

**BOARD OF TRUSTEES  
McHENRY COUNTY COLLEGE DISTRICT #528**

January 26, 2012  
Regular Board Meeting  
6:30 p.m.

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

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Special Board Meeting, December 14, 2011  
Tax Levy Meeting, December 14, 2011  
Regular Board Meeting, December 14, 2011
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS  
*Three (3) minutes per person or less.*
8. BOARD COMMITTEE REPORTS
  - A. Evaluation and Policies Committee
  - B. Facilities and Planning Committee
  - C. Finance and Negotiations Committee
9. SET BOARD RETREAT DATE AND TOPICS
10. ICCTA REPORT
11. FRIENDS OF MCC FOUNDATION REPORT
12. PRESIDENT'S REPORT
13. PRESENTATION  
New System for Employee Evaluation, Dr. Tony Miksa, Vice President of Academic and Student Affairs
14. COMMUNICATION
  - A. Faculty Report
  - B. Adjunct Faculty Report
  - C. Staff Council Report
  - D. Student Trustee Report
  - E. Attorney Report
15. APPROVAL OF CONSENT AGENDA
  - For Approval**
  - A. Executive Summary, Board Report #12-1
  - B. Financial Statements
    1. Treasurer's Report, Board Report #12-2
    2. Ratification for Payment of Voucher #1040 - \$2,889,824.99, Board Report #12-3

C. Requests to Purchase

1. Adobe Enterprise License Agreement, Board Report #12-14
2. ECG Instructional Supplies and Equipment, Board Report #12-4
3. Emergency Medical Technician (EMT) Training, Board Report #12-5
4. Telephone Survey of MCC 2010-2011 Graduates, Board Report #12-6

D. Personnel

1. Personnel Adjustments for Fall 2011 Transfer and Occupational Courses, Board Report #11-210 Addendum
2. Personnel Adjustments for Spring 2012 Transfer and Occupational Courses, Board Report #11-286 Addendum
3. Continuing and Professional Education Personnel Considerations for Spring 2012, Board Report #11-287, Addendum
4. Adult Education Personnel Considerations for Spring 2012, Board Report #12-7
5. Approval of New Position I-CAPS Navigator, Board Report #12-8
6. Request for Retirement, Board Report #12-9
7. Salary/Advanced Placement Adjustments, Board Report #12-10

16. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

17. BOARD POLICY DELETION, SECOND READING/APPROVAL, 3.1.5.1 - Sick Days for Retirement Option, Board Report #11-296

18. BOARD POLICY REVISION, SECOND READING/APPROVAL, 4.3.2 - Student Harassment/Discrimination, Board Report #11-297

19. APPROVAL OF AGREEMENT WITH ILLINOIS GREEN ECONOMY NETWORK, Board Report #12-11

20. BUILDING B RENOVATION APPROVAL FOR BID SOLICITATION, Board Report #12-12

21. SUPPLIER SELECTION FOR BUILDING AUTOMATION SYSTEM, Board Report #12-13

22. REQUEST TO PURCHASE DCEO LIGHT RETROFIT, Board Report #11-260 Addendum

23. INFORMATION REPORTS

- A. Resignation
- B. Resignation
- C. Quarterly Report on Grants
- D. ERP Report
- E. MCC Branding Update
- F. Distributed Press Releases and MCC Press Clippings

24. SUMMARY COMMENTS BY BOARD MEMBERS

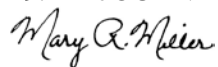
25. FUTURE AGENDA ITEMS

26. CLOSED SESSION

27. RECOMMENDATION TO ISSUE NOTICE TO REMEDY TO NON-TENURED FACULTY, Board Report #12-15

28. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting December 14, 2011

29. ADJOURNMENT



Mary Miller  
Chair



Foundation Update  
Board of Trustees Meeting  
January 26, 2012

The *Chicago Tribune Foundation* awarded the Friends of McHenry County College Foundation a \$20,000 grant. The grant monies will be used to develop a one-credit, eight week class, modeled on the current MCC College Experience class (MCC 101), as well as tuition waivers for adult education students entering MCC. The Foundation worked on the grant together with Caroline Sobolak in the MCC Grants office and Rick Clute, Dean of Adult Education and project director. The amount requested was \$15,700; however, the *Chicago Tribune Foundation* chose to award additional funding for the project based on the merit of the request and the excellent management of past funding by Rick Clute and his staff.

The Foundation first year-end appeal in several years, generated 32-gifts totaling \$8,060.

A special appeal was made in memory of long-time MCC staff member Joe Blanco, who passed away on Dec. 22. The appeal generated 32 donations totaling over \$2,000 which will become part of the Joe Blanco Spirit Award.

Plans for the 3<sup>rd</sup> annual Shoe Ball are in full-swing. This year's event will be held at Boulder Ridge Country Club, Friday, March 9. Be sure to save the date on your calendars.

### Student Trustee Report

On January 13<sup>th</sup>, Student Senate met for the first time this semester at the annual winter retreat. During the retreat the Student Senate decided that their main goals are getting students more informed about events happening on campus and increasing student involvement on campus. The retreat included a speaker who spoke to the Student Senators about the importance of MAP Grants and Pell Grants. The retreat also provided Student Senators with a workshop that brought insight to their personalities and an opportunity to get to know their fellow Senators better as well.

Student Life hosted Welcome Week which included a variety of events from January 16<sup>th</sup> to January 20<sup>th</sup>. These events are designed to get students informed about Student Life and provide a welcoming environment as we begin the Spring Semester.



Taylor N. Irish

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2011 through the month of December. 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 2012 is currently 50% complete with the year-to-date results for December 2011 being reported. In the Operating Funds, total revenue is 66% of budget, as compared with 68% at the same time last year. Total expenditures are 43% of budget, as compared with 43% 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 51% of budget as compared to 51% at the same time last year. \$182,667 more revenue has been recorded through December 2011 than the previous year. This is primarily due to the fact that the FY2012 budget was prepared on a more conservative basis than in FY2011.
- State revenue is currently 45% of budget as compared to 57% at the same time last year. \$278,747 less revenue has been recorded through December 2011 than the previous year. The reason is the timing of state payments of base operating grants to the college.
- Student tuition and fee revenue is currently 91% of budget as compared to 104% at the same time last year. \$205,229 less revenue has been recorded through December 2011 than the previous year. The primary reason for this decrease is the decrease in enrollments as compared to last year at this time.
- Interest revenue is currently 31% of budget as compared to 55% at the same time last year. \$24,746 less revenue has been received through December 2011 than the prior year. This decrease is due to a slight change in all cash positions as compared to last year at this time and timing of interest payments.
- Salary expenditures are currently 38% of budget as compared to 48% last year. \$69,544 less in expenditures has been recorded through December 2011 than the prior year. This decrease is due to wage increases for Staff Council members and Administrators did not take effect until January, 2012 and the retro increases were not recorded. Also, we have several budgeted positions that have not as yet been filled.
- Employee benefit expenditures are currently 37% of budget as compared to 37% last year. \$107,785 less in expenditures has been recorded through December 2011 than the prior year. This decreased cost is primarily due to less expenditures in FY11 for retirees under the College's early retirement program.
- Contractual services expenditures are currently 43% of budget as compared to 25% last year. \$976,347 more in expenditures has been recorded through December 2011 than the prior year. This increase is primarily due to professional services for ERP costs and building B architects and construction manager expense.
- General materials and supplies are currently 43% of budget as compared to 25% last year. \$338,457 more in expenditures has been recorded through December 2011 than the previous year. This increased cost is due to timing variations in the purchases of supplies and materials.
- Conference and meeting expenditures are currently 24% of the budgeted amount as compared to 26% last year. \$90,648 more in expenditures has been recorded through December 2011 than the prior year. This increase is primarily due to the timing of conference registrations and travel in FY 2012 as compared to FY 2011.
- Capital outlay expenditures are currently 15% of budget as compared to 13% last year. \$161,838 more in expenditures has been recorded through December 2011 than the prior year. This is primarily due the timing of approval of certain capital outlay items.

McHenry County College  
 Operating Funds Financial Comparison  
 Six Months Actual December 31, 2011 and December 31, 2012

	FY 2011 Actual to December 31, 2010				FY 2012 Actual to December 31, 2011				Variance Over (Under) Prior Year Actual
	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	
Revenue									
Local	\$ 11,719,926	\$ 1,533,692	\$ 13,253,618	51%	\$ 12,092,409	\$ 1,343,876	\$ 13,436,285	51%	\$ 182,667
State	992,721	345,001	1,337,722	57%	824,311	234,664	1,058,975	45%	(278,747)
Student Tuition & Fees	11,149,854	2,816,385	13,966,239	104%	10,946,547	2,814,463	13,761,010	91%	(205,229)
Sales & Service Fees	13,517		13,517	57%	12,673		12,673	53%	(844)
Facilities	2,868	10,520	13,388	49%	6,556	7,462	14,018	51%	630
Interest	38,737	106	38,843	55%	13,915	182	14,097	31%	(24,746)
Non-Govt Gifts, Grants			-	0%			-		-
Other	74,490	14,086	88,576	30%	5,540	14,049	19,589	93%	(68,987)
<b>Total Revenue</b>	<b>23,992,113</b>	<b>4,719,790</b>	<b>28,711,903</b>	<b>68%</b>	<b>23,901,951</b>	<b>4,414,696</b>	<b>28,316,647</b>	<b>66%</b>	<b>(395,256)</b>
Expenditures									
Salaries	10,525,151	635,962	\$ 11,161,113	48%	10,480,423	611,146	11,091,569	38%	(69,544)
Employee Benefits	1,962,673	203,261	2,165,934.00	37%	1,850,197	207,952	2,058,149	37%	(107,785)
Contractual Services	711,807	91,727	803,534.00	17%	1,489,158	290,723	1,779,881	33%	976,347
General Materials & Supplies	812,127	94,907	907,034.00	25%	1,126,767	118,724	1,245,491	43%	338,457
Conference and Meeting	151,323	7,248	158,571.00	26%	230,174	19,045	249,219	24%	90,648
Fixed Charges	533,967	280	534,247.00	49%	823,495		823,495	52%	289,248
Utilities	1,811	432,158	433,969.00	40%	49,679	430,280	479,959	43%	45,990
Capital Outlay	87,949	30,026	117,975.00	13%	215,073	64,740	279,813	15%	161,838
Other Expenditures	223,941	-	223,941.00	77%	119,362	-	119,362	79%	(104,579)
<b>Total Expenditures</b>	<b>15,010,749</b>	<b>1,495,569</b>	<b>16,506,318</b>	<b>43%</b>	<b>16,384,328</b>	<b>1,742,610</b>	<b>18,126,938</b>	<b>43%</b>	<b>1,620,620</b>
Excess (deficiency) of revenues over expenditures	8,981,364	3,224,221	12,205,585		7,517,623	2,672,086	10,189,709		(2,015,876)
Other financing sources (uses) Operating transfers out	(710,000)	(2,500,000)	(3,210,000)		(4,150,000)	1,765,000	1,765,000		-
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	\$ 8,271,364	\$ 724,221	\$ 8,995,585		\$ 3,367,623	1,937,086.00	\$ 5,304,709		\$ (2,015,876)

McHenry County College  
Operating Funds Financial Summary  
Six Months ended December 31, 2011

	FY 2012 Budget				FY 2012 Actual				Variance Over (Under) FY 2012 Budget
	Education Fund	Operations & Maintenance Fund	Total	Percent to Total	Education Fund	Operations & Maintenance Fund	Total	Percent of Budget	
Revenue									
Local	\$ 23,659,465	\$ 2,706,433	\$ 26,365,898	60%	\$ 12,092,409	\$ 1,343,876	\$13,436,285	51%	\$ (12,929,613)
State	1,734,260	613,000	2,347,260	5%	824,311	234,664	1,058,975	45%	(1,288,285)
Student Tuition & Fees	12,100,930	3,025,233	15,126,163	34%	10,946,547	2,814,463	13,761,010	91%	(1,365,153)
Sales & Service Fees	23,850		23,850	0%	12,673		12,673	53%	(11,177)
Facilities	20,000	7,500	27,500	0%	6,556	7,462	14,018	51%	(13,482)
Interest	45,000	0	45,000	0%	13,915	182	14,097	31%	(30,903)
Non-Govt Gifts, Grants			0	0%			-		0
Other	153,384	6,534	159,918	0%	5,540	14,050	19,590	93%	(140,328)
<b>Total Revenue</b>	<b>37,736,889</b>	<b>6,358,700</b>	<b>44,095,589</b>	<b>100%</b>	<b>23,901,951</b>	<b>4,414,697</b>	<b>28,316,648</b>	<b>64%</b>	<b>(15,778,941)</b>
Expenditures									
Salaries	24,613,749	1,322,039	25,935,788	55%	10,480,423	611,146	11,091,569	43%	(14,844,219)
Employee Benefits	4,529,205	490,698	5,019,903	11%	1,850,197	207,952	2,058,149	41%	(2,961,754)
Contractual Services	4,174,519	1,252,869	5,427,388	11%	1,489,158	290,723	1,779,881	33%	(3,647,507)
General Materials & Supplies	2,576,182	343,090	2,919,272	6%	1,126,767	118,724	1,245,491	43%	(1,673,781)
Conference and Meeting	975,395	50,587	1,025,982	2%	230,174	19,045	249,219	24%	(776,763)
Fixed Charges	1,183,925	66,900	1,250,825	3%	823,495	-	823,495	66%	(427,330)
Utilities	132,135	987,600	1,119,735	2%	49,679	430,280	479,959	43%	(639,776)
Capital Outlay	835,522	2,144,250	2,979,772	6%	215,073	64,740	279,813	9%	(2,699,959)
Other Expenditures	1,755,275	125,000	1,880,275	4%	119,362	-	119,362	6%	(1,760,913)
Contingency			-	0%			-		-
<b>Total Expenditures</b>	<b>40,775,906</b>	<b>6,783,034</b>	<b>47,558,940</b>	<b>100%</b>	<b>16,384,328</b>	<b>1,742,610</b>	<b>18,126,938</b>	<b>46%</b>	<b>(29,432,002)</b>
Excess (deficiency) of revenues over expenditures	<u>(3,039,017)</u>	<u>(424,334)</u>	<u>(3,463,351)</u>		<u>7,517,623</u>	<u>2,672,087</u>	<u>10,189,710</u>		<u>13,653,061</u>
Other financing sources (uses):		1,765,000	1,765,000		-	1,765,000	1,765,000		
Operating transfers (out)	<u>(4,150,000)</u>	<u>(2,500,000)</u>	<u>(6,650,000)</u>		<u>(4,150,000)</u>	<u>(2,500,000)</u>	<u>(6,650,000)</u>		<u>-</u>
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	<u>\$ (7,189,017)</u>	<u>\$ (1,159,334)</u>	<u>(8,348,351)</u>		<u>\$ 3,367,623</u>	<u>\$ 1,937,087</u>	<u>\$ 5,304,710</u>		<u>\$ 13,653,061</u>



McHenry County College  
All Funds Financial Summary  
Six Months ended December 31, 2011

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Agency Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
Revenue												
Local	\$ 12,092,409	\$ 1,343,876							\$ 727	\$ 1,455		\$ 13,438,467
State	824,311	234,664			278,784							1,337,759
Federal					232,640		2,023,562					2,256,201
Tuition & Fees	10,946,547	2,814,463		636,247								14,397,257
Sales & Service Fees	12,673			1,826,534								1,839,207
Facilities	6,556	7,462										14,018
Interest	13,915	182	2,973			1,053				631		18,754
Non-Govt Gifts, Grants				68,209	144,290							212,499
Other	5,540	14,050	-							-	2,512,128	2,531,718
<b>Total Revenue</b>	<b>\$ 23,901,951</b>	<b>\$ 4,414,697</b>	<b>\$ 2,973</b>	<b>\$ 2,530,990</b>	<b>\$ 655,714</b>	<b>\$ 1,053</b>	<b>\$ 2,023,562</b>	<b>\$ -</b>	<b>\$ 727</b>	<b>\$ 2,086</b>	<b>\$ 2,512,128</b>	<b>\$ 36,045,880</b>
Expenditures												
Instruction	7,590,185				156,503							7,746,688
Academic Support	719,408				26,109		2,028,812					2,774,329
Student Services	1,455,712				198,140							1,653,852
Public Service	668,134			279,853	153,819							1,101,806
Auxiliary Services				2,369,582								2,369,582
Operations & Maintenance	1,506,639	1,742,610	195,298		62,130					235,707		3,742,384
Institutional Support	4,444,250				8,953				77,474	562,142	2,330,217	7,423,035
<b>Total Expenditures</b>	<b>16,384,328</b>	<b>1,742,610</b>	<b>195,298</b>	<b>2,649,435</b>	<b>605,654</b>	<b>-</b>	<b>2,028,812</b>	<b>-</b>	<b>77,474</b>	<b>797,849</b>	<b>2,330,217</b>	<b>26,811,676</b>
Excess (deficiency) of revenues over expenditures	7,517,623	2,672,087	(192,325)	(118,445)	50,060	1,053	(5,250)	-	(76,747)	(795,763)	181,912	9,234,204
Other financing sources (uses):												
Operating transfers in		1,765,000	4,500,000							385,000		6,650,000
Operating transfers (out)	(4,150,000)	(2,500,000)										(6,650,000)
<b>Total Other financing sources (uses)</b>	<b>(4,150,000)</b>	<b>(735,000)</b>	<b>4,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>385,000</b>	<b>-</b>	<b>-</b>
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	3,367,623	1,937,087	4,307,675	(118,445)	50,060	1,053	(5,250)	-	(76,747)	(410,763)	181,912	9,234,204
Beginning Fund Balance	20,787,146	4,310,159	10,200,757	1,520,370	51,681	2,814,249	56,765		64,912	1,283,763	-	41,089,802
<b>Ending Fund Balance</b>	<b>\$ 24,154,769</b>	<b>\$ 6,247,246</b>	<b>\$ 14,508,432</b>	<b>\$ 1,401,925</b>	<b>\$ 101,741</b>	<b>\$ 2,815,302</b>	<b>\$ 51,515</b>	<b>\$ -</b>	<b>\$ (11,835)</b>	<b>\$ 873,000</b>	<b>\$ 181,912</b>	<b>\$ 50,324,006</b>

Treasurer's Report

Information

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

Recommendation

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



Vicky Smith  
President

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

<b>Bank Name Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
<b>Crystal Lake Bank &amp; Trust Operating</b>	\$2,674,063.40	\$3,046,838.20	\$5,146,145.69	\$574,755.91
<b>Crystal Lake Bank &amp; Trust Credit Card</b>	\$142,905.36	\$331,733.72	\$319,022.30	\$155,616.78
<b>Crystal Lake Bank &amp; Trust Online</b>	\$5,816.67	\$1,859.67	\$0	\$7,676.34
<b>Crystal Lake Bank &amp; Trust Employee Benefits</b>	\$0	\$33,838.40	\$33,838.40	\$0
<b>Crystal Lake Bank &amp; Trust Payroll</b>	\$5,472.00	\$2,055,499.36	\$2,047,939.89	\$13,031.47
<b>Crystal Lake Bank &amp; Trust Federal Student Loan</b>	(\$6,937.20)	\$266,738.01	\$257,679.25	\$2,121.56

**McHenry County College**  
**December 31, 2011**

**Investments**

<b>College Fund</b>	<b>Financial Institution</b>	<b>December 31, 2011 Investments</b>	<b>November 30, 2011 Investments</b>	<b>% of Total Investments</b>	<b>Interest</b>	<b>No. of Days</b>	<b>Maturity</b>
Education	Illinois Funds	\$ 16,681,237.17	\$ 22,276,905.79	47%	see below	N/A	On Demand
Education	JPMorgan Chase	9,141,855	9,143,684	19%	0.21%	N/A	On Demand
Operations & Maintenance	Illinois Funds	13,178,595	10,679,285	22%	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	924,746	924,931	2%	0.21%	N/A	On Demand
Working Cash	Illinois Funds	2,100,047	2,100,047	4%	see below	N/A	On Demand
Working Cash	JPMorgan Chase	619,609	619,733	1%	0.21%	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	1,754,002	1,369,002	3%	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	353,314	353,384	1%	0.21%	N/A	On Demand
<b>Total</b>		<b>\$ 44,753,405.40</b>	<b>\$ 47,466,973.81</b>	<b>100%</b>			

**Interest Revenue**

**Interest Revenue**

<b>College Fund</b>	<b>December</b>	<b>Fiscal YTD</b>
Education	\$ 2,695.36	\$ 13,692.46
Operations & Maintenance (Restricted)	1,026.68	2,855.86
Working Cash	247.68	706.50
Liability, Protection and Settlement	178.54	548.00
<b>Total</b>	<b>\$ 4,148.26</b>	<b>\$ 17,802.82</b>

**Illinois Fund Rates - November 2011**

<b>Annualized rate - Money Market</b>	
Low	0.061%
High	0.104%
Average	0.077%

\* 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 #1040

Information

100- Education Fund	1,356,866.94
200- Operations & Maintenance Fund	240,087.29
300- Operations & Maintenance (Restricted) Fund	86,886.66
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	621,856.94
600- Restricted Purposes Fund	125,278.40
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	22,160.27
1100- Audit Fund	18,400.00
1200- Liability Protection & Settlement Fund	3,713.71
1700-Employee Health Insurance	<u>414,574.78</u>
Total	\$2,889,824.99

Recommendation

It is recommended that the Board of Trustees ratifies payment of Voucher #1040 dated January 26, 2012, totaling \$2,889,824.99.



Vicky Smith  
President

Request to Purchase  
Adobe Enterprise License Agreement

Information

Due to the growth in use of the many Adobe Systems, Inc. software programs at the College, in February 2010 the College entered into a two-year Adobe Term Site License agreement (Board Report #10-4 dated January 28, 2010). This agreement allowed the College to install any software contained in the Adobe "Design Premium" suite anywhere on campus and at the Shah Center under a consolidated licensing model based on an employee FTE count of 435. This approach provided consistency of use for any Adobe-related software. The specific software included in the Adobe Design Premium suite are Photoshop (photo editing and graphic design), Acrobat Pro (digital documents), Dreamweaver (web design), Flash Professional (animation programming), and Illustrator (digital illustration).

One difficulty with this agreement was that it did not affordably cover the use of Adobe software in a virtualized environment, which the College is now on a path to implement. Additionally, the College's Digital Media academic department was an exception to the Adobe Design Premium/Term Site License agreement, so a separate agreement was in place strictly for the Digital Media department. The Digital Media program and learning environment required the use of additional Adobe software not included in the Design Premium suite, such as Premiere Pro (video editing), and After Effects (video and graphics editing). Consequently, the Digital Media department maintained a separate licensing agreement for the larger collection of Adobe software applications, which is known as the Adobe "Master Collection". The end result was the College using Adobe software drawn from two different suites and license agreements, in which one suite (Design Premium) was a subset of the larger suite (Master Collection).

Late in 2011, the College received notice from Adobe that the two-year Term Site License program would be discontinued in favor of a new Enterprise Licensing Agreement ("ELA"). The benefits of the new ELA is that it a) brings similar features and benefits as the previous Term Site License, b) consolidates the use of the two different software suites down to one (the Master Collection,) which covers all the needs within the entire campus and Shah Center, c) lowers the per unit software licensing cost, and d) addresses the issue of application virtualization, which was not an option under the previous agreement.

Unfortunately, Adobe requires a minimum employee FTE count of 500 (65 more than the College has) to be eligible for the ELA. Through negotiation and the premature end of the two-year Term Site License, the College was able to convince Adobe to allow the College an exception to the 500 FTE count requirement so we could participate in the ELA program. The College also determined that by combining monies originally budgeted by the Digital Media department with monies budgeted by the IT department, the College could purchase a single, campus-wide three-year ELA for the Master Collection software suite. This enables any future growth in Adobe software usage within the College to be covered by the ELA without paying additional unit cost charges as would be required without the ELA. Participation in the Adobe ELA realizes an annual savings of \$11,000 to the College because of the lower per unit software license rate offered through the ELA.

Adobe Systems, Inc. does not sell direct in any sales channels, including Higher Education. Since the College has an existing relationship with CDW-G through MHEC (Midwestern Higher Education Consortium), and the premier media distribution company for Adobe software was acquired by CDW, the

College will continue to purchase the Adobe Enterprise Licensing Agreement from CDW-G at an annual cost of \$76,125.00.

In addition to the \$11,000 annual savings, other benefits resulting from the Adobe ELA are:

- Planned annual cost that is institutional, not departmental, and centrally managed by IT
- Maximized flexibility of software installation in all computer labs and classrooms
- Rights to virtualize Adobe applications for delivery to students, faculty and staff
- Reduced effective cost per seat as the number of installations grow
- Centralized software maintenance for updates and upgrades
- Work-at-home rights for all employees, including adjunct faculty
- Consolidation of media, installation keys, and reduced configuration management costs

Quantity	Description	Unit Cost	Annual Cost
1	Three-year Adobe Master Collection Enterprise License Agreement for software use on main campus and Shah Center	\$175.00/unit for 435 units	\$76,125.00

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.”

Funds budgeted for Adobe in the College’s Digital Media department will be combined with Adobe funds budgeted in the IT End User Services budget in the Education Fund to purchase the Adobe Enterprise License Agreement.

Recommendation

It is recommended that the Board of Trustees approves the purchase of a three-year Adobe Enterprise Licensing Agreement for the Adobe Master Collection Suite for Macintosh and Windows at an annual cost of \$76,125.00 from CDW-G, of Vernon Hills, IL.



Vicky Smith  
President

Request to Purchase  
ECG Instructional Supplies and Equipment

Information

McHenry County College is the recipient of a second round of funding from the Department of Labor for the Flexible and Sustainable Training (F.A.S.T.) Initiative. MCC has been awarded \$250,000.00 over an 18 month period to continue offering employer-identified training in the areas of manufacturing and health care. One component of this training is a six week non-credit electrocardiogram (ECG) class. Four grant funded classes will be offered to 40 eligible participants beginning February 7, 2012. The goal of the program is to give entry level medical participants an opportunity to enhance skills needed in health care facilities.

This training requires hand-on practice with ECG equipment and various accompanying supplies. Grant funds will be used to purchase a 5-lead ECG machine, a 12-lead ECG machine, cables, a practice mannequin, and reporting software. Quotes were solicited from three vendors:

Item	Medical Moore	Guamard Scientific Company	Armstrong Medical
Holter Software	\$3,797.00	\$8,995.00 software and recorder	No response
Vision 5L Holter Recorder	\$1,899.00	\$8,995.00 software and recorder	No response
Cable 5L/Vision DS	\$ 78.00	No response	
Burdick 8500 12L	\$4,033.00	No response	No response
CPR Adult Torso	\$ 175.00	No response	No response
TOTAL	\$9,982.00	None Responsive	None Responsive

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

Recommendation

It is recommended that the Board of Trustees approve the purchase of ECG instructional supplies and equipment in the amount of \$9,982.00 from Medical Moore in Bolingbrook, IL.



Vicky Smith  
President



Revised Request to Purchase  
Emergency Medical Technician (EMT) Training

Information

Centegra Northern Illinois Medical Center (Centegra NIMC) is approved by the Illinois Department of Public Health, Division of Emergency Medical Services (EMS) to provide Emergency Medical Technician (EMT) training. Each year, Centegra NIMC agrees to furnish instruction and clinical training to McHenry County College (MCC) students on a contracted basis for a fee. At the May, 2011 Board of Trustees Meeting Board Report #11-89 approved the College to pay an estimated fee of \$85,700.00 for instruction and clinical training provided by Centegra NIMC for the FY 2012 school year. Students pay tuition and fees to MCC, and each semester Centegra NIMC bills MCC for instructional services provided.

Enrollment in the EMS and EMT programs has been strong this school year. Extra sections have been added to accommodate these students, which will result in Centegra NIMC billing the College approximately \$99,600.00 for the FY 2012. Therefore, the College is requesting to increase the amount paid to Centegra NIMC from \$85,700.00 to \$99,600.00.

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

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

Recommendation

It is recommended that the Board of Trustees approves paying Centegra NIMC of McHenry, IL the estimated increased contract amount for Emergency Medical Technician (EMT) training from approximately \$85,700.00 to \$99,600.00.



Vicky Smith  
President

Request to Purchase  
Telephone Survey of MCC 2010-2011 Graduates

Information

The Illinois Community College Board (ICCB) requires that community colleges conduct an annual survey of students who had graduated from selected career/technical programs in the prior year. The ICCB selects which graduates to survey based on the programs scheduled for program review that year. In order to obtain a more complete picture of graduates' satisfaction with McHenry County College (MCC), MCC has surveyed all graduates, including graduates of transfer programs, since 2010. In this way MCC is exceeding the ICCB's requirements.

For several years, MCC has contracted with an outside firm to conduct the telephone survey of graduates. A telephone survey often gets a higher response rate than other methods, and ICCB requires colleges to attempt to reach a fifty percent response rate. Since 2010, MCC has used multiple methods to survey graduates, starting with a web-based survey for graduates who have email addresses on file. The telephone survey has been used for those graduates who do not have an email address on file as well as those who did not respond to the web survey.

Quotes were requested for conducting this telephone survey and providing a database of responses. Comiskey Research has been conducting this project for MCC and a number of other community colleges (College of DuPage, College of Lake County, Elgin Community College, Harper College, Oakton Community College, Prairie State College, and Waubensee Community College) for many years and has extensive experience with this project.

Assuming 700 completed surveys (50% response rate of approximately 1,400 graduates):

<u>Comiskey Research</u>	<u>Fieldwork Quantwork</u>	<u>Consumer &amp; Professional Research</u>
\$9,800.00	\$10,675.00	\$21,700.00
(\$14.00 per completed survey)	(\$14.75 per completed survey, plus \$350.00 set-up)	(\$31.00 per completed survey)

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

Recommendation

It is recommended that the Board of Trustees approves the estimated expenditure not to exceed \$9,800.00 to Comiskey Research, Bensenville, IL to conduct a telephone survey of MCC 2010-2011 graduates.



Vicky Smith  
President

Personnel Adjustments for Fall 2011  
 Transfer and Occupational Courses

Information

Listed below are adjustments for Fall 2011 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>
Hamill, Vicki L	HFE170201	1	1	0	56.00
Hamill, Vicki L	HFE170202	1	1	0	56.00
Hamill, Vicki L	HFE171002	3	3	0	503.76
Hand, Arthur James	ART299004	4	1	0	300.00
Spangenberg, Bruce	HRT250001	10	3	0	792.00
Spangenberg, Bruce	HRT298001	6	2	0	528.00

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Gaughan, Patricia L	Music Recitals	0	50.00
Shaw, Nancy	Music Recitals	0	50.00
Singer, Tara J	Music Recitals	0	50.00
Szalaj, Steven J	Music Recitals	0	50.00

Recommendation

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



Vicky Smith  
 President

Personnel Adjustments for Spring 2012  
Transfer and Occupational Courses

Information

Listed below are adjustments for Spring 2012 Transfer and Occupational courses and program development:

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Abrahamson, Nadia S	BIO157I02	3	0	1,959.00
Abrahamson, Nadia S	BIO157009	3	0	3,918.00
Anderson, Barbara	MAT099012	4	0	2,612.00
Anderson, Rachel L	BIO157E02	3	0	1,905.00
Anderson, Rachel L	BIO157005	3	0	3,810.00
Baser, Julia A	MCC101106	1	0	653.00
Beruscha, Melissa M	MAT099007	4	0	2,612.00
Beruscha, Melissa M	MAT099008	4	0	2,612.00
Bretz, John M	MAT161002	3	0	2,070.00
Bretz, John M	MAT161010	3	0	2,070.00
Burks, Steven J	CHM115001	3	0	4,212.00
Burks, Steven J	CHM266001	4	0	5,616.00
Burnham, Margaret C	HFE250002	3	0	1,815.00
Gade, William T	MAT095003	4	0	2,540.00
Gade, William T	MAT099013	4	0	2,540.00
Gaylord, Paula JM	EAS170002	3	0	3,265.00
Gaylord, Paula JM	EAS185001	3	0	1,959.00
Graham, Michele A	MCC101107	1	0	635.00
Hageman, Jeffrey A	MAT099009	4	0	2,760.00
Hageman, Jeffrey A	MAT099010	4	0	2,760.00
Hankins, Kimberly O	GEG220002	3	0	1,959.00
Hankins, Kimberly O	GEG220003	3	0	1,959.00
Hankins, Kimberly O	GEG221002	3	0	1,959.00
Hankins, Kimberly O	GEG221003	3	0	1,959.00
Helm, Corrine E	MAT099002	4	0	2,760.00
Helm, Corrine E	MAT202001	3	0	2,070.00
Jahnke, Marianne F	EAS171002	3	0	3,265.00
Kamarajan, Shanthi	MAT099017	4	0	2,760.00
Kamarajan, Shanthi	MAT150004	3	0	2,070.00
Kamarajan, Shanthi	MAT161007	3	0	2,070.00
Korla, Anitha	MAT099006	4	0	2,540.00
Korla, Anitha	MAT161005	3	0	1,905.00
Kropp, Marilyn B	MCC101601	1	0	672.00
Lee, Rosalind	CHM165A01	3	0	2,160.00
Lee, Rosalind	CHM165A02	3	0	2,160.00
Lewis, Nikki G	HFE120005	2	0	1,318.00
Linse-Zurio, Marybeth	BIO110D02	3	0	2,160.00

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Linse-Zurio, Marybeth	BIO110004	3	0	4,320.00
Marquardt-Casper, Lois	CHM165002	3	0	4,140.00
McCrea, Philip J	BIO110B02	3	0	1,959.00
McCrea, Philip J	BIO110002	3	0	3,918.00
McInnis, Megan B	MAT096001	4	0	2,492.00
McInnis, Megan B	MAT099003	4	0	2,492.00
Merrell, Aprildawn	MAT095005	4	0	2,760.00
Merrell, Aprildawn	MAT165005	5	0	3,450.00
Mullaney, Michael	HFE120003	2	0	1,306.00
Mullaney, Michael	HFE120004	2	0	1,306.00
Nichols, Jody L	MAT202002	3	0	1,959.00
Nothanagel, Joseph L	CHM170001	4	0	4,830.00
Nothnagel, Joseph L	PHY281001	3	0	4,140.00
Peterson, Anne Marie	BIO110001	3	0	4,032.00
Peterson, Anne Marie	BIO157007	3	0	4,032.00
Reass, Robert M	MAT120004	3	0	2,070.00
Riggin, Laurie A	Art155601	3	0	2,016.00
Riggin, Laurie A	Art171601	3	0	2,016.00
Riggin, Laurie A	Art17106	3	0	2,016.00
Rockway, Todd W	CHM165006	3	0	3,996.00
Rossman, Teri C	HFE250601	3	0	2,070.00
Rossman, Teri C	HFE250602	3	0	2,070.00
Schuerman, Paul A	MAT0955006	4	0	2,540.00
Stalker, Raymond W	MAT095009	4	0	2,688.00
Stone, Pamela A	MAT161008	3	0	2,070.00
Sureshkumar, Miruthu	CHM164004	3	0	3,810.00
Sureshkumar, Miruthu	CHM164005	3	0	3,810.00
Tambellini, Lisa M	BIO157008	3	0	4,032.00
Traylor, Dennis R	CHM115002	3	0	4,320.00
Tetreault, Mike J	CIS110611	2	0	1,376.96
Thorne Green, Michele	BIO157010	3	0	3,996.00
Tournier, Marilyn J	MAT090003	3	0	1,977.00
Tournier, Marilyn J	MAT095011	4	0	2,636.00
Travis, Katie E	HFE151001	2	0	1,306.00
Travis, Katie E	HFE151201	2	0	1,306.00
Vogt, Marlene R	BIO110E02	3	0	1,905.00
Vogt, Marlene R	BIO110005	3	0	3,810.00
Wallen, Thomas J	BIO110C02	3	0	2,160.00
Wallen, Thomas J	BIO110003	3	0	4,320.00
Wendling, Roy D	MAT095007	4	0	2,540.00
Wendt, Michael R	MAT095008	4	0	2,612.00
Wendt, Michael R	MAT171002	4	0	2,612.00

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>
Kropp, Marilyn B	MCC101602	1	8	0	672.00

<u>Name</u>	<u>Assignment</u>	Overload Percent of <u>Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Fallon, Kelly A	BIO110601	40.00	0	4,131.00
Fallon, Kelly A	BIO110602	40.00	0	4,131.00
Fallon, Kelly A	BIO110603	40.00	0	4,131.00
Hamill, Paul D	EAS120001	40.00	0	4,131.00
Hamill, Paul D	EAS120601	40.00	0	4,131.00
Hamill, Paul D	EAS120602	40.00	0	4,131.00
Hamill, Paul D	EAS120603	40.00	0	4,131.00
Hamill, Paul D	Weather Station	15.00	0	1,549.12

Recommendation

It is recommended that the Board of Trustees ratifies the above personnel adjustments for Spring 2012 as listed above.



Vicky Smith  
President

Continuing and Professional Education Personnel Considerations for Spring 2012

Information

Listed below are instructors to be hired for the Spring 2012 Semester:

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Berry, K	NKC S04 015	ACT Prep	175.00
<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Meinke, B	NMD S95 019	OTA CPR Cert 1	25.00
Meinke, B	NMD S95 026	OTA CPR Cert 2	25.00
Ziszik, C	NMD C01 001	CNA CPR	300.00
Ziszik, C	NMD C01 003	CNA CPR	300.00
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Peterson, J	2/16/2012	Hiring Your First Employee	100.00
Small, J	2/11/2012	Alive at 25	150.00
Small, J	2/11/2012	Defensive Driving Course-4 Hour	150.00
Small, J	2/25/2012	Defensive Driving Course-8 Hour	300.00
<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Diaz, L	NTC S77 003	Microsoft Outlook 2010	400.00
Diaz, L	NTC S70 003	Microsoft Outlook 2007	400.00

Recommendation

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



Vicky Smith  
 President

## Adult Education Personnel Considerations for Spring 2012

## Information

Listed below are teachers to be hired for the Spring 2012 Semester in the Adult Education Program:

<u>Part-time Personnel – Adult Education classes:</u>	<u>Previously Approved</u>	<u>\$ Amount</u>	
Allen, N	ESL	0	2,803.50
Allen, N	ESL	0	564.78
Arboleda, R	ASF	0	3,105.00
Bazan, J	ESL	0	4,613.00
Carbajal, A	ASF	0	2,070.00
Carbajal, A	ASF	0	3,105.00
Cook, D	ESL	0	2,722.00
Cook, J	ESL	0	4,704.00
Cook, J	ESL	0	3,024.00
Cunningham, L	ESL	0	4,362.00
Davila, D	ESL	0	2,722.00
Davila, D	ESL	0	4,235.00
Day, M	ESL	0	3,105.00
Day, M	ESL	0	625.10
Howard, G	ESL	0	3,105.00
Kanter, M	ESL	0	2,965.50
Kanter, M	ESL	0	2,965.50
Kenning, J	ESL	0	2,722.50
Kenning, J	ESL	0	567.15
Leiton, M	Spanish GED	0	2,117.50
Leiton, M	Spanish Lit	0	1,701.45
Lukaczyk, A	ESL	0	4,701.00
Martin, N	ABE	0	2,540.00
McCord, L	ESL	0	4,613.00
Metzger, B	GED	0	3,025.00
Metzger, B	ASE	0	1,815.00
Mitchell, R	GED	0	2,306.00
Mitchell, R	ASE	0	1,977.00
Olson, K	ABE Math	0	2,614.00
Palmer, S	ESL	0	2,965.00
Palmer, S	ESL	0	566.47
Paluch, K	ABE	0	2,857.00
Redmond, R	ESL	0	2,857.50
Riggs, L	ABE Math	0	2,938.50
Riggs, L	ABE Reading	0	2,938.50
Rudnik, L	Citizenship	0	1,924.00
Rudnik, L	ESL	0	2,884.50
Schleich, C	ESL	0	2,965.50
Schleich, C	ESL	0	618.30
Shank, J	ABE Reading	0	2,940.00
Shank, J	Adv ESL	0	2,940.00
Shinabarger, B	ESL	0	4,830.00



<u>Part-time Personnel – Adult Education classes:</u>		<u>Previously Approved</u>	<u>\$ Amount</u>
Sitkiewicz, B	ASE	0	1,905.00
Soto, O	ESL	0	2,965.50
Soto, O	ESL	0	567.69
Weaver, M	ASE	0	3,025.00
Zywiciel, E	ESL	0	2,884.50

Recommendation

It is recommended that the Board of Trustees approves the employment additions for Spring 2012 as listed above.



Vicky Smith  
President

Approval of New Position  
I-CAPS Navigator

Information

During the fall 2011 semester, the College received an Accelerating Opportunities Implementation Grant for approximately \$75,000.00 each year for the next three years. This grant provides funds for McHenry County College to design a transition program for adult education students. The transition program will assist students who read at a 6th grade level or higher to transition successfully from non-credit adult education reading course work to credit programs in Automotive, Administrative Office Skills, and Manufacturing over a three-year period. The goal of the grant is to help 450 students over a three year period gain certificates in Automotive, Administrative Office Skills, and Manufacturing.

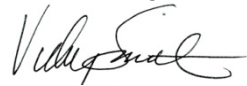
In order to achieve the goal of helping 450 students achieve certificates, the College will create a new position called an Integrated Career and Academic Prep System (I-CAPS) navigator. The position will be responsible for such activities as recruitment, intake, orientation, and test administration for students within the program. In addition, the position will oversee the daily operation of the grant, and report to the Dean of Adult Education.

The funding for this position is 100% grant funded through the Accelerating Implementation Opportunities Grant. Once the grant is completed, the position would be eliminated.

<u>Title</u>	<u>Salary Range</u>	<u>Effective Date</u>	<u>FTE</u>
I-CAPS Navigator	Range 9	2/01/12	1.0

Recommendation

It is recommended that the Board of Trustees approves the new, full-time grant funded position of I-CAPS Navigator for the duration of the Accelerating Opportunities Implementation Grant.



Vicky Smith  
President

**POSITION:****CLASSIFICATION****WORK WEEK:****PRIMARY PURPOSE:****I-CAPS NAVIGATOR**

Professional / Full-time (Grant-funded)

**WORK YEAR:** 12 Months

Evening and Weekends required as needed

Assist adult education students in identifying goals and promoting career pathways in order to achieve successful transitions to post-secondary education and training. Responsible for documenting student participation and progress as specified by the funding source requirements as well as developing ideas for new programs and services that benefit adult learners in the transition phase, Career Pathways Plan, orientations, and intake.

**ESSENTIAL JOB FUNCTIONS:**

- Coordinate with Student Affairs with the College and Career Pathways class and curriculum.
- Coordinate the I-CAPS ramp-up schedule and activities with appropriate coordinators and department chair.
- Create and coordinate intake and application process to ensure successful recruitment of I-CAPS students
- Develop marketing materials
- Coordinate Formation Groups to ensure student success
- Serve as a recruiter and advisor to all adult education transition students; adhere to contract specifications and performance measures
- Assist with support, development, and expansion of I-CAPS for adult learners
- Work closely with CTE department chairs to track student success in the chosen career pathway.
- Explore ways to work with credit faculty/staff to implement transition, bridge, and/or career pathway programming for students
- Meet with students to advise and assist them through the registration process for credit and/or non-credit classes; perform group orientations; help I-CAPS students set goals and achieve successful transitions to college/career pathways
- Track student goals (setting and achieving) for ICCB performance measures
- Conduct transition workshops on topics relevant to continued education skills (college preparation, interviewing, resume writing, internet job search techniques, networking, career interest assessments, research careers, etc.)
- Create and monitor personalized Career Pathways Plans; ensure compliance with program standards and agreements, evaluate and report on project goals and outcomes and adhere to reporting timelines
- Track I-CAPS students and provide data on amount of tuition and fees generated by adult education students
- Proactively assist students in making the transition into education, training, obtaining credentials or certificate; implement processes that lead students to obtain credential or certificate before exiting the program

- Perform follow-up tasks as required by funding source; make recommendations and/or take actions to improve performance measures to ensure positive outcomes for grant reporting
- Attend appropriate training and conferences to keep current in the field.
- Develop and maintain collaborative relationships with administration, faculty, staff and community organizations.
- Serve on institutional committees and attend appropriate college meetings.
- Participate in community activities to promote adult education services.
- Present at public functions and information sessions to increase awareness of transitions program.
- Assist with student recruitment, intake and orientation activities.
- Prepare accurate reports, letters, research and other documents.
- Research transitional grants.
- Work on special projects consistent with division goals as assigned by the Dean
- Perform other duties as assigned by immediate supervisor

**SUPERVISION:** Under the direct supervision of the Dean of Adult Education.

**MINIMUM QUALIFICATIONS:**

- Master Degree in Education, Counseling, Advising, Adult Education or related area.
- One to two years of work experience in appropriate field.
- Experience with post-secondary and workforce preparation strategies, job search, placement services, career pathways, adult learning principles, and multiple populations.
- Familiarity with college placement testing, application processes, advising and financial aid/scholarship processes.
- Experience working in adult basic education, adult secondary education, post-education, ESL. and/or workforce preferred
- Bilingual in English and Spanish preferred

**SKILLS AND ABILITIES:**

- Strong personal computer and technology skills including proficiency in Microsoft Word.
- Excellent organizational, interpersonal, writing, time and project management skills
- Uphold the ethical standards and principles of the college
- Ability to perform the essential functions of the position

***\*This position is funded through the Accelerating Opportunities Grant Program and contingent on grant funding through June 2015.***

ISSUED: January 2012 / Proposed Range 9

Request for Retirement

Information

Kathryn Burgos, Secretary/Adult Education Program - P/T, has submitted her letter of retirement effective June 30, 2012. She has been a valuable member of the College community. At her leaving, she will have thirteen and one-half years of part-time service to McHenry County College.

Recommendation

With appreciation for her many contributions to the College, it is recommended that the Board of Trustees approves Kathryn Burgos's request for retirement effective June 30, 2012.



Vicky Smith  
President

Advance Placement Adjustment

Information

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association includes an advance placement adjustment each time a full-time faculty member obtains 15 additional hours of pre-approved course work. In accordance with this agreement, Kelly Fallon, Instructor, Biology, qualifies for her first adjustment at this time. The salary adjustment will take effect for the full 2011-2012 academic year.

	<u>2011-2012 Placement and Salary</u>	<u>Adjusted 2011-2012 Placement and Salary</u>
Kelly Fallon	Lane 5, Step 3 \$ 62,883.00	Lane 6, Step 3 \$ 66,096.00

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

	<u>2011-2012 Hourly Rate</u>	<u>Adjusted 2011-2012 Hourly Rate</u>
Sally Johnson	\$15.14	\$15.72

Recommendation

It is recommended that the Board of Trustees approves the above advance placement and salary adjustment for Kelly Fallon and Sally Johnson as stated.



Vicky Smith  
President

Board Policy Deletion, Second Reading/Approval  
Policy 3.1.5.1 – Sick Days for Retirement Option

Information

Through review by the College's attorney it was found that Policy 3.1.5.1 – Sick Days for Retirement Option is contrary to State University Retirement System rules. Therefore, it must be removed from the College's policy manual.

**Current Policy**

3.1.5.1. SICK DAYS FOR RETIREMENT OPTION

Adopted 5/28/98

Revised 3/24/06

When a full-time College employee retires and has accumulated sick days that cannot be used for additional service credit for retirement purposes, these days will accumulate in a College pool administered by the Human Resources Department. (*See Procedure Section*)

**Proposed Changes:**

~~3.1.5.1. SICK DAYS FOR RETIREMENT OPTION~~

~~When a full-time College employee retires and has accumulated sick days that cannot be used for additional service credit for retirement purposes, these days will accumulate in a College pool administered by the Human Resources Department. (*See Procedure Section*)~~

Recommendation

It is recommended that the Board of Trustees approves the deletion of Board Policy 3.1.5.1 from the Board Policy Manual.



Vicky Smith  
President

Board Policy Revision, Second Reading/Approval  
Policy 4.3.2 – Student Harassment/Discrimination

Information

Through review by the College's attorney it was found that the discrimination laws Board Policy 4.3.2 – Student Harassment/Discrimination is based upon now includes several other characteristics that are not stated in the current policy. In order to comply with the current laws, discrimination based on color, marital status, military status or unfavorable military discharge was added to the policy. In addition, everything past the first paragraph has been removed from the policy since that information is procedural language which is not included in College policy.

Below is the current Policy:

4.3.2 STUDENT HARASSMENT/DISCRIMINATION  
(Revised 7/22/10)

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

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

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

The activities are offensive and are inappropriate at MCC. This is a serious issue not just for the College, but also for each individual. An employee or supervisor may be held individually liable as a harasser, subject to the same penalties which may be imposed upon employers under state and federal law, and will be subject to discipline, up to and including termination. Students may be subject to claims by fellow students or staff for their conduct, as well as subject to College discipline, including expulsion or suspension. This policy against discrimination and harassment applies throughout all



College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

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

Changed Policy:

#### 4.3.2 STUDENT HARASSMENT/DISCRIMINATION (Revised 7/22/10)

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

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

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

~~The activities are offensive and are inappropriate at MCC. This is a serious issue not just for the College, but also for each individual. An employee or supervisor may be held individually liable as a harasser, subject to the same penalties which may be imposed upon employers under state and federal law, and will be subject to discipline, up to and including termination. Students may be subject to claims by fellow students or staff for their conduct, as well as subject to College discipline, including expulsion or suspension. This policy against discrimination and harassment applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.~~

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

Proposed:

4.3.2 STUDENT HARASSMENT/DISCRIMINATION


(Revised 7/22/10)

(Revised x/xx/xx)

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

Recommendation

It is recommended that the Board of Trustees approves the revision of Board Policy 4.3.2.



Vicky Smith  
President

Approval of Agreement with Illinois Green Economy Network

Information

The Illinois Green Economy Network (IGEN) is a consortium of business and community colleges focused on promoting sustainable initiatives within the state, which encourage green economic growth. By combining the power of community colleges as credible education and training organizations with the power of the business sector to innovate, IGEN has energized a new level of engagement and productivity in the green economy.

In August 2011, IGEN received an Illinois Energy Efficiency Portfolio Standards (EEPS) \$2,500,000.00 grant through Illinois Department of Commerce and Economic Opportunity (IDCEO) to develop statewide initiatives to increase energy efficient technology training, to be implemented at Illinois community colleges. Further, in October 2011, IGEN was awarded a \$19,366,375.00 U.S. Department of Labor Trade Adjustment Assistance Community College and Career Training grant (TAACCCT), to work collaboratively with 17 colleges and multiple education and industry partners, to develop and implement more than 30 associate degrees and certificates for green economy workforce training. These online-blended programs will be accessible to all Illinois community colleges.

McHenry County College (MCC) has benefited from its relationship with IGEN. Last year the College received \$5,000.00 to develop sustainable activities at the College. This academic year IGEN has provided funds (\$45,000.00) for MCC to establish a virtual Sustainability Center and was the conduit through which MCC obtained the new lighting upgrade recently completed.

In order for MCC to continue its involvement in the IGEN consortium and benefit from the energizing and innovative initiatives, it must agree to and sign the attached intergovernmental agreement. The agreement has been reviewed by the College's attorney.

Recommendation

It is recommended the Board of Trustees agree to and sign the attached intergovernmental agreement between McHenry County College and The Illinois Green Economy Network.



Vicky Smith  
President

**INTERGOVERNMENTAL AGREEMENT  
ESTABLISHING THE ILLINOIS GREEN ECONOMY NETWORK**

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THIS INTERGOVERNMENTAL AGREEMENT is entered by and between the signatories hereto, all being community colleges organized and operating under the laws of the State of Illinois, for the purpose of establishing the Illinois Green Economy Network (“IGEN”).

WHEREAS, several Illinois community colleges desire to establish the Illinois Green Economy Network (“IGEN”) in order to create and foster sustainability centers, provide training and education for a “green collar” workforce, and deploy energy conservation techniques and renewable energy technology at the local community level; and,

WHEREAS, College of Lake County, Southwestern Illinois College and Heartland Community College, all Community College districts organized and existing under the laws of the state of Illinois, are the Administrative Member Districts of the IGEN; and,

WHEREAS, all community college districts organized and existing under the laws of the State of Illinois, are Districts eligible to join as members of IGEN and desire to join into a network for cooperation and collaboration to promote sustainability by becoming members of IGEN; and,

WHEREAS, Article 7, Section 10 of the Illinois Constitution of 1970 encourages the utilization of intergovernmental agreements when appropriate; and,

WHEREAS, Illinois community colleges are authorized to enter into intergovernmental agreements pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and,

WHEREAS, IGEN provides opportunities for all community college districts in this State to engage in the activities to promote energy efficiency and sustainability on their campuses and in their districts as more fully set forth in public documents, grants, and by-laws to this Intergovernmental Agreement.

NOW, THEREFORE, the Illinois community colleges signatory hereto agree as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The following Illinois community college districts shall be Administrative Members of IGEN: College of Lake County, Southwestern Illinois College, and Heartland Community College.
3. All other community college districts in the State of Illinois shall be eligible to become and known as Member Districts of IGEN.
4. By executing this Intergovernmental Agreement, each Board of Trustees for each Illinois community college shall become a member of IGEN in the designated class as described herein.
5. The President of each Administrative Member District or the President's alternate will comprise the standing members of the Steering Committee of IGEN. The standing members of the Steering Committee may appoint up to three additional voting members of the Steering Committee from among the Presidents of the Member Districts. The appointed voting members shall serve one (1) year terms or until a new appointment is made after expiration of a term. The standing members may appoint a replacement for resignations or inability to serve by an appointed member. In addition, the Steering Committee may appoint the Chief Executive Officer of the Illinois Community College Board, or his/her designee, as an *ex officio*, non-voting member of the Steering Committee.

5.1 The Steering Committee will develop and adopt by-laws, including the designation of the quorum required to take action, other governing rules, and, if necessary, a supplement to this Intergovernmental Agreement.

5.2 The Steering Committee shall select a Chair and Vice-Chair, at least one of which shall be an Administrative Member, and such other officers as it deems appropriate.

5.3 Each Steering Committee meeting will be held at a location convenient to its members or meetings may be conducted through electronic media.

5.4 The Steering Committee shall provide governing oversight of IGEN activities including: reviewing and approving necessary budgets, strategic plans and grant submissions; arranging steering committee and working group meetings; interfacing with potential public and private partners; hiring of the IGEN Executive Director; provision of ongoing support and guidance to ensure the success of the IGEN Executive Director role, and any other items necessary to maintain IGEN as a viable entity.

6. College of Lake County shall serve as Administrative Agent for IGEN, and Southwestern Illinois College shall serve as Fiscal Agent for IGEN.

7. Upon a 2/3 affirmative vote of the Steering Committee or upon the resignation of a community college from the Administrative Member class, a member of the Member District class may be nominated to become an Administrative Member class. In the event that College of Lake County and/or Southwestern Illinois College resigns from the Administrative Member Class, this Intergovernmental Agreement and the IGEN by-laws shall be amended to reflect the appropriate change of Administrative Agent and/or Fiscal Agent designations.

8. Each community college, regardless of member class designation, shall pay annual, non-refundable membership dues up to Three Thousand Dollars (\$3,000) into the IGEN Fund. These membership dues may be established at the community college whose President

serves as the Steering Committee Fiscal Agent or, all or a portion thereof, may be handled through another agency such as the Illinois Community College Trustees Association.

9. Each grant submitted by IGEN to State or Federal agencies or private foundations or corporations, will include, where permitted, a line item for legal and administrative costs.

10. Pursuant to the authority granted in Section 3-27.2 of the Illinois Public Community College Act (110 ILCS 805/3-27.2) and Section 2(a) of the Illinois Governmental Joint Purchasing Act (30 ILCS 525/2(a)), the Administrative and Member Districts agree to participate with one another in joint purchases of personal property, supplies and services related to the subject matter of this Intergovernmental Agreement and associated grants. All such joint purchases shall be by competitive bids, with the letting of bids conducted by the Fiscal Agent for IGEN under this Intergovernmental Agreement, in accordance with the provisions of the Illinois Governmental Joint Purchasing Act (30 ILCS 525/1 *et seq.*). The expenses of such bid-letting shall be shared by the participating Administrative and Member Districts in proportion to the amount of personal property, supplies or services each participating Administrative and Member District purchases.

11. IGEN shall exist as long as at least three (3) Administrative or Member Districts remain members. Community colleges may withdraw from IGEN by providing IGEN at least thirty (30) days notice of withdrawal. In addition, Member Districts may be removed by the Standing Committee for failure to pay membership dues.

12. Any member may make additional voluntary payments to the IGEN Fund consistent with State law.

13. If IGEN should cease to exist, any remaining funds after the payment of all claims shall be distributed amongst the then remaining Member Districts in equal payments.

14. This Intergovernmental Agreement with any subsequent written and duly authorized amendment(s) hereto, constitute the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this Agreement.

[REMAINDER OF PAGE INTENTIONALLY BLANK]



WHEREFORE, the undersigned has executed this Agreement as of the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**BOARD OF TRUSTEES  
MCHENRY COUNTY COLLEGE**

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

Attest: \_\_\_\_\_  
Secretary

[REMAINDER OF PAGE INTENTIONALLY BLANK]

Building B Renovation  
Approval for Bid Solicitation


Information

For the last several months College personnel have been working with RuckPate Architecture as they designed the renovation of Building B for the Culinary Arts, cafeteria, commons, and entrance areas. At the December Board meeting, the College requested the Board's permission to solicit bids for the kitchen equipment due to the longer lead time needed to acquire this specialized equipment. This board report is requesting permission to solicit bids for the remaining construction packages and equipment for this project.

When the bids are received they will be reviewed and analyzed so a recommendation to proceed with awarding the construction contracts, which includes but is not limited to demolition, plumbing, heating, air conditioning, ventilation, electrical, installation of all culinary equipment and the interior finishes will be brought to the Board of Trustees for consideration and approval.

Recommendation

It is recommended that the Board of Trustees approves the College administration, RuckPate Architecture, and Pepper Construction to proceed with the issuance of the Building B Renovation bid packages.



Vicky Smith  
President

Supplier Selection  
For Building Automation System

Information

A Building Automation System (BAS) is a computerized, intelligent network of electronic devices designed to monitor and control the building climate within a specified range and provide notifications of device failures. The BAS functionality reduces building energy and maintenance costs when compared to a non-controlled building.

The Facilities Condition Analysis, which was conducted in April of 2011, identified that the College's current Building Automation Systems (BAS) are obsolete and ineffective and should be replaced. Within the deferred maintenance account budget funds that the Board of Trustees approved in the FY 2012 Budget, there were funds to address the College's BAS issues.

In addition to replacing our BAS system as articulated in the Facilities Condition Analysis study, the College found that we needed to relocate the existing four, multi-vendor BAS control centers as part of the Building B renovation. These four antiquated systems are used throughout the five buildings of the College campus for controlling the building HVAC equipment. Based on the findings of the Facility Condition Analysis report and the recommendation of KJWW Engineering for the Building B renovation, the College investigated replacing the multi-vendor BAS systems by implementing a new, fully integrated, single vendor Building Automation System and associated equipment to replace the current obsolete systems.

In order to select a supplier to provide a new BAS, the College formed a screening committee consisting of a total of eleven individuals. The committee was made up of administration, maintenance professionals, Information Technology, and KJWW engineers. After listening to one-hour presentations from Johnson Controls, Siemens, Automated Logic, and Trane, the Committee unanimously agreed to further consider Siemens and Trane as the College's single provider of a Building Automation System. Site visits were made on January 16, 2012 and January 17, 2012 to facilities that are currently utilizing either Siemens or Trane systems. Upon completion of the site visits and presentations, the Committee discussed the candidates and agreed to recommend Trane as the selected supplier of the new Building Automation System (BAS) for the College.

Trane also informed the College that they are the selected supplier for The Cooperative Purchasing Network (TCPN) of Houston, Texas. TCPN is a national governmental purchasing cooperative that competitively bids and awards contracts to national vendors in accordance with purchasing procedures mandated by state procurement laws and regulations. TCPN reviews, monitors and audits vendors that are under contract with them. TCPN is an independent purchasing cooperative and selected Trane to contract with for guaranteed pricing with very limited price escalations for services for the next 6 years. Since the College is a member of TCPN and qualifies to use their contract prices, it is being recommended to purchase the Trane system through this governmental purchasing cooperative.

This proposal is for the purchase and installation of a new Trane BAS. The existing BAS systems will be removed and existing equipment controllers will either be integrated into the new system or replaced with new controllers. All existing pneumatic controls will also be removed. Temperature control devices such

as sensors, dampers, valves and actuators will be evaluated and replaced on an as needed basis. Through the use of this new BAS system, all HVAC equipment all be controlled by one system in a central location, which can be accessible by phone, I-pad or computer anywhere on or off campus.

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 1 110 ILCS 805/3-27.1, exemption (f) which reads, “purchase and contracts for use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services.”

The cost for this system is budgeted in the FY 2012 Deferred Maintenance/FCA Account in the Operations and Maintenance Fund in the amount of \$670,000.00. If the cost of this project exceeds this budgeted amount the balance of the project will be budgeted for in the FY 2013 Deferred Maintenance/FCA (ISES) budget.

#### Recommendation

It is recommended that the Board of Trustees approves Trane Commercial Systems of Willowbrook, IL, as the BAS provider, and directs the President, once the contract is finalized and reviewed by the College’s attorney, to execute the contract, which includes the scope of work and a “not-to-exceed” figure of \$670,000.00.



Vicky Smith  
President

Request to Purchase  
DCEO Light Retrofit

Information

In November of last year the Board of Trustees approved Board Report #11-260, Request to Purchase DCEO Light Retrofit at a total cost to the College of \$186,963.50, after a grant rebate from the Illinois Department of Commerce and Economic Opportunity (DCEO).

During the implementation of this light retrofit project, the following necessary change orders were identified:

1. There were a total of fifty-three (53) rooms which had light fixtures that facilitated return air to the ceiling plenums. Upon the replacement of the old light fixtures, sixty-one (61) return air grills were required to provide adequate air circulation. Total to add to contract \$11,820.00.
2. There were a total of thirty-two (32) special low profile light fixtures, originally installed to accommodate HVAC duct work in Building-A hallways. These special low profile light fixtures required special rework. Total to add to contract \$1,300.00.
3. The new high-performance lamps proved to be too bright for light sensitive areas, such as the Art Department and the IT Department. Total to add to contract \$398.00.

This expense is budgeted in the Deferred Maintenance/FCA Account in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees approves the added expense of \$13,518.00 to Board Report #11-260 to include the above change orders from Associated Electrical Contractors, Inc., Woodstock, IL.



Vicky Smith  
President

Resignation

Information

Linda Buerger, Development Specialist, has submitted her resignation effective January 19, 2012.

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

Vicky Smith  
President

Resignation

Information

Katherine Zoloty, Research and Planning Associate, has submitted her resignation effective January 20, 2012.

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


Vicky Smith  
President

McHenry County College

Information Report  
January 26, 2012

Quarterly Report on Grants

Attached is a detailed quarterly report of FY 2012 Federal, State and Private Grants as of December 31, 2011, with comparisons for the prior year.



Vicky Smith  
President



Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2011	Unexpended Balance
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**FEDERAL**

**CWS 2012**

Source: Department of Education      CFDA # 84.033      Fund 8      McCabe      \$      22,016      N/A      \$      22,016      -  
 Purpose: To provide funds to students by providing employment opportunities on campus.

**PELL 2012**

Source: Department of Education      CFDA #84.063      Fund 8      McCabe      2,944,277      N/A      2,944,277      -  
 Purpose: To provide funds to full and part time students enrolled in credit programs.

**SEOG 2012**

Source: Department of Education      CFDA #84.007      Fund 8      McCabe      23,600      N/A      23,600      -  
 Purpose: To provide funds to students enrolled in credit programs with the highest need.

**Workforce Investment Act**

Source: ICCB      CFDA #17.255      0613-613      Linden      70,837      N/A      70,837      -  
 Purpose: To provide unemployed individuals with funds to assist in obtaining vocational training.

**Post-9/11 GI Bill**

Source: US Dept of Veterans Affairs      CFDA #64.028      0631-602      McCabe      135,000      N/A      34,668      100,332  
 Purpose: To help servicepersons by providing education benefits and opportunities.

**Perkins IV Postsecondary Basic**

Source: ICCB      CFDA #84.048      0634-634      Linden      180,825      N/A      67,076      113,749  
 Purpose: To increase response to local programs, integrate academic and vocational skills development, support services for special populations and improve linkages between secondary and postsecondary institutions.

		Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2011	Unexpended Balance
<b>Federal Basic Adult Education</b>							
Source: ICCB	CFDA #84.002A	0619-660	Clute	131,055	N/A	48,624	82,431
Purpose: To support instruction of Adult Education and Literacy.							
<b>English Literacy/Civics</b>							
Source: ICCB	CFDA #84.002A	0619-665	Clute	18,139	N/A	18,139	-
Purpose: To support instruction of Adult Education regarding the United States and local government systems.							
<b>Small Business Development Center</b>							
Source: (DCEO) Department of Commerce and Economic Opportunity	CFDA #59.037	0631-632	Jones	17,704	30,000	10,538	7,166
Purpose: To provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training.							
* Grant Period: Jul. 11 - Dec. 11							
<b>ISBDC Small Business Jobs Act Grant</b>							
Source: (DCEO) Department of Commerce and Economic Opportunity	CFDA #59.031	0631-640	Jones	90,000	N/A	330	89,670
Purpose: To provide increased client services to enter new foreign markets.							
* Grant Period: Apr. 1, 2011 - Sep. 30, 2012							
<b>Health Professional Opportunity Grant</b>							
Source: The County of Will and The Workforce Boards of Metropolitan Chicago	CFDA #93.093	0630-811	Flanagan	70,000	N/A	70,000	-
Purpose: To develop a career path that begins with basic certified nursing assistant training and advances individuals from Certified Nursing Assistant to either Registered Nurse or Occupational Therapy Assistant programs.							
* Grant Period: January 20, 2011 - September 29, 2011							

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2011	Unexpended Balance
<b>F.A.S.T. Grant (flex &amp; sustain training)</b>						
Source: US Dept of Labor		CFDA #17.261				
	0641.650	Koehler	43,774	N/A	43,774	-
Purpose: To provide resources for non credit job training in the areas of manufacturing & nursing						
* Grant Period: June 1, 2009 - December 31, 2011						
<b>F.A.S.T. II Grant (flex &amp; sustain training)</b>						
Source: US Dept of Labor		CFDA #17.261				
	0641.651	Koehler	250,000	N/A	14,656	235,344
Purpose: To provide resources for non credit job training in the areas of manufacturing & nursing						
* Grant Period: June 1, 2011 - December 31, 2012						
<b>Work Keys</b>						
Source: McHenry County Community Foundation						
	0649-650	Linden	5,000	N/A	-	5,000
Purpose: To provide a skills record for the low to moderate income individual and match the skills record to surveyed jobs.						
* Grant Period: June 6, 2011 - June 30, 2012						
<b>SUBTOTAL Federal Grants - December 31, 2011</b>			<b>\$ 4,002,227</b>		<b>\$ 3,368,535</b>	<b>\$ 633,692</b>
Fiscal Year 2010 Federal Grants - December 31, 2010			\$ 3,641,192		\$ 3,180,623	\$ 460,569
<b>STATE</b>						
<b>MAP 2011</b>						
Source: Illinois Student Assistance Commission						
	Fund 1	McCabe	314,468	N/A	314,468	-
Purpose: To provide funds to Illinois students enrolled in credit programs with financial need.						
<b>Workforce Development Grant</b>						
Source: ICCB						
	0630-630	Jones	53,000	N/A	10,222	42,778
Purpose: To provide funding for employment training services and assistance in commercial and industrial expansion and/or retention through various activities.						

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2011	Unexpended Balance
<b>Small Business Development Center State Portion</b> Source: (DCEO) Department of Commerce and Economic Opportunity Purpose: To provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training. * Grant Period: Jan 2011 - Dec 2011	0631-634	Jones	19,459	30,000	4,558	14,901
<b>State Basic Adult Education 54V</b> Source: ICCB Purpose: To support instruction of Adult Education and Literacy.	0619-662	Clute	134,735	N/A	50,266	84,469
<b>State Performance</b> Source: ICCB Purpose: To help meet performance standards in Adult Education programs.	0657-657	Clute	130,313	N/A	61,105	69,208
<b>Community Literacy Program</b> Source: Secretary of State Purpose: To develop a full-time literacy program and train and support volunteer literacy tutors.	0621-621	Clute	47,200	N/A	14,850	32,350
<b>CTE Program Improvement</b> Source: ICCB Purpose: To purchase instructional equipment for vocational education programs.	0645-645	Linden	13,171	N/A	-	13,171
<b>Family Violence Grant</b> Purpose: To set up the 22nd Circuit Family Violence Coordinating Council and hire a part-time Local Council Coordinator. * Grant Period: Jan 2011 - Dec 2011	0644-648	Jones	10,048	N/A	10,048	-

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2011	Unexpended Balance
<b>Employer Training Investment Program</b>						
Source: (DCEO) Department of Commerce and Economic Opportunity	0643-643	Jones	\$ 175,000	N/A	76,839	98,161
Purpose: To provide funding for employment training in skills necessary to enable companies to establish, maintain or expand into new export markets.						
* Grant Period: July 1, 2010 - December 31, 2011						
<b>Illinois Rain Garden Initiative Grant Program</b>						
Source: Illinois Department of Natural Resources	0657-660	Evans	616	N/A	450	166
Purpose: To provide funds for the construction of a rain garden on public property in a location that will hold stormwater runoff or snow melt.						
* Grant Period: March 17, 2011 - November 30, 2011						
<b>Illinois Green Economy Grant</b>						
Source: DCEO	0643-644	Koehler	45,000	N/A	2,452	42,548
Purpose: To be used to establish a working connection to the broader network of colleges across the state.						
* Grant Period: November 1, 2011 - June 1, 2012						
<b>Illinois Cooperative Work Study Grant</b>						
Source: IBHE	0615-614	Patrick	15,480	N/A	-	15,480
Purpose: To strengthen ties to industry partners while expanding internship and employment opportunities for students in the automotive program.						
*Grant Period: February 15, 2011 - June 30, 2012						
<b>SUBTOTAL State Grants - December 31, 2011</b>			<b>\$ 958,490</b>		<b>\$ 545,258</b>	<b>413,232</b>
Fiscal Year 2010 State Grants - December 31, 2010			\$ 1,102,038		\$ 584,608	\$ 517,430

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2011	Unexpended Balance
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**PRIVATE**

**Accelerating Opportunities Grant**

Source: ICCB

Purpose: To implement an I-BEST-like approach developed by the Board's

Accelerating Opportunities "Design Team".

\* Grant Period: July 1, 2011 - November 15, 2011

0619-661	Clute	20,000	N/A	11,656	8,344
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**SUBTOTAL Private Grants - December 31, 2011**

		\$ 20,000		\$ 11,656	\$ 8,344
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Fiscal Year 2010 Private Grants -December 31, 2010

		\$ 20,000		\$ 6,019	\$ 13,981
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**TOTAL ALL GRANTS - December 31, 2011**

		\$ 4,980,717		\$ 3,925,449	\$ 1,055,268
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Total all Grants - December 31, 2010

		\$ 4,763,230		\$ 3,771,250	\$ 991,980
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\* Grant period differs from McHenry County College fiscal year.

## ERP Project Update

### Information

The ERP project achieved some major milestones in December and early January. Specifically, the following system components went “live” the first week of January, 2012: HR/Payroll, Accounts Payable, Purchasing, and the new web Portal. After major test runs of the payroll in November and mid-December, the first live payroll for the College was successfully implemented for payout to employees the first week of January. The first round of A/P checks were also printed for distribution. Additionally, from this point forward, the main access point used by employees to gain entry into the new ERP system is the new “myMCC” website portal. Online pay advices and summary budget information is also now available through the portal, which will continue to be enhanced as future new system components go live. The myMCC portal will also become the primary access point into the system for students when future student information systems go online. The College’s internal HR, Finance and IT teams are to be commended for reaching these important milestones on-time and within budget.

On-going focus on finance systems will continue as preparations have begun to utilize the upcoming new budget management component, which will be used to develop the College’s FY13 budget in March of this year.

Concurrent with the achieved milestones in the Finance and HR arenas, preparation work has also started for the various student information systems, with a target of offering student online registration for the summer term. A substantial amount of data integration and development work is underway to achieve this goal during the Spring term.

The College will continue to struggle with stiff challenges in terms of internal staff utilization. ERP project work will continue to put considerable time demands on many College employees, making it difficult to handle the daily work of the College. Wherever appropriate, temporary staffing will continue to be utilized.

The ERP project budget remains on-track.

Other key project activities included:

- Numerous training sessions, led by Datatel consultants, have been held during the month of December. Training / consulting sessions included:

- Human Resources Services & Payroll
- Finance Services
- Academic Records & Registration
- Financial Aid
- Curriculum & Faculty Information
- Recruitment & Admissions
- Portal Services
- ODS Database Administration (Data Warehouse)
- Accounts Receivable & Cash Receipts

Dr. Al Butler  
Chief Information Officer

Distributed Press Releases  
December 6, 2011-January 16, 2012

Information

The following releases have been distributed to all local and regional media outlets from December 6, 2011-January 16, 2012.

- MCC's Applied Technologies Program Prepares Students for High Demand Careers in Design Technology
- MCC to Offer CNC Machinist Courses Beginning in January
- MCC to Offer Professional Organizer Class
- ACT Prep Classes, Practice Test Offered at MCC
- Feature Opportunity on MCC Biology Instructor Marla Garrison
- MCC Winter 2011 Commencement
- MCCQuilters Guild Donates to PADS, Turning Point, Promotes Strong Sense of Community
- MCC to Offer Nursing Assistant Education Course for ESL Learners
- MCC Sets Registration for GED, ESL Winter Classes
- Friends of MCC Foundation Award Women in Transition Scholarship to 37 Women
- MCC Names Fall 2011 Joseph A. Blanco Spirit Award Recipient
- MCC to Present "What Am I Going to Do Now" Autobiographical Play
- Resources for People in Need Focus of Forum Jan. 28
- MCC Offers Free Seminars for Adults Returning to College
- Revised: "What Am I Going to Do Now" Autobiographical Play at MCC
- ISBDC to Launch Monthly Social Networking Roundtable
- MCC Sets FAFSA Financial Aid Workshop Feb. 22; Appointments Required
- Tony Bacci Inducted into MCC Athletics Hall of Fame
- MCC Offers Trip to 2012 Baseball Hall of Fame Induction
- MCC Employee Completes Professional Institutional Research Study Program
- MCC Lady Scots Host Free Basketball Clinic for Marengo Youth Feeder Team

Press clippings about McHenry County College can be found at the following link:  
[www.mchenry.edu/press](http://www.mchenry.edu/press).

Christina Haggerty  
Director of Marketing and Public Relations