	3	0	824.20
White, Sherry M	MGT210076	3	0	824.20

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Wickman, Peter J	ACC152003	3	0	1,585.00
Wilbrandt, Robert A	BUS240001	3	0	1,870.30
Williams, Linda S	ART182001	4	0	2,303.53
Wittkamp, Roxanne	AOM120101	2	0	1,098.93
Wojtas, Margaret C	SPE151016	3	0	1,648.40
Wojtas, Margaret C	SPE151017	3	0	1,648.40
Wood, Marianne A	CIS110109	2	0	1,151.77
Wood, Marianne A	CIS110301	2	0	1,151.77
Yours, Katherine G	PLT151001	3	0	1,600.85
York, Giovanna Z	HRT161001	4	0	2,113.33

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Ambrose-Gerak, Mary	BUS 241 Online Class Development	0	250.00
Amore, Cynthia A	EMS Lead Instructor	0	2,500.00
Aubert, Linda	AOM Classes	0	69.98
Birks, Patricia A	Clinical Makeup	0	69.30
Blaz, James G	FIT Advisor	0	2,500.00
Carson, Lindsay S	Lead 1 Internat'l Studies	0	2,500.00
Carson, Lindsay S	Lead 1 Language Arts & Philosophy	0	2,500.00
Collins, Charlotte M	AOM Classes	0	69.38
Culp, Todd A	Lead 2 Soc/Sci/His/Pol Sci/Econ	0	2,500.00
Elliott, Lawrence Jr	Counseling	0	3,918.88
Erski, Theodore I	Additional Students EAS	0	1,000.00
Farc, Maria-Magdalena	Lead 1 Social Sciences-Psych	0	2,500.00
Firak, Deborah L	Additional Students Bio	0	1,000.00
Gabel, Bonnie L	Forensics Stipend	0	1,500.00
Garrison, Marla	Additional Students Bio	0	1,000.00
Geller, Jay	Lead 3 Comm. Visual & Perf. Arts	0	2,500.00
Haegerich, Heidi M	Co-Lead PTK 2 Phi Theta Kappa	0	1,250.00
Hillstrom, Michael J	Lead 4 Comm. Visual & Perf. Arts	0	2,500.00
Johnson, Harriet A	Lead Instructor Criminal Justice	0	2,500.00
King, Patricia P	Lead 2 Comm. Visual & Perf. Arts	0	2,500.00
Kramer, Katie L	Additional Students EAS	0	1,000.00
Lambke, Connie	AOM Classes	0	60.40
Linder, Lisha S	Additional Education Responsibility	0	1,977.65
Linder, Lisha S	Lead Education	0	2,500.00
Lozier, Christopher	Counseling	0	559.84
Peters, John E	Additional Students Bio	0	1,000.00
Pishotta, Mark A	Counseling	0	5,466.20
Reass, Robert M	Math Review	0	378.96
Seitz, Timothy T	Lead 1 Language Arts & Philosophy	0	2,500.00
Smith, Robert D	Additional Students Bio	0	1,000.00
Smith, Robert D	Lead Life & Physical Science, Bio	0	2,500.00
Socol, Steven M	Additional Students Chemistry	0	1,000.00
Socol, Steven M	Lead Life & Phys Science Chem.	0	2,500.00
Spangenberg, Bruce	Lead Life & Phys Science Hort.	0	2,500.00
Terlep, Diane L	Lead PTK 1 Phi Theta Kappa	0	2,500.00
Van Sickle, Cynthia	Lead Honors B Interdiscipl. Study	0	2,500.00
Vitale, Sandra A	Lead CIS & DGM	0	2,500.00
Whalen, Elaine A	HFE Lead Instructor	0	2,500.00

Overload

<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albright, Meredith	DGM100001	33.33	0	3,378.71
Alheit, Deborah C	MAT099002	6.66	0	675.68
Arctander, Mark C	ART160002	20.00	0	2,027.25
Beggs, Thomas H	DGM167001	20.00	0	2,027.25
Bill, Eva Maria	SPA151005	26.66	0	2,702.93
Bill, Eva Maria	SPA152001	6.66	0	675.68
Braasch, Gerald	PSY151513	40.00	0	4,054.50
Cameron, Judi L	ANT170002	20.00	0	2,027.25
Carson, Lindsay S	SPA151004	16.66	0	1,689.30
Countryman, Antoinette	ENG151010	20.00	0	2,027.25
Decio, Gabriel A	ENG097001	20.00	0	2,027.25
Dow, Beverly D	BIO157099	20.00	0	2,027.25
Eckel, Mark G	MCC101099	6.66	0	675.68
Erski, Theodore I	EAS171A02	13.33	0	1,351.46
Erski, Theodore I	EAS171001	33.33	0	3,378.71
Erski, Theodore I	EAS171002	33.33	0	3,378.71
Freelove, Julie	AOM120102	13.33	0	1,351.46
Goostree, Douglas C	FRS100001	4.44	0	450.45
Goostree, Douglas C	FRS101002	20.00	0	2,027.25
Goostree, Douglas C	Member CAPC	20.00	0	2,027.25
Grela, Christine L	Member CAPC	10.00	0	1,013.62
Hamill, Paul D	EAS120001	40.00	0	4,054.50
Hamill, Paul D	EAS120601	40.00	0	4,054.50
Hamill, Paul D	EAS120602	40.00	0	4,054.50
Hamill, Paul D	EAS185001	15.00	0	1,520.43
Hand, Arthur James	ART241002	20.00	0	2,027.25
Hoy, Justin L	MCC101110	6.66	0	675.68
Irie, Matt J	ART153001	20.00	0	2,027.25
Johnson, Harriet A	FRS100001	4.44	0	450.45
Kaltenecker, Thomas	CLM150001	20.00	0	2,027.25
Kostos, Tamela L	MAT099016	20.00	0	2,027.25
Kramer, Katie L	EAS170001	20.00	0	2,027.25
Linder, Lisha S	ECE229001	6.66	0	675.68
Lush, Paige C	MUS151003	6.66	0	675.68
Martin, Laureen J	Nursing Lab	13.33	0	1,351.46
Midday, Katherine A	ENG151024	20.00	0	2,027.25
Peters, John E	BIO157003	40.00	0	4,054.50
Power, Laura A	ENG095009	6.66	0	675.68
Radovich, Carol L	NUR210001	26.66	0	2,702.93
Reagan, Mike S	SOC151007	20.00	0	2,027.25
Robison, Marie E	MAT090004	20.00	0	2,027.25
Robison, Marie E	MAT095014	3.33	0	337.84
Sass, Angela M	NUR110001	13.33	0	1,351.46
Smith, Robert D	BIO110006	40.00	0	4,054.50
Socol, Steven M	CHM164A02	20.00	0	2,027.25
Socol, Steven M	CHM164001	40.00	0	4,054.50
Socol, Steven M	CHM164002	10.93	0	1,108.19
Spangenberg, Bruce	HRT100001	26.66	0	2,702.93
Spangenberg, Bruce	HRT103001	33.33	0	3,378.71
Stahmann, Paul C	EAS170003	33.33	0	3,378.71

<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albright, Meredith	DGM100001	33.33	0	3,378.71
Alheit, Deborah C	MAT099002	6.66	0	675.68
Arctander, Mark C	ART160002	20.00	0	2,027.25
Beggs, Thomas H	DGM167001	20.00	0	2,027.25
Stahmann, Paul C	EAS185601	20.00	0	2,027.25
Stahmann, Paul C	GEG101001	20.00	0	2,027.25
Stahmann, Paul C	GEG102001	10.00	0	1,013.62
Sullivan, Sarah	BUS150301	20.00	0	2,027.25
Taylor, Amy S	Member CAPC	10.00	0	1,013.62
Terlep, Diane L	MAT175001	13.33	0	1,351.46
Van Sickle, Cynthia	ENG152602	20.00	0	2,027.25
Van Sickle, Cynthia	ENG152604	20.00	0	2,027.25
Venkataswamy, Shiela	Assessment Liaison	10.00	0	1,013.62
Vician, Tom J	ART271001	20.00	0	2,027.25
Vitale, Sandra	CIS110203	13.33	0	1,351.46
Vitale, Sandra	CIS145201	6.66	0	675.68
Waters, Mark	ENG151008	20.00	0	2,027.25
Ziszik, Cheryl A	NAE100H01	28.00	0	2,838.15

Recommendation

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



Vicky Smith
President

Continuing and Professional Education Personnel Considerations for Fall 2010

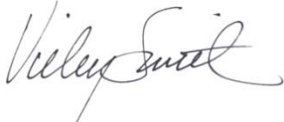
Information

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

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid at an hourly rate:</u>	<u>\$ Amount</u>
Petty, A	NMTS02001	New Vision For Change	400.00
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Lukaczyk, A	NFS C03 001	Pre-CNA (BNA)	1,600.00
<u>Part-time Personnel</u>	<u>Additional Assignment</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
DiVerde, M	Grant Writing	F.A.S.T. Grant	400.00
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Small, J	9/11/2010	Defensive Driving Course- 8 Hour	300.00
<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Ziszik, C	NMD C01 002	Administrator CNA RETEST	300.00

Recommendation

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



Vicky Smith
 President

Appointment of Acting Assignment

Information

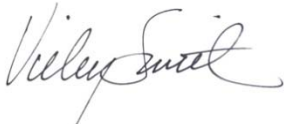
At the August 26, 2010 Board Meeting, the Board of Trustees accepted the resignation of Ronald Geary, Executive Dean of Education & Social Sciences. The following acting assignment is being made to cover the duties currently assigned to that position until completion of an organizational review process or until the position is permanently filled.

James Falco, Executive Dean of Career & Technical Education has been selected to serve as the Acting Executive Dean of Education & Social Sciences effective July 14, 2010. Responsibilities include those identified in the Executive Dean's job description. The acting assignment includes a stipend for the additional responsibilities of \$700.00 per month until the position is permanently filled.

The amount of the stipend is consistent with what has been paid to others assuming similar additional roles and functions.

Recommendation

It is recommended that the Board of Trustees approves the additional acting assignment of James Falco as the Executive Dean of Education and Social Sciences with a stipend of \$700.00 per month.



Vicky Smith
President

Appointment of New
Operations/Programmer Specialist

Information

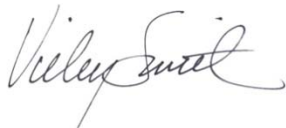
At the June 2010 Board Meeting, the Board of Trustees approved the new full-time professional position of Operations/Programmer Specialist. Janet Sanders has been recommended to fill this position. Ms. Sanders has a Bachelor of Arts in Interdisciplinary Business Data Processing from University of Missouri, Columbia, MO. Her experience is as follows:

2010 – Present	Temporary Operations/Programmer Specialist McHenry County College, Crystal Lake, IL
2008 – 2009	Senior Programmer AMDOCS, Inc., Hoffman Estates, IL
1979 – 2008	Technical Architect AT&T/SBC/SWBT, Hoffman Estates, IL

Four applications were received in response to an internal search process, and the search committee interviewed one candidate.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Janet Sanders to the professional position of Operations/Programmer Specialist, effective September 24, 2010, at the twelve-month salary of \$38,000.00.



Vicky Smith
President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
8	\$33,760.00	\$48,108.00	\$62,456.00	Not Applicable	\$38,000.00	Not Applicable

POSITION: OPERATIONS/PROGRAMMER SPECIALIST

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

WORK WEEK: Flexible to work occasional evenings and weekends, as required

PRIMARY PURPOSE: Provide programming and operations support for the administrative and support systems.

ESSENTIAL JOB FUNCTIONS:

- Provide programming support related to automating operations
- Assist Sr. Programmer/Analysts with the maintenance of existing batch and on-line applications
- Design and develop efficiencies that reduce paperwork and processing time, and make the request process more user-friendly
- Review requests for additional/modified computer services to determine the impact on existing operations
- Trouble-shoot reported problems with mainframe applications
- Develop and run SQL queries in support of SQL databases
- Provide operations support for the administrative system
- Maintain audit and log files
- Ensure that nightly backups of the mainframe are scheduled and completed
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under the direct supervision of the Director of Computing Services.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Associate's Degree in Computer Information Technology or equivalent.

EXPERIENCE:

- Two years experience developing applications in COBOL
- Two years in an environment that includes Unisys systems, DMS II databases, SQL Query language, and Unisys WFL job control language preferred
- Experience in systems design and analysis
- Experience with relational databases preferred
- Experience with SQL databases preferred

SKILLS AND ABILITIES:

- Proficient in the COBOL programming language, SQL Query language, and WFL job control
- Responsible and self-directed
- Ability to communicate effectively in person and on the telephone
- Ability to perform repetitive motion (keyboarding), writing and sitting for prolonged periods
- Ability to work with the College's continuous improvement processes

ISSUED: April 2010 / Range 8

Approval of New Position
Academic/Transition Advisor

Information

A new temporary full-time, grant-funded position is being recommended as a result of receiving over \$213,000 in grant funds from the Illinois Community College Board (ICCB) via the Student Success Grant Agreement. The ICCB-backed grant provides funding for costs associated with imparting services and the purchase of supplemental instructional materials that will improve successful transition to post-secondary education, retention, and student learning outcomes for English Language Learning students.

The position will be professional at 40 hours per week, and will be active from the date of hire to June 30, 2011. The Academic/Transition Advisor will assist to achieve the following goals:

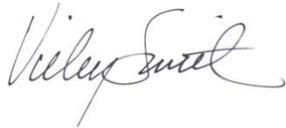
- 1) Increase the awareness of the College's credit-bearing program options to English as a Second Language (ESL) and Adult Secondary Education (ASE) Learners.
- 2) Increase the success of ESL and ASE learners to transition to college credit courses.
- 3) Increase the success and retention of racial/ethnic minority students who are enrolled in developmental courses.

New Professional Position

<u>Title</u>	<u>Salary Range</u>	<u>Effective Date</u>	<u>FTE</u>
Academic/Transition Advisor	8	Begin 10/1/10	1.0

Recommendation

It is recommended that the Board of Trustees approves the new grant funded, temporary full-time, professional position of Academic/Transition Advisor, professional classification, range 8.



Vicky Smith
President

POSITION: **ACADEMIC/TRANSITION ADVISOR**

CLASSIFICATION: Professional / Full-time / Grant-funded

WORK YEAR: October 2010 to June 2011

WORK WEEK: Flexible schedule to meet student demand
Some evenings and Saturdays will be required

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

ESSENTIAL JOB FUNCTIONS:

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

SUPERVISION: Under the supervision of the Dean of Student Success and Dean of Adult Education.

MINIMUM POSITION QUALIFICATIONS:

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary
8	\$33,760.00	\$48,108.00	\$62,456.00

EDUCATION:

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

EXPERIENCE:

- Experience with and appreciation for diverse student populations
- One year advising and bilingual (Spanish/English) preferred

MINIMUM POSITION QUALIFICATIONS:

SKILLS AND ABILITIES:

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

Salary/Advanced Placement Adjustments

Information

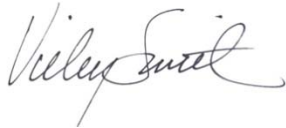
The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association includes an advanced placement adjustment each time a full-time faculty member obtains 15 additional hours of pre-approved course work. Deborah Alheit and Marie Robison qualify for such an adjustment at this time. The salary adjustments will take effect for the 2010-2011 academic year.

	<u>2010-2011 Placement and Salary</u>	<u>Adjusted 2010-2011 Placement and Salary</u>
Deborah Alheit	Lane 5, Step 5 \$67,124.50	Lane 6, Step 5 \$70,278.00
Marie Robison	Lane 1, Step 3 \$50,456.00	Lane 2, Step 3 \$53,159.00

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

Recommendation

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



Vicky Smith
President

Resignation

Information

Todd McDonald, Assistant Vice President of Finance, has submitted his resignation effective September 10, 2010.

A handwritten signature in cursive script that reads "Vicky Smith". The signature is written in black ink and is positioned above the printed name and title.

Vicky Smith
President

Resignation

Information

Amanda Rojo, Secretary to Dean of Education, has submitted her resignation effective September 3, 2010.

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

Vicky Smith
President

Distributed Press Releases
August 17-September 14, 2010

Information

The following releases have been distributed to all local media outlets from August 17-September 14, 2010.

- Shah Center Breakfast Series Set for Sept. 17
- Leadership, Workforce Skill Development at Shah Center
- MCC's Shah Center Offers Hands-on Computer Skills Courses
- Workplace Spanish Offered for HR Professionals
- Shah Center Offers Courses to Support Manufacturing, Warehousing
- ISBDC Announces Small Business Offerings for September
- MCC's Shah Center Offers OSHA 30-hr for General Industry
- Shah Center Breakfast Series to Feature Life in "A Networked, Always On-Virtual World"
- MCC to Offer Real Estate Pre-Licensing Class Prior to State Changes
- MCC to Offer Home Inspection, Electrical Code Training
- MCC Announces September Classes for Medical Professionals
- MCC's Retired Adult Program to Offer Reflections of a Photojournalist
- Community Open House for New MCC President
- MCC's Kids and College Dissection Class
- MCC Begins Second Sunday Concert 2010-2011 series Sept. 12
- MCC Offers Professional Wedding Consultant Class
- MCC to Offer Trip Preview for Palm Springs
- MCC to Offer Unique Continuing Education Classes
- MCC Continues "Getting Started" Seminars for Returning Adult Students
- MCC to Offer Continuing Education Dance Classes
- MCC to Offer Trip Preview for Washington D.C.
- MCC Receives Military-Friendly School Designation
- MCC Biology Instructor's Damselfly Field Guide Published Online by Field Museum
- Exhibitors Wanted for 3rd Annual Bioneers Conference and Free Green Living Expo Nov. 6
- Fall Craft Classes Set at MCC
- MCC to Offer Free Training for Manufacturing Careers
- MCC to Host Storyteller Jim May During Adult Ed and Family Literacy Week
- MCC's Retired Adult Program to Offer Great Masters of Art, Music
- MCC to Offer Workshops For Resume Writing, Job Search Tips
- MCC to Host Private Investigation Career Info Session
- MCC to Offer Free Training for Manufacturing Careers
- MCC to Offer ACT Prep Classes for High School Students
- Paraprofessional Test Preparation Offered at MCC
- Petitions for MCC Trustee Election Available
- MCC to Offer Trip to San Antonio for Festive Tour
- MCC Speech Team to Host Bowling Fundraiser Oct. 1
- MCC Fall Enrollment Breaks Another Record
- Friends of MCC Foundation Reinstates Additional Promise Students for Fall 2010



Vicky Smith
President