

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

December 16, 2010
Tax Levy Public Hearing
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. PUBLIC COMMENT
5. ADJOURNMENT

A handwritten signature in black ink that reads "Mary R. Miller". The signature is written in a cursive, flowing style.

Mary Miller
Board Chair

REVISED

BOARD OF TRUSTEES McHENRY COUNTY COLLEGE DISTRICT #528

December 16, 2010
Regular Board Meeting
Immediately Following the Tax Levy Hearing

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

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. MISSION STATEMENT
4. ACCEPTANCE OF AGENDA
5. ACCEPTANCE OF MINUTES: Board Retreat, November 11, 2010
Special Board Meeting, November 15, 2010
Regular Board Meeting, November 18, 2010
6. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
7. ADOPTION OF 2010 TAX LEVY, Board Report #10-247
8. BOARD COMMITTEE REPORTS
 - A. Committee of the Whole
 - B. Facilities Planning Committee
9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT
12. PRESENTATION
Priority Registration, Ms. Juletta Patrick, Assistant 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 #10-248
 - B. Financial Statements
 1. Treasurer's Report, Board Report #10-249
 2. Ratification for Payment of Voucher #1027 - \$1,480,403.02, Board Report #10-250
 - C. Requests to Purchase/Renew
 1. Adobe Term Site License, Board Report #10-251
 2. Apple® iPads, Board Report #10-252
 3. Campus Public Safety Vehicle, Board Report #10-253
 4. CNC Machine, Board Report #10-254
 5. EBSCO Periodicals Subscription Services, Board Report #10-255

REVISED

6. Facility Condition Analysis Services, Board Report #10-256
 7. HVAC Compressor, Board Report #10-257
 8. Illinois Community College Trustees Association Dues, Board Report #10-258
 9. Installation and Training Services for Citrix, Board Report #10-259
 10. Kitchen Equipment for Culinary Management, Board Report #10-260
 11. Rotary Lift – Automotive Department, Board Report #10-261
 12. Windows Server 2008 Training Units, Board Report #10-262
 - D. 2011-2012 Master Seniority List for Tenured Full-Time Faculty, Board Report #10-263
 - E. Minimum Qualifications for Full-Time Faculty 2011-2012 Update, Board Report #10-264
 - F. Review of Closed Session Minutes, Board Report #10-265
 - G. Personnel
 1. Personnel Adjustments for Fall 2010 Transfer and Occupational Courses, Board Report #10-174 Addendum
 2. Continuing and Professional Education Personnel Considerations for Fall 2010, Board Report #10-175 Addendum
 3. Continuing and Professional Education Personnel Considerations for Spring 2011, Board Report #10-266
 4. Appointment of Replacement Instructor of Automotive Technology, Board Report #10-267
 5. Appointment Temporary Nursing/Lab Instructor, Board Report #10-268
 6. Extension of Appointment Temporary Biology Instructor, Board Report #10-269
 7. Interim Appointment in Academic and Student Affairs, Board Report #10-270
 8. Salary/Advanced Placement Adjustment, Board Report #10-271
15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
16. New Board Policy-First Reading Policy 4.8.6. Identity Theft Prevention Program (Red Flag Rules), Board Report #10-272
17. APPROVAL OF MEMORANDUM OF AGREEMENT TO REORGANIZE THE COLLEGE'S DEPARTMENT CHAIR AND LEAD INSTRUCTOR STRUCTURE, Board Report #10-273
18. APPOINTMENT OF CHIEF FINANCIAL OFFICER, Board Report #10-274
19. INFORMATION REPORTS
 - A. Resignation
 - B. Distributed Press Releases
20. SUMMARY COMMENTS BY BOARD MEMBERS
21. FUTURE AGENDA ITEMS
22. CLOSED SESSION
23. RECOMMENDATION OF TERMINATION, Board Report #10-275
24. APPOINTMENT OF COLLEGE ATTORNEY
25. ACCEPTANCE OF CLOSED SESSION MINUTES: Special Board Meeting, November 15, 2010
Regular Board Meeting, November 18, 2010
26. ADJOURNMENT



Mary Miller
Chair

Adoption of 2010 Tax Levy

Information

The 2010 levy is expected to result in a total tax rate of \$.2739 per \$100 of assessed valuation. This compares to a total 2009 rate of \$.2739 per \$100 of assessed valuation. In accordance with legislative requirements, public notice of this levy was published on December 6, 2010, in the following newspaper: Northwest Herald. The public hearing notice for the tax levy was published in compliance with the "Truth in Taxation Act." The tax levy is formally adopted after a public hearing on December 16, 2010.

Recommendation

It is recommended that the Board of Trustees adopts the attached 2010 Certificate of Tax Levy and associated Certificates.

A handwritten signature in cursive script that reads "Vicky Smith".

Vicky Smith
President

CERTIFICATE OF TAX LEVY

Community College District No. 528 Counties of McHenry, Kane, Lake and Boone

Community College District Name: McHenry County College and State of Illinois

We hereby certify that we require:

- the sum of \$ 25,408,644 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
- the sum of \$ 2,823,183 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ -- to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 1,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
- the sum of \$ 1,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 1,000 to be levied as special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ -- to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of \$ -- to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 2010.

And that the levy for the year 2010 be allocated 50% for Fiscal Year 2011 and 50% for Fiscal Year 2012.

Signed this 16th day of December, 2010

Chairperson of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full as of January 1, 2011: Zero (0)

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 528 Counties of McHenry, Kane, Lake and Boone and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2010 was filed in the office of the County Clerk of this county on _____, 2010.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2010 is \$_____.

Date

County Clerk and County

CERTIFICATE

I do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 528, McHenry, Kane, Lake and Boone Counties, Illinois, and as such official I am also the keeper of the corporate records of said Board.

I do further certify that attached hereto is a true and correct copy of the 2010 Tax Levy of the Board of Trustees of Community College District No. 528, McHenry, Kane, Lake and Boone Counties, Illinois, adopted by said Board at a duly called meeting held on December 16, 2010.

Dated this 16th day of December, 2010.

Barbara Walters, Secretary

State of Illinois
Counties of McHenry, Kane, Lake and Boone

CERTIFICATE

I do hereby certify that I am the duly qualified and acting Treasurer of Community College District No. 528, McHenry, Kane, Lake and Boone Counties, Illinois, and as such official I do further certify that attached hereto is a true and correct copy of the Truth In Taxation Notice that was published in the Northwest Herald on December 6, 2010.

Dated this 16th day of December, 2010.

Don Wilske, Interim Treasurer

TRUTH IN TAXATION

CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of McHenry County College, District No. 528, and as such presiding officer I certify that the tax levy, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth in Taxation Act."

Notice and hearing requirements of Section 18-60 through 18-85 of the Truth In Taxation Act are applicable.

This Certificate applies to the 2010 Levy.

December 16, 2010

Presiding Officer: _____
Vicky Smith, President

**NOTICE OF PROPOSED
PROPERTY TAX INCREASE
McHENRY COUNTY COLLEGE**

I. A public hearing on the Proposed 2010 Tax Levy for McHenry County College District #528, McHenry, Lake, Kane and Boone Counties, Illinois, will be held at 7 p.m. on the 16th day of December, 2010 in Room A217 on the campus of McHenry County College, 8900 U.S. Highway 14, Crystal Lake, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Donald L. Wilske, Interim Chief Financial Officer/Treasurer, 8900 U.S. Highway 14, Crystal Lake, Illinois, 815-455-8568.

II. The operating and special purpose property taxes extended for 2009 were \$25,691,380.

The proposed operating and special purpose property taxes to be levied for 2010 are \$28,234,827. This represents a 9.9% increase over the previous year.

III. The debt service property tax extended for 2009 was \$0.

The proposed debt service property tax to be levied for 2010 is \$0. This represents a 0% increase over the previous year.

IV. The total property taxes extended for 2009 were \$25,691,380.

The proposed total property taxes to be levied for 2010 are \$28,234,827. This represents a 9.9% increase over the previous year.

Donald L. Wilske
Treasurer
McHenry County College
District #528



Foundation Update
Board of Trustees Meeting
December 16, 2010

The Promise

There were 257 students in the Promise program to begin the Fall 2010 semester. As of November 30 (deadline date for completion of all guidelines); 37 students had been verified as not having completed their required volunteer hours. Sixteen of the 37 students had opted out of the Promise program by dropping a class, causing them to fall below the required 12-credit hour full-time status guideline. A count of remaining students will be available the week of December 20.

Alumni

The new MCC Alumni Council, along with Kathrine Pfister, is working with Advising and Transfer in developing a new application for the College's Alumni Grant program.

The council is also working on:

1. Development of a mentoring program for MCC graduates attending 4-year institutions. The new program, called "Alumni Clusters," is designed to make it easier for MCC alumni attending a four-year institution to connect with other MCC alumni attending the same college.
2. Revision of the existing graduation survey to help provide additional information needed to help communicate with them after they have left MCC.
3. Alumni networking activities on campus, to work in conjunction with Career Services.

Audit

The Foundation began an internal auditing process on November 23. The audit will take several weeks and when completed will provide a detailed financial picture, new streamlined data entry procedures, and recommendations for financial reporting going forward.

Upcoming events

Golf Committee has received responses from all golf courses in McHenry County wishing to host the MCC Golf Invitational. The committee will make a final decision on a golf course by December 22.

The Take a Walk in Her Shoes Ball sponsorship committee sent solicitation letters the week of December 6; the site committee is working on the specifics of the event which is being held at Holiday Inn, March 11, 2011.

Student Trustee Report

On Monday, November 29 I hosted the monthly "Ask Cody Anything" session in the Student Life Office. The main topic of discussion revolved around finals, and the second was newly appointed Trustee Dennis Adams. I will continue the "Ask Cody Anything" sessions through the Spring 2011 semester.

Throughout the semester, Student Senate continually supported our student organizations by providing funding for programming and conferences. This fall, Student Senate approved eight student organization funding proposals. Some of the larger programs funded include, the Drama Club's production of "A Night of Laughs," Forensics Team's conference registration for the Kishwaukee College tournament, the Student Veteran's organization Veterans Forum, and the Student Nursing Organization's service trip to New Orleans.

MCC students recently participated in the Skyway Collegiate Conference Writers Festival at Morton College on Friday, December 3. Thirteen MCC students were chosen as finalists in the eight-college competition and four students were award winners. Categories included Creative Non-Fiction, Fiction, Drama and Poetry.

A handwritten signature in cursive script that reads "Cody Sheriff".

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 November. 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 42% complete with the year-to-date results for November 2010 being reported. In the Operating Funds, total revenue is 64% of budget, as compared with 64% at the same time last year. Total expenditures are 31% of budget, as compared with 33% at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College.

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

- Local revenue is currently 50% of budget as compared to 46% at the same time last year. \$493,987 more revenue has been recorded through November 2010 than the previous year. This is primarily due to the fact that the FY2011 budget was prepared on a more conservative basis than in FY2010.
- State revenue is currently 16% of budget as compared to 26% at the same time last year. \$356,906 less revenue has been recorded through November 2010 than the previous year. This is primarily due to the slowdown by the State of Illinois processing payments of the Base Operating Grant for FY2011.
- Student tuition and fee revenue is currently 100% of budget as compared to 116% at the same time last year. \$49,304 more revenue has been recorded through November 2010 than the previous year. The primary reason for this increase is the combination of a \$2 per credit hour tuition increase effective in Fall 2010 and slightly less enrollments as compared to last year at this time.
- Interest revenue is currently 48% of budget as compared to 12% at the same time last year. \$3,718 more revenue has been received through November 2010 than the prior year. This increase is due to a slightly improved over all cash position as compared to last year at this time.
- Salary expenditures are currently 38% of budget as compared to 39% last year. \$226,214 more in expenditures have been recorded through November 2010 than the prior year. This increase is due wage increases governed by the Staff Council and Faculty Association bargaining unit contracts and as approved by the Board of Trustees for non-bargaining unit employees..
- Employee benefit expenditures are currently 29% of budget as compared to 29% last year. \$428,994 less in expenditures have been recorded through November 2010 than the prior year. This decreased cost is primarily due to less expenditures in 2010 for retirees under the College's early retirement program.
- Contractual services expenditures are currently 11% of budget as compared to 32% last year. \$667,779 less in expenditures have been recorded through November 2010 than the prior year. This decrease is primarily due to less professional services ERP costs and the recording of the CMC settlement agreement..
- General materials and supplies are currently 20% of budget as compared to 18% last year. \$12,753 less in expenditures have been recorded through November 2010 than the previous year. This decreased cost is due to timing variations in the purchases of supplies and materials.
- Conference and meeting expenditures are currently 23% of the budgeted amount as compared to 30% last year. \$34,708 less in expenditures have been recorded through November 2010 than the prior year. This decrease is primarily due to the timing of conference registrations and travel in FY 2011 as compared to FY 2010.
- Capital outlay expenditures are currently 7% of budget as compared to 6% last year. \$26,483 less in expenditures have been recorded through November 2010 than the prior year. This is primarily due the timing of approval of certain capital outlay items.

McHenry County College
 Operating Funds Financial Comparison
 Five Months Actual Ended November 30, 2009 and November 30, 2010

	FY 2010 Actual to November 30, 2009				FY 2011 Actual to November 30, 2010				Variance Over (Under) Prior Year Actual
	Education	Operations & Maintenance	Total	Percent to Budget	Education	Operations & Maintenance	Total	Percent to Budget	
	Fund	Fund			Fund	Fund			
Revenue									
Local	\$ 10,872,278	\$ 1,422,191	\$ 12,294,469	46%	\$ 11,308,587	\$ 1,479,869	\$ 12,788,456	50%	\$ 493,987
State	527,625	197,646	725,271	26%	274,867	93,498	368,365	16%	(356,906)
Student Tuition & Fees	10,680,736	2,743,642	13,424,378	116%	11,136,914	2,336,767	13,473,682	100%	49,304
Sales & Service Fees	12,224	-	12,224	52%	11,232	-	11,232	47%	(992)
Facilities	3,871	7,508	11,379	52%	2,838	10,480	13,318	48%	1,939
Interest	29,965	-	29,965	12%	33,683	-	33,683	48%	3,718
Non-Govt Gifts, Grants	33,287	-	33,287	28%	-	-	0	0%	(33,287)
Other	4,066	5,672	9,738	45%	9,309	14,086	23,395	9%	13,657
Total Revenue	22,164,052	4,376,659	26,540,711	64%	22,777,431	3,934,700	26,712,131	64%	171,420
Expenditures									
Salaries	8,163,280	513,338	8,676,618	39%	8,390,566	512,266	\$ 8,902,832	38%	226,214
Employee Benefits	1,998,741	142,868	2,141,609	29%	1,549,310	163,305	1,712,615	29%	(428,994)
Contractual Services	1,143,478	58,868	1,202,346	32%	453,527	81,040	534,567	11%	(667,779)
General Materials & Supplies	675,946	59,091	735,037	18%	650,882	71,401	722,284	20%	(12,753)
Conference and Meeting	160,511	9,745	170,256	30%	129,103	6,445	135,548	23%	(34,708)
Fixed Charges	554,270	-	554,270	51%	526,165	280	526,445	49%	(27,825)
Utilities	2,994	351,719	354,713	33%	1,512	355,949	357,461	33%	2,748
Capital Outlay	69,884	15,392	85,276	6%	58,793	-	58,793	7%	(26,483)
Other Expenditures	167,266	-	167,266	35%	164,840	-	164,840	32%	(2,426)
Total Expenditures	12,936,370	1,151,021	14,087,391	33%	11,924,698	1,190,687	13,115,386	31%	(972,005)
Excess (deficiency) of revenues over expenditures	9,227,682	3,225,638	12,453,320		10,852,732	2,744,013	13,596,745		1,143,425
Other financing sources (uses)									
Operating transfers out	-	(2,000,000)	(2,000,000)		(710,000)	(2,500,000)	(3,210,000)		-
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	\$ 9,227,682	\$ 1,225,638	\$ 10,453,320		\$ 10,142,732	\$ 244,013	\$ 10,386,745		\$ 1,143,425

McHenry County College
Operating Funds Financial Summary
Five Months ended November 30, 2010

	FY 2011 Budget				FY 2011 Actual				Variance Over (Under) FY 2011 Budget
	Education Fund	Operations & Maintenance Fund	Total	Percent to Total	Education Fund	Operations & Maintenance Fund	Total	Percent of Budget	
Revenue									
Local	\$ 22,466,886	\$ 2,941,325	\$ 25,408,211	61%	\$ 11,308,587	\$ 1,479,869	\$ 12,788,456	50%	\$ (12,619,755)
State	1,734,260	613,060	2,347,320	6%	274,867	93,498	368,365	16%	(1,978,955)
Student Tuition & Fees	10,781,281	2,642,807	13,424,088	32%	11,136,914	2,336,767	13,473,682	100%	49,593
Sales & Service Fees	23,850	-	23,850	0%	11,232	-	11,232	47%	(12,618)
Facilities	20,000	7,500	27,500	0%	2,838	10,480	13,318	48%	(14,182)
Interest	70,000	-	70,000	0%	33,683	-	33,683	48%	(36,317)
Non-Govt Gifts, Grants	63,971	-	63,971	0%	-	-	-	0%	(63,971)
Other	255,750	16,500	272,250	1%	9,309	14,086	23,395	9%	(248,855)
Total Revenue	35,415,998	6,221,192	41,637,190	100%	22,777,431	3,934,700	26,712,131	64%	(14,925,059)
Expenditures									
Salaries	22,223,035	1,216,880	23,439,915	55%	8,390,566	512,266	8,902,832	38%	(14,537,083)
Employee Benefits	5,481,797	406,478	5,888,275	14%	1,549,310	163,305	1,712,615	29%	(4,175,660)
Contractual Services	4,441,465	245,027	4,686,492	11%	453,527	81,040	534,567	11%	(4,151,925)
General Materials & Supplies	3,357,100	199,052	3,556,152	8%	650,882	71,401	722,284	20%	(2,833,869)
Conference and Meeting	553,023	34,693	587,716	1%	129,103	6,445	135,548	23%	(452,168)
Fixed Charges	1,079,755	3,800	1,083,555	3%	526,165	280	526,445	49%	(557,110)
Utilities	8,314	1,065,284	1,073,598	3%	1,512	355,949	357,461	33%	(716,137)
Capital Outlay	812,402	72,360	884,762	2%	58,793	-	58,793	7%	(825,969)
Other Expenditures	513,470	-	513,470	1%	164,840	-	164,840	32%	(348,630)
Contingency	701,550	125,000	826,550	2%	-	-	-	0%	(826,550)
Total Expenditures	39,171,912	3,368,574	42,540,486	100%	11,924,698	1,190,687	13,115,386	31%	(29,425,100)
Excess (deficiency) of revenues over expenditures	(3,755,914)	2,852,618	(903,296)		10,852,732	2,744,013	13,596,745		14,500,041
Other financing sources (uses):									
Operating transfers (out)	(710,000)	(2,500,000)	(3,210,000)		(710,000)	(2,500,000)	(3,210,000)		-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ (4,465,914)	\$ 352,618	\$ (4,113,296)		\$ 10,142,732	\$ 244,013	\$ 10,386,745		\$ 14,500,041

McHenry County College
All Funds Financial Summary
Five Months ended November 30, 2010

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
Revenue											
Local	\$ 11,308,587	\$ 1,479,869	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 730	\$ 1,467	\$ -	\$ 12,790,653
State	274,867	93,498	-	-	5,074	-	-	-	-	-	373,439
Federal	-	-	-	-	162,420	-	2,092,768	-	-	-	2,255,188
Tuition & Fees	11,136,914	2,336,767	-	874,009	-	-	-	-	-	-	14,347,691
Sales & Service Fees	11,232	-	-	1,626,116	-	-	-	-	-	-	1,637,348
Facilities	2,838	10,480	-	-	-	-	-	-	-	-	13,318
Interest	33,683	-	6,817	-	-	598	-	-	341	-	41,439
Non-Govt Gifts, Grants	-	14,086	-	62,585	50	-	-	-	-	-	76,721
Other	9,309	-	-	-	-	-	-	-	1,474	2,069,122	2,079,905
Total Revenue	22,777,431	3,934,700	6,817	2,562,710	167,544	598	2,092,768	730	3,282	2,069,122	33,615,702
Expenditures											
Instruction	5,892,894	-	-	-	190,916	-	-	-	-	-	6,083,810
Academic Support	642,087	-	-	-	21,213	-	-	-	-	-	663,300
Student Services	1,196,977	-	-	-	164,091	-	-	-	-	-	1,361,069
Public Service	559,261	-	-	406,193	110,161	-	-	-	-	-	1,075,615
Auxiliary Services	-	-	-	1,769,852	-	-	-	-	-	-	1,769,852
Operations & Maintenance	-	1,190,687	-	5,466	53,954	-	-	58,400	193,964	-	1,502,471
Institutional Support	3,633,479	-	145,768	48	-	-	1,771,548	-	531,576	1,921,925	8,004,344
Total Expenditures	11,924,698	1,190,687	145,768	2,181,557	540,336	-	1,771,548	58,400	725,540	1,921,925	20,460,460
Excess (deficiency) of revenues over expenditures	10,852,732	2,744,013	(138,951)	381,152	(372,792)	598	321,221	(57,670)	(722,258)	147,197	13,155,242
Other financing sources (uses):											
Operating transfers in	-	-	2,500,000	325,000	-	-	-	-	385,000	-	3,210,000
Operating transfers (out)	(710,000)	(2,500,000)	-	-	-	-	-	-	-	-	(3,210,000)
Total Other financing sources (uses)	(710,000)	(2,500,000)	2,500,000	325,000	-	-	-	-	385,000	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	10,142,732	244,013	2,361,049	706,152	(372,792)	598	321,221	(57,670)	(337,258)	147,197	13,155,242
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	\$ 28,154,954	\$ 3,898,507	\$ 10,325,951	\$ 1,517,792	\$ (321,111)	\$ 2,812,115	\$ 368,770	\$ 94,057	\$ 1,934,417	\$ 237,089	\$ 49,022,541

Treasurer's Report

Information

Attached is the Treasurer's Report for the month of November, 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 November 2010

Bank Name Location / Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Home State Bank Crystal Lake Main	\$2,470,660.70	\$4,240,843.02	\$4,354,037.56	\$2,357,466.16
Harvard State Bank Harvard Credit Card	\$316,549.29	\$1,620,702.88	\$853,254.03	\$1,083,998.14
Home State Bank Crystal Lake Online	\$32,810.46	\$2.69	\$0	\$32,813.15
Home State Bank Crystal Lake Flexible Spending	\$0	\$13,569.56	\$13,569.56	\$0
Home State Bank Crystal Lake Dental Claims	\$0	\$19,439.45	\$19,439.45	\$0
Home State Bank Crystal Lake Payroll	\$0	\$0	\$0	\$0
First Midwest Bank McHenry Student Grant & Loan	\$3,592.35	\$414,375.27	\$70,585.82	\$347,381.80

McHenry County College
December 16, 2010

Investments

College Fund	Financial Institution	November 30,2010	October 31,2010	Interest	No. of Days	Maturity
		Investments	Investments			
Education	Illinois Funds	22,125,127.32	21,811,740.43	see below	N/A	On Demand
Education	JPMorgan Chase	9,113,697.98	8,110,674.25	0.40%	N/A	On Demand
Education	CDARS - Alpine Bank*	-	238,500.00	1.000%	180	11/12/2010
Education	CDARS - Arizona Bank and Trust*	-	238,500.00	1.000%	360	11/12/2010
Education	CDARS - Business First Bank*	-	238,500.00	1.000%	360	11/12/2010
Education	CDARS - Herald National Bank*	-	238,500.00	1.000%	360	11/12/2010
Education	CDARS - MidFirst Bank*	-	238,500.00	1.000%	360	11/12/2010
Education	CDARS - Peoples Bank, National Association*	-	16,495.52	1.000%	360	11/12/2010
Education	CDARS - SpiritBank*	-	238,500.00	1.000%	360	11/12/2010
Education	CDARS - The F&M Bank and Trust Company*	-	174,500.00	1.000%	360	11/12/2010
Education	CDARS - The Huntington National Bank*	-	141,500.00	1.000%	360	11/12/2010
Education	CDARS - West Bank*	-	238,500.00	1.000%	360	11/12/2010
Operations & Maintenance (Restricted)	Illinois Funds	8,171,765.06	8,170,721.90	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	JPMorgan Chase	921,898.01	921,569.59	0.40%	N/A	On Demand
Working Cash	JPMorgan Chase	617,701.08	617,481.03	0.40%	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	352,225.34	352,099.86	0.40%	N/A	On Demand
Total			41,302,414.79			41,986,282.58
		10,001,824.73				

Interest Revenue

College Fund	Nov-10	Fiscal YTD	Illinois Fund Rates - November 2010	
			Annualized rate - Money Mkt	
Education	10,486.12	33,682.60	Low	0.125%
Operations & Maintenance (Restricted)	1,371.89	6,817.32	High	0.171%
Working Cash	220.05	341.22	Average	0.155%
Liability, Protection and Settlement	125.48	157.99		
Total	\$12,203.54	\$40,999.13		

* CDARS stands for Certificates of Deposit Account Registry Service. This program allows the College to purchase fully FDIC covered Certificates of Deposit from multiple institutions. All CD's are purchased in increments of less than the FDIC insurance maximum to ensure that both principal and interest are eligible for full FDIC insurance.

Ratification for Payment of Voucher #1027

Information

100- Education Fund	775,376.06
200- Operations & Maintenance Fund	39,671.07
300- Operations & Maintenance (Restricted) Fund	69,675.05
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	117,077.07
600- Restricted Purposes Fund	19,201.48
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	12,226.55
1100- Audit Fund	17,400.00
1200- Liability Protection & Settlement Fund	931.22
1700-Employee Health Insurance	<u>428,844.52</u>
Total:	\$1,480,403.02

Recommendation

It is recommended that the Board of Trustees ratifies payment of Voucher #1027 dated December 16, 2010 totaling \$1,480,403.02.



Vicky Smith
President

Request to Renew
Adobe Term Site License

Information

The Adobe Design Premium Suite is a package of Adobe software programs. The use of Adobe continues to grow in our student learning environment. Depending on subject matter, different combinations of these programs are used in the student computing classrooms. These programs include digital graphics, video and sound editing, photo editing, web design, Flash programming, and digital illustration. These features also make Adobe Design Premium Suite a robust software tool set for faculty and staff for quality work production. The Adobe Design Premium Suite is installed on most employee computers and is second only to Microsoft Office in software usage.

In January 2010, due to the growth and integration of Adobe into the College computing environment (both Macintosh and Windows), the College decided to purchase a two-year Adobe Term Site License (TSL) program. This allows the College to use Adobe software flexibly for student and employee use. It also enables the College to expand as needed (such as at the Shah Center and at the Woodstock Fast Grant facility), without having to purchase either individual or combinations of Adobe software and the accompanying different sets of licensing. This Board Report is for the cost of the second year of the TSL.


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

<u>Qty.</u>	<u>Description</u>	<u>CDW-G</u>
1	Adobe Creative Suite Design Premium Mac & PC (500 FTE)	\$47,595.00

This expense is budgeted in the End User Services Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the Adobe Term Site License renewal for Adobe Design Premium Suite for Mac & PC for \$47,595.00 from CDW-G, Vernon Hills, IL.



Vicky Smith
President

Request to Purchase
Apple® iPads

Information

The Career & Technical Education (CTE) Division has been awarded a \$10,987.00 Program Improvement Grant by the Illinois Community College Board. The purpose of the Program Improvement Grant is to enhance instructional and/or academic support activities and to strengthen and improve programs and services in the CTE areas. One emphasis of the grant is to reflect new applications and technologies and its possible integration into the curriculum.

One new technology the College is interested in integrating into classrooms and curriculums are Apple® iPads. These devices could possibly offer a great deal of flexibility when delivering instructional content to students. They could also offer a great deal of functionality to faculty, staff, and administrators throughout the campus. Specifically, they could reduce paper usage and provide access to email, data, and files over the College's wireless network, anywhere on or off campus.

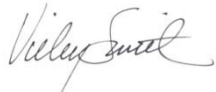
The flexibility and functionality that the Apple iPads could offer to students, faculty, staff, and administrators could provide many challenges for the Information Technology Department (IT) at the College. Currently, only a few Apple iPads are utilized by IT personnel in order to perform such tasks as monitoring the College's wireless network and email servers. The IT department is interested in deploying more Apple iPads throughout campus through a pilot program to determine if they can effectively manage these devices. Based on the results of this pilot program, the College could move to large scale deployment of Apple iPads to faculty, staff, and administrators throughout campus. Therefore, the College would like to utilize the Program Improvement Grant to partially fund such a pilot program. The \$10,208.00 of the grant funds will be used to purchase 11 Apple iPads (with Wi-Fi + 3G, 64 GB) for use by the Vice President's Academic Council (VPAC).

The pilot program between IT and VPAC will have VPAC members using the Apple iPads to access individual data and files via the wireless network from anywhere on the campus. The data plans will allow the VPAC members the ability to access individual data and file from any site off campus. Further, VPAC member will investigate other applications such as video conferencing and document sharing. VPAC members will be required to attend training sessions with IT to learn how to effectively and securely use the Apple iPads. This pilot program will permit the IT department to evaluate if Apple iPads can be safely deployed on a large scale throughout the College.

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of 11 iPads from Apple Inc. of Austin, Texas, using the ICCB Program Improvement grant for a total cost of \$10,208.00.



Vicky Smith
President

Request to Purchase
Campus Public Safety Vehicle

Information

The Campus Public Safety department currently uses a Ford Van for its transportation and public safety responsibilities. The current vehicle is over five years old and will be used as a reserve vehicle for the maintenance department. The new vehicle will be a silver birch colored 2011 Ford Crown Victoria 4-door sedan.

Landmark Ford in Springfield, Illinois was awarded the State of Illinois Department of Central Management Services contract for state vehicles and therefore is able to offer vehicles to state agencies at a discounted rate.

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads: “contracts for goods or services procured from another governmental agency.” In the spirit of local competition we obtained quotes from local Ford dealerships.

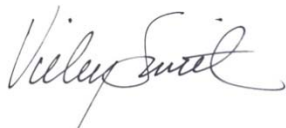
The following bids were received on this unit:

<u>Description</u>	<u>Landmark Ford</u>	<u>Kunes Ford</u>	<u>Buss Ford</u>	<u>Bull Valley Ford</u>
2011 Ford Crown Victoria 4-door sedan Silver Birch Metallic color	In-Stock	12-14 weeks for delivery	Late February or later for delivery	8 weeks or more for delivery
Total Price	<u>\$21,540.00</u>	<u>\$22,428.00</u>	<u>\$22,520.00</u>	<u>\$21,698.00</u>

This purchase was approved as part of the Capital Equipment Budget for FY 2011. The expense will be charged to the Campus Public Safety Account in the Liability, Protection and Settlement Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of one 2011 Ford Crown Victoria 4-door sedan for a total cost of \$21,540.00 from Landmark Ford, Springfield, IL.



Vicky Smith
President

Request to Purchase
CNC Machine

Information

During the Fall 2010 semester McHenry County College offered two sections of a non-credit course in introductory Computerized Numerical Control (CNC) instruction for the first time to 24 students. The College offered the course in partnership with District 200 at Woodstock North High School. The course was developed based on input from area employers and was funded by the Flexible and Sustainable Training (F.A.S.T.) grant. Due to demand for the course and grant requirements, the introductory CNC instruction will again be offered in the Spring 2011 semester. In addition, since demand appears to be strong the College has begun the process of converting the course from a non-credit offering to a credit offering.

The main focus of the course is to teach students how to use CNC machines within the manufacturing process. In order to do this, the program utilizes two CNC machines owned by District 200. However, with only two CNC machines, students are receiving limited hands-on experience while enrolled in the course. In order to increase the amount of hands on experience, the College is requesting to purchase an additional CNC machine. The additional machine will also provide practice for students on updated equipment since the two current CNC machines are older models. This new machine will also be used in an advanced CNC machining course, which is currently in development and will likely be offered for the first time in Fall 2011 as a non-credit course and then later converted to a credit course.

The purchase of the equipment is funded 100% through F.A.S.T. Initiative grant funds and will be housed at Woodstock North High School as part of the approved partnership agreement with District 200.

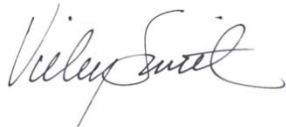
The following quotes were submitted for the purchase of a TM-IP machine or equivalent:

<u>Item</u>	<u>Haas Factory Outlet</u>	<u>MSC Industrial Supply Co.</u>	<u>Iverson and Co.</u>
TM-IP	\$30,423.00	\$34,990.00	no response

This expense is budgeted in the F.A.S.T. Initiative account in Restricted Purposes Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the TM-IP machine for \$30,423.00 from Haas Factory Outlet, Elk Grove Village, IL.



Vicky Smith
President

Request to Purchase
EBSCO Periodicals Subscription Services

Information

The McHenry County College Library has used EBSCO Information Services (EBSCO), Cary, IL, for fourteen years as the vendor for the library's periodicals. Annually we review and evaluate titles ensuring our collection is current and up-to-date with the curriculum.

EBSCO is a worldwide leader in providing information access. EBSCO has an Academic Division, which identifies and meets the specialized requirements of academic and research libraries. As a vendor, EBSCO manages billing to individual subscriptions and alerts us to changes in costs and publication updates. In essence, they are an off-site employee involved with serial acquisitions. EBSCO ensures that the Library receives current print journals in a timely manner so that students can keep abreast of current events and use the most up-to-date print resources for their research assignments. Specifically, the art students heavily rely on these print journals for learning tools and inspiration. Our CTE instructors use trade journals to connect students with trade association magazines related to their fields. In addition, the culinary program references many of our print journals for class assignments. These students find information that is extremely current to the restaurant and hospitality fields.

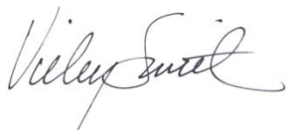
The annual renewal for Calendar Year 2011 is \$12,193.01.

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

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

Recommendation

It is recommended that the Board of Trustees approves the renewal of the EBSCO Periodicals Information Services agreement for a total cost of \$12,193.01 from EBSCO Information Services, Cary, IL.



Vicky Smith
President

Request to Purchase
Facility Condition Analysis Services

Information

At the October, 2010 Facilities Planning Committee meeting the administration made a presentation on Facility Condition Analysis. The presentation highlighted the College’s need for identifying the facility deficiencies and a planning tool for prioritizing repair and replacement projects. The College released a Request for Proposal which had four parts, they were:

- I. The lump sum fixed fee for the Facility Condition Analysis provides for engineering surveys and evaluations which include:
 - Accessibility
 - Exterior Finishes
 - Health Condition
 - Fire and Life Safety
 - Plumbing
 - Interior Finishes
 - Site
 - Electrical
 - Heating, Ventilating, Air Conditioning
 - Elevators
- II. The Exterior Infrastructure survey includes analysis for exterior paved areas, retaining walls, water systems, masonry work, woodwork and other non-plant elements on the campus.
- III. Software Support provides the means and access for data development and report generation. Software support is included in the recommended provider’s lump sum fee for the first year only. Ongoing software support will be \$2,985.00 annually. The College will evaluate this need on a year by year basis.
- IV. The Equipment Inventory provides a comprehensive inventory of equipment including, but not limited to: chillers, air handling units, boilers, exhaust fans, air conditioning units, fire sprinklers, pumps, fire alarm systems, sump pumps, and backup generators. This inventory analysis would provide the College with an equipment database to develop a maintenance schedule and planned preventative programs using the SchoolDude work-order system.

The College received three responses to the RFP:

	<u>ISES Corporation</u>	<u>Primera</u>	<u>Canon Design</u>
<u>Main Campus and Shah Center</u>			
Lump Sum Fixed Fee for			
Facility Condition Analysis	\$ 41,050.00	\$ 112,295.00	\$ 102,500.00
Exterior Infrastructure Survey	5,970.00	8,000.00	71,860.00
Software Support 1 st Year	Included	5,695.00	Included
Equipment Inventory	<u>26,100.00</u>	<u>No Bid</u>	<u>16,000.00</u>
TOTAL	<u>\$ 73,120.00</u>	<u>\$ 125,990.00</u>	<u>\$ 190,360.00</u>

The lump sum fixed, exterior infrastructure, and software support expenses are funded in the Operation and Maintenance, Restricted Fund. The equipment inventory expense is funded in the Operation and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees approves a Facility Condition Analysis consisting of the lump sum fixed, exterior infrastructure, first annual software support, and the equipment inventory for a first year total of \$73,120.00 from ISES Corporation, Stone Mountain, GA.

A handwritten signature in black ink, appearing to read "Vicky Smith". The signature is fluid and cursive, with a large initial "V" and a long, sweeping tail.

Vicky Smith
President

Request to Purchase
HVAC Compressor

Information

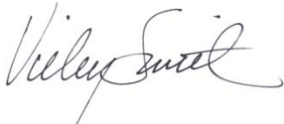
This past September chiller #1 on building B had a major mechanical failure to its number two compressor. The College's boiler and machinery insurance carrier, Indiana Insurance, was notified and they requested a joint teardown inspection. The joint teardown was performed by Althoff Industries in early October and Althoff Industries estimated the replacement and installation costs to be \$21,735.00. Indiana Insurance has analyzed the results of the joint teardown inspection and has determined that they will make payment to the College for the loss minus the deductible which is \$5,000.00. The deductible is the College's responsibility.

The purchase of this HVAC compressor replacement and installation services are exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (m) which reads "where funds are expended in an emergency and such emergency expenditure is approved by $\frac{3}{4}$ of the members of the board."

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

Recommendation

It is recommended that the Board of Trustees approves the expenditure for the teardown inspection, and the purchase of this HVAC compressor replacement and installation services for \$21,735.00 by Althoff Industries of Crystal Lake, IL.



Vicky Smith
President

Request to Renew
Illinois Community College Trustees Association Membership

Information

The Illinois Community College Trustees Association (ICCTA) was created in 1970 with a dual mission, to provide community college advocacy and to provide trustee development opportunities to the board members of the state's public community colleges. The ICCTA monitors the Illinois Community College Board, the Illinois Board of Higher Education, the Illinois Student Assistance Commission, the Illinois State Board of Education, the Joint Education Committee, the U.S. Department of Education, and other government agencies. McHenry County College has been a member of the ICCTA since its inception in 1970-71.

Membership dues are billed semi-annually in the amount of \$6,747.00. ICCTA's invoice is now due, covering membership from January 1, 2011 through June 30, 2011.

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

Recommendation

It is recommended that the Board of Trustees approves the renewal of an Illinois Community College Trustees Association membership for a semi-annual amount of \$6,747.00 from ICCTA, Springfield, IL.



Vicky Smith
President

Request to Purchase
Installation and Training Services for Citrix

Information

Citrix is a terminal services capability that can allow senior staff to access a remote desktop from a remote location. Citrix is very versatile and can be implemented as a virtual private network, allowing secure remote access to the College network resources and administrative system for employees. The College currently owns 125 concurrent licenses that would serve as the foundation of a limited rollout (to be designed based on the College’s needs and procedures). This system can also enhance the College’s business continuity/disaster recovery planning by providing remote access to critical systems.

RKON Technology, a Chicago based network and security company, has already conducted a design session with College staff to develop initial design configurations for Citrix. Since the College already spent money on design session with RKON months ago, they are reducing the overall cost by \$1,600.00 for installation and training services to get Citrix installed and configured properly. The Citrix product is a very complex piece of software to install and maintain. As a result of this purchase, the Network Services staff will receive extensive training in order to be able to install, manage and maintain Citrix for ongoing use.

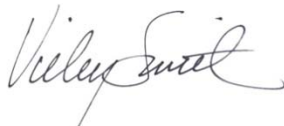
<u>Qty.</u>	<u>Description</u>	<u>RKON</u>
1	Installation and Training Services for Citrix	\$23,700.00

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 an approved equipment/project item for FY 2011, budgeted in the Information Systems Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of Installation and Training Services for Citrix from RKON, Chicago, IL, for \$23,700.00.



Vicky Smith
President

Request to Purchase
Kitchen Equipment for Culinary Management

Information

During the Fall 2009 semester the College began its Culinary program. Throughout the 2009–2010 academic year, the program generated 960 credit hours and had full enrollment in all its courses. At the November 2010 Board meeting the Associate of Applied Science Degree in Culinary Management was approved. The purpose of the degree is to prepare entry level workers for employment in the food service industry. Specifically, the program will increase the number of qualified applicants in the food service field who have specialized training in food handling and preparation. This degree is the next step in the further development of our Culinary Management program, which will eventually include coursework and certificates in Baking and Pastry, as well as Hospitality.

Due to the expansion of the culinary program, the College is now using the MCC kitchen for teaching the advanced culinary skills classes. Further, in the Spring 2011 semester, the Culinary program will be opening a student-managed restaurant as part of the CLM 108 (Restaurant Operations) class. The restaurant will be using the MCC kitchen to prepare food and the Employee Dining Room to serve customers. The current kitchen equipment is not sufficient to operate a restaurant and teach the culinary courses. New equipment, which is up to date with current industry standards, is needed to provide training for students. This new equipment purchased from Edward Don & Company, Chicago, IL will not only benefit the students in the culinary program but will also be utilized by our cafeteria staff.

<u>Quantity</u>	<u>Equipment</u>	<u>Edward Don & Company</u>
1	36" Restaurant Gas Range Vulcan Model No. 36S-6B	\$ 1,900.00
1	Salamander Broiler, Gas, 36" Model 36SB	\$ 1,715.00
1	RShelf-XL36, reinforced highshelf	\$ 220.00
1	Set of Casters – RR4	\$ 225.00
1	Reach-in Refrigerator, TRUE Model No. E2556	\$ 2,735.00
1	Reach-in Freezer, TRUE Model No. E2558	\$ 2,566.02
	Installation costs	<u>\$ 1,000.00</u>
		\$10,361.02

Pricing is obtained through the Illinois Community College System Procurement Consortium (ICCSPC), which offers the best possible pricing. The Culinary Management Department will continue to obtain the best possible pricing for the necessary materials and supplies.

The purchase of these services is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (k) which reads: “contracts for goods or services procured from another governmental agency.”

This expense is budgeted in the Career and Technical Education Innovation Grant account in the ICCB Program Innovation Grant Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the above listed culinary equipment from Edward Don & Company, Chicago, IL at a total cost of \$10,361.02.


Vicky Smith
President

Request to Purchase
Rotary Lift – Automotive Department

Information

At the November board meeting, Board Report #10-237 was approved, which authorized the purchase of a Rotary Lift for the Automotive Department from Standard Industrial and Automotive Equipment, Inc, even though they were not the lowest bidder. The reason for purchasing the lift from the non-lowest bidder was because Automotive Equipment, Inc guaranteed installation during the college’s holiday break and the lowest bidder Automotive Lift Service and Equipment Company did not. However, after further inquiries with the two companies it was found that the disqualification of the low bidder was not appropriate in that their installation schedule met both the bid specifications and the College’s desired timing. Therefore, the College is recommending to now rescind the award to Standard Industrial & Automotive Equipment, Inc. and award the contract based on the lowest bid from Automotive Lift Service and Equipment Company to purchase and install the automotive lift.

As part of the Career and Technical Division the Automotive Department served 153 students and generated 1,560 credits in FY 10. The 10,000 pound hoist (lift) used in the automotive lab to raise and lower vehicles for repairs requires replacement. It is no longer functioning and has been shut down permanently. Because of the age of the lift, replacement parts are not available and it cannot be serviced. This lift is located in the large automotive lab and is used continuously throughout the year in 90% of the automotive classes for work that is performed underneath vehicles. The new style lift is EPA safe in that hydraulic oil cannot seep into the ground if a leak develops. The rotary parts are encased in a fiberglass cassette that is designed to utilize four gallons of oil, while the old style lifts hold about 55 gallons in a steel storage tank underground that corrodes with age and begins to leak into the soil.

The College received bids from the following vendors:

<u>Qty.</u>	<u>Equipment</u>	<u>Automotive Lift Service and Equipment Company</u>	<u>Standard Industrial & Automotive Equipment, Inc.</u>	<u>Rack’ m Up Distributors</u>
1	Rotary Lift Model SL210-RA, 2 post S.M.A.R.T. Cassette Style, 10,000 lb. Conventional Auto Lift Includes Shipping/Install	\$12,350.00	\$12,975.00	\$17,714.00
	Total	\$12,350.00	\$12,975.00	\$17,714.00

This expense is budgeted in the Capital Outlay Account in the Education fund.

Recommendation

It is recommended that the Board of Trustees (1) rescinds Board Report #10-237 from the November 18, 2010 Board Meeting and (2) approves the purchase and installation of the rotary lift, as described above for \$12,350.00 from Automotive Lift Service and Equipment Company, Lake in the Hills, IL.

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

Vicky Smith
President

Request to Purchase
Windows Server 2008 Training Units

Information

The College’s computer desktop environment needs to be redesigned and upgraded to meet the College’s growing needs. This multi-year project includes a number of significant activities:

- Changing the rigid method currently used to provide a stable computing environment (Deep Freeze)
- Eliminating roaming profiles
- Upgrading and enhancing the centralized Altiris computer client management and support system
- Upgrading 120 network servers to Windows Server 2008
- Upgrading the 1,247 Windows computer clients to Internet Explorer 8, Windows 7 and Office 2010 including testing the compatibility of 482 software programs and 31 databases

This is a significant change and will require Microsoft training for the technical staff in order to install and support the new environment which will increase reliability and improve security processes.

The first step of the project is training the Network Services staff to be able to use and upgrade the current Windows 2003 Server environment to a Windows Server 2008 environment. Network Services has used Global Knowledge in the past and is very happy with their facilities, the proximity of the training centers (located in Schaumburg, IL) and their teaching environment. The College is sharing a discount with the McHenry County Government center allowing the College to receive a greater than 33% discount on the cost of these services. A ten pack of Training Units will be required to send the Network Services staff members to the training they will receive in the coming months. Weeklong classes normally cost \$2,995.00 each. The College is able to purchase ten weeks of training at a discounted price of \$1,800.00 per training unit with this purchase, saving \$1,195.00 per each training unit. Additionally, the books and labs are already a part of the unit cost per each class, where as other training facilities may be less expensive but then the books and lab fees are at an additional cost.

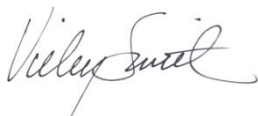
<u>Qty.</u>	<u>Description</u>	<u>Global Knowledge</u>
10	Windows Server 2008 Training Units	\$18,000.00

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 an approved equipment/project item for FY 2011, budgeted in the End User Services Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of Windows Server 2008 Training Units from Global Knowledge, Chicago, IL, for \$18,000.00.



Vicky Smith
President

2011-2012 Master Seniority List for
Tenured Full-Time Faculty

Information

The 2011-2012 Master Seniority List for Tenured Full-Time Faculty is updated annually. The list is prepared in the fall term by the Office of Academic and Student Affairs, to be posted on Inside MCC for reference purposes. Each year's updated edition reflects changes in tenured faculty qualifications, newly adopted courses, and includes the names of newly-tenured faculty. Use of this Master Seniority List is limited to reduction-in-force situations.

Recommendation

It is recommended that the Board of Trustees approves the 2011-2012 Master Seniority List for Tenured Full-Time Faculty revisions beginning Fall 2011, as listed on the attached report.

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

Vicky Smith
President

**MASTER SENIORITY
LIST
for
TENURED
FULL-TIME
FACULTY**

**McHENRY COUNTY
COLLEGE**

**2011-2012 Edition
(Published November 2010)**

**MASTER SENIORITY LIST FOR TENURED FULL-TIME FACULTY
2011-2012**

COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
ACC 110	Basic Accounting Procedures	Curfman, D.; Esarco, A.
ACC 151	Financial Accounting	Curfman, D.; Esarco, A.
ACC 152	Management Accounting	Curfman, D.; Esarco, A.
ACC 220	Computer Applications for Accounting	Curfman, D.; Esarco, A.
ACC 236	Cost Accounting	Curfman, D.; Esarco, A.
ACC 237	Income Tax Accounting	Curfman, D.; Esarco, A.
ACC 238	Income Tax – Advanced	Esarco, A.
ACC 239	IRS Practice & Procedures	Esarco, A.
ACC 240	Enrolled Agent Review Course	Esarco, A.
ACC 245	Principles of Finance	Lenio, T.; Curfman, D.; Esarco, A.
ACC 250	Intermediate Accounting I	Curfman, D.; Esarco, A.
ACC 251	Intermediate Accounting II	Curfman, D.; Esarco, A.
ACC 255	Accounting Internship	Curfman, D.; Esarco, A.
ACC 290	Special Topics in Accounting	Curfman, D.; Esarco, A.
AMT 100	Introduction to Automotive Technology	Meinke E.; Albamonte, M.
AMT 110	Introduction to Service Writing	Meinke E.; Albamonte, M.
AMT 120	Automotive Electricity Fundamentals	Meinke E.; Albamonte, M.
AMT 140	Automotive Engine Technology	Meinke E.; Albamonte, M.
AMT 160	Automotive Electronic Fundamentals	Meinke E.; Albamonte, M.
AMT 170	Manual Drive Train & Axles	Meinke E.; Albamonte, M.
AMT 180	Automotive Steering, Chassis, and Suspension	Meinke E.; Albamonte, M.
AMT 200	Computerized Automotive Systems	Meinke E.; Albamonte, M.
AMT 220	Automotive Brake Systems	Meinke E.; Albamonte, M.
AMT 230	High Performance Engine Fundamentals	Meinke E.; Albamonte, M.
AMT 240	Automotive Climate Control Systems	Meinke E.; Albamonte, M.
AMT 250	Automotive Cooperative Internship	Meinke E.; Albamonte, M.
AMT 260	Engine Performance/Drivability	Meinke E.; Albamonte, M.
AMT 265	Alternate Fuel Vehicles	Meinke E.; Albamonte, M.
AMT 270	Automatic Transmission & Transaxles	Meinke E.; Albamonte, M.
AMT 299	Automotive Independent Study	Meinke E.; Albamonte, M.
ANT 151	Introduction to Anthropology	Cameron, J.
ANT 155	Introduction to Archaeology	Cameron, J.
ANT 160	Introduction to Physical Anthropology	Cameron, J.
ANT 170	Intro to Cultural Anthropology	Cameron, J.
ANT 260	Archaeology of the Ancient Near East	Cameron, J.
ANT 290	Topics in Anthropology	Cameron, J.
AOM 101	Keyboarding I – Introduction	Vitale, S.; Freelove, J.
AOM 102	Document Formatting	Vitale, S.; Freelove, J.
AOM 105	Keyboarding Speed & Accuracy	Vitale, S.; Freelove, J.
AOM 120	Word Processing I	Vitale, S.; Freelove, J.
AOM 122	Word Processing II	Vitale, S.; Freelove, J.
AOM 130	Introduction to Presentation Software	Vitale, S.; Albright, M.; Tetreault, M.; Freelove, J.
AOM 131	Introduction to Windows Spreadsheet Applications	Vitale, S.; Albright, M.; Tetreault, M.; Young, C.; Freelove, J.
AOM 134	Introduction to Desktop Publishing	Vitale, S.; Freelove, J.
AOM 135	Medical Terminology	
AOM 136	Medical Transcription	Vitale, S.; Freelove, J.

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
AOM 140	Integrating Office Applications	Vitale, S.; Freelove, J.
AOM 145	Office Practice	Vitale, S.; Freelove, J.
AOM 150	Legal Terminology and Transcription	Vitale, S.; Freelove, J.
AOM 225	Law for the Legal Secretary	
AOM 231	Advanced Spreadsheet Applications	Vitale, S., Freelove, J.
AOM 234	Advanced Desktop Publishing	Freelove, J.
AOM 250	Administrative Office Procedures	Vitale, S.; Freelove, J.
AOM 255	Administrative Office Management Internship	Freelove, J.
AOM 299	Independent Study in Administrative Office Management	Freelove, J.
ART 151	Art Appreciation	Hand, A.; Beggs, T.; Arctander, M.
ART 152	Intro to Studio Art	Hand, A.; Beggs, T.; Arctander, M.
ART 153	Two-Dimensional Design	Hand, A.; Beggs, T.; Arctander, M.
ART 155	Non-Western Art	Hand, A.; Beggs, T.; Arctander, M., Ruthven,S.
ART 156	Drawing I	Hand, A.; Beggs, T.; Arctander, M.
ART 157	Drawing II	Hand, A.; Beggs, T.; Arctander, M.
ART 158	Life Drawing	Hand, A.; Beggs, T.; Arctander, M.
ART 160	Painting I	Hand, A.; Beggs, T.; Arctander, M.
ART 165	Ethnic Folk Art	Hand, A.; Beggs, T.; Arctander, M., Ruthven,S.
ART 166	Digital Tools for Studio Artists	Hand, A.; Beggs, T.; Arctander, M.
ART 167	Computer Graphics I	Hand, A.; Beggs, T.; Arctander, M.
ART 168	Computer Art I	Hand, A.; Beggs, T.; Arctander, M.
ART 170	Introduction to Art Education	Hand, A.; Beggs, T.; Arctander, M., Ruthven,S.
ART 171	Art History I	Hand, A.; Beggs, T.; Arctander, M., Ruthven,S.
ART 172	Art History II	Hand, A.; Beggs, T.; Arctander, M., Ruthven,S.
ART 173	Art History III	Hand, A.; Beggs, T.; Arctander, M., Ruthven,S.
ART 175	History of Photography	Hand, A.; Beggs, T.; Arctander, M., Ruthven,S.
ART 180	Sculpture I	Hand, A.; Beggs, T.; Arctander, M.
ART 182	Introduction to Interior Design	Hand, A.; Beggs, T.; Arctander, M., Ruthven,S.
ART 183	History of Interior	Hand, A.; Beggs, T.; Arctander, M., Ruthven,S.
ART 184	Jewelry I	Hand, A.; Beggs, T.; Arctander, M.
ART 185	Fibers I	Hand, A.; Beggs, T.; Arctander, M..
ART 186	Jewelry II	Hand, A.; Beggs, T.; Arctander, M.
ART 230	Printmaking	Hand, A.; Beggs, T.; Arctander, M.
ART 241	Beginning Photography	Hand, A.; Beggs, T.; Arctander, M.
ART 242	Intermediate Photography	Hand, A.; Beggs, T.; Arctander, M.
ART 244	Color Photography	Hand, A.; Beggs, T.; Arctander, M.
ART 245	Primitive Photography	Hand, A.; Beggs, T.; Arctander, M.
ART 246	Alternative Photo Processing	Hand, A.; Beggs, T.; Arctander, M.
ART 247	Large Format Photography	Hand, A.; Beggs, T.; Arctander, M.
ART 248	Studio Lighting I	Hand, A.; Beggs, T.; Arctander, M.
ART 249	Studio Lighting II	Hand, A.; Beggs, T.; Arctander, M.

**MASTER SENIORITY LIST FOR TENURED FULL-TIME FACULTY
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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
ART 250	Digital Photography I	Hand, A.; Beggs, T.; Arctander, M.
ART 252	Digital Photography II	Hand, A.; Beggs, T.; Arctander, M.
ART 253	Three-Dimensional Design	Hand, A.; Beggs, T.; Arctander, M.
ART 254	Digital Photography III	Hand, A.; Beggs, T.; Arctander, M.
ART 255	Digital & Film Photo Exploration	Hand, A.; Beggs, T.; Arctander, M.
ART 257	Drawing III	Hand, A.; Beggs, T.; Arctander, M.
ART 258	Life Drawing II	Hand, A.; Beggs, T.; Arctander, M.
ART 261	Painting II	Hand, A.; Beggs, T.; Arctander, M.
ART 262	Painting III	Hand, A.; Beggs, T.; Arctander, M.
ART 263	Painting IV	Hand, A.; Beggs, T.; Arctander, M.
ART 264	Beginning Watercolor	Hand, A.; Beggs, T.; Arctander, M.
ART 265	Advanced Watercolor	Hand, A.; Beggs, T.; Arctander, M.
ART 271	Ceramics I	Hand, A.; Beggs, T.; Arctander, M.
ART 272	Ceramics II	Hand, A.; Beggs, T.; Arctander, M.
ART 273	Ceramics III	Hand, A.; Beggs, T.; Arctander, M.
ART 274	Ceramics IV	Hand, A.; Beggs, T.; Arctander, M.
ART 275	Ceramics Studio	Hand, A.; Beggs, T.; Arctander, M.
ART 282	Interior Design II	Hand, A.; Beggs, T.; Arctander, M., Ruthven, S.
ART 290	Topics in Art	Hand, A.; Beggs, T.; Arctander, M.
ART 299	Individual Art Projects	Hand, A.; Beggs, T.; Arctander, M.
BIO 105	Introduction to Animal Science	Firak, D.; Garrison, M.
BIO 110	Introduction to Human Biology	Peters, J.; Kuhlman, M.; Firak, D.; Garrison, M.; Dow, B.
BIO 130	Environmental Field Biology	Peters, J.; Kuhlman, M.; Firak, D.; Garrison, M.; Dow, B.
BIO 137	Heredity and Ethics	Peters, J.; Kuhlman, M.; Firak, D.; Garrison, M.; Dow, B.
BIO 157	Fundamentals of Biology	Peters, J.; Kuhlman, M.; Firak, D.; Garrison, M.; Dow, B.
BIO 158	Evolution and Biodiversity	Peters, J.; Kuhlman, M.; Firak, D.; Garrison, M.; Dow, B.
BIO 255	Microbiology	Peters, J.; Kuhlman, M.; Firak, D.; Garrison, M.; Dow, B.
BIO 260	Human Anatomy and Physiology	Peters, J.; Kuhlman, M.; Firak, D.; Garrison, M.; Dow, B.
BIO 263	Human Anatomy and Physiology I	Peters, J.; Kuhlman, M.; Firak, D.; Garrison, M.; Dow, B.
BIO 264	Human Anatomy and Physiology II	Peters, J.; Kuhlman, M.; Firak, D.; Garrison, M.; Dow, B.
BUS 110	Business Career Skills I	Curfman, D.; Meinke, E.; Esarco, A.; Wagner, D.; Sullivan, S.; Frelove, J.
BUS 120	Business Career Skills II	Curfman, D.; Meinke, E.; Esarco, A.; Wagner, D.; Sullivan, S.; Frelove, J.
BUS 145	Business Applications of Mathematics	Curfman, D.; Meinke, E.; Esarco, A.; Wagner, D.; Sullivan, S.; Frelove, J.
BUS 150	Introduction to Business	Curfman, D.; Meinke, E.; Esarco, A.; Wagner, D.; Sullivan, S.; Frelove, J.
BUS 155	Business Communication	Curfman, D.; Meinke, E.; Esarco, A.; Wagner, D.; Sullivan, S.; Frelove, J.

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
BUS 160	Introduction to Entrepreneurship	Meinke, E.; Escaro, A.
BUS 162	Entrepreneurship Business Planning	Meinke, E.; Escaro, A.
BUS 220	Human Relations and Team Building	Curfman, D.; Meinke, E.; Esarco, A.; Wagner, D.; Sullivan, S.; Freelove, J.
BUS 240	Commercial Law	Curfman, D.; Meinke, E.; Esarco, A.; Wagner, D.; Sullivan, S.; Freelove, J.
BUS 241	Legal Environment of Business	Curfman, D.; Meinke, E.; Esarco, A.; Wagner, D.; Sullivan, S.; Freelove, J.
BUS 255	Business Internship	Curfman, D.; Meinke, E.; Esarco, A.; Wagner, D.; Sullivan, S.; Freelove, J.
BUS 299	Topics/Issues in Business	Curfman, D.; Meinke, E.; Esarco, A.; Wagner, D.; Sullivan, S.; Freelove, J.
CHM 115	Chemistry and Society	Socol, S.
CHM 164	Elementary Chemistry	Socol, S.
CHM 165	General Chemistry I	Socol, S.
CHM 166	General Chemistry II	Socol, S.
CHM 170	Survey of Organic and Biochemistry	Socol, S.
CHM 265	Organic Chemistry I	Socol, S.
CHM 266	Organic Chemistry II	Socol, S.
CIS 090	Introduction to Computer Applications	Vitale, S.; Young, C.; Albright, M.; Esarco, A.; Tetreault, M.; Beggs, T.; Freelove, J.; Zaccagnini, H.
CIS 110	Computer Literacy	Vitale, S.; Albright, M.; Tetreault, M.; Young, C.; Esarco, A.; Beggs, T.; Freelove, J.; Zaccagnini, H.; Nath, S.
CIS 116	PC Operating Systems & Hardware	Vitale, S.; Tetreault, M.; Young, C.
CIS 117	Introduction to Programming	Vitale, S.; Young, C.; Albright, M.; Nath, S.
CIS 118	Introduction to Windows	Vitale, S.; Albright, M.; Tetreault, M.; Freelove, J.; Nath, S.
CIS 125	Computer Ethics	Vitale, S.; Albright, M.; Tetreault, M.
CIS 132	Introduction to Database Systems	Vitale, S.; Albright, M.; Freelove, J.; Nath, S.
CIS 133	Intermediate Database	Albright, M.; Nath, S.
CIS 143	Introduction to UNIX	Nath, S.
CIS 144	Unix System Administration	Nath, S.
CIS 145	Internet Technologies	Vitale, S.; Albright, M.; Tetreault, M.; Nath, S., Freelove, J.
CIS 146	Introduction to Web Page Programming	Vitale, S.; Albright, M.; Nath, S.
CIS 147	Introduction to JavaScript Programming	Albright, M.; Nath, S.
CIS 148	Introduction to Java Programming	Albright, M.; Nath, S.
CIS 149	Intro to Server Page Programming	Nath, S.
CIS 150	Server+ Certification Prep	
CIS 155	Network Essentials	Tetreault, M.
CIS 156	Advanced Windows Workstation	Tetreault, M.
CIS 157	Advanced Windows Server	Tetreault, M.
CIS 170	Router Basics	
CIS 171	Router Configuration	
CIS 172	Router LAN Technology	
CIS 173	Router WAN Technology	
CIS 180	Computer Security Awareness	Tetreault, M.
CIS 185	Ethical Hacking	Tetreault, M.

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
CIS 186	Security+ Prep	Tetreault, M.
CIS 210	Intro to Technology in Education	
CIS 211	Intermediate Programming	Young, C.; Albright, M.
CIS 216	A+ Certification Prep	Tetreault, M.; Young, C.
CIS 219	Intermediate Visual Basic	Young, C.
CIS 232	Advanced Database Systems	Albright, M.; Nath, S.
CIS 245	Web Page Design	Albright, M.; Nath, S.
CIS 248	Intermediate Java Programming	Albright, M.; Nath, S.
CIS 250	Internship in Computer Information Systems	Albright, M.; Tetreault, M.
CIS 255	Directory Services Infrastructure	Tetreault, M.
CIS 256	Windows Network Infrastructure	Tetreault, M.
CIS 266	Object Oriented Programming	Albright, M.; Nath, S.
CIS 270	SQL/Database Concepts	Nath, S.
CIS 275	Systems Design	Albright, M.
CIS 290	Topics in CIS	
CJS 101	Introduction to Criminal Justice	
CJS 106	Introduction To Corrections	
CJS 110	Policing	
CJS 115	Criminal Law	
CJS 120	Juvenile Delinquency	
CJS 125	Principles of Criminal Investigation	
CJS 140	Criminology	
CJS 206	Community Based Corrections	
CJS 215	Police Community Relations	
CJS 225	Criminal Justice Management	
CJS 250	Field Experience in Criminal Justice	
CJS 275	Criminal Procedures	
CJS 290	Topics in Criminal Justice	
CLM 100	Intro to Professional Hospitality	
CLM 101	Culinary Skills I	
CLM 102	Culinary Skills II	
CLM 103	Culinary Skills III	
CLM 104	Culinary Skills IV	
CLM 105	Sanitation and Safety	
CLM 106	Culinary Nutrition	
CLM 107	Culinary and Hospitality Supervision	
CLM 108	Restaurant Operations	
CLM 140	Garden Manger & Int'l Cuisine	
CLM 150	Inventory and Purchasing Resources	
CLM 160	Menu Planning	
CLM 170	Hospitality Industry Cost Control	
CLM 290	Topics in Culinary Management	
CMT 105	Intro to Building Construction	
CMT 110	Basic Mechanical Code	
CMT 115	Basic Electrical Codes	
CMT 120	Basic Building Codes and Enforcement	
CMT 125	Survey Layout and Measurement	
CMT 250	Construction Management Internship	Zaccagnini, H.

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
CSC 121	Computer Science I	Nath, S.
CSC 122	Computer Science II	Nath, S.
DGM 100	2D Animation	Albright, M.; Beggs, T.
DGM 103	Animation Techniques I	
DGM 110	Game Design 1	Albright, M.; Beggs, T.
DGM 123	Digital 2D Design	Albright, M.; Beggs, T.
DGM 125	Digital Drawing 1	Albright, M.; Beggs, T.
DGM 150	Digital Storytelling	Albright, M.; Beggs, T.
DGM 160	3D Game Development 1	Albright, M.; Beggs, T.
DGM 167	Graphic Design I	Albright, M.; Beggs, T.
DGM 168	Computer Art I	Albright, M.; Beggs, T.
DGM 170	Digital Video Production	
DGM 200	3D Modeling & Animation 1	Albright, M.; Beggs, T.
DGM 203	Animation Techniques II	
DGM 205	3D Modeling & Animation 2	Albright, M.; Beggs, T.
DGM 210	Game Design 2	Albright, M.; Beggs, T.
DGM 230	Internet Game Programming	Albright, M.; Beggs, T.
DGM 250	Digital Media Internship	Albright, M.; Beggs, T.
DGM 259	Digital Project Management	Albright, M.; Beggs, T.
DGM 260	3D Game Development 2	Albright, M.; Beggs, T.
DGM 267	Graphic Design II	Albright, M.; Beggs, T.
DGM 275	Portfolio Design	
DGM 290	Topics in Digital Media	Albright, M.; Beggs, T.
DRT 101	2D Computer Aided Design Graphics I	Zaccagnini, H.
DRT 102	Advanced Technical Drafting	Zaccagnini, H.
DRT 104	Expanded Applications in Drafting	Zaccagnini, H.
DRT 150	2D Computer Aided Design Graphics II	Zaccagnini, H.
DRT 151	3D Computer Aided Design Graphics I	Zaccagnini, H.
DRT 201	Technical Illustrations	Zaccagnini, H.
DRT 202	Geometric Tolerancing	Zaccagnini, H.
DRT 299	Independent Study in Drafting	Zaccagnini, H.
EAS 120	Intro to Meteorology	Erski, T.; Hamill, P.; Stahmann, P.
EAS 170	Geology & Oceanography	Erski, T.; Hamill, P.; Stahmann, P.
EAS 171	Astronomy & Meteorology	Erski, T.; Hamill, P.; Stahmann, P.
EAS 180	Introduction to Astronomy	Erski, T.; Hamill, P.
EAS 185	Natural Hazards and Disasters	Erski, T.; Hamill, P.; Stahmann, P.
ECE 115	Early Childhood Education	Peters, P.; Linder, L.
ECE 118	The Professional Child Care Provider	Peters, P.; Linder, L.
ECE 120	Child Growth and Development	Peters, P.; Linder, L.
ECE 121	Infant/Toddler Development and Care	Peters, P.; Linder, L.
ECE 125	Nutrition, Health and Safety	Peters, P.; Linder, L.
ECE 131	Early Childhood Guidance & Observation	Peters, P.; Linder, L.
ECE 150	Child Study and Observation	Peters, P.; Linder, L.
ECE 155	Child, Family, Community Relations	Peters, P.; Linder, L.
ECE 204	Early Childhood Language Arts	Peters, P.; Linder, L.
ECE 209	Early Childhood Music/Rhythmic Activ	Peters, P.; Linder, L.
ECE 214	Early Childhood Art Activities	Peters, P.; Linder, L.

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
ECE 219	Early Childhood Science and Math	Peters, P.; Linder, L.
ECE 229	Early Childhood Curriculum & Activ	Peters, P.; Linder, L.
ECE 234	Child Care Center Management	Peters, P.; Linder, L.
ECE 250	Early Childhood Practicum	Peters, P.; Linder, L.
ECE 290	Topics in Early Childhood Education	Peters, P.; Linder, L.
ECO 150	Introduction to Economics	Lenio, T.; Sasaki, N.
ECO 251	Microeconomics	Lenio, T.; Sasaki, N.
ECO 252	Macroeconomics	Lenio, T.; Sasaki, N.
ECO 261	Economic Development Dynamics	Lenio, T.; Sasaki, N.
EDU 251	Introduction to Education	Peters, P.; Linder, L.
EDU 252	Children's Literature	Peters, P.; Linder, L.; Poe, K.
EDU 253	Children with Exceptionalities	Peters, P.; Linder, L.
EDU 255	Diversity in Schools	Linder, L.; Peters, P.
EDU 257	Language Development	Peters, P.; Linder, L.
EDU 261	Intro to Foundations of Reading	Peters, P.; Linder, L.
EDU 275	Classroom Observation	Peters, P.; Linder, L.
EDU 290	Topics in Education	Peters, P.; Linder, L.; Poe, K.; Meinke, B.
EET 099	Introduction to Electronics	
EET 110	Principles of Direct Current	
EET 111	Principles of Alternating Current	
EET 120	Digital Circuits	
EET 121	Analog Circuits	
EET 140	Microprocessor Fundamentals	
EET 141	Microprocessor Systems	
EET 240	Communications Systems I	
EET 241	Communications Systems II	
EET 250	Computer Systems I	
EET 251	Computer Systems II	
EET 299	Independent Study in Electronics	
EGR 151	Engineering Graphics	
EGR 251	Statics	
EGR 252	Dynamics	
EGR 260	Electrical Circuits Analysis	Huang, C.
EMS 105	First Responder Emergency Aid	
EMS 110	Emergency Medical Technician-Basic	
EMS 120	EMT-Paramedic-Module I	
EMS 121	EMT-Paramedic-Module II	
EMS 122	EMT-Paramedic-Module III	
EMS 123	EMT-Paramedic-Internship	
ENG 088	Spelling	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 089	Sentence Structure	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
ENG 090	Foundations of Writing	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 095	Introduction to College Writing	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 097	Academic Reading and Writing for ELL	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 099	Effective Writing	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 105	Technical Communications	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 151	Composition I	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 152	Composition II	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 240	Introduction to Shakespeare	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 250	Creative Writing	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 251	Introduction to Literature	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 252	Studies in Literature	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 253	World Literature to 1650	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 254	World Literature 1650 to present	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 255	British Literature to 1800	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 256	British Literature 1800 to present	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 260	American Literature I	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 261	American Literature II	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
ENG 270	The Bible as Literature	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 271	Greek and Roman Mythology	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 272	Non-Western Mythology	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 275	Women's Literature	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
ENG 276	Asian Literature	Hazeltrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
FRE 151	Elementary French I	
FRE 152	Elementary French II	
FRE 251	Intermediate French I	
FRE 252	Intermediate French II	
FRS 100	Introduction to Emergency Services	Goostree, D.
FRS 101	Introduction to Fire Science	Goostree, D.
FRS 121	Fire Suppression	Goostree, D.
FRS 122	Building Construction Fire Service	Goostree, D.
FRS 123	Fire Protection Systems	Goostree, D.
FRS 150	Firefighter II	Goostree, D.
FRS 205	Fire Inspection and Code Enforcement	Goostree, D.
FRS 220	Fire Service Management I	Goostree, D.
FRS 221	Fire Service Management II	Goostree, D.
FRS 222	Fire Service Instructor I	Goostree, D.
FRS 223	Fire Service Tactics and Strategies I	Goostree, D.
FRS 224	Fire Prevention Principles I	Goostree, D.
FRS 250	Fire Science Internship	Goostree, D.
FRS 252	Hazardous Materials First Responder Operations	Goostree, D.
FRS 253	Fire Apparatus Engineer	Goostree, D.
GEG 101	Physical Geography (Lecture)	Erski, T.; Hamill, P.; Stahmann, P.
GEG 102	Physical Geography (Lab)	Erski, T.; Hamill, P.; Stahmann, P.
GEG 160	Geographic Information Systems I	Erski, T.; Hamill, P.; Stahmann, P.
GEG 161	Geographic Information Systems II	Erski, T.; Hamill, P.; Stahmann, P.
GEG 202	Geography of the Developed World	Erski, T.; Hamill, P.; Stahmann, P.
GEG 203	Geography of the Developing World	Erski, T.; Hamill, P.; Stahmann, P.
GEG 204	Economic Geography	Erski, T.; Stahmann, P.
GEG 220	The Global Environment	Erski, T.; Hamill, P.; Stahmann, P.
GEG 221	Global Environment Laboratory	Erski, T.; Hamill, P.; Stahmann, P.
GEG 290	Topics in Geography	Erski, T.; Hamill, P.; Stahmann, P.
GEL 101	Physical Geology (Lecture)	Erski, T.; Hamill, P.; Stahmann, P.
GEL 103	Physical Geology (Lab)	Erski, T.; Hamill, P.; Stahmann, P.
GEL 110	Geology of the National Parks	

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
GER 151	Elementary German I	
GER 152	Elementary German II	
GER 251	Intermediate German I	
GER 252	Intermediate German II	
HCE 100	Health Profession Career Exploration	Meinke, B.; Ziszik, C.; Stonecliffe, J.
HCE 110	Introduction to Pharmacology	Ziszik, C.; Stonecliffe, J.
HCE 111	Information Literacy and Healthcare	Ziszik, C.; Stonecliffe, J.
HFE 101	Volleyball I	Blaz, J.
HFE 103	Karate/Self Defense I	Blaz, J.
HFE 105	Yoga I	Blaz, J.
HFE 110	Golf I	Blaz, J.
HFE 120	Physical Fitness	Blaz, J.
HFE 121	Strength Training I	Blaz, J.
HFE 122	Aerobic Exercise	Blaz, J.
HFE 123	Fitness Walking	Blaz, J.
HFE 125	Fencing I	
HFE 140	Theory of Baseball	Blaz, J.
HFE 141	Theory of Basketball	Blaz, J.
HFE 150	Contemporary Health Issues	Whalen, E.; Blaz, J.
HFE 151	First Aid and CPR	Whalen, E.
HFE 152	Women's Health Issues	Whalen, E.; Blaz, J.
HFE 161	Personal Fitness	Blaz, J.
HFE 170	Fitness/Human Performance Professions	Blaz, J.
HFE 171	Exercise Science I	Blaz, J.
HFE 175	Group Exercise Principles	Blaz, J.
HFE 176	Strength and Conditioning Principles	Blaz, J.
HFE 202	Lifeguard Training	
HFE 210	Golf II	Blaz, J.
HFE 221	Strength Training II	Blaz, J.
HFE 250	Nutrition for Wellness	Whalen, E.; Blaz, J.
HFE 251	Drugs in a Contemporary Society	Whalen, E.
HFE 252	Issues in Family Violence	Whalen, E.
HFE 255	Stress Management	Whalen, E.; Blaz, J.
HFE 270	Exercise Program Design	Blaz, J.
HFE 271	Exercise Science II	Blaz, J.
HFE 278	Application of Fitness Instruction	Blaz, J.
HFE 279	HFE Internship	Blaz, J.
HFE 290	Topics in Health and Fitness Education	Blaz, J.; Whalen, E.
HIS 130	Ancient Civilization (to 300 CE)	White, D.; Culp, T.
HIS 131	Western Civilization I (300-1500 CE)	White, D.; Culp, T.
HIS 132	Western Civilization II (1500 CE – Present)	White, D.; Culp, T.
HIS 141	Women's History	White, D.; Culp, T.
HIS 165	History of Latin America	White, D.; Culp, T.
HIS 170	United States History I	White, D.; Culp, T.
HIS 171	United States History II	White, D.; Culp, T.
HIS 172	United States History III	White, D.; Culp, T.
HIS 180	History of Illinois	White, D.; Culp, T.

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
HRT 100	Introduction to Horticulture	Spangenberg, B.
HRT 103	Introduction to Plant Science	Spangenberg, B.; Dow, B.
HRT 105	Introduction to Soil Science	Spangenberg, B.
HRT 120	Basic Floral Design	
HRT 125	Intermediate Floral Design	
HRT 130	Fall Greenhouse Production	
HRT 150	Plant Problem Diagnosis & Management	Spangenberg, B.
HRT 159	Landscape Perennials	Spangenberg, B.
HRT 160	Trees and Shrubs in the Landscape	Spangenberg, B.
HRT 161	Landscape Design	Spangenberg, B.
HRT 181	Turf Management	Spangenberg, B.
HRT 221	Advanced Floral Design	
HRT 222	Flower Shop Management	
HRT 229	Silk & Dried Floral Design	
HRT 231	Spring Greenhouse Production	
HRT 250	Horticulture Internship	Spangenberg, B.
HRT 251	Turf & Ornamental IPM	Spangenberg, B.
HRT 264	Arboriculture	Spangenberg, B.
HRT 265	Landscape CAD	
HRT 266	Landscape Construction	Spangenberg, B.
HRT 271	Woody Plant Propagation	
HRT 282	Golf Course & Sports Turf Management	Spangenberg, B.
HRT 290	Topics & Issues in Horticulture	Spangenberg, B.
HRT 298	Nursery Experience	Spangenberg, B.
HRT 299	Horticulture Independent Study	Spangenberg, B.
HUM 150	Humanities Through the Arts	Hand, A.; Arctander, M.
HUM 250	Leadership Development	
HUM 290	Topics in Humanities	Hand, A.; Arctander, M.
IBS 115	Introduction: International Business	Wagner, D.
IBS 270	Principles of Exporting & Importing	Wagner, D.
IBS 290	Topics in International Business	Wagner, D.
IMT 102	Manufacturing Processes	Zaccagnini, H.
IMT 103	Materials of Industry	Zaccagnini, H.
IMT 104	Blueprint Reading	Zaccagnini, H.
IMT 109	Mechanics of Materials	Zaccagnini, H.
IMT 110	Supervisory Responsibility	Zaccagnini, H.; Sullivan, S.
IMT 112	Training the Trainer	Zaccagnini, H.
IMT 116	Industrial Safety Management	Zaccagnini, H.; Sullivan, S.
IMT 117	Production and Material Control	Zaccagnini, H.
IMT 120	Quality Control	Zaccagnini, H.
IMT 121	Total Quality Management	Zaccagnini, H.
IMT 125	Principles of Personnel and Industrial Relations	Zaccagnini, H.
IMT 135	Maintenance Management	Zaccagnini, H.
IMT 200	Computer Integrated Manufacturing I	Zaccagnini, H.
IMT 205	Computer Integrated Manufacturing II	Zaccagnini, H.
IMT 210	Continuous Improvement Practices	Zaccagnini, H.
IMT 215	Manufacturing Planning and Control	Zaccagnini, H.

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
IMT 250	Manufacturing Internship	Zaccagnini, H.
IMT 299	Independent Study in Manufacturing	Zaccagnini, H.
JRN 152	Introduction to Mass Communications	Derscheid, C.; Geller, J.
JRN 155	News Writing	Derscheid, C.
JRN 165	Introduction to Broadcasting	Derscheid, C.
JRN 170	Feature Writing	Derscheid, C.
JRN 180	Introduction to Film	Derscheid, C.; Geller, J.
LAS 290	Topics in Interdisciplinary Studies	
LIB 110	Information Literacy and Research	Scott, J.; Perlman, J.
MAT 071	Essentials of Mathematics – Part 1	Terlep, D.; Kostos, T.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 072	Essentials of Mathematics – Part 2	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 074	Elementary Algebra – Part 1	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 075	Elementary Algebra – Part 2	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 078	Intermediate Algebra – Part 1	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 079	Intermediate Algebra – Part 2	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 090	Essentials of Mathematics	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 095	Elementary Algebra	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 096	Geometry	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 097	Technical Mathematics I	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R., Zaccagnini, H.
MAT 098	Mathematics for Electronics I	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 099	Intermediate Algebra	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 106	Technical Mathematics II	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R., Zaccagnini, H.
MAT 107	Mathematics for Electronics II	Zaccagnini, H.
MAT 120	General Education Statistics	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 140	Concepts in Mathematics	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 150	Elements of Mathematics	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 159	Mathematics for Electronics III	Huang, C.
MAT 161	College Algebra	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
MAT 165	College Algebra and Trigonometry	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 170	Finite Mathematics	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 171	Calculus for Business & Social Sciences	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 175	Calculus with Analytic Geometry I	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 201	Mathematical Foundations for Elementary Education	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 202	Mathematical Foundations for Elementary Education II	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 220	Statistics	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 245	Calculus with Analytic Geometry II	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 253	Linear Algebra	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 255	Calculus with Analytic Geometry III	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MAT 260	Differential Equations	Terlep, D.; Kostos, T.; Huang, C.; Martincic, A.; Nath, S.; Moore, P.; Herman, R.
MCC 101	College Experience	Geller, J.
MGT 110	Supervisory Responsibility	Curfman, D.; Zaccagnini, H.; Hensel, G.; Wagner, D.; Sullivan, S.; Frelove, J.; Escarco, A.
MGT 150	Principles of Management	Curfman, D.; Hensel, G.; Esarco, A.; Wagner, D.; Sullivan, S.; Frelove, J.
MGT 205	Creative Leadership	Curfman, D.; Hensel, G.; Esarco, A.; Wagner, D.; Sullivan, S.; Frelove, J.
MGT 210	Human Resource Management	Curfman, D.; Hensel, G.; Esarco, A.; Wagner, D.; Sullivan, S.; Frelove, J.
MGT 225	Cross Cultural Management	
MGT 230	Experiencing Management Decisions	Curfman, D.; Hensel, G.; Esarco, A.; Wagner, D.; Sullivan, S.; Frelove, J.
MKT 110	Principles of Marketing	Wagner, D.
MKT 120	Principles of Advertising	Wagner, D.
MKT 130	Professional Selling	Wagner, D.
MKT 134	Committing to Customer Service	Wagner, D.
MKT 140	Principles of Retailing	Wagner, D.
MKT 155	E-Commerce	Wagner, D.
MKT 225	Consumer Behavior	
MKT 248	Direct Marketing	Wagner, D.
MKT 249	Marketing Internship I	Wagner, D.
MKT 250	Marketing Practicum	Wagner, D.
MKT 264	International Marketing	Wagner, D.
MKT 290	Topics & Issues in Marketing	Wagner, D.
MUS 100	Chorus	Hillstrom, M.

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
MUS 101	Fundamentals of Music	Takayama, T.; Hillstrom, M.
MUS 104	Intro to Electronic Music Processing	Hillstrom, M.
MUS 140	Music Theory I	Takayama, T.; Hillstrom, M.
MUS 141	Ear Training, Sight Singing & Keyboard Harmony I	Takayama, T.; Hillstrom, M.
MUS 145	Music Theory II	Hillstrom, M.
MUS 146	Ear Training, Sight Singing & Keyboard Harmony II	Hillstrom, M.
MUS 151	Music Appreciation	Takayama, T.; Hillstrom, M.
MUS 153	Introduction to Non-Western Music	Hillstrom, M.
MUS 154	Introduction to American Music	Takayama, T.; Hillstrom, M.
MUS 160	Jazz Ensemble	Takayama, T.; Hillstrom, M.
MUS 161	Chamber Ensemble	Takayama, T.; Hillstrom, M.
MUS 162	Concert Band	Takayama, T.; Hillstrom, M.
MUS 171	Music History I	Takayama, T.; Hillstrom, M.
MUS 172	Music History II	Takayama, T.; Hillstrom, M.
MUS 201-218	Applied Music (options)	Takayama, T.; Hillstrom, M.
MUS 240	Music Theory III	Hillstrom, M.
MUS 241	Ear Training, Sight Singing & Keyboard Harmony III	Hillstrom, M.
MUS 245	Music Theory IV	Hillstrom, M.
MUS 246	Ear Training, Sight Singing & Keyboard Harmony IV	Hillstrom, M.
NAE 100	Basic Nurse Assistant	Meinke, B; Ziszik, C.
NUR 095	Directed Study in Nursing	Ziszik, C.
NUR 110	Nursing Practice I	Ziszik, C.
NUR 120	Nursing Practice II	Ziszik, C.
NUR 125	LPN to ADN Transition	Ziszik, C.
NUR 210	Nursing Practice III	Ziszik, C.
NUR 220	Family Nursing	Ziszik, C.
NUR 230	Transition to Professional Practice	Ziszik, C.
OTA 110	Foundations of Occupational Therapy	
OTA 120	Therapeutic Methods I	
OTA 130	Occupations Across the Lifespan	
OTA 140	Dynamics of Human Movement	
OTA 150	Conditions Disrupting Participation	
OTA 160	Psychological Rehab Theory & Methods	
OTA 170	Therapeutic Methods II	
OTA 210	Physical Theory and Rehab Methods	
OTA 220	Therapeutic Methods III	
OTA 230	Professional Analysis in Practice	
OTA 240	Health Services Management	
OTA 250	Professional Practice Seminar	
OTA 260	Fieldwork Level IIA	
OTA 265	Fieldwork LEVEL IIB	
PDV 100	Personal Development	Lauf, L.
PDV 105	Lifelong Learning Skills	Lauf, L.
PDV 110	Career Development	Lauf, L.
PHI 151	Introduction to Philosophy	Gould, J.; Young, S.; Seitz, T.
PHI 155	Introduction to Logic	Gould, J.; Young, S.; Seitz, T.

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
PHI 158	Studies About Women	Gould, J.; Young, S.; Seitz, T.
PHI 160	Eastern Philosophy	Gould, J.; Young, S.; Seitz, T.
PHI 240	Philosophy of Religion	Gould, J.; Young, S.; Seitz, T.
PHI 251	Introduction to Ethics	Gould, J.; Young, S.; Seitz, T.
PHI 252	Bioethics	Gould, J.; Young, S.; Seitz, T.
PHI 255	Living With Death	Gould, J.; Young, S.; Seitz, T.
PHI 261	Religions of the World	Gould, J.; Young, S.; Seitz, T.
PHI 262	Foundational Religious Texts	Gould, J.; Young, S.; Seitz, T.
PHI 290	Topics in Philosophy	Gould, J.; Young, S.; Seitz, T.
PHY 280	General Physics I	Huang, C.; Nath, S.
PHY 281	General Physics II	Huang, C.; Nath, S.
PHY 291	Principles of Physics I	Huang, C.; Nath, S.
PHY 292	Principles of Physics II	Huang, C.; Nath, S.
PHY 293	Principles of Physics III	Huang, C.; Nath, S.
PLT 150	Introduction to Political Thought	Lenio, T.; Culp,T.
PLT 151	United States Government	Lenio, T.; Culp,T.
PLT 155	State and Local Government	Lenio, T.; Culp,T.
PLT 160	The Constitution: That Delicate Balance	Lenio, T.; Culp,T.
PLT 251	International Relations	Lenio, T.; Culp,T.
PLT 255	Comparative Government	Lenio, T.; Culp,T.
PLT 261	Modern Latin America	Lenio, T.; Culp,T.
PLT 281	Introduction to Asia	Lenio, T.; Culp,T.
PSY 151	Introduction to Psychology	Bossert, T.; Braasch, G.; Grela, C.
PSY 175	Human Sexuality	Bossert, T.; Braasch, G.; Grela, C.
PSY 250	Human Development Over the Life Span	Bossert, T.; Braasch, G.; Grela, C.
PSY 251	Child Psychology	Bossert, T.; Braasch, G.; Grela, C.
PSY 255	Adult Development	Bossert, T.; Braasch, G.; Grela, C.
PSY 260	Introduction to Gerontology	Bossert, T.; Braasch, G.; Grela, C.
PSY 265	Social Psychology	Bossert, T.; Braasch, G.; Grela, C.
PSY 271	Educational Psychology	Bossert, T.; Braasch, G.; Grela, C.
PSY 275	Abnormal Psychology	Bossert, T.; Braasch, G.; Grela, C.
PSY 280	Theories of Personality	Bossert, T.; Braasch, G.; Grela, C.
RDG 089	Basic Reading Skills	Hazelgrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
RDG 090	Reading Improvement	Hazelgrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
RDG 092	Concentration and Note-Taking	Hazelgrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
RDG 093	Test-Taking	Hazelgrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.
RDG 110	Critical Reading Skills	
RDG 150	College Success Seminar	Hazelgrove, T.; Decio, G.; Waters, M.; Poe, K.; Johnson, J.; Middy, K.; VanSickle, C.; McCord, R.; Humphrey, A.

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
SOC 101	Marriage and the Family	Eckel, M.; Reagan, M.
SOC 151	Introduction to Sociology	Eckel, M.; Reagan, M.
SOC 251	Social Problems	Eckel, M.; Reagan, M.
SOC 260	Sociology of Race and Ethnicity	Eckel, M.; Reagan, M.
SPA 101	Occupational Spanish I	Bill, E.
SPA 102	Occupational Spanish II	Bill, E.
SPA 151	Elementary Spanish I	Bill, E.
SPA 152	Elementary Spanish II	Bill, E.
SPA 251	Intermediate Spanish I	Bill, E.
SPA 252	Intermediate Spanish II	Bill, E.
SPE 151	Introduction to Speech	Derscheid, C.; Geller, J.; Gabel, B.; King, T.
SPE 155	Interpersonal Communication	Derscheid, C.; Geller, J.; Gabel, B.; King, T.
SPE 161	Small Group Discussion	Derscheid, C.; Geller, J.; Gabel, B.; King, T.
SPE 265	Fundamentals of Oral Interpretation	Derscheid, C.; Geller, J.; Gabel, B.
THE 151	Introduction to Theatre	Geller, J.; Gabel, B.
THE 153	Theatre Practice	Geller, J.
THE 157	Acting I - Preparation	Geller, J.
THE 158	Acting II – The Actor at Work	Geller, J.
THE 159	Stagecrafts	Geller, J.
TWL 101	Working in a Warehousing Environment	Zaccagnini, H.
TWL 102	Warehousing Workforce Skills	Zaccagnini, H.
TWL 110	Warehousing and Distribution Process	Zaccagnini, H.
TWL 111	Warehousing and Technology Skills	Zaccagnini, H.
TWL 115	Representative Warehousing Skills	Zaccagnini, H.
	Librarian	Scott, J.; Perlman, J.
	Counselor	Lauf, L.

Minimum Qualifications for Full-Time Faculty
2011-2012 Update

Information

In May, 1983, the Board of Trustees adopted a set of Minimum Qualifications determined to be necessary, to insure appropriate faculty preparation for instruction in each of the College's credit courses and comply with accrediting and regulatory agency standards. Developed by faculty and administrative staff, the original document accounted for all credit courses taught to that date by full-time faculty as well as those taught by part-time faculty.

The addition of new courses to the curricula, realignment of existing courses, and the deletion of withdrawn courses necessitate that the Minimum Qualifications document be updated annually. In addition, the opportunity for review and refinement of existing Minimum Qualifications serves as an important means of insuring that the Minimum Qualifications determined for each course are, in fact, realistic in light of actual experience. After considering the merits of the proposed changes, the 2011-2012 edition of the Minimum Qualifications document reflects minor modifications which have been updated and are attached to this report.

Recommendation

It is recommended that the Board of Trustees approves the proposed update of the Minimum Qualifications for Full-Time Faculty for 2011-2012.

A handwritten signature in black ink, appearing to read "Vicky Smith". The signature is written in a cursive style with a large, sweeping initial "V".

Vicky Smith
President

**MINIMUM
QUALIFICATIONS
for
FULL-TIME FACULTY
POSITIONS**

**at
McHENRY COUNTY COLLEGE
Crystal Lake, Illinois**

**2011-2012 Edition
(Published November 2010)**

ACCOUNTING	
ACC 110-Basic Accounting Procedures ACC 151-Financial Accounting ACC 152-Management Accounting ACC 220-Computer Applications for Accounting ACC 236-Cost Accounting ACC 237-Income Tax Accounting ACC 238-Income Tax – Advanced ACC 239-IRS Practice & Procedures ACC 240-Enrolled Agent Review Course ACC 245-Principles of Finance ACC 250-Intermediate Accounting I ACC 251-Intermediate Accounting II ACC 255-Accounting Internship ACC 290-Special Topics in Accounting	Master's Degree in Accounting, Business, Business Administration, or Business Education with at least 24 academic hours of accounting coursework; experience may be given consideration in lieu of the 24-hour coursework requirement. Consideration may also be given to those individuals with a Bachelor's Degree in Accounting or Business along with a C.P.A. or C.M.A. certificate and at least 2,000 hours or related work experience.

AUTOMOTIVE	
AMT 100-Introduction to Automotive Technology AMT 110-Introduction to Service Writing AMT 120-Automotive Electricity Fundamentals AMT 140-Automotive Engine Technology AMT 160-Automotive Electronics Fundamentals AMT 170-Manual Drive Train & Axles AMT 180-Automotive Steering, Chassis, & Suspension AMT 200-Computerized Automotive Systems AMT 220-Automotive Brake Systems AMT 230-High Performance Engine Fundamentals AMT 240-Automotive Climate Control Systems AMT 250-Automotive Cooperative Internship AMT 260-Engine Performance/Drivability AMT 265-Alternate Fuel Vehicles AMT 270-Automatic Transmission & Transaxles AMT 299-Automotive Independent Study	Bachelor's Degree in Automotive or Industrial Technology to include 24 semester hours in Automotive Mechanics, certification by ASE in those areas related to courses to be taught, and 2,000 hours of related work experience; or, A.A.S. Degree in Automotive Technology, certification by ASE in those areas relating to courses to be taught, and 8,000 hours of related work experience; or, Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of related work experience.

ANTHROPOLOGY	
ANT 151-Introduction to Anthropology ANT 155-Introduction to Archaeology ANT 160-Introduction to Physical Anthropology ANT 170-Intro to Cultural Anthropology ANT 260-Archaeology of the Ancient Near East ANT 290-Topics in Anthropology	Master's Degree in Anthropology

ADMINISTRATIVE OFFICE MANAGEMENT	
AOM 101-Keyboarding I – Introduction AOM 102-Document Formatting AOM 105-Keyboarding Speed & Accuracy AOM 120-Word Processing I AOM 122-Word Processing II AOM 130-PowerPoint AOM131-Intro to Spreadsheets AOM 134-Introduction to Desktop Publishing AOM 135-Medical Terminology AOM 136-Medical Transcription AOM 140-Integrated Office Applications AOM 145-Office Practice AOM 150-Legal Terminology and Transcription AOM 225-Law for the Legal Secretary AOM 231-Advanced Spreadsheets AOM 234-Advanced Desktop Publishing AOM 250-Administrative Office Procedures AOM 255-Administrative Office Management Internship AOM 299-Independent Study in Administrative Office Management	Bachelor’s Degree in Business Education or related field. Qualifications to include 12 semester hours in computer-related courses and 2,000 hours of related work experience. For AOM 135: Bachelor’s Degree in any of the Biological Sciences, Medical Field, Registered Health Information Technician (RHIT), or Certified Professional Coder (CPC) certification.

ART	
ART 151-Art Appreciation ART 152-Intro to Studio Art ART 153-Two-Dimensional Design ART 155-Non-Western Art ART 156-Drawing I ART 157-Drawing II ART 158-Life Drawing ART 160-Painting I ART 165-Ethnic Folk Art ART 166-Digital Tools for Studio Artists ART 167-Graphic Design I ART 168-Computer Art I ART 170-Introduction to Art Education ART 171-Art History I ART 172-Art History II ART 173-Art History III ART 175-History of Photography ART 180-Sculpture I ART 182-Introduction to Interior Design ART 183-History of Interiors ART 184-Jewelry I ART 185-Fibers I ART 230-Printmaking ART 253-Three-Dimensional Design ART 257-Drawing III ART 261-Painting II ART 262-Painting III ART 263-Painting IV ART 264-Beginning Watercolor ART 265-Advanced Watercolor ART 274-Ceramics IV ART 275-Ceramics Studio	Master of Arts or Master of Fine Arts Degree (preferred), or Master of Arts in Education (Higher Education emphasis) with a minimum of 18 graduate hours in Art. *For studio courses, Master of Fine Arts degree preferred or a Master of Arts degree with significant coursework in the area of instruction. Minimum for ART 151: All coursework completed towards Master’s Degree with thesis in program eminent. In addition, for ART 155, to include an understanding of non-Western culture and artistic traditions. In addition, for ART 165, to include an understanding of American-Ethnic culture and artistic traditions. In addition, for ART 166, appropriate digital imaging experience and/or coursework. For ART 167 and ART 168: Master’s Degree is required. In addition, there must be a thorough knowledge of Macintosh equipment, Adobe Creative Suite Program and industry standards.

ART	
ART 282-Interior Design 2 ART 290-Topics in Art ART 299-Individual Art Projects	

ART	
ART 186-Jewelry II	Master of Fine Arts-Jewelry and Metal Smithing, Major Master of Fine Arts-Jewelry and Metal Smithing, Minor
ART 241-Beginning Photography ART 242-Intermediate Photography ART 244-Color Photography ART 245-Primitive Photography ART 246-Alternative Photo Processing ART 247-Large Format Photography	Master's Degree in Art with an emphasis in photography(MFA in Photography preferred.)
ART 248-Studio Lighting I ART 249-Studio Lighting II ART 250-Digital Photography I ART 252-Digital Photography II ART 254-Digital Photography III ART 255-Digital & Film Photo Exploration	Master of Fine Arts in Photography
ART 258-Life Drawing II	Master's Degree in Art (MFA preferred.)
ART 271-Ceramics I ART 272-Ceramics II ART 273-Ceramics III ART 274-Ceramics IV ART 275-Ceramics Studio	Master's Degree in Art with an emphasis in ceramics, (MFA in Ceramics preferred.)

BIOLOGY	
BIO 105-Introduction to Animal Science BIO 110-Introduction to Human Biology BIO 130-Environmental Field Biology BIO 137-Heredity and Ethics BIO 157-Fundamentals of Biology BIO 158-Evolution and Biodiversity BIO 255-Microbiology BIO 260-Human Anatomy and Physiology BIO 263-Human Anatomy and Physiology I BIO 264-Human Anatomy and Physiology II	Master's Degree in any of the biological sciences or advanced degree with at least 18 graduate credit hours in biology from an accredited university.

BUSINESS	
BUS 110-Business Career Skills I BUS 120-Business Career Skills II BUS 145-Business Applications of Mathematics BUS 150-Introduction to Business BUS 155-Business Communication BUS 220-Human Relations and Team Building BUS 240-Commercial Law BUS 241-Legal Environment of Business BUS 255-Business Internship BUS 299-Topics/Issues in Business	Master's Degree in Business, Business Education or an M.B.A. and 2,000 hours of related work experience.
BUS 160-Introduction to Entrepreneurship BUS 162-Entrepreneurship Business Planning	Master's Degree in Business related field, Business Ed., or MBA and 2,000 hours of related work experience in a small business environment.

CHEMISTRY	
CHM 115-Chemistry and Society CHM 164-Elementary Chemistry CHM 165-General Chemistry I CHM 166-General Chemistry II CHM 265-Organic Chemistry I CHM 266-Organic Chemistry II	Master's Degree in Chemistry or Master's Degree in Science including 15 graduate semester hours in Chemistry and graduate research in Chemistry.
CHM 170-Survey of Organic and Biochemistry	Master of Science Degree in Chemistry or Biochemistry

CULINARY MANAGEMENT	
CLM 100-Intro to Professional Hospitality CLM 101-Culinary Skills I CLM 102-Culinary Skills II CLM 103-Culinary Skills III CLM 104-Culinary Skills IV CLM 140-Garde Manger & Int'l Cuisine CLM 150-Inventory and Purchasing Resources CLM 170-Hospitality Industry Cost Control CLM 290-Topics in Culinary Management	Associate's Degree in Culinary Arts and/or Hospitality Management with a minimum of five years leadership experience as an Executive Chef, Restaurant Manager, or Restaurant Owner. Preferred qualifications could include a Bachelor's Degree in Culinary Management or Hospitality Management, Industry Certification from the American Culinary Federation; National Restaurant Association; or American Hotel Motel Association and previous teaching experience in culinary arts or hospitality management.
CLM 105-Sanitation and Safety	Associate's Degree in Culinary Arts and/or Hospitality Management with a minimum of five years leadership experience as an Executive Chef, Restaurant Manager, or Restaurant Owner. Preferred qualifications could include a Bachelor's Degree in Culinary Management or Hospitality Management, Industry Certification from the American Culinary Federation; National Restaurant Association; or American Hotel Motel Association and previous teaching experience in culinary arts or hospitality management. NOTE: Instructor must be certified and registered with the National Restaurant Association to teach this class and administer the state test.
CLM 106-Culinary Nutrition	Associate's Degree in Hospitality and/or Culinary Arts Management, with an emphasis in nutrition, or certified by the American Culinary Federation (ACF) or a Bachelor's Degree in Nutrition and certified as a Registered Dietitian. Preferred qualifications could include certification with the American Culinary Federation, and previous teaching experience in culinary nutrition.
CLM 107-Culinary and Hospitality Supervision	Associate's Degree in Culinary Arts and/or Hospitality Management with a minimum of five years leadership experience as an Executive Chef, Restaurant Manager, or Restaurant Owner. Preferred qualifications could include a Bachelor's Degree in Culinary Management or Hospitality Management, Industry Certification from the American Culinary Federation; National Restaurant Association; or American Hotel Motel Association and previous teaching experience in culinary arts or hospitality management.
CLM 108-Restaurant Operations	Associate's Degree in Hospitality Management or Culinary Arts with a minimum of five years leadership experience as a Restaurant Manager, Food & Beverage Director or Restaurant Owner. Instructor should be certified to teach the ServSafe Alcohol course. Preferred qualifications could include a Bachelor's Degree in Hospitality Management or Culinary Management, Certification from the National Restaurant Association or American Hotel Motel Association and previous teaching experience in culinary arts or hospitality management.

CLM 160-Menu Planning	Associate's Degree in Hospitality Management or Culinary Arts with a minimum of five years leadership experience as an Executive Chef, Foodservice Manager, or Restaurant Owner. Preferred qualifications could include a Bachelor's Degree in Culinary Management or Hospitality Management, Industry Certification from the American Culinary Federation; National Restaurant Association; or American Hotel Motel Association and previous teaching experience in culinary arts or hospitality management.
PAS 101-Pastry Skills I PAS 102-Pastry Skills II	Associate's Degree in Baking Pastry Arts or Culinary Arts with a minimum of five years leadership experience as a Pastry Chef or Executive Chef. Preferred qualifications could include a Bachelor's Degree in Culinary Management; Industry Certification from the American Culinary Federation; and/or American Hotel Motel Association and previous teaching experience in baking, pastry arts or culinary arts.

COLLEGE EXPERIENCE

MCC 101-College Experience	Master's Degree in any subject area.
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COMPUTER INFORMATION SYSTEMS

CIS 090-Introduction to Computer Applications CIS 110-Computer Literacy	13 credits in specific CIS courses. Teaching demonstration in the discipline –training may be provided.
CIS 116-PC Operating Systems and Hardware CIS 117-Introduction to Programming CIS 118-Introduction to Windows CIS 125-Computer Ethics CIS 132-Introduction to Database Systems CIS 133-Intermediate Database Systems CIS 143-Introduction to UNIX CIS 144-Unix System Administration CIS 145-Internet Technologies CIS 146-Introduction to Web Page Programming CIS 147-Introduction to JavaScript Programming CIS 148-Introduction to Java Programming CIS 150-Server + Certification Prep CIS 155-Network Essentials CIS 156-Advanced Windows Workstation CIS 157-Advanced Windows Server CIS 180-Computer Security Awareness CIS 185-Ethical Hacking CIS 186-Security+ Prep CIS 211-Intermediate Programming CIS 216-A+ Certification Prep CIS 232-Advanced Database Systems CIS 245-Web Page Design CIS 248-Intermediate Java Programming CIS 250-Internship in CIS CIS 255-Directory Services Infrastructure CIS 256-Windows Network Infrastructure CIS 270-SQL/Database Concepts CIS 275-Systems Design CIS 290-Topics in CIS	<p>Bachelor's Degree in Business, Computer Science, Business Education or Management Information Systems.</p> <p>Qualifications to include 24 semester hours in computer-related courses, 8 hours of which must be in a programming language, and 2,000 hours of related work experience. Additional related work experience will be given consideration in lieu of coursework or programming language background.</p> <p>In addition:</p> <p>For CIS 148, 32 clock hours in Java programming (or equivalent work related experience) is required.</p> <p>For CIS 155, Network + Certification (or equivalent work-related experience) is required.</p> <p>For CIS 156, passing of Microsoft Certification Exam 70-680 (or equivalent work-related experience) is required.</p> <p>For CIS 157, passing of Microsoft Certification Exam 70-646 (or equivalent work-related experience) is required.</p> <p>For CIS 185, Security +Certification (or equivalent work-related experience) is required.</p> <p>For CIS 216, A+ Certification (or equivalent work-related experience) is required.</p> <p>For CIS 255, passing of Microsoft Certification Exam 70-640 (or equivalent work-related experience) is required.</p> <p>For CIS 256, passing of Microsoft Certification Exam 70-642 (or equivalent work-related experience) is required.</p>
CIS 149-Intro. To Server Page Programming	Bachelor's Degree in computer science or related field, coursework in database and web design. 2,000 hours of work related experience.

COMPUTER INFORMATION SYSTEMS	
CIS 210-Intro to Technology in Education	Master's Degree in Education, specific to Pre K – Grade 12. Graduate level coursework should include historical, philosophical and psychological foundations of education; plus coursework in learning theory, curriculum development and educational technology. Knowledge of the integration of technology in the classroom is expected.

CONSTRUCTION MANAGEMENT	
CMT 105-Intro. To Building Construction CMT 110-Basic Mechanical Code CMT 115-Basic Electrical Codes CMT 120-Basic Building Codes and Enforcement CMT 125-Survey Layout and Measurement CMT 250-Construction Management Internship	Bachelor's Degree in Construction Management, Advanced Technical Studies, Architectural Engineering or related field and 2,000 hours of work related experience; Or Associate Degree in Construction Management, Advanced Technical Studies, Architectural Engineering or related field and 8,000 hours work related experience; Or Four CCI certifications or equivalent and 18,000 hours of work related experience.

COMPUTER SCIENCE	
CSC 121-Computer Science I CSC 122-Computer Science II	Master's Degree in Mathematics, Mathematics Education or Computer Science, with 15 graduate semester hours in Mathematics and 9 semester hours in Computer Science; or Master's Degree in which the coursework is equivalent to one of the degrees listed herein.

CRIMINAL JUSTICE	
CJS 101-Introduction to Criminal Justice CJS 106-Introduction to Corrections CJS 110-Policing CJS 115-Criminal Law CJS 120-Juvenile Delinquency CJS 125-Principles of Criminal Investigation CJS 206-Community Based Corrections CJS 215-Police Community Relations CJS 225-Criminal Justice Management CJS 250-Field Experience in Criminal Justice CJS 275-Criminal Procedures CJS 290-Topics in Criminal Justice	Master's Degree in the Criminal Justice (or related field) or at least 18 hours completed toward the CJS Master's Degree (or related) and 2,000 hours work experience in a CJS related field.
CJS 140-Criminology	Master's Degree in Criminal Justice or Sociology and 2,000 hours of related work experience.

DIGITAL MEDIA	
DGM 100-2D Animation	Master's Degree in Art, Computer Science, or a related field, with a minimum of 6 credit hours of coursework in Animation or a B.S. Degree in Art, Computer Science, or a related field with 2,000 hours of related experience.
DGM 103-Animation Techniques I	A Bachelor's Degree in Art, Graphic Design or Animation or a related degree, with at least 2,000 hours of work experience. Master's Degree Preferred.
DGM 110-Game Design 1 DGM 123-Digital 2D Design	Master's Degree in Art, Computer Science or a related field with a minimum of 6 credit hours of coursework in Animation or a B.S.

DIGITAL MEDIA	
DGM 125-Digital Drawing 1 DGM 150-Digital Storytelling DGM 203-Animation Techniques II DGM 210-Game Design 2 DGM 160-3D Game Development 1 DGM 260-3D Game Development 2 DGM 290-Topics in Digital Media	Degree in Art, Computer Science, or a related field with 2,000 hours of related experience.
DGM 167-Graphic Design I DGM 168-Computer Art I	Master of Arts – to also include an understanding of Macintosh equipment, computer art, and industry standards
DGM 170-Digital Video Production	Bachelor's Degree in film/ video production, communications or computer and software-related field. 2,000 hours of work experience. Experience with a PC and Macintosh computers.
DGM 200-3D Modeling & Animation 1 DGM 205-3D Modeling & Animation 2	Bachelor of Science in one of the Computer or Art fields with at least 6 hours of training in Animation or 2,000 hours of experience. Master's Degree preferred.
DGM 230-Internet Game Programming	Bachelor of Science in Computer Science or a related field with a minimum of 8 credit hours of programming, with 2,000 hours of experience in Internet/programming or game development. Master of Science in Programming or Systems Design is preferred.
DGM 250-Digital Media Internship	Bachelor's Degree in Art, Computer Science, or a related field. A minimum of 2,000 hours of related experience or advanced coursework on topic. Master's Degree preferred.
DGM 259-Digital Project Management	Bachelor of Science in one of the Computer or Art fields with at least 6 hours of training in Animation or 2,000 hours of experience. Master's Degree preferred.
DGM 267-Graphic Design II	Bachelor's Degree in Art, Graphic Arts, Animation or a related field with at least 2,000 hours of work experience. Master's Degree preferred.
DGM 275-Portfolio Design	Master's Degree in Art, Computer Science or related field with a minimum of six credit hours of coursework in animation or a B.S. Degree in Art, Computer Science or a related field with 2,000 hours of related experience, instructional design and /or educational assessment, knowledge and experience with Adobe Dreamweaver (or other web-design program) beneficial.

DRAFTING	
DRT 101-2D Computer Aided Design Graphics I DRT 102-Advanced Technical Drafting DRT 104-Expanded Applications in Drafting DRT 150-2D Computer Aided Design Graphics II DRT 151-3D Computer Aided Design Graphics I DRT 201-Technical Illustrations DRT 202-Geometric Tolerancing DRT 299-Independent Study in Drafting	Master's Degree in Engineering, Engineering Technology, Architecture or related field and some teaching/training experience required OR Bachelor's Degree in Industrial Technology, Advanced Technical Studies, Architecture or Engineering or related field and 2,000 hours of work related experience OR Associate of Applied Science Degree in Mechanical Design Technology and 8,000 hours of related work experience; OR 18,000 hours of drafting work experience.

EARTH SCIENCE	
EAS 120-Introduction to Meteorology	Master's Degree in Geography, Meteorology, Atmospheric Science, Earth Science; or, Master's Degree in Science to include 15 graduate semester hours in meteorology or atmospheric science.
EAS 170-Geology & Oceanography EAS 171-Astronomy & Meteorology EAS 180-Introduction to Astronomy	Master's Degree in Geography, Geology, Earth Science; or, Master's Degree in Science to include 15 graduate semester hours in Earth Science, Physical Geography, Geology, Meteorology, and/or Astronomy.
EAS 185-Natural Hazards and Disasters	Master's Degree in Geography, Geology, or Earth Science; or, Master's Degree in Science to include 15 graduate semester hours in Geology or Earth Science.

EARLY CHILDHOOD EDUCATION	
ECE 115-Early Childhood Education ECE 120-Child Growth and Development ECE 121-Infant/Toddler Development & Care ECE 125-Nutrition, Health & Safety ECE 131-Early Childhood Guidance & Observation ECE 150-Child Study & Observation ECE 155-Child, Family & Community Relations ECE 204-Early Childhood Language Arts ECE 209-Early Childhood Music/Rhythmic Activ ECE 214-Early Childhood Art Activities ECE 219-Early Childhood Science and Math ECE 229-Early Childhood Curriculum & Activ ECE 234-Child Care Center Management ECE 250-Early Childhood Practicum ECE 290-Topics in Early Childhood Education	Master's Degree in Early Childhood Education/Child Care; or Master's Degree in Education with either an emphasis in Early Childhood Education/Child Care or a minimum of 8 semester hours in Early Childhood Education/Child Care related coursework and 2,000 hours of related work experience. In addition, for ECE 250, related work experience which also meets DCFS Licensing Standards for Director Qualifications.
ECE 118-The Professional Child Care Provider	Bachelor's Degree in Early Childhood Education/Childcare or a related field; 2,000 hours of related work experience.

ECONOMICS	
ECO 150-Introduction to Economics	Master's Degree in Economics, Business, or Business Education including 15 semester hours in Economics.
ECO 261-Economic Development Dynamics	Master's Degree in Economics or related field with 15 graduate hours in Economics.
ECO 251-Microeconomics ECO 252-Macroeconomics	Master's Degree in Economics or related field with 15 graduate hours in Economics.

EDUCATION	
EDU 251-Introduction to Education EDU 255-Diversity of Schools EDU 257-Language Development EDU 275-Classroom Observation	Master's Degree in Education, specific to Pre-K through Grade 12, including graduate level coursework in the historical, philosophical, and psychological foundations of Education, plus coursework in Learning Theory.
EDU 252-Children's Literature	Master's Degree in Child Development, Early Childhood Education, or Education.

EDUCATION	
EDU 253-Children with Exceptionalities	Master's Degree in Early Childhood Education, Education or Psychology. Special Education certification or experience in inclusion of special education setting.
EDU 261-Intro to Foundations of Reading	Master's Degree in Education/Reading specific to pre-K through grade 12. Graduate level coursework should include the historical, philosophical and psychological foundations of education, plus coursework in learning theory and curriculum development. Significant coursework in the area/s of Reading and/or Language Arts.
EDU 290-Topics in Education	Master's Degree in Education or a related field.

ELECTRONICS	
EET 099-Introduction to Electronics EET 110-Principles of Direct Current EET 111-Principles of Alternating Current EET 120-Digital Circuits EET 121-Analog Circuits EET 140-Microprocessor Fundamentals EET 141-Microprocessor Systems EET 240-Communications Systems I EET 241-Communications Systems II EET 250-Computer Systems I EET 251-Computer Systems II EET 299-Independent Study in Electronics	Bachelor's Degree in Electronics or Educational field that includes 24 semester hours in Electronics and 2,000 hours of related work experience; or, Associate Degree in Electronics and 8,000 hours of related work experience; or, 18,000 hours of electronics work experience as a technician.

ENGINEERING	
EGR 151-Engineering Graphics EGR 251-Statics EGR 252-Dynamics EGR 260-Electrical Circuits Analysis	Master's Degree in Engineering or Physics.

EMERGENCY MEDICAL TECHNOLOGY	
EMS 105-First Responder Emergency Aid EMS 110-Emergency Medical Technician-Basic	Current Illinois certification as an EMT-B, IDPH recognition as an EMS Lead Instructor, 2,000 hours of work related experience
EMS 120-EMT-Paramedic Module I EMS 121-EMT-Paramedic Module II EMS 122-EMT-Paramedic Module III EMS 123-EMT-Paramedic Internship	Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 2,000 hours of ED/EMS related work experience.

ENGLISH	
ENG 088-Spelling ENG 089-Sentence Structure ENG 090-Foundations of Writing ENG 095-Introduction to College Writing ENG 099-Effective Writing	Master's Degree (preferably in English or related field.)
ENG 097-Academic Reading and Writing for ELL	Master's Degree (preferably in English language instruction or related field.)
ENG 105-Technical Communications ENG 151-Composition I ENG 152-Composition II	Master's Degree in English or Master's Degree in related field (Rhetoric, Composition, Writing, Journalism, Communications) with 18 graduate English hours and experience teaching composition. (Note: English education classes offered as "EDU" classes are not equivalent to English classes.) Substantial coursework in applied

ENGLISH	
	rhetoric is desirable.
ENG 240-Introduction to Shakespeare ENG 250-Creative Writing ENG 251-Introduction to Literature ENG 252-Studies in Literature ENG 253-World Literature to 1650 ENG 254-World Literature 1650 to Present ENG 255-British Literature to 1800 ENG 256-British Literature 1800 to Present ENG 260-American Literature I ENG 261-American Literature II ENG 270-The Bible as Literature ENG 271-Greek and Roman Mythology ENG 272-Non-Western Mythologies ENG 275-Women's Literature ENG 276-Asian Literature	Master's Degree in English, Literature or related field.

FRENCH	
FRE 151-Elementary French I FRE 152-Elementary French II FRE 251-Intermediate French I FRE 252-Intermediate French II	Master's Degree in French with 18 graduate French hours.

FIRE SCIENCE	
FRS 100-Introduction to Emergency Services	Office of the State Fire Marshal Instructor II certification, 5 years Fire Service experience including 2,000 hours of related work experience, Related degree preferred; Or, Current Illinois certification as an EMT-Basic, and 2,000 hours of related work experience, Related degree preferred; Or, Master's Degree in the Criminal Justice field; and 2,000 hours of related work experience.
FRS 101-Introduction to Fire Science FRS 121-Fire Suppression FRS 122-Building Construction Fire Service FRS 123-Fire Protection Systems FRS 205-Fire Inspection & Code Enforcement	Office of the State Fire Marshal Instructor II certification, 5 years Fire Service experience including 2,000 hours of work-related experience. Related degree preferred.
FRS 150-Firefighter II	Office of the State Fire Marshal Instructor I and Fire Fighter II certification, 5 years Fire Service experience including 2,000 hours of related experience. Related Degree preferred.
FRS 220-Fire Service Management I FRS 221-Fire Service Management II FRS 223-Fire Service Tactics & Strategies I FRS 224-Fire Prevention Principles I	Office of the State Fire Marshal Fire Officer I and Instructor II certification, 5 years Fire Service experience including 2,000 hours of related work experience. Related degree preferred.
FRS 222-Fire Service Instructor I	Office of the State Fire Marshal Instructor II certification or education teaching credentials, 5 years Fire Service experience including of 2,000 hours of related work experience.
FRS 252-Hazardous Materials First Responder Operations	Office of the State Fire Marshal Instructor II, Firefighter III, and Hazardous Materials First Responder certification, 5 years Fire Service experience including 2,000 hours of related work experience. Related degree preferred.
FRS 253-Fire Apparatus Engineer	Office of the State Fire Marshal Instructor II, and Fire Apparatus

FIRE SCIENCE	
	Engineer certification, 5 years Fire Service experience including 2,000 hours of related work experience. Related degree preferred.
FRS 250-Fire Science Internship	Office of the State Fire Marshall certification Instructor II; 5 years experience including 2000 hours of related work experience; EMT-B. Related degree preferred.

GEOGRAPHY	
GEG 101-Physical Geography	Master's Degree in Geography, Geology or Environmental Science or, Master's Degree in Science to include 15 graduate semester hours in Earth Science or Physical Geography.
GEG 102-Physical Geography Laboratory	Master's Degree in Earth Sciences or Geography.
GEG 123-Energy for the 21 st Century	Master's Degree in Geography, Geology or Environmental Science or Master's Degree in Science with a broad-based background in traditional and/or alternative energy policy or, Master's Degree in Science with appropriate life experiences in traditional and/or alternative energy production.
GEG 160-Geographic Information Systems I GEG 161-Geographic Information Systems II	Master's Degree in Geography or Earth Science; or a Masters Degree in Science, including 15 hours in geography or earth science with a broad-based background in such areas as spatial analysis, geographic information systems, and cartography.
GEG 202-Geography of the Developed World GEG 203-Geography of the Developing World	Master's Degree in Geography.
GEG 204-Economic Geography	Master's Degree in Geography with broad based background in such areas as economic geography, spatial analysis, geographic information systems, urban and rural geography, and location theory.
GEG 220-The Global Environment GEG 221-The Global Environment (Lab)	Master's Degree in Geography, Earth Science, Biology, or Geology with broad-based background in such areas as physical geography, meteorology, soils, biology, physical geology, natural resources and conservation, and regional geography.
GEG 290-Topics in Geography	Master's Degree in specific area, or appropriate hours of study, or appropriate real-life experiences depending on topic offered.

GEOLOGY	
GEL 101-Physical Geology GEL 103-Physical Geology Lab	Master's Degree in Geography, Geology or Environmental Science; or Master's Degree in Science to include 15 graduate semester hours in Earth Science or Physical Geography.
GEL 110-Geology of the National Parks	Master's Degree in Geography, Geology, or Environmental Science or Master's Degree in Science with a broad based background in Earth Science.

GERMAN	
GER 151-Elementary German I GER 152-Elementary German II GER 251-Intermediate German I GER 252-Intermediate German II	Master's Degree in German with 18 graduate German hours.

HEALTH AND FITNESS EDUCATION

HEALTH AND FITNESS EDUCATION	
HFE 101-Volleyball I HFE 110-Golf I HFE 120-Physical Fitness HFE 121-Strength Training I HFE 122-Aerobic Exercise HFE 123-Fitness Walking HFE 175-Group Exercise Principles HFE 210-Golf II HFE 221-Strength Training II	Bachelor's Degree in one of the following: <ul style="list-style-type: none"> Exercise Physiology; Physical Education; Kinesiology; Health Education with 6 hours in Physical Education. Education with 6 hours in Physical Education. 2,000 clock hours of related work experience.
HFE 105-Yoga I	<ul style="list-style-type: none"> Bachelor's Degree Current certification from a nationally recognized yoga organization Minimum one year of teaching experience in the field CPR/AED Certified
HFE 140-Theory of Baseball HFE 141-Theory of Basketball HFE 161-Personal Fitness HFE 170-Fitness and Human Performance Professions HFE 171-Exercise Science I HFE 176-Strength and Conditioning Principles HFE 270-Exercise Program Design HFE 271-Exercise Science II HFE 278-Application of Fitness Instruction HFE 279-HFE Internship HFE 290-Topics in Health and Fitness Education	Master's Degree in one of the following: <ul style="list-style-type: none"> Exercise Physiology; Physical Education; Kinesiology; Health Education with 6 hours in Physical Education. Education with 6 hours in Physical Education. 2,000 clock hours of related work experience.
HFE 103-Karate/Self Defense I HFE 125-Fencing I	<ul style="list-style-type: none"> Bachelor's Degree from an accredited college or university Current certification from a nationally recognized organization in the field. Minimum one year of teaching experience in the field. CPR and First Aid Certification.
HFE 151-First Aid and CPR	Master's Degree in Education or Health related field and current instructor's certification through the American Red Cross First Aid, CPR, & AED certification.
HFE 150-Contemporary Health Issues HFE 152-Women's Health Issues HFE 250-Nutrition for Wellness HFE 251-Drugs in a Contemporary Society HFE 255-Stress Management	Master's Degree in Health Education or a Master's Degree in a related field with 12 hours of health coursework.
HFE 202-Lifeguard Training	Master's Degree in Education, Health Education, Physical Education or Exercise Physiology AND current American Red Cross Instructors Certification in Lifeguard Training.
HFE 252-Issues in Family Violence	Master's Degree in Social Work, Health Education, Criminal Justice or related field.
HEALTH SCIENCES	
HCE 100-Health Profession Career Exploration	Registered Nurse with current Illinois license and 2,000 clock hours of related work experience, or minimum AAS Degree in a related allied health profession and 2,000 clock hours of related work experience. (BSN or BS/BA in a health related field preferred.)

HEALTH SCIENCES	
HCE 110-Introduction to Pharmacology HCE 111-Information Literacy and Healthcare	Faculty shall be currently licensed as a registered professional nurse in Illinois with at least 2 years experience in clinical nursing practice and a Master's degree or higher with a major in nursing; or a Master's degree or higher in a related field in healthcare with 2,000 clock hours of related work experience. Knowledge of the integration of technology in the classroom is expected.
NAE 100-Basic Nurse Assistant	Registered Nurse with current Illinois license (BSN or BS/BA in a Health related field preferred). Minimum 2 years experience as a Registered Nurse required. Minimum 1 year experience of long term care/geriatric nursing experience required. One or more of the following: ★ Train the Trainer Workshop Certificate from IDPH ★ Formal teaching experience ★ 3 credit hour educational techniques course Current BLS CPR certifications. IDPH Alzheimer's Instructor approval, IDPH Clinical Evaluator approval, IDPH Instructor approval and coding.
NUR 095-Directed Study in Nursing NUR 110-Nursing Practice I NUR 120-Nursing Practice II NUR 125-LPN to AND Transition NUR 210-Nursing Practice III NUR 220-Family Nursing NUR 230-Transition to Professional Practice	Faculty shall be currently licensed as a registered professional nurse in Illinois with at least 2 years experience in clinical nursing practice and a Master's degree or higher with a major in nursing.

HISTORY	
HIS 130-Ancient Civilization (to 300 CE)	Master's Degree in History or Master's Degree in Anthropology or Humanities plus 18 graduate hours in History.
HIS 131-Western Civilization I (to 1500 CE) HIS 132-Western Civilization II (from 1500 CE to present) HIS 171-United States History II HIS 172-United States History III HIS 180-History of Illinois	Master's Degree in History
HIS 165-History of Latin America	Masters Degree in History or Masters Degree in Anthropology with significant Latin America coursework.
HIS 170-United States History I	Master's Degree in History or Master's Degree in Anthropology or Native American Studies plus 18 graduate hours in History.
HIS 141-Women's History	Master's Degree in History or Women's Studies.

HORTICULTURE

HORTICULTURE	
HRT 100-Introduction to Horticulture HRT 120-Basic Floral Design HRT 125-Intermediate Floral Design HRT 130-Fall Greenhouse Production HRT 150-Plant Problem Diagnosis & Management HRT 159-Landscape Perennials HRT 160-Trees and Shrubs in the Landscape HRT 161-Landscape Design HRT 181-Turf Management HRT 221-Advanced Floral Design HRT 222-Flower Shop Management HRT 229-Silk and Dried Floral Design HRT 231-Spring Greenhouse Production HRT 250-Horticulture Internship HRT 251-Turf & Ornamental IPM HRT 264-Arbiculture HRT 265-Landscape CAD HRT 266-Landscape Construction HRT 271-Woody Plant Propagation HRT 282-Golf Course & Sports Turf Management HRT 290-Topics and Issues in Horticulture HRT 298-Nursery Experience HRT 299-Horticulture Independent Study	Bachelor of Science Degree in the horticultural area + 2,000 hours of related work experience; or, AAS Degree in the horticultural area + 8,000 hours of related work experience; or, 18,000 hours of related work experience.
HRT 103-Introduction to Plant Science HRT 105-Introduction to Soil Science	Master's Degree in any of the Biological Sciences or closely related field.

HUMANITIES	
HUM 150-Humanities Through the Arts	Master's Degree in one of the Humanities disciplines.
HUM 250-Leadership Development	Master's Degree in one of the Humanities disciplines.
HUM 290-Topics in Humanities	Master's Degree in one of the Humanities disciplines.

INTERNATIONAL BUSINESS	
IBS 115-Introduction to International Business IBS 270-Principles of Exporting & Importing IBS 290-Topics in International Business	Master's Degree in Business to include a minimum of 24 credit hours in International Business, Management, Business, Marketing or Economics and 2,000 hours of international business work experience.

INDUSTRIAL MANAGEMENT	
IMT 102-Manufacturing Processes IMT 103-Materials of Industry IMT 104-Blueprint Reading for Manufacturing IMT 109-Mechanics of Materials IMT 110-Supervisory Responsibility IMT 112-Training the Trainer IMT 116-Industrial Safety Management IMT 117-Production and Material Control IMT 120-Quality Control IMT 121-Total Quality Management IMT 125-Principles of Personnel and Industrial Relations IMT 135-Maintenance Management IMT 200-Computer Integrated Mfg. I IMT 205-Computer Integrated Mfg. II IMT 210-Continuous Improvement Practices IMT 215-Manufacturing Planning & Control	Bachelor's Degree in Industrial Management or Engineering Technology or similar to include 24 semester hours in Manufacturing Supervision or Management and 2,000 hours of related work experience; or, Associate of Applied Science in Industrial Management and 8,000 hours of related work experience; or, 18,000 hours of industrial management work experience.

INDUSTRIAL MANAGEMENT	
IMT 299-Independent Study in Manufacturing	Bachelor's Degree in Industrial Management or Engineering Technology or similar to include 24 semester hours in Manufacturing Supervision or Management and 2,000 hours of related work experience; or, Associate of Applied Science in Industrial Management and 8,000 hours of related work experience; or, 18,000 hours of industrial management work experience.

JOURNALISM	
JRN 152-Introduction to Mass Communication JRN 155-Newsriting	Master's Degree in Journalism or Speech and 3-5 years of professional experience (with Emphasis on radio/television/film), Master's in Communication, Mass Communication, or Communication Studies.
JRN 165-Introduction to Broadcasting JRN 170-Feature Writing	Master's Degree in Journalism or Radio/Television/Film
JRN 180-Introduction to Film	Master's Degree in Journalism or Radio/Television/Film, Communication, Mass Communication, Communication Studies.

INTERDISCIPLINARY STUDIES	
LAS 290-Topics in Interdisciplinary Studies	Master's Degree in field related to topic of study or area of focus.

LIBRARY	
LIB 110-Information Literacy and Research	Master's Degree in Library & Information Science.

MATHEMATICS	
MAT 097-Technical Mathematics I MAT 098-Mathematics for Electronics I MAT 106-Technical Mathematics II MAT 107-Mathematics for Electronics II MAT 158-Technical Mathematics III MAT 159-Mathematics for Electronics III	Bachelor's Degree in Mathematics, Science, or Engineering.
MAT 120-General Education Statistics MAT 150-Elements of Mathematics MAT 161-College Algebra MAT 165-College Algebra and Trigonometry MAT 170-Finite Mathematics MAT 171-Calculus for Business and Social Sciences MAT 175-Calculus with Analytic Geometry I MAT 201-Mathematical Foundations for Elementary Education I MAT 202-Mathematical Foundations for Elementary Education II MAT 220-Statistics MAT 245-Calculus with Analytic Geometry II MAT 253-Linear Algebra MAT 255-Calculus with Analytic Geometry III MAT 260-Differential Equations	Master's Degree in Mathematics or Master's Degree in a related field with at least 18 semester hours in graduate level mathematics.

MATHEMATICS	
MAT 071-Essentials of Mathematics (Part 1) MAT 072-Essentials of Mathematics (Part 2) MAT 074-Elementary Algebra (Part 1) MAT 075-Elementary Algebra (Part 2) MAT 078-Intermediate Algebra (Part 1) MAT 079-Intermediate Algebra (Part 2) MAT 090-Essentials of Mathematics MAT 095-Elementary Algebra MAT 096-Elementary Geometry MAT 099-Intermediate Algebra	Bachelor's Degree in Mathematics, or Mathematics Education; or, Bachelor's Degree in Special Education or Learning Disabilities, including 6 hours of Mathematics beyond the regular calculus sequence.
MAT 140-Concepts in Mathematics	Master's Degree in Mathematics

MANAGEMENT	
MGT 150-Principles of Management MGT 210-Human Resource Management MGT 205-Creative Leadership MGT 225-Cultural Management MGT 230-Experiencing Management Decisions	Master's Degree in Business, Business Education, or related field and 2,000 hours of related work experience.
MGT 110-Supervisory Responsibility	Bachelor's Degree in Industrial Management or Engineering Technology or similar to include 24 semester hours in Manufacturing Supervision or Management and 2,000 hours of related work experience; or, Associate of Applied Science in Industrial Management and 8,000 hours of related work experience; or, 18,000 hours of industrial management work experience.

MARKETING	
MKT 110-Principles of Marketing MKT 120-Principles of Advertising MKT 130-Professional Selling MKT 140-Principles of Retailing MKT 155-Electronic-Commerce (E-Commerce) MKT 225-Consumer Behavior MKT 248-Direct Marketing MKT 249-Marketing Internship I MKT 250-Marketing Practicum MKT 260-International Marketing MKT 290-Topics & Issues in Marketing	Master's Degree in Marketing or related field and 2,000 hours of related work experience. In addition, for MKT 155, a Bachelor's Degree in Business, Computer Science, Business Education or Computer Information Systems, including 6 semester hours in computer related courses, or 2,000 hours of work experience in E-Commerce.
MKT 264-International Marketing	Master's Degree in Marketing or related field and 2,000 hours of related work experience.

MUSIC	
MUS 100-Chorus MUS 104-Intro to Electronic Music Processing	Master's Degree in Music or a Master of Performance Degree in Music. In addition, for MUS 104, coursework in electronic music and/or 20 th Century music.

MUSIC	
MUS 101-Fundamentals of Music MUS 140-Music Theory I MUS 141-Ear Training, Sight Singing, and Keyboard Harmony I MUS 145-Music Theory II MUS 146-Ear Training, Sight Singing, and Keyboard Harmony II MUS 153-Introduction to Non-Western Music MUS 154-Introduction to American Music MUS 161-Chamber Ensemble MUS 162-Concert Band MUS 171-Music History I MUS 172-Music History II MUS 240-Music Theory III MUS 241-Ear Training, Sight Singing, and Keyboard Harmony III MUS 245-Music Theory IV MUS 246-Ear Training, Sight Singing, and Keyboard Harmony IV	Master's Degree in Music.
MUS 151-Music Appreciation	Master's Degree in Music or Music Education.
MUS 160-Jazz Ensemble	Bachelor's Degree in Music and considerable experience in teaching or conducting instrumental music. Master's Degree preferred.
MUS 201 to 218-Applied Music	Bachelor's Degree in Music and considerable experience in teaching or conducting instrumental music. Master's Degree preferred.

OCCUPATIONAL THERAPY	
OTA 110- Foundations of Occupational Therapy OTA 120-Therapeutic Methods I OTA 130-Occupations Across the Lifespan OTA 140-Dynamics of Human Movement OTA 150-Conditions Disrupting Participation OTA 160-Psychosocial Rehab Theory & Methods OTA 170-Therapeutic Methods II OTA 210-Physical Theory and Rehab Methods OTA 220-Therapeutic Methods III OTA 230-Professional Analysis in Practice OTA 240-Health Services Management OTA 250-Professional Practice Seminar OTA 260-Fieldwork Level IIA OTA 265-Fieldwork Level IIB	Licensed or credentialed as an occupational therapy assistant with a Bachelor's degree in Occupational Therapy or related field required with 8,000 clock hours of related work experience or a Master's Degree in Occupational Therapy or related field preferred with 2,000 clock hours of related work experience.

PERSONAL DEVELOPMENT	
PDV 100-Personal Development PDV 105-Lifelong Learning Skills PDV 110-Career Development	Master's Degree in Counseling to include 15 hours of counseling theories, career counseling, testing, group counseling and a supervised practicum. One year of counseling experience.

PHILOSOPHY	
PHI 151-Introduction to Philosophy PHI 155-Introduction to Logic PHI 158-Studies About Women PHI 160-Eastern Philosophy PHI 251-Introduction to Ethics PHI 255-Living with Death PHI 261-Religions of the World PHI 290-Topics in Philosophy	Master's Degree in Philosophy or Theology, or related field, or Master's Degree in related field with 18 graduate hours in Philosophy.
PHI 240-Philosophy of Religion	Master's Degree in Philosophy or Theology
PHI 252-Bioethics	Master of Arts in Philosophy or Master's in related field with 18 graduate hours.
PHI 262-Foundational Religious Texts	Master of Arts in Religious Studies or related field.

PHYSICS	
PHY 280-General Physics I PHY 281-General Physics II PHY 291-Principles of Physics I PHY 292-Principles of Physics II PHY 293-Principles of Physics III	Master's Degree in Science to include 15 graduate semester hours in Physics.

POLITICAL SCIENCE	
PLT 150-Introduction to Political Science PLT 155-State and Local Government PLT 160-The Constitution: That Delicate Balance	Master's Degree in Political Science or American Studies
PLT 151-United States Government	Master's Degree in Political Science or American Studies; or Master's Degree in American History with 18 graduate hours in Political Science.
PLT 251-International Relations PLT 255-Comparative Government	Master's Degree in Political Science or International Relations.
PLT 261-Modern Latin America	Master's Degree in Political Science, History or Economics with graduate coursework in Latin American History or Latin American studies.
PLT 281-Introduction to Asia	Master's Degree in a social science discipline which includes the study of Asia.

PSYCHOLOGY	
PSY 151-Introduction to Psychology PSY 250-Human Development Over the Life Span PSY 251-Child Psychology PSY 255-Adult Development PSY 260-Introduction to Gerontology PSY 265-Social Psychology PSY 271-Educational Psychology PSY 275-Abnormal Psychology PSY 280-Theories of Personality	Master's Degree in Psychology.

PSYCHOLOGY	
PSY 175-Human Sexuality	Master's Degree in Psychology or Sociology with an undergraduate minor or its equivalent in Biology or Health; plus coursework in Human Sexuality; or Master's Degree in Biology or Health with an undergraduate minor or its equivalent in Psychology or Sociology; plus coursework in Human Sexuality.

READING	
RDG 089-Basic Reading Skills RDG 090-Reading Improvement RDG 092-Concentration and Note-Taking RDG 093-Test-Taking	Bachelor's Degree in Reading or English, Master's preferred.
RDG 110-Critical Reading Skills	Master's Degree in Reading or related field, or Master's Degree with 18 graduate Reading hours.
RDG 150-College Success Seminar	Master's Degree in any field.

SOCIOLOGY	
SOC 101-Marriage and Family SOC 151-Introduction to Sociology SOC 251-Social Problems SOC 260-Sociology of Race and Ethnicity	Master's Degree in Sociology.

SPANISH	
SPA 101-Occupational Spanish I SPA 102-Occupational Spanish II	A Bachelor's degree in Spanish is the minimum qualification to teach Occupational Spanish I and II.
SPA 151-Elementary Spanish I SPA 152-Elementary Spanish II SPA 251-Intermediate Spanish I SPA 252-Intermediate Spanish II	Master's Degree in Spanish with 18 graduate Spanish hours.

SPEECH	
SPE 151-Introduction to Speech SPE 155-Interpersonal Communication SPE 161-Small Group Discussion SPE 265-Fundamentals of Oral Interpretation	Master's Degree or Master's of Fine Arts Degree in Speech, Communication, Mass Communication, or Communication Studies.

THEATRE	
THE 151-Introduction to Theatre THE 153-Theatre Practice THE 157-Acting I-Preparation THE 158-Acting II-The Actor at Work THE 159-Stagecrafts	Master's Degree or a Master of Fine Arts Degree in Theatre. For technical theatre courses, a Bachelor of Fine Arts plus two years of related experience.

TRANSPORTATION, WAREHOUSING, AND LOGISTICS	
TWL 101-Working in a Warehousing Environment	Bachelor's Degree in Engineering, Technology, Supply Chain

TWL 102-Warehousing Workforce Skills TWL 110-Warehousing and Distribution Process TWL 111-Warehousing and Technology Skills TWL 115-Representative Warehousing Skills	Management, Industrial Management or similar and 2,000 hours of related work experience; or Associate of Applied Science in Engineering, Technology, Supply Chain Management, Industrial management or similar and 8,000 hours of related work experience.
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**MINIMUM QUALIFICATIONS
FOR STUDENT AND ACADEMIC SUPPORT POSITIONS**

COUNSELOR	<p>Master's Degree in Counseling to include 15 hours of counseling theories, career counseling, testing and group counseling.</p> <p>A supervised counseling practicum.</p> <p>Experience in facilitation and development of personal development courses and workshops.</p> <p>Ability to interact with students and colleagues in a positive and collaborative manner.</p> <p>Commitment to the mission of the community college, as well as teaching and motivating students in a way appropriate to their diverse backgrounds and learning styles.</p> <p>Demonstrated commitment to professional development.</p> <p>One year community college counseling experience preferred.</p> <p>National certification or licensure preferred. Prefer L.C.P.C. certification.</p>
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LIBRARIAN	<p>Master's Degree in Library & Information Science or closely related field.</p> <p>For Cataloging/Collection Development Librarian: Coursework to include 4 graduate technical services courses. Experience to include two years.</p> <p>For Reference Librarian: Coursework to include 3 graduate reference courses.</p>
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Review of Closed Session Minutes

Information

The College Board of Trustees is required by 5 ILCS 120/2.06 to review its Closed Session minutes to determine if any or all of them should be released to the public. In accordance with this Act and at the direction of the Board, the Board Liaison has reviewed the Closed Session minutes since the last review in June 2010 to make a determination that: (1) the need for confidentiality still exists as to all or part of those minutes; or, (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection in the library.

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

The Board Liaison has completed a review of the minutes still requiring confidential treatment per Board Report #10-134, June 24, 2010 and has determined that the minutes of the March 29, 2010 Closed Session can be released.

Recommendation

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

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

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>
Chapman, Joel W	HFE120250	2	0	1,236.30
Kilberry, Deborah J	NAE100F02	3	0	1,674.96
Travis, Katie E	HFE151201	2	0	1,056.67
Travis Katie E	HFE151202	2	0	1,056.67

Independent/Individualized/Internships

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Braasch, Gerald	PSY151516	3	5	0	1,170.00
Diaz, Franklin E	CIS144201	3	4	0	900.00
Eckel, Mark	SOC151514	3	5	0	1,170.00
Kvam-Holub, Janet A	MUS206002	2	2	557.92	1,115.84
Maio, Robert S	ACC152050	3	4	0	900.00
Medansky, Robert S	HFE103002	2	7	0	525.00

Faculty Non-Teaching Roles


<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Bazan, Michael J	Jazz Band Director Stipend	0	150.00
Elliott, Lawrence Jr	Counseling	3,918.88	4,041.35
Lozier, Christopher	Counseling	1,049.79	1,434.59
Petty, Arthur E	MGT 150 Substitute	0	618.18
Petty, Arthur E	MGT 230 Substitute	0	515.15
Pishotta, Mark A	Counseling	5,677.60	5,798.40
Ridge, Sherry M	MGT 150 Substitute	0	566.67
Shuman, Karen S	Supervisor Drama Club	0	400.00
Sullivan, Sarah	MGT 150 Substitute	0	696.85
Sullivan, Sarah	MGT 205 Substitute	0	760.20
Szalaj, Steven J	Concert Director	0	150.00

Overload

<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Reagan, Mike S	SOC101514	20.00	0	2,027.25

Recommendation

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

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

Vicky Smith
President

Continuing and Professional Education Personnel Considerations for Fall 2010

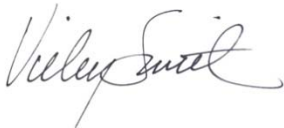
Information

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

<u>Full-time Personnel</u>	<u>Classes & Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Meinke, B	QHC C05 001	IDPH EVAL WKSHP	90.00

Recommendation

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



Vicky Smith
President

Continuing and Professional Education Personnel Considerations for Spring 2011

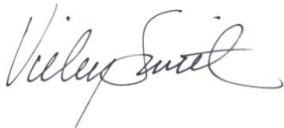
Information

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

<u>Part-time Personnel</u>	<u>Classes & Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Small, J	1/08/2011	Defensive Driving Course- 8 Hour	300.00
Small, J	1/15/2011	Defensive Driving Course- 8 Hour	300.00
Small, J	1/22/2011	Defensive Driving Course- 8 Hour	300.00

Recommendation

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



Vicky Smith
President

Appointment of Replacement
Instructor of Automotive Technology

Information

The resignation of Phillip Grandinetti, effective January 28, 2010, created a vacancy for the full-time faculty position of Instructor of Automotive Technology. R. Clayton Brown, Jr. has been recommended to fill this position. Mr. Brown has a Master A.S.E. Certification in Automobile and Truck Technology and a Bachelor of Arts in Management of Technology Systems from Judson University, Elgin, IL. His experience is as follows:

- 2005 – Present Automotive Technology Instructor
Kishwaukee Education Consortium, Malta, IL

- 2008 – 2009 Automotive Technology Instructor
Waubensee Community College, Sugar Grove, IL

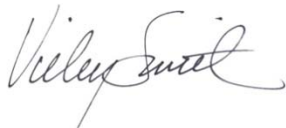
- 2000 – 2008 Owner
Professional Service and Repair, Maple Park, IL

- 2002 – 2005 Adjunct Instructor
Kishwaukee College, Malta, IL

Fifty-three applications were received and the search committee interviewed nine candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of R. Clayton Brown, Jr. to the faculty position of Instructor of Automotive Technology, effective January 12, 2011, at a salary of \$26,579.50 (based on the nine-month salary of \$53,159.00 for fiscal year 2011).



Vicky Smith
President

Contract Placement	Placement Multiplier	Base Salary	Contractual 9-month Salary	Current Salary	Contract Salary of Previous Employee
Lane II, Step 3	1.18	\$45,050.00	\$53,159.00	Not Applicable	\$59,772.00

POSITION:**INSTRUCTOR OF AUTOMOTIVE TECHNOLOGY**

Full-time tenure track position

CLASSIFICATION:

Faculty

RESPONSIBILITIES:

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

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

MINIMUM POSITION QUALIFICATIONS:

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

REVISED: April 2010

POSITION:**TEMPORARY NURSING/ LAB INSTRUCTOR**

Temporary / Full-time

CLASSIFICATION:

Faculty

RESPONSIBILITIES:

Including but not limited to:

- Develop and teach clinical simulation scenarios utilizing SimMan and other high fidelity equipment.
- Evaluate nursing skills utilizing high and low fidelity equipment.
- Maintain open lab hours for student skill practice and assist students as needed.
- Video tape student skill demonstrations as required.
- Supervise student use of computers and all other equipment in the laboratory.
- Maintain current policy and procedure manuals for each facility hosting students for clinicals.
- Maintain an inventory and check-out system for all equipment and audio-visual materials.
- Support the nursing program during college events.
- Teaching responsibilities will consist of a combination of nursing lab, clinical and lecture hours. Course offerings in Nursing, Health Care and Health and Human Performance may be taught to achieve an equivalent of 15 contact hours. (See reverse side for course listing.).
- Work with local healthcare providers, advisory committees, regional and state-wide vocational organizations.
- General involvement as a faculty member in participatory college governance, advisement of students, assessment of student learning, etc. (As per the Faculty Role Description).
- May assist with writing curriculum.

MINIMUM POSITION QUALIFICATIONS:

- Master's Degree in Nursing
- Maternal Child or Psychiatric Nursing specialty
- Two years of successful teaching experience at the community college level preferred
- Experienced with SimMan and other simulation equipment preferred
- Current Illinois R.N. License
- CPR certified by the American Heart Association
- Demonstrated commitment to professional growth
- Commitment to the mission of the community college and to teaching and motivating community college students in ways appropriate to their diverse backgrounds and learning styles

Issued: January 2009

Extension of Appointment
Temporary Biology Instructor

Information

At the June 2010 Board Meeting, the Board of Trustees approved a new full-time Instructor of Biology. The Board approved the position be filled with a Temporary full-time instructor, Kelly Fallon, at the August 26, 2010 Board meeting. The search to fill the permanent full-time Instructor of Biology vacancy remains in progress. It is anticipated that continuing the search will attract additional diverse and qualified individuals to apply. Therefore, approval is requested to extend Kelly Fallon's temporary full-time instructor position for the spring 2011 semester.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Kelly Fallon to Temporary Biology Instructor position for the spring 2011 semester, at a salary of \$28,156.25 (based on the nine-month salary of \$56,312.50 for fall semester 2010).



Vicky Smith
President

Interim Appointment in Academic and Student Affairs

Information

Due to the resignation of Lesley Frederick as Dean of Students on November 30, 2010, Talia Koronkiewicz has been selected to fill a temporary assignment as Student Conduct Officer, one of the duties of Ms. Frederick. The responsibilities of the Student Conduct Officer include that of overseeing all aspects of the College's Student Code of Conduct and disciplinary process. Also, this position coordinates and chairs the Behavioral Intervention Team (BIT); an interdisciplinary alliance that identifies and services students and employees deemed to be experiencing social, mental, and/or physical issues.

This interim assignment is effective December 1, 2010 through June 30, 2011 and includes a stipend of \$500.00 per month for additional responsibilities.

Recommendation

It is recommended that the Board of Trustees approves the interim assignment and monthly stipend of \$500.00 to Talia Koronkiewicz as Student Conduct Officer.



Vicky Smith
President

Salary/Advanced Placement Adjustments

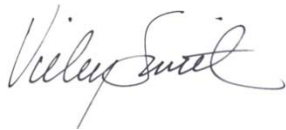
Information

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association includes an advanced placement adjustment each time a full-time faculty member obtains 15 additional hours of pre-approved course work. Judi Cameron, Kate Kramer, Mike Reagan and Heather Zaccagnini 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>
Judi Cameron	Lane 6, Step 7 \$75,684.00	Lane 7, Step 7 \$78,837.50
Kate Kramer	Lane 1, Step 2 \$47,753.00	Lane 2, Step 2 \$50,456.00
Mike Reagan	Lane 2, Step 10 \$70,278.00	Lane 3, Step 10 \$73,882.00
Heather Zaccagnini	Lane 3, Step 11 \$75,684.00	Lane 4, Step 11 \$79,288.00

Recommendation

It is recommended that the Board of Trustees approves the above salary adjustments for Judi Cameron, Kate Kramer, Mike Reagan and Heather Zaccagnini.



Vicky Smith
President

New Board Policy-First Reading
Policy 4.8.6 Identity Theft Prevention Program (Red Flag Rules)

Information

When McHenry County College made the decision to participate in the United States Department of Education Direct Loan program for Title IV student loans, the College became subject to additional federal legislation, i.e. the Fair and Accurate Credit Transactions Act the FACT ("Act"). The College fits the definition of a "Creditor" because the College is the party directly involved with the student in the student loan process. The determination that the College was subject to these provisions is based upon the advice of College's legal counsel. The FACT Act requires a "Creditor" to establish an Identity Theft Prevention Program in order to monitor and detect attempts at identity theft of its customers. This process is commonly referred to as identifying "Red Flags" within the creditor's systems and procedures.

The College reviewed the policies and procedures of other institutions of higher education, in particular those of other Illinois community colleges, examples of best practices from higher education professional organizations, such as the National Association of College and University Business Officers, and recommendations from the College's auditors.

The proposed policy has been reviewed by the College legal counsel.

In order to be compliant with the federal regulations it is necessary to adopt this policy prior to January 1, 2011.

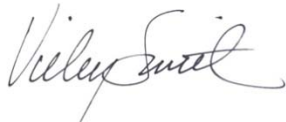
Based upon the review of the information above, the proposed Board Policy 4.8.6 was developed. In addition, attached are draft administrative procedures for the implementation of the Board policy.

4.8.6 IDENTITY THEFT PREVENTION PROGRAM (Red Flag Rules)

The Chief Financial Officer/Treasurer shall be charged with the responsibility for the College's Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's Red Flags Rule, which implements Section 114 of the *Fair and Accurate Credit Transactions Act of 2003*. This Program was developed with oversight and approval of the McHenry County College Board of Trustees. The McHenry County College Board of Trustees determined that this Program was appropriate for the College after giving consideration to the size and complexity of the College's operations and account systems, and the nature and scope of the College's activities.

Recommendation

It is recommended that the Board of Trustees approves the Board Policy 4.8.6, Identity Theft Prevention Program as recommended above.



Vicky Smith
President

Approval of Memorandum of Agreement to Reorganize the
College's Department Chair and Lead Instructor Structure

Information

The College uses department chairs and lead instructors to act as liaisons between faculty and administration. In general, department chairs and lead instructors work in conjunction with the executive deans to develop course schedules, write program reviews, evaluate adjunct faculty, hire adjunct faculty, and complete other miscellaneous, required department level tasks.

However during the Fall 2009 semester, the vice president of Academic and Student Affairs, with input from executive deans, department chairs, lead instructors, and faculty, came to the conclusion that the current department chair/lead instructor structure was not working. The structure, which has two layers of coordination (department chairs coordinate lead instructor activities,) makes it difficult to effectively serve students and efficiently complete department level tasks.

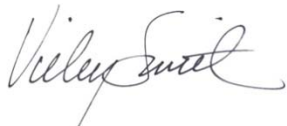
The current structure was put in place with the signing of the full-time faculty contract in February 2009, so a Memorandum of Agreement (MOA) between the Board of Trustees and the McHenry County Faculty Association is required to change the structure.

The attached comprehensive MOA changes the department chair/lead instructor structure. Specifically, the new MOA eliminates the lead instructor position. This eliminates a layer of coordination and makes it easier for executive deans to complete department level tasks. Further, the new format includes a consistent data driven pay formula for the department chair compensation. The formula encourages department chairs to increase the number of sections and degrees offered in order to better serve students' needs.

The Memorandum has been reviewed by the College attorney and approved by the McHenry County College Faculty Association.

Recommendation

It is recommended that the Board of Trustees approves the Memorandum of Agreement to Reorganize the College's Department Chair and Lead Instructor Structure.



Vicky Smith
President

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“Agreement”) is made between the Board of Trustees, McHenry County College, Community College District #528 (“the College”) and the McHenry County College Faculty Association, (“the Association”) to facilitate a change in the current department chair assignment and compensation structure.

WHEREAS, the College and the Association seek to enhance the efficiency of the role of the department chairs at the College by reducing hierarchical layers and reducing the amount of release time necessary in performing the department chair role;

WHEREAS, both the College and the Association seek to provide fair and equitable compensation for the performance of the department chair role reflective of department size and scope of responsibilities;

WHEREAS, both the College and the Association understand and agree that it is necessary to amend Section 9.6 of the Collective Bargaining Agreement (hereinafter “CBA”) between the Board of Trustees, McHenry County College, Community College District #528 and McHenry County College Faculty Association, 2008-2013 to achieve the desired changes.

NOW THEREFORE, be it resolved, that the College and the Association agree as follows:

1. Sections 9.6(F) and 9.6(G) of the CBA are effectively replaced by the terms of this Agreement. Consistent with this, the lead instructor assignment at the College will no longer exist. In addition, to the extent that the CBA references the lead instructor designation outside of Section 9.6(F) and 9.6(G), such references are no longer applicable.

2. The following provisions will apply to the department chair assignments:
- a. There will be a department chair assignment for each group of disciplines listed below:

English (ENG) Reading (RDG)	Manufacturing Management (IMT) Construction Management (CMT) Transportation Warehousing and Logistics(TWL) Design Technology (DRT)	Sociology (SOC) Anthropology (ANT)
Speech (SPE) Journalism (JRN) Theatre (THE)	Fire Science (FRS) Emergency Medical Services (EMS) (EMT)	Early Childhood Education (ECE) Education (EDU)
Art (ART) Humanities (HUM)	Criminal Justice (CJS)	Health and Fitness Education (HFE)
Spanish (SPA) French (FRE) German (GER)	Accounting (ACC)	Mathematics (MAT)
Music (MUS)	Automotive (AMT)	Earth Science (EAS) Geography (GEG) Geology (GEL)
Philosophy (PHI)	Nurse Assistant (NAE)	Chemistry (CHM) Physics (PHY) Engineering (EGR)
Administrative Office Management (AOM) Business (BUS) International Business (IBS) Marketing (MKT) Management (MGT)	Psychology (PSY)	Biology (BIO)
Computers (CIS) and Digital Media (DGM)	Culinary Management (CLM) Pastry Skills (PAS)	Horticulture (HRT)
Occupational Therapy Assistant (OTA)	Economics (ECO) History (HIS) Political Science (PLT)	

- b. To receive a department chair assignment, the faculty member must be qualified to teach at least one course in the subject department. The selection of the department chairs is the responsibility of the appropriate Executive Dean and the Vice President of Academic and Student Affairs. Consideration for the assignment will first be given to full-time faculty.
- c. The duties and responsibilities of the department chairs are defined in the “department chair job description” attached hereto as Exhibit A. All previously created job descriptions for department chairs maintained by the College are replaced by the job description attached as Exhibit A.
- d. The release time, contact hour designation and compensation for each department chair assignment set forth in paragraph 2(a) herein are defined in (and calculated according to the formula, depicted in) Exhibit B attached hereto.
- e. In addition to the above, department chair assignments will be made for the following areas:
- Honors;
 - International Studies;
 - Learning Communities;
 - Phi Theta Kappa;
 - Faculty Development Committee
 - Assessment Committee
 - Librarian; and
 - Counselors

The release time, contact hour designation and compensation for each department chair assignment set forth in this paragraph 2(e) are defined in Exhibit C attached hereto. The job description attached as Exhibit A applies to these department chair assignments and, in addition, contains duties and responsibilities particular to these department chair assignments.

- f. Each department chair, except librarians and counselors, must at all times maintain thirty (30) contact hours per year based upon a combination of the designated contact hours for each department chair reflected in Exhibits B and C and contact hours for actual teaching load. Department chairs in consultation with their immediate supervisor may adjust the combination of the designated contact hours per department chair assignment and teaching load to maintain a minimum of thirty (30) contact hours. Faculty members with the department chair assignment may exceed the thirty (30) contact hour minimum on a voluntary basis with appropriate overload compensation following guidelines in section 9.6 paragraph C.
- g. As provided in the Department Chair Job Description (Exhibit A), department chairs will conduct peer observations and TABS of non-unit part-time faculty within their departments. As a part of this evaluation responsibility, department chairs will complete the “Content Assessment Report Non-Unit Adjunct Faculty” form. A copy of the Content Assessment Report Non-Unit Adjunct Faculty form is attached hereto as Exhibit D. Department chairs will complete the Content Assessment Report Non-Unit Adjunct Faculty form for all part-time faculty during their first two semesters (excluding Summer) with the College.

- h. Department Chairs will be evaluated annually by the appropriate administrative supervisor using the form provided in Exhibit E.
- 3. Nothing herein is intended to preclude or limit the College's right to engage in operational reorganizations of the College's administrative functions and chair positions.
- 4. All other provisions of the current CBA shall remain in full force and effect except as modified by this Agreement. This Agreement will expire upon the expiration of the current CBA in 2013.

This Agreement made this _____ day of December, 2010.

**For the McHenry County College
Faculty Association**

**For the Board of Trustees of
McHenry County College, District No. 528**

Signature

Signature

Title

Title

Attest:

Secretary of the Board

Date: December ____, 2010

EXHIBIT A

DEPARTMENT CHAIR JOB DESCRIPTION

JOB SUMMARY:

The department chair works with the executive dean, dean, faculty and community, to implement activities pertaining to areas of assignment, to promote program success.

JOB TASKS/ELEMENTS:

Work with Deans to Prepare Schedule(s)

- 1) Obtain faculty input and use enrollment data to optimize course offerings and scheduling
- 2) Prepare draft schedule
- 3) Review schedule with appropriate dean or executive dean
- 4) Verify schedule accuracy
- 5) Articulate interdepartmental offerings
- 6) Calculate instructor load with dean or executive dean
- 7) Recommend instructor assignment to appropriate dean or executive dean
- 8) Explore innovative scheduling options

Participate in Faculty Staffing Process

- 1) Participate in the recruitment and interview process of part-time faculty
- 2) Provide part-time faculty hiring recommendations to appropriate dean or executive dean
- 3) Participate on search committees for new full-time faculty within their discipline
- 4) Mentor new part-time faculty
- 5) Review non-unit part-time faculty's course content and provide comments to appropriate dean or executive dean
- 6) Conduct peer observations and TABS of part-time faculty during their first two semesters (excluding summer)
- 7) Read and provide feedback on part-time faculty's end-of-semester student evaluations during their first two semesters (excluding summer)

Manage Curriculum

- 1) Coordinate textbook decisions
- 2) Submit for deletion of obsolete courses
- 3) Update catalog descriptions and program narratives as needed
- 4) Facilitate development of new courses and programs
- 5) Coordinate standardization of programs/courses internally
- 6) Coordinate standardization of programs/courses with external agencies and/or area employers
- 7) Initiate and conduct advisory committee activities where applicable
- 8) Develop and maintain program entrance standards where applicable
- 9) Lead development and implementation of departmental assessment program(s)
- 10) Complete and submit to dean or executive dean program review with support of department faculty
- 11) Collaborate with transfer coordinator for the development/maintenance of articulation agreements with other institutions
- 12) Coordinate with High School Plus Director for Dual Credit classes where applicable
- 13) Advise students on curriculum decisions to best fit career and educational goals where applicable
- 14) Work with executive dean and/or dean to ensure compliance with external regulatory agencies where applicable

Communication and Coordination of Projects

- 1) Act as a communication liaison between the executive dean and/or dean and department faculty
- 2) Attend Department Chair meetings
- 3) Coordinate preparation of report(s)
- 4) Submit departmental report(s)
- 5) Hold departmental meetings
- 6) Collaborate on grant funded project(s) where applicable

Marketing and Promotion (where applicable)

- 1) Analyze enrollment data to determine marketing and/or promotional needs
- 2) Coordinate development and preparation of marketing materials
- 3) Develop retention plan(s) for students
- 4) Enhance communication with area high schools
- 5) Build community and business relations
- 6) Coordinate career-oriented activities
- 7) Schedule community visits
- 8) Recommend advisory committee members

Manage the Budget

- 1) Work with executive dean and/or dean to create annual budget(s)
- 2) Submit budget requests
- 3) Monitor expenditures
- 4) Develop prioritized equipment list where applicable
- 5) Prioritize equipment repair list where applicable
- 6) Work with dean to recognize need for and creation of personnel requests, remodeling requests, and equipment requests
- 7) Develop and prioritize software requests

If lab(s) is/are involved

- 1) Maintain Labs, Equipment and Supplies in Conjunction with Laboratory Coordinator
- 2) Inventory departmental resources
- 3) Order supplies and parts
- 4) Maintain lab records
- 5) Oversee preventative maintenance
- 6) Schedule equipment service
- 7) Work with MCC Foundation to solicit donations

For Department Chairs of Honors, Learning Communities, International Studies and Phi Theta Kappa applicable duties from above and the list below

- 1) After coordinating with deans and department chairs to create schedules and staff courses submit final schedule to vice president(Honors and Learning Communities Chairs)
- 2) Advise, Engage and Recruit Students (Honors, Learning Communities, International Studies, and Phi Theta Kappa Chairs)
- 3) Develop, Participate in and coordinate student events related to each program (Honors, Learning Communities, International Studies, and Phi Theta Kappa Chairs)

For Department Chairs of Librarians and Counselors

Librarians and counselors will each have a department chair selected by their supervisor in collaboration with full-time faculty in each of these two areas. The department chairs of these two areas will carry out applicable chair duties in the context of their regular 35-hour work week. In recognition of the fact that the amount of time spent on chair duties in these departments varies throughout the year, the supervisor, in consultation with the department chairs, will arrange chair/librarian or counselor work schedules within the academic year so that chair functions can be completed. Chair/librarian or counselor work schedules for summer, winter and spring breaks will also be arranged between the chair and supervisor as applicable; however work weeks may consist of fewer than 35 hours per week during such breaks.

For Department Chairs of Faculty Development Committee and Assessment Committee (Definition of the committees can be found in section 9.2 of the full-time faculty contract)

- 1) Act as the chair for the assigned committee
- 2) For Faculty Development plan, organize, and lead all faculty development activities in conjunction with the College's Professional Development Office
- 3) For Assessment Chair plan, organize, and lead all assessment functions with the help of four assessment liaisons(one from each academic division and one from the counseling and librarian faculty each receiving 10% or 3 contact hours per year of release time)

Evaluation/Duration of Appointment

- 1) Department Chairs will be evaluated annually (see included form)
- 2) Department Chairs are appointed for a three year term
- 3) Department Chairs can be appointed for multiple three year terms

Minimum Qualifications:

Preferred: Tenured full-time faculty member with assigned teaching responsibilities in a discipline or program within area of coordination.

Required: Faculty member with assigned teaching responsibilities in a discipline or program within area of coordination.

EXHIBIT B

There will be a department chair for each group of disciplines listed below	Number of Credit Hours in each department coordinated by the department chair times \$.2	Number of Full-time faculty and support staff associated with departments times \$125	Number of Part-time support staff associated with departments times \$125	Number of Contact hours taught by adjuncts on the tenth day of enrollment at the beginning of the semester and fifth day of enrollment at the beginning of the second 8 week term times \$20	Number of Transfer disciplines coordinated by the department chairs times \$75	Number of AAS Degrees and Certificates coordinated by the department chairs times \$750	Number of hours labs are in use for the departments coordinated by the department chair on the tenth day of the semester times \$8.5	Number of offsite locations used by the departments coordinated by the department chair times \$25	Number of hours computer labs are in use for the departments coordinated by the department chair on the tenth day of the semester times \$8.5	Sum of all Columns	Divide pay by overload rate to get the actual number of contact hours their pay is equal to	Divide actual number of contact hours by 30 to get the actual percent reassigned time	Agreed upon reassigned time for each Department Chair using the 20% minimum, 60% maximum and simple rounding to the nearest 5%.	Agreed upon number of contact hours of reassigned time each department chair will be eligible for per Fall and Spring semester combined.	Agreed upon pay each department chair will be eligible for per Fall and Spring semester combined in place of reassigned time.(Contact hours times overload pay in section 9.7 paragraph D)	Pay representing a 20% reassigned time to be distributed in the Summer semester for chair work during supplemental days outside the Fall or Spring semester schedules to include summer, intersession and winter break.
ENG, RDG	\$ 2,944.20	\$ 1,437.50	\$ -	\$ 7,980.00	\$ 150.00	\$ -	\$ -	\$ -	\$ 3,375.00	\$ 15,886.70	23.51	78%	60%	18.00	12,163.50	\$ 2,027.25
SPE, JRN, THE	\$ 1,712.80	\$ 812.50	\$ -	\$ 4,200.00	\$ 225.00	\$ -	\$ 1,122.00	\$ -	\$ -	\$ 8,072.30	11.95	40%	40%	12.00	8,109.00	\$ 2,027.25
ART, HUM	\$ 1,562.20	\$ 750.00	\$ 875.00	\$ 7,260.00	\$ 150.00	\$ -	\$ 2,499.00	\$ -	\$ -	\$ 13,096.20	19.38	65%	60%	18.00	12,163.50	\$ 2,027.25
SPA, FRE, GER	\$ 734.40	\$ 250.00	\$ -	\$ 2,800.00	\$ 225.00	\$ -	\$ -	\$ -	\$ -	\$ 4,009.40	5.93	20%	20%	6.00	4,054.50	\$ 2,027.25
MUS	\$ 521.00	\$ 250.00	\$ 125.00	\$ 4,040.00	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ 5,011.00	7.42	25%	25%	7.50	5,068.13	\$ 2,027.25
PHI	\$ 1,241.40	\$ 375.00	\$ -	\$ 2,280.00	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ 3,971.40	5.88	20%	20%	6.00	4,054.50	\$ 2,027.25
AOM,BUS,IBS,MKT, MGT	\$ 1,646.60	\$ 625.00	\$ -	\$ 4,340.00	\$ -	\$ 10,500.00	\$ -	\$ -	\$ 427.50	\$ 17,539.10	25.96	87%	60%	18.00	12,163.50	\$ 2,027.25
CIS,DGM	\$ 1,743.40	\$ 750.00	\$ 375.00	\$ 4,460.00	\$ -	\$ 11,250.00	\$ -	\$ -	\$ 4,102.50	\$ 22,680.90	33.56	112%	60%	18.00	12,163.50	\$ 2,027.25
IMT,CMT,TWL,DRT	\$ 223.80	\$ 250.00	\$ -	\$ 880.00	\$ -	\$ 6,000.00	\$ -	\$ -	\$ 675.00	\$ 8,028.80	11.88	40%	40%	12.00	8,109.00	\$ 2,027.25
FRS,EMS,EMT	\$ 872.20	\$ 125.00	\$ -	\$ 3,580.00	\$ -	\$ 4,500.00	\$ -	\$ 350.00	\$ -	\$ 9,427.20	13.95	47%	45%	13.50	9,122.63	\$ 2,027.25
CJS	\$ 570.40	\$ 250.00	\$ -	\$ 480.00	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ 2,050.40	3.03	10%	20%	6.00	4,054.50	\$ 2,027.25
ACC	\$ 517.80	\$ 250.00	\$ -	\$ 1,260.00	\$ -	\$ 2,250.00	\$ -	\$ -	\$ 622.50	\$ 4,900.30	7.25	24%	25%	7.50	5,068.13	\$ 2,027.25
AMT	\$ 390.00	\$ 375.00	\$ 375.00	\$ 1,560.00	\$ -	\$ 3,000.00	\$ 2,388.50	\$ 200.00	\$ -	\$ 8,288.50	12.27	41%	40%	12.00	8,109.00	\$ 2,027.25
NAE	\$ 505.40	\$ 375.00	\$ -	\$ 1,440.00	\$ -	\$ 750.00	\$ 892.50	\$ 400.00	\$ -	\$ 4,362.90	6.46	22%	20%	6.00	4,054.50	\$ 2,027.25
CLM,PAS	\$ 230.20	\$ 125.00	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 748.00	\$ -	\$ -	\$ 4,103.20	6.07	20%	20%	6.00	4,054.50	\$ 2,027.25
OTA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00	1.11	4%	20%	6.00	4,054.50	\$ 2,027.25
ECO/HIS/PLT	\$ 1,660.80	\$ 500.00	\$ -	\$ 3,720.00	\$ 225.00	\$ -	\$ -	\$ -	\$ -	\$ 6,105.80	9.04	30%	30%	9.00	6,081.75	\$ 2,027.25
PSY	\$ 1,546.80	\$ 500.00	\$ -	\$ 1,920.00	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ 4,041.80	5.98	20%	20%	6.00	4,054.50	\$ 2,027.25
SOC/ANT	\$ 1,192.20	\$ 625.00	\$ -	\$ 600.00	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ 2,567.20	3.80	13%	20%	6.00	4,054.50	\$ 2,027.25
ECE/EDU	\$ 390.80	\$ 250.00	\$ 625.00	\$ 540.00	\$ 75.00	\$ 2,250.00	\$ 8.50	\$ 1,000.00	\$ -	\$ 5,139.30	7.61	25%	25%	7.50	5,068.13	\$ 2,027.25
HFE	\$ 705.60	\$ 250.00	\$ 1,250.00	\$ 1,840.00	\$ 75.00	\$ 1,500.00	\$ 8.50	\$ 350.00	\$ -	\$ 5,979.10	8.85	29%	30%	9.00	6,081.75	\$ 2,027.25
MAT	\$ 4,186.20	\$ 1,375.00	\$ -	\$ 7,700.00	\$ 75.00	\$ -	\$ -	\$ -	\$ 247.50	\$ 13,583.70	20.10	67%	60%	18.00	12,163.50	\$ 2,027.25
EAS,GEG,GEL	\$ 1,084.20	\$ 500.00	\$ 125.00	\$ 1,120.00	\$ 225.00	\$ -	\$ 1,453.50	\$ -	\$ 67.50	\$ 4,575.20	6.77	23%	25%	7.50	5,068.13	\$ 2,027.25
CHM, PHY, EGR	\$ 695.40	\$ 125.00	\$ 125.00	\$ 3,540.00	\$ 225.00	\$ -	\$ 1,224.00	\$ -	\$ 112.50	\$ 6,046.90	8.95	30%	30%	9.00	6,081.75	\$ 2,027.25
BIO	\$ 1,344.80	\$ 875.00	\$ 375.00	\$ 3,600.00	\$ 75.00	\$ -	\$ 2,758.25	\$ -	\$ -	\$ 9,028.05	13.36	45%	45%	13.50	9,122.63	\$ 2,027.25
HRT	\$ 243.60	\$ 125.00	\$ 250.00	\$ 900.00	\$ -	\$ 4,500.00	\$ 680.00	\$ 125.00	\$ 600.00	\$ 7,423.60	10.99	37%	35%	10.50	7,095.38	\$ 2,027.25
	0.2	125	125	20	75	750	8.5	25	7.5				20% min - 60% max			
	.2* Cr hrs	ft&ss *	pf&ps	Adjunct support	Tran Dis	AAS/Cert*	Lab Contact Hours	Off Site	Comp Contact Hours							

EXHIBIT C

Chair or liaison	Reassigned times for the Fall and Spring semester for each chair or liaison	Number of total contact hours for the Fall and Spring semester for each chair or liaison	Reassigned times for the Summer semester for each chair or liaison	Number of total contact hours for the Summer semester for each chair or liaison
Honors, Chair	40%	12.00	10%	3.00
International Studies, Chair	20%	6.00	10%	3.00
Learning Communities, Chair	20%	6.00	10%	3.00
Phi Theta Kappa, Chair	40%	12.00	10%	3.00
Assessment, Chair	40%	12.00	0%	0.00
Assessment, Liaisons (To be split equally among four faculty members)	40%	12.00	0%	0.00
Faculty Development, Chair	40%	12.00	0%	0.00
Librarian and Counselors	Refer to Exhibit A job description for Librarians and Counselors			

EXHIBIT D

CONTENT ASSESSMENT REPORT NON-UNIT ADJUNCT FACULTY

This form is to be completed by the department chair.

Name of the Adjunct Faculty Member:	Course:
Department Chair:	Semester:

The adjunct-faculty member to be assessed should provide copies of the required documents specified below and any additional items agreed upon between the adjunct-faculty member and the department chair. The purpose of this assessment is to ensure that the content delivered in the assigned course meets professional standards of the discipline and the College. The department chair is asked to express professional judgment on the enumerated matters as to course content.

I. Required Documents and Department Chairs Detailed Comments

A. Course Outlines and Syllabi
Comments:

B. Instructional Design with Methodology
Comments on lesson plans for one class:

C. Evaluation Instrument
Comments on a sample of each major type of evaluation instrument used to date (e.g. unit tests, major paper assignment, quiz, lab assignment, project)

II. Assessor's Comprehensive Statement

I have reviewed the required documents and find the content delivered by the instructor on assigned courses to be (check one):

equal to (or) less than professional standards of the discipline and the College.

Department Chair Signature/Date

EXHIBIT E

DEPARTMENT CHAIR EVALUATION

Evaluation is to be completed by the end of the spring semester.
Circle one of the following for each category. Provide comments if appropriate.

NI – Needs Improvement ME – Meets Expectations EE – Exceeds Expectations

Prepare Schedule(s): NI ME EE
Comments:

Participate in Faculty Staffing Process: NI ME EE
Comments:

Manage Curriculum: NI ME EE
Comments:

Communication and Coordination of Projects: NI ME EE
Comments:

Marketing and Promotion: NI ME EE
Comments:

Manage the Budget: NI ME EE
Comments:

Maintain Labs, Equipment and Supplies: NI ME EE
Comments:

Appointment of New
Chief Financial Officer/Treasurer

Information

At the September 2010 Board Meeting, the Board of Trustees approved the new full-time administrative position of Chief Financial Officer/Treasurer. Larry West has been recommended to fill this position. Mr. West has a Bachelor of Science in Finance and a Master of Science in Economics from Southern Illinois University, Carbondale, IL. His experience is as follows:

2008 – 2010	Vice President of Finance and Administration Rend Lake College, Ina, IL
1994 – 2008	Dean of Business and Finance (2000 – 2008) Assistant Professor (1994 – 2000) University of South Carolina, Allendale, SC
1992 – 1994	Adjunct Professor John A. Logan College, Carterville, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Larry West to the administrative position of Chief Financial Officer/Treasurer, effective January 10, 2011, at the twelve-month salary of \$115,000.00.



Vicky Smith
President

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/Casualty/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 GAAP 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

ESSENTIAL JOB FUNCTIONS:

- 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
- Oversee 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
- 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

Appointment of Board Attorney

Information

A Request for Proposals for Board Attorney was issued on November 3, 2010. Seven responses were received. The Board selected three firms to be interviewed at their December 13, 2010 Committee of the Whole meeting. The firms interviewed were:

- Caldwell, Berner and Caldwell
- Campion, Curran, Dunlop, Lamb & Cunabaugh, PC
- Andrew Szocka, PC

The Committee of the Whole decided to retain the legal services of Campion, Curran, Dunlap, Lamb & Cunabaugh, PC until their organization meeting in April 2011.

Recommendation

It is recommended that the Board of Trustees approves the Appointment of Board Attorney as noted above.



Vicky Smith
President

Resignation

Information

Carol Radovich, Instructor, Nursing/Lab has submitted her resignation effective December 31, 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.

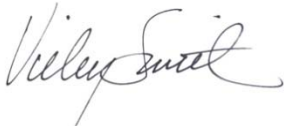
Vicky Smith
President

Distributed Press Releases
November 10-December 9, 2010

Information

The following releases have been distributed to all local media outlets from November 10-December 9, 2010.

- Practical Ideas for the Child's World Conference
- MCC's Phi Theta Kappa Student Organization to Offer Two Free Tech Classes
- MCC Trustees Select New Board Member
- MCC Students to Host Pottery Sale Dec. 1
- MCC to Host Fall Band, Choral Concert Nov. 21
- Shah Center Breakfast Series to Feature Author Mike Micklewright Dec. 10
- MCC Shah Center Offers Quickbooks Year-End Readiness
- MCC to Offer Construction Zone Flagger Training Course
- MCC Chief Information Officer Slated to Begin in December
- MCC to Present Fall Student Recital Dec. 5
- MCC Offers Classes to Help Brighten Holiday Season
- McHenry County College Live on Campus Management's Financials and Human Resources System
- MCC Continues "Getting Started" Seminars for Returning Adult Students
- Shah Center to Host "Recycling Works" Seminar Dec. 3
- MCC Chorus to Join Sing-Along Messiah At Raue Center Dec. 12
- MCC Offers Trip to Washington D.C. in Spring
- MCC Announces Textbook Rental Program for Students
- MCC Offers Non-Credit, Online Classes
- MCC Announces Alumni Award Winners
- Fall 2010 Graduation is Saturday, December 11
- Four MCC Students Awarded at Illinois Skyway Collegiate Conference Writers Fest



Vicky Smith
President