

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

Thursday, April 26, 2012
Final Meeting of the Retiring Board
6:30 p.m.

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

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. COLLEGE MISSION STATEMENT
4. ACCEPTANCE OF AGENDA
5. ACCEPTANCE OF MINUTES: Special Board Meeting, March 12, 2012
Regular Board Meeting, March 22, 2012
Special Board Meeting, April 11, 2012
6. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
7. BOARD COMMITTEE REPORTS
 - A. Finance and Negotiations Committee
 - B. Facilities Planning Committee
8. ICCTA REPORT
9. FRIENDS OF MCC FOUNDATION REPORT
10. PRESIDENT'S REPORT
11. PRESENTATIONS
 - A. Coca Cola Community College Academic Team Gold Scholar, Dr. Tony Miksa, Vice President of Academic and Student Affairs and Ms. Regina D'Amico, MCC Student
 - B. Rebranding Presentation, Mr. Eric Sickler, Stamats, and Ms. Christina Haggerty, Director of Marketing and Public Relations
12. COMMUNICATIONS
 - A. Faculty Report
 - B. Adjunct Faculty Report
 - C. Staff Council Report
 - D. Student Trustee Report
 - E. Attorney Report
13. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary, Board Report #12-63
 - B. Financial Statements
 1. Treasurer's Report, Board Report #12-64
 2. Ratification for Payment of Voucher #1043, Board Report #12-65
 - C. Requests to Purchase/Renew
 1. Annual Spring Computer Lease Refresh, Board Report #12-66
 2. Computer Lab A/Athletic Office Remodel, Board Report #12-67
 3. Digital Media Equipment, Board Report #12-68
 4. Fire Alarm, Clock System, and Sprinkler Service, Board Report #12-69
 5. Main Campus and Shah Center Grounds Maintenance Services, Board Report #12-70

6. Medisoft Network Professional and Office Hours Professional Software Perpetual License Agreement, Board Report #12-71
7. SchoolDude Software Maintenance, Board Report #12-72
8. Software License Degree Audit System, Board Report #12-73
9. Training for Ad Astra Software, Board Report #12-74
10. Vehicle Alignment Automotive Lift, Board Report #12-75
- D. Destruction of Recording of the Closed Session of the September 23, 2010 Regular Board Meeting, Board Report #12-76
- E. Joint Educational Agreement Update between McHenry County College and College of Lake County, Board Report #12-77
- F. Cooperative Agreement Update between McHenry County College and College of Lake County, Board Report #12-78
- G. Request to Increase Fees for the Children's Learning Center, Board Report #12-79
- H. Personnel
 1. Personnel Adjustments for Spring 2012 Transfer and Occupational Courses, Bd. Rpt. #11-286, Addendum
 2. Continuing and Professional Education Personnel Considerations for Spring 2012, Bd. Rpt #11-287, Addendum
 3. Continuing and Professional Education Personnel Considerations for Summer 2012, Board Report #12-80
 4. Appointment of New Associate Dean, Mathematics, Science and Health Professions, Board Report #12-81
 5. Appointment of New Director of Resource Development, Board Report #12-82
 6. Appointment of Replacement Coordinator of Career Services, Board Report #12-83
 7. Appointment of Replacement Instructor of Networking, Board Report #12-84
 8. Appointment of Replacement Research and Planning Associate, Board Report #12-85
 9. Appointment of Vice President for Administrative Services, Board Report #12-86
 10. Approval of New Position, Director of Occupational Therapy Assistant Program, Board Report #12-87
 11. Salary Adjustment, Board Report #12-88

14. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

15. FACILITY MASTER PLAN, Board Report #12-89

16. ELIMINATED POSITIONS, Board Report #12-90

17. FOR INFORMATION

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

18. SUMMARY COMMENTS BY BOARD MEMBERS

19. FUTURE AGENDA ITEMS

20. CLOSED SESSION

21. PERSONNEL

22. RECOMMENDATION TO ISSUE NOTICE TO REMEDY TO NON-TENURED FACULTY, Board Report #12-91

23. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, February 23, 2012
 Special Board Meeting, March 12, 2012
 Special Board Meeting, April 11, 2012

24. ADJOURNMENT



Mary Miller
 Chair

friends of
MCHENRY COUNTY COLLEGE FOUNDATION

Foundation Update
Board of Trustees Meeting
Thursday, April 26, 2012

- The Board of Directors of the foundation held a combination retreat/full board meeting on Wednesday, April 4, 2012. The meeting, held at MCC, introduced new committee structures, new fundraising strategies and teams. There was a lively, open discussion about the foundation by directors, discussing the responsibilities of being on the board of directors of the foundation, and re-committing themselves to the foundation's mission of raising funds to support McHenry County College. The directors were exceptionally excited about two new fundraising programs being introduced: Women in Philanthropy and Men in Philanthropy.
- Each philanthropic program will have its own criteria; but both programs have a basic structure:
 - Committees will be comprised of 100 members
 - Each member will contribute \$1,000 per year
 - Each committee will hold four events a year.The core committees have been selected, and meeting schedules developed.
- The 2012 Golf Invitational committee is in full swing. Sponsorship solicitation letters have been sent to all previous sponsors, and vendors of McHenry County College; follow-up calls have been made by committee members. The event will be Friday, June 8, at McHenry Country Club.
- The foundation hired a professional trainer (CJW Consulting; Morton Grove, Illinois), who specializes in Blackbaud (Raiser's Edge) training. Raiser's Edge is the donor management software program the foundation uses. Employees wrote down questions they had relating to Raiser's Edge; when the trainer was on site, she worked with each person to address their questions; observed as they used the program, and made recommendations on what training each employee needs to become proficient with Raiser's Edge.
- Budgets, goals and objectives for 2013 have been submitted to the Vice-president of Institutional Advancement.

Student Trustee Report

The Spring Semester is in full swing. MCC Athletics are hitting their mid-season strides as the Regional Tournaments in Men's Tennis, Softball, and Baseball approach. Besides athletics April is a month filled with events including the annual Spring Fling week, Take Back the Night, Noche Cultural, and a Drag Show.

Spring Fling is a week filled with fun events for students. This week included fun inflatables, Carnival Day, Karaoke, Clay Day, and ended with the Talent Show. Eleven students were chosen to showcase their talents at the annual Talent Show. The event consisted of musicians, dancers and even soccer dancers! Three acts were chosen by a panel of student and employee judges to win cash prizes!

Take Back the Night was hosted by the Student Peace Action Network (SPAN) on April 11th. Take Back the Night is an internationally held march and rally intended as a protest and direct action against rape and other forms of sexual violence. The event began with a resource fair representing local agencies able to help victims of sexual violence. Following the fair, advocates from Turning Point and Voices, along with two sexual violence victims spoke in the Conference Center. The event ended with a march around campus and vigil around the Peace Pole.

Noche Cultural was hosted by Club Concordia on April 21st. This club was created to let people discover and experience Latin American culture. This year, the event featured a band named Son Del Viento who played two sets and provided the community with a dance lesson of zapateado.

The PRIDE Club on campus hosted LGBTQA (Lesbian, Gay, Bisexual, Transgender, Queer, Ally) Awareness week April 16-20. The week consisted of events to end bullying and show support for the LGBTQA community. Students and employees performed in the first-ever MCC Drag Show on April 19th.

Taylor Irish Morrobel

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2011 through the month of March. 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.



Vicky Smith
President

Executive Summary

Fiscal Year 2012 is currently 75% complete with the year-to-date results for March 2012 being reported. In the Operating Funds, total revenue is 68% of budget, as compared with 67% at the same time last year. Total expenditures are 56% of budget, as compared with 62% 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. \$586,725 more revenue has been recorded through March 2012 than the previous year. This is primarily due to the timing of the payments.
- State revenue is currently 63% of budget as compared to 85% at the same time last year. \$521,208 less revenue has been recorded through March 2012 than the previous year. This is primarily due to the timing of state payments.
- Student tuition and fee revenue is currently 98% of budget as compared to 109% at the same time last year. \$221,008 more revenue has been recorded through March 2012 than the previous year. The primary reason for this increase is a tuition increase as compared to last year at this time.
- Interest revenue is currently 50% of budget as compared to 73% at the same time last year. \$28,262 less revenue has been received through March 2012 than the prior year. This decrease is due to a slightly decreased position over all cash position as compared to last year at this time.
- Salary expenditures are currently 69% of budget as compared to 72% last year. \$1,010,702 more in expenditures have been recorded through March 2012 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 24% of budget as compared to 60% last year. The decrease is due to moving our chart of accounts to be compliant with ICCB. Certain expenditures are no longer recorded in the operating account.
- Contractual services expenditures are currently 48% of budget as compared to 32% last year. \$1,073,554 more in expenditures have been recorded through March 2012 than the prior year. This increase is primarily due to more professional services building B renovation costs and the recording ISES projects.
- General materials and supplies are currently 58% of budget as compared to 58% last year. \$393,162 more in expenditures have been recorded through March 2012 than the previous year. This increased cost is due to timing variations in the purchases of supplies and materials and renovation projects.
- Conference and meeting expenditures are currently 38% of the budgeted amount as compared to 50% last year. \$95,179 more in expenditures have been recorded through March 2012 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 22% of budget as compared to 17% last year. \$516,775 more in expenditures have been recorded through March 2012 than the prior year. This is primarily due the timing of approval of certain capital outlay items and renovation projects.

McHenry County College
Operating Funds Financial Comparison
Nine Months Ended March 31, 2011 and March 31, 2012

	FY 2011 Actual to March 31, 2011				FY 2012 Actual to March 31, 2012				
	Education Fund	Operations & Maintenance		Percent to Budget	Education Fund	Operations & Maintenance		Percent to Budget	Variance Over (Under) Prior Year Actual
		Fund	Total			Fund	Total		
Revenue									
Local	\$11,362,729	\$1,486,953	\$12,849,681	51%	\$12,092,531	\$1,343,875	\$13,436,406	51%	\$586,725
State	1,497,937	500,693	1,998,630	85%	1,129,875	347,547	1,477,422	63%	(521,208)
Student Tuition & Fees	11,739,644	2,916,237	14,655,881	109%	11,896,047	2,980,842	14,876,889	98%	221,008
Sales & Service Fees	18,482	-	18,482	77%	4,669	-	4,669	56%	(13,813)
Facilities	5,306	10,726	16,032	58%	10,002	7,738	17,740	65%	1,708
Interest	50,425	347	50,772	73%	22,101	409	22,510	50%	(28,262)
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	-	-
Other	83,227	22,900	106,127	106%	19,300	20,167	39,467	21%	(66,660)
Total Revenue	\$24,757,748	\$4,937,855	\$29,695,604	67%	\$25,174,525	\$4,700,578	\$29,875,103	68%	\$179,498
Expenditures									
Salaries	\$15,834,844	\$931,471	\$16,766,315	72%	\$16,797,692	\$979,325	\$17,777,017	69%	\$1,010,702
Employee Benefits	3,254,474	298,103	3,552,577	60%	878,344	334,205	1,212,549	24%	(2,340,028)
Contractual Services	1,309,908	210,794	1,520,702	32%	2,112,057	482,199	2,594,256	48%	1,073,554
General Materials & Supplies	1,915,706	161,578	2,077,284	58%	1,492,852	191,270	1,684,122	58%	(393,162)
Conference and Meeting	280,101	11,404	291,505	50%	360,107	26,577	386,684	38%	95,179
Fixed Charges	831,909	1,780	833,689	77%	1,113,142	-	1,113,142	89%	279,453
Utilities	2,936	668,098	671,034	63%	81,133	572,366	653,499	58%	(17,535)
Capital Outlay	118,976	34,043	153,019	17%	277,609	392,165	669,774	22%	516,755
Other Expenditures	614,108	-	614,108	120%	345,146	-	345,146	18%	(268,962)
Total Expenditures	\$24,162,962	\$2,317,270	\$26,480,233	62%	\$23,458,082	\$2,978,107	\$26,436,189	56%	(\$44,044)
Excess (deficiency) of revenues over expenditures	594,786	2,620,585	3,215,371		1,716,443	1,722,471	3,438,914		223,542
Other financing sources (uses)						1,765,000	1,765,000		
Operating transfers out	(710,000)	(2,500,000)	(3,210,000)		(4,150,000)	(2,500,000)	(6,650,000)		-
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	(\$115,214)	\$120,585	\$5,371		(\$2,433,557)	\$987,471	(\$1,446,086)		\$223,542

McHenry County College
 Operating Funds Financial Summary
 Nine Months Ended March 31, 2012

	FY 2012 Budget				FY 2012 Actual				
	Education	Operations & Maintenance	Total	Percent to Total	Education	Operations & Maintenance	Total	Variance Over (Under) FY 2012	
	Fund	Fund			Fund	Fund		Budget	Budget
Revenue									
Local	\$23,659,465	\$2,706,433	\$26,365,898	60%	\$12,092,531	\$1,343,875	\$13,436,406	51%	(\$12,929,492)
State	1,734,260	613,000	2,347,260	5%	1,129,875	347,547	1,477,422	63%	(869,838)
Student Tuition & Fees	12,100,930	3,025,233	15,126,163	34%	11,896,047	2,980,842	14,876,889	98%	(249,274)
Sales & Service Fees	23,850	-	23,850	0%	4,669	-	4,669	20%	(19,181)
Facilities	20,000	7,500	27,500	0%	10,002	7,738	17,740	65%	(9,760)
Interest	45,000	-	45,000	0%	22,101	409	22,510	50%	(22,490)
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	-	-
Other	180,884	6,534	187,418	0%	19,300	20,167	39,467	21%	(147,951)
Total Revenue	\$37,764,389	\$6,358,700	\$44,123,089	100%	\$25,174,525	\$4,700,578	\$29,875,104	68%	(\$14,247,985)
Expenditures									
Salaries	\$24,613,749	\$1,322,039	\$25,935,789	55%	\$16,797,692	\$979,325	\$17,777,017	69%	(\$8,158,772)
Employee Benefits	4,529,205	490,698	5,019,903	11%	878,344	334,205	1,212,549	24%	(3,807,354)
Contractual Services	4,174,519	1,252,869	5,427,388	11%	2,112,057	482,199	2,594,256	48%	(2,833,132)
General Materials & Supplies	2,576,182	343,090	2,919,272	6%	1,492,852	191,270	1,684,122	58%	(1,235,150)
Conference and Meeting	975,395	50,587	1,025,982	2%	360,107	26,577	386,684	38%	(639,298)
Fixed Charges	1,183,925	66,900	1,250,825	3%	1,113,142	-	1,113,142	89%	(137,683)
Utilities	132,135	987,600	1,119,735	2%	81,133	572,366	653,499	58%	(466,236)
Capital Outlay	835,522	2,144,250	2,979,772	6%	277,609	392,165	669,774	22%	(2,309,998)
Other Expenditures	1,755,275	125,000	1,880,275	4%	345,146	-	345,146	18%	(1,535,129)
Contingency			\$0	0%			\$0		\$0
Total Expenditures	4077590748.0%	678303382.0%	\$ 47,558,941.30	1	2345808196.0%	297810700.0%	2643618896.0%	0.555862	-21122752.34
Excess (deficiency) of revenues over expenditures	-3011518.48	-424333.82	-3435852.3		1716443.41	1722471.15	3438914.56		6874766.86
Other financing sources (uses):		1,765,000	1,765,000			1,765,000	1,765,000		
Operating transfers (out)	-4150000	-2500000	-6650000		-4150000	-2500000	-6650000		0
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	-7161518.48	-2924333.82	-8320852.3		-2433556.59	987471.15	-1446085.44		6874766.86

McHenry County College
All Funds Financial Summary
Nine Months Ended March 31, 2012

	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	\$12,092,531	\$1,343,875	-	-	-	-	-	\$727	\$1,455		\$13,438,588
State	1,129,875	347,547	-	-	537,466	-	-	-	-		2,014,887
Federal	-	-	-	-	4,607,815	-	-	-	-		4,607,815
Tuition & Fees	11,896,047	2,980,842	-	103,114	-	-	-	-	-		14,980,003
Sales & Service Fees	4,669	-	-	3,938,985	130,000	-	-	-	-		4,073,654
Facilities	10,002	7,738	-	-	-	-	-	-	-		17,740
Interest	22,101	409	6,162	-	-	1,842	-	-	1,205		31,719
Non-Govt Gifts, Grants	-	-	-	-	14,290	-	-	-	-		14,290
Other	19,300	20,167	-	-	-	-	-	-	394,594	3,927,259	4,361,320
Total Revenue	\$25,174,525	\$4,700,578	\$6,162	\$4,042,099	\$5,289,571	\$1,842	-	\$727	\$397,253	\$3,927,259	\$43,540,017
Expenditures											
Instruction	\$10,617,619	-	-	-	\$382,215	-	-	-	-	-	\$10,999,834
Academic Support	1,690,947	-	-	-	10,506	-	-	-	-	-	1,701,453
Student Services	2,372,337	-	-	115,866	4,365,695	-	-	-	-	-	6,853,898
Public Service	1,600,662	-	-	289,471	311,778	-	-	-	-	-	2,201,910
Auxiliary Services	-	-	-	3,392,043	-	-	-	-	-	-	3,392,043
Operations & Maintenance	1,247	2,978,107	-	-	552	-	-	-	-	-	2,979,906
Institutional Support	7,175,271	-	454,756	-	-	-	930,229	79,582.00	1,011,190.48	5,448,963.04	15,099,991
Total Expenditures	\$23,458,082	\$2,978,107	\$454,756	\$3,797,379	\$5,070,747	-	\$930,229	\$79,582	\$1,011,190	\$5,448,963	\$43,229,035
Excess (deficiency) of revenues over expenditures	1,716,443	1,722,471	(448,594)	244,720	218,825	1,842	(930,229)	(78,855)	(613,937)	(1,521,704)	310,981
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)
Total Other financing sources (uses)	(4,150,000)	(735,000)	4,500,000	-	-	-	-	-	385,000	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	(2,433,557)	987,471	4,051,406	244,720	218,825	1,842	(930,229)	(78,855)	(228,937)	(1,521,704)	310,981
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
Ending Fund Balance	\$18,353,589	\$5,297,630	\$14,252,163	\$1,765,090	\$270,506	\$2,816,091	(\$873,464)	(\$13,943)	\$1,054,826	(\$1,521,704)	\$41,400,783

Treasurer's Report

Information

Attached is the Treasurer's Report for the month of March, 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 March 2012**

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Operating	\$3,827,748.98	\$3,937,400.23	\$6,937,922.80	\$827,226.41
Crystal Lake Bank & Trust Credit Card	\$105,896.73	\$198,054.64	\$262,096.70	\$41,854.67
Crystal Lake Bank & Trust Online	\$13,968.80	\$210.41	\$0	\$14,179.21
Crystal Lake Bank & Trust Employee Benefits	\$0	\$34,661.85	\$34,661.85	\$0
Crystal Lake Bank & Trust Payroll	\$917,157.73	\$1,939,366.58	\$2,835,084.41	\$21,439.90
Crystal Lake Bank & Trust Federal Student Loan	(\$8,816.63)	\$989,878.08	\$956,646.14	\$24,415.31

McHenry County College
March 31, 2012

Investments

College Fund	Financial Institution	March 31, 2012	February 29, 2012	% of Total	Interest	No. of Days	Maturity
		Investments	Investments	Investments			
Education	Illinois Funds	\$11,831,512	\$12,852,235	32%	see below	N/A	On Demand
Education	JPMorgan Chase	9,146,639	9,146,639	23%	0.21%	N/A	On Demand
Operations & Maintenance	Illinois Funds	12,248,527	12,249,762	31%	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	925,230	925,230	2%	0.21%	N/A	On Demand
Working Cash	Illinois Funds	2,100,512	2,100,512	5%	see below	N/A	On Demand
Working Cash	JPMorgan Chase	619,934	619,934	2%	0.21%	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	1,754,391	1,754,391	4%	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	353,498	353,498	1%	0.21%	N/A	On Demand
	Total	\$38,980,243	\$40,002,201	100%			

Interest Revenue

Interest Revenue

College Fund	Mar-12	Fiscal YTD
Education	\$2,658	\$22,101
Operations & Maintenance (Restricted)	1,233.69	6,571
Working Cash	298.66	1,842
Liability, Protection and Settlement	221.11	1,205
Total	\$4,411.15	\$31,719

Illinois Fund Rates - March 31, 2012

Annualized rate - Money Market	
Low	0.067%
High	0.126%
Average	0.101%

* 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 #1043

Information

The attached check register identifies the vendors that have been paid in the past month in the amount of \$2,746,313.17. Please note that the expenses are not segregated into the respective funds.

With the implementation of new systems, errors are expected to occur. Accounting is still experiencing inconsistencies which are being corrected. The situation is in process of correction and next month's board report should include segregation by respective funds.

Recommendation

It is recommended that the Board of Trustees ratifies payment of Voucher #1043 dated April 19, 2012, totaling \$2,746,313.17.



Vicky Smith
President

Annual Spring Computer
Lease RefreshInformation

The College currently manages the refreshment of aging desktop computer systems through a three-year leasing cycle. This year 391 desktop computers will be going off their original three-year lease on June 30, 2012. A three-year cycle is used because Gartner and other leading technology industry research experts indicate the average life span of a personal computer used for business purposes falls within a 3-4 year time span. From that point forward, hardware failure rates increase, resulting in higher costs to maintain and update the aging systems. Additionally, this process is necessary because the College is charged to provide updated and recent technology for teaching students, so a recurring refreshment of aging computer systems is required to support the mission of MCC.

The current leasing strategy has some weaknesses that have caused the College to review its approach to the leasing of technology. One recurring issue is that prior leases have been limited to desktop computer systems only. Other types of higher-cost technologies such as servers or Storage Area Networks (SAN's) could not be included in the leases. Additionally, the annual timing of the leases required the College to estimate its needs one full year ahead of time. The end result was that more computers were leased than actually needed in order to ensure enough systems were available as a contingency. Since other high-cost technologies like servers and SAN's could not be leased, the College had to make separate large capital purchases to buy the equipment. This equipment invariably stayed on campus far past its expected lifetime and was not refreshed via a lease.

The College intends to continue the three-year leasing cycle for desktop computers, as recommended by industry experts. However, a new means to handle its overall technology leasing strategy is being requested in this report through a Master Leasing Agreement ("MLA") with Dell Financial Services, Inc. The advantages of this MLA are:

1. Any technology can be leased as deemed necessary by the College. Servers, SAN's and other large technology items are eligible for leasing in addition to desktop computers.
2. Although the MLA is provided through Dell Financial Services, Inc., any technology from other vendors (HP, Apple, Cisco, etc.) are eligible for leasing.
3. The MLA enables the College to acquire whatever technology it needs, when it needs it. It is not limited to a single one-year cycle. When and if more systems are needed for new educational programs in the future, any needed technologies can be added to the MLA at any time. There will no longer be a need to overestimate the number of systems needed.

An additional challenge the College has noted with prior leases is the continual upward escalation in the number of desktop computers leased each succeeding year. Last year the College leased 685 desktop systems at an annual three-year lease payment of \$187,727.96. This year the number of systems to be leased will be much lower (346) because of two primary factors: 1) the use of desktop virtualization technology is gradually replacing "fat-client" PC's with thin clients, and 2) the MLA enables the College to more accurately predict the number of systems needed without adding contingency systems. This year the College intends to lease 346 desktop systems consisting of 310 Dell PC's, 31 Apple Mac desktops, and 5 Mac Mini's.

With the MLA in place the College will also be able to lease four Dell servers and a Storage Area Network, enabling the College to a) upgrade its aging email system, b) update its data storage capacity, and c) start building more "back-end" capacity in the Data Center to increase the number of thin clients in the future.

This year's total annual lease payment will be \$101,743.76 which is a reduction of \$85,984.20 from last year's annual lease payment. This reduction is a result of the lowered number of desktop systems needed along with the more flexible leasing options provided through the MLA.

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

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

Recommendation

It is recommended that the Board of Trustees approves a new Master Leasing Agreement to cover current and future technology acquisitions, starting with the leasing of 310 Dell desktop computers, 31 Apple Mac desktops, 5 Apple Mac Mini's, 4 Dell servers, and one Dell Storage Area Network at an annual lease payment of \$101,743.76 from Dell Financial Services, Inc. of Round Rock, TX.



Vicky Smith
President

Request to Purchase
Computer Lab A/Athletic Office Remodel

Information

As part of the Building B renovation, the College found that it was necessary to relocate the Continuing Education office. During Spring break, the Continuing Ed office was relocated to A109, which had been occupied by the Athletic Department. In order to relocate the Athletic Office, construction needs to be performed in the current Computer Lab A-127. The revised area of the Computer Lab will still accommodate the same number of computer stations and a wall will be constructed to provide an office for the Athletic Department. Included in the scope of the project, are all the required HVAC mechanical system changes, fire protection, and electrical work.

The construction on this project is to begin after the end of the spring semester and is scheduled to be completed prior to the beginning of fall semester. Attached is a floor plan with the affected areas noted.

RuckPate Architecture solicited bids in March, 2012, Project #1227.01 and the following bids were received:

	<u>Stuckey Construction</u>	<u>Tonyan</u>	<u>Pepper Construction</u>	<u>Tessler</u>
Labor, tools, insurance and material to complete the scope of Project #1227.01	\$20,175.00	\$22,800.00	No Bid	No Bid

The cost for this renovation is budgeted in the General Institutional Expense Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renovation of the Computer Lab A/Athletics office for a cost not to exceed \$20,175.00 from Stuckey Construction General Contractors, Waukegan, IL.



Vicky Smith
President

Request to Purchase
 Digital Media Equipment

Information

One of the largest programs in the Education, Career and Technical Division is the AAS in Digital Media. During the FY 2012 school year, the program generated approximately 1,380 credit hours. The digital media program utilizes state-of-the-art computer software and hardware to provide a cutting edge experience for students, which prepares graduates for the employment market. This program is increasing web, video editing and animation courses and bringing in a new graphic arts degree. The equipment purchase will be used in a new digital video editing course, animation techniques 1 and 2 and the digital storytelling course.

CDW-G provides the best available net pricing through the existing Midwest Higher Education Consortium (MHEC) contract.

Description	Quantity	CDW-G Unit Price	Total Price
Sony CX 130/L HandyCam	10	\$ 365.99	\$ 3,659.90
Canon PSHOT A2200 Digital Camera	8	\$ 90.00	\$ 720.00
Sony Lightweight Full Size Tripod	6	\$ 35.00	\$ 210.00
32GM Media Cards	20	\$ 38.00	\$ 760.00
16GM Memory Cards	16	\$ 19.25	\$ 308.00
Case Logic Camcorder Case	10	\$ 14.00	\$ 140.00
Total			\$ 5,797.90

This expense is being funded by a grant awarded by the Full Circle Foundation through the Friends of MCC Foundation.

Recommendation

It is recommended that the Board of Trustees approves the purchase of digital media equipment in the amount of \$5,797.90 from CDW-G, Vernon Hills, IL.



Vicky Smith
 President

Request to Purchase
Fire Alarm, Clock System, and Sprinkler Service

Information

SimplexGrinnell has provided the maintenance and repairs of the College's fire alarm and clock systems for most of the years the College has been in existence.

The fire alarm and clock systems were originally purchased from and installed by SimplexGrinnell. It is most efficient for the College to maintain a service agreement with SimplexGrinnell to inspect, maintain, and repair these critical College Systems. Additionally, repair parts for the SimplexGrinnell systems can only be purchased from SimplexGrinnell. The FY 2013 service contract for this important life safety system is \$13,875.00.

It is also requested that SimplexGrinnell perform the building sprinkler test and inspection, which ties into the SimplexGrinnell fire alarm system. The cost of the sprinkler test and inspection for FY 2013 is \$5,572.00. This reflects a \$586.00 increase due to testing an additional deluge fire sprinkler system on the third floor of the College.

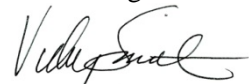
By combining the fire alarm and clock system service agreement with the sprinkler test and inspection, the College is provided with a single service provider that is accountable for these inter-related systems. The total bundled cost would be \$19,447.00.

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

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

Recommendation

It is recommended that the Board of Trustees approves the Fire Alarm, Clock System, and Sprinkler Service Agreement for Fiscal Year 2013 for \$19,447.00 from SimplexGrinnell, Madison, WI.



Vicky Smith
President

Request to Purchase
Main Campus and Shah Center Grounds Maintenance Services

Information

On February 23rd, the Board approved the Administration’s request to solicit proposals for grounds maintenance services. Six proposals were received, and they were opened on March 14, 2012. A cost analysis revealed that outsourcing these services would be a viable option. The results from the Grounds Maintenance Service RFP are as follows:

		<u>Acres Group</u>	<u>Ryco Landscaping</u>	<u>Brickman</u>
Main Campus and Shah Center three-year contract for grounds maintenance services	Year 1	\$ 20,792.00	\$ 64,293.00	\$ 72,618.00
	Year 2	20,792.00	64,293.00	74,270.00
	Year 3	<u>20,792.00</u>	<u>64,293.00</u>	<u>75,965.00</u>
		<u>\$ 62,376.00*</u>	<u>\$192,879.00</u>	<u>\$222,853.00</u>
		<u>Sebert Landscaping</u>	<u>Landscape Services and Management</u>	<u>Landscape Concepts Management</u>
	Year 1	\$ 74,340.00	\$ 82,941.00	\$ 105,280.00
	Year 2	74,340.00	82,941.00	105,280.00
	Year 3	<u>74,340.00</u>	<u>82,941.00</u>	<u>105,280.00</u>
		<u>\$223,020.00</u>	<u>\$248,823.00*</u>	<u>\$315,840.00*</u>

* Presented incomplete bid packages

Choosing Ryco Landscaping for grounds maintenance services will result in a \$132,005.00 savings for the College’s 2012/2013 Budget compared to the 2011/2012 Budget. The outsourcing of these services will result in a reduction of two staff positions, and a savings on supplies, equipment, and equipment maintenance.

The three-year contract with Ryco Landscaping for grounds maintenance services for both the Main Campus and Shah Center will commence on May 1, 2012 and run through April 30, 2015, with a thirty day termination of agreement clause, for grounds maintenance services for both the Main Campus and Shah Center.

Recommendation

It is recommended that Board of Trustees approves a three-year contract, with a thirty day termination of agreement clause, for grounds maintenance services for both the Main Campus and Shah Center at a cost not to exceed \$192,879.00 to be provided by Ryco Landscaping, Lake in the Hills, IL.



Vicky Smith
President

Request to Purchase
Medisoft Network Professional and Office Hours Professional
Software Perpetual License Agreement

Information

On February 29, 2012, the Illinois Community College Board approved the College’s Medical Billing and Coding credit certificate program. This certificate will train students for specialized office work, including positions in hospital and medical office insurance and billing departments.

Currently, the College uses the standalone version of the Medisoft billing and coding software, for the non-credit courses. This version does not run efficiently on the College’s network. Therefore the College’s Information Technology Department, has recommended the purchase of the Medisoft Network Professional and Office Hours Professional version. The perpetual license for the Medisoft Network Professional and Office Hours Professional version is a true client server product with the database being installed on a server and the client installed on the local computer in the classroom(s). This version allows for an unlimited number of student “practices” to be set up by the instructor.

MedicalBillingSoftware.com has been selected for the purchase of this software due to their pre and post-sales support.

<u>Quantity</u>	<u>Description</u>	<u>MBS</u>
1	Medisoft Network Professional & Office Hours Professional Version 17	\$2,519.00
1	Medisoft Advantage Database 50 User License	\$2,959.00
1	1-Year Unlimited Technical Phone Support	\$1,450.00
1	6-Hours of Medisoft Training/Support	<u>\$ 525.00</u>
	Total	\$7,453.00

The purchase of this 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.”

This expense is budgeted in the Administrative Office Management Software account in the education fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the Medisoft Network Professional & Office Hours Professional Version: 17 for \$7,453.00 from MedicalBillingSoftware.com.



Vicky Smith
President

Request to Renew
 SchoolDude Software Maintenance

Information

In November of 2010, the Board of Trustees approved the purchase of SchoolDude, an online service ticket tracking system. The system has several modules, of which the College uses four. The Facilities department uses the MaintenanceDirect module to track campus infrastructure maintenance orders and physical assets. The PMDirect module is used by Facilities to schedule preventative maintenance. The Information Technology department uses the ITDirect module to track Help Desk tickets, ERP issues, technology consultations and troubleshooting. The ITAMDirect module is used for asset management of computer equipment. SchoolDude is hosted offsite by SchoolDude.com, Inc. in Cary, NC. The product is used by seven other community colleges in Illinois, and is in use at well over 5,000 other institutions nationwide.

Item	Term	Cost
ITAMDirect	1 year (annual)	\$ 9,950.00
ITDirect	1 year (annual)	\$ 4,495.00
MaintenanceDirect	1 year (annual)	\$ 4,495.00
PMDirect	1 year (annual)	\$ 1,798.00
MySchoolDude (maintenance)	1 year (annual)	\$ 400.00
Total		\$ 21,138.00

The annual software maintenance renewal cost of \$21,138.00 for SchoolDude is now due and will cover the period of July 1, 2012 through June 30, 2013. This maintenance cost includes direct support in the use of software, rights to upgrades and the continued hosting of all services and modules by SchoolDude.com, Inc.

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

This expense is budgeted in the Information Technology End User Services budget of the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the annual renewal of SchoolDude software maintenance from SchoolDude.com, Inc., of Cary, NC for \$21,138.00.



Vicky Smith
 President

Request to Renew
Software License Degree Audit System

Information

Several years ago, a team of administrators and staff reviewed existing degree audit functionality and software vendors to transform a manual auditing process into one that was automated and web-based. As a result of this assessment, MCC decided to implement "Advisor" Degree Audit from Conclusive Systems. With this system in place, hierarchical representation of a student's degree requirements is easily made available. For example, courses the student has taken are intelligently applied to the requirements, and each requirement is marked "Satisfied" with a green checkmark, or "Unsatisfied" with a red X. Requirements are described in plain language, and the student is shown what options are available to meet them. Courses that were not applied to the degree are listed beneath the audit. Audits are Web-based, SSL secured, highly interactive, and compatible with modern major browsers such as Internet Explorer, Mozilla and Opera.

The Advisor system also gives students the ability to declare academic goals, and also create new goals to which they can explore alternative degree options. For each academic goal, students can create an academic plan by indicating which courses they intend to take to fulfill their degree requirements. These courses are displayed on future audits immediately beneath the courses that have already been applied to the requirement. Students can also add the term in which they plan to take the course, the number of credits they plan to take it for, and the grade they expect to receive, all of which may help them determine the best semester for them to take the course. Planned courses can even be applied to the audit as if they were already completed.

The sheer speed of Advisor audits is one of its most important usability features. MCC students, advisors, and other staff enjoy utilizing the Advisor system due to its ability to produce multiple audits per second. This means that students can run audits on demand at all times of day, advisors can create audits for students when they have time, and registrars can complete large batch audits quickly. Audit creation is so brief that it is virtually unnoticeable against the backdrop of standard Web page download times. Because it is truly instant, our MCC staff and students use it on a constant basis.

To date Academic Advisors, Credentials Evaluators, department chairs, and students have successfully used the web-based degree audit system in all the ways mentioned above. The degree audit system is cost effective, web accessible, user friendly, and ADA (Americans with Disabilities Act) and FERPA (Family Educational Rights and Privacy Act) compliant.

To continue the important functions that *Advisor* provides to the College, uninterrupted service of Advisor Degree Audit from Conclusive Systems located in College Park, Washington will need to be provided until implementation of the College's new Datatel System (ERP) is finalized. The cost for the software license renewal for FY 2013 will remain the same as FY 2012 which is \$6,500.00.

The renewal software license cost is budgeted in the Registration and Records Computer Software account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the software license renewal for FY2013 of Advisor Degree Audit from Conclusive Systems located in College Place, WA at a cost of \$6,500.00.



Vicky Smith
President

Request to Purchase
Training for Ad Astra Software

Information

Astra Scheduler software is the product used at the College to schedule rooms and resources for classes and events including the capability of running optimization models to obtain maximum utilization of rooms. This product was purchased in 2011 and the annual maintenance was renewed in February 2012 (Board Report #12-20). With the Datatel implementation in process, it is time to incorporate Astra Scheduler for room scheduling.

Training for the employees who will be using the software is \$6,400.00 for a two-day on-site visit. In addition, we will designate a core team of lead trainers who will utilize the information from the on-site two-day training to train other MCC staff in the future.

This expense is budgeted in the AQIP special projects account in the Education Fund..

Recommendation

It is recommended that the Board of Trustees approves the \$6,400.00 training fee to Ad Astra Information Systems, LLC of Overland Park, KS.



Vicky Smith
President

Request to Purchase
 Vehicle Alignment Automotive Lift

Information

The 10,000 lb. hoist (lift) used in the automotive lab to raise and lower vehicles for alignments and repair is in need of replacement. Because of the age of the lift, replacement parts are not available and it cannot be serviced. Upon inspection, the technician found that the lift was displaying signs of deterioration and would need to be replaced in the very near future. This lift is located in the large automotive lab and is used continuously throughout the year in the automotive classes. The new style lift is EPA safe in that hydraulic oil cannot seep into the ground if a leak develops. The rotary lift hydraulic system is designed to sit on top of the ground; nothing will be buried beneath the concrete. It only needs about 4 gallons of oil while the old style lifts hold about 55 gallons in a steel storage tank underground, which corrodes with age and begins to leak into the soil.

Rotary Lift is the only manufacturer that makes an EPA approved YA12 vehicle alignment above ground cassette style automotive lift. The lift installer will completely remove the old lift and dispose of the old machine.

Equipment	Automotive Lift Service & Equipment Company	P.R. Streich & Sons	Standard Industrial Service
Rotary Model YA12 Cassette Style, 12,000 lb. Y Lift	\$18,400.00	No Bid	No bid
Complete environmental safe removal and disposal of existing lift	\$2,500.00		
Installation	\$1,800.00		
Shipping	\$880.00		
Total	\$23,580.00		

This expense is budgeted in the Automotive Equipment account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase and installation of the Rotary 12,000 lb. capacity Y-lift, and the removal and disposal of the current lift and steel oil storage tank, for a cost of \$23,580.00 by Automotive Lift Service & Equipment Company, Hebron, IL.



Vicky Smith
 President

Destruction of Recording of the Closed Session of the September 23, 2010 Regular Board Meeting

Information

Public Act 93-523 amended the Open Meetings Act to require public bodies in Illinois to keep “verbatim records” of their closed (executive) sessions. The verbatim record needs to be in the form of an audio or video recording. The law provides for the following regarding destruction of the recording:

- At least 18 months must have passed since the date of the meeting
- The public body approves the destruction of the particular recording
- The public body approves properly detailed minutes of the closed session

The identified recordings will be physically destroyed.

Recommendation

It is recommended that the Board of Trustees approves the destruction on April 27, 2012 of the recording of the Closed Session of the September 23, 2010 Regular Board Meeting.



Vicky Smith
President

Joint Educational Agreement Update between
 McHenry County College and College of Lake County

Information

A joint educational agreement is a means by which Illinois community colleges share career and technical education programs and thereby maximize the utilization of finances, facilities, equipment and personnel. The agreement provides educational opportunities that otherwise may be impracticable. It allows McHenry County College (MCC) students the opportunity to enroll in career and technical education degree and certificate programs not offered through MCC and to pay an in-district rate at the partnering community college.

The Joint Educational Agreement between McHenry County College and College of Lake County (CLC) was first approved in March 1977. This update details all programs currently included in the Joint Educational Agreement. It reflects the following revisions that are results of new coursework added to MCC's curriculum, MCC students' increased interest in specific CLC programs, and an MCC certificate title change:

Joint Agreement Changes	
College of Lake County	McHenry County College
Delete: Architectural Technology Certificate CNC Programming/Operations Certificate Add: Applied Lasers Certificate Biophotonics Certificate Laser/Photonics/Optics Certificate Massage Therapy Certificate	Title Change: Fire Fighter II Certificate to Firefighter Basic Certificate

Joint Agreement Programs Offered by McHenry County College	
Area of Study	Program
Business	Entrepreneurship Certificate
Early Childhood Education	Early Childhood Education 12 Hour Certificate Early Childhood Education 32 Hour Certificate
*Emergency Medical Technician	EMT AAS EMT-Ambulance Certificate EMT-Paramedic Certificate
Fire Science	Firefighter Basic Certificate
Manufacturing Management	Manufacturing Management AAS Manufacturing Supervision Certificate
Occupational Therapy Assistant	Occupational Therapy Assistant AAS
Note: The number of students who can be admitted to the Occupational Therapy Assistant program each year is limited; therefore, a screening process is used to select the academically best qualified. Preference is given to candidates who are legal residents of Community College District #528, McHenry County College. In addition, a limited number of qualified students (3) may be accepted from District #532, College of Lake County, and from 24 other college districts that have joint agreements with MCC.	
Joint Agreement Programs Offered by College of Lake County	

Area of Study	Program
Architectural Technology	Architectural Technology AAS and Certificate
Automotive Collision Repair	Automotive Collision Repair Certificate
Civil and Environmental Technology	Civil and Environmental Technology AAS
	Surveying and Civil Technology Certificate
Computer Information Technology	Computer Forensics AAS
CNC Programming	CNC Programming AAS
Dental Hygiene	Dental Hygiene AAS
Electrician Apprenticeship	Electrician Apprenticeship AAS
Electrical Engineering Technology	Electrical/Electronics Maintenance Certificate
Emergency and Disaster Management	Emergency and Disaster Management Certificate
*Emergency Medical Technology	EMT AAS
	EMT Basic Certificate
	EMT Paramedic Certificate
Health Information Technology	Health Information Technology AAS
Heating and Air Conditioning	HVAC Engineering Technology AAS Degrees and Certificates
(HVAC) Engineering Technology	
Hospitality and Culinary Management	Hospitality Manager Certificate
	Hospitality Supervisor Certificate
Human Services Program	Adult Services AAS
	Alcohol, Substance Abuse and Addictive Disorders AAS
	and Certificates
	Children and Adolescents AAS
	Human Services Program Certificate
	Trauma, Violence Prevention and Victim Services AAS and
	Certificate
Laser/Photonics/Optics	Laser/Photonics/Optics Certificate
	Applied Lasers Certificate
	Biophotonics Certificate
Library Technical Assistant	Library Technical Assistant AAS and Certificate
Machine Tool Trades	Machine Tool Trades Certificate
	Tool and Mold Maker Certificate
Medical Assisting	Medical Assisting AAS and Certificate
Medical Imaging	Medical Imaging AAS
	Magnetic Resonance Certificate
	Computed Tomography Certificate
Paralegal Studies	Paralegal Studies AAS and Certificate
Phlebotomy Technician	Phlebotomy Technician Certificate
Surgical Technology	Surgical Technology AAS and Certificate
Teaching English to Speakers of	Teaching English to Speakers of Other Languages Certificate
Other Languages	
Technical Communication	Technical Communication AAS and Certificate
	Professional Technical Communication Certificate
Welding Certificate	Welding Certificate

* The Illinois Department of Public Health Emergency Medical Services Region IX serves an area that falls in both McHenry County College and College of Lake County districts. As a service to students interested in EMT programs and to emergency medical services in the area, the joint agreement between McHenry County College and College of Lake County allows students to enroll in EMT programs through either school at in-district rates.

Recommendation

It is recommended that the Board of Trustees approves the Joint Educational Agreement update with College of Lake County.

A handwritten signature in black ink, appearing to read "Vicky Smith", written in a cursive style.

Vicky Smith
President

Cooperative Agreement Update between
McHenry County College and College of Lake County

Information

A cooperative agreement is a means by which Illinois community colleges share educational programs in order to maximize the utilization of finances, facilities, equipment and personnel. In 2003 McHenry County College (MCC) and College of Lake County (CLC) entered into a Cooperative Agreement so that MCC students could take individual engineering-related courses through CLC at in-district rate. Recently, CLC changed their engineering-related curriculum by withdrawing a course. Therefore, the cooperative agreement between MCC and CLC must change to reflect this revision. This update details coursework that is included in the Cooperative Agreement and reflects the following revision:

College of Lake County

Delete: EGR122 Descriptive Geometry (withdrawn from CLC's curriculum)

Cooperative Agreement coursework offered by College of Lake County

EGR 102 Introduction to Engineering
EGR125 Engineering Statics
EGR 225 Engineering Dynamics
EGR 222 Engineering Mechanics of Materials
EGR 260 Introduction to Circuit Analysis
MCS 140 Computer Programming for Engineers and Scientists
MCS 142 Computer Science II
MTH 225 Linear Algebra
PHY 123 Physics for Science & Engineering I
PHY 124 Physics for Science & Engineering II
PHY 125 Physics for Science & Engineering III

Recommendation

It is recommended that the Board of Trustees approves the Cooperative Agreement update with College of Lake County that includes the revision above.



Vicky Smith
President

Request to Increase Fees for the
 Children’s Learning Center

Information

The Children’s Learning Center (CLC) is a department which is part of the Education, Career and Technical Education division. During the FY 2012 academic year, over 200 Early Childhood Education (ECE) students used the CLC for observation hours, practicums and child study courses, performing over 4,000 hours of child observations. In addition, approximately 85 families comprised of students and employees take advantage of the services that the CLC provides to children, as young as 15 months old, up to 5 years old. The students who use the CLC for their classes are prepared for the employment market in their field and are highly qualified graduates with excellent job placement opportunities.

During the FY 2011 school year after all revenue was collected, the CLC lost approximately \$145,000. In an effort to help reduce this operating loss, the College is seeking to increase fees in the CLC as well as class fees charged to students taking ECE course.

After comparing the College’s fees to fees charged at other area child care centers, the following permanent increased child care fees will bring the College more in line with what charges are at other organizations. We recommend that these increased fee charges begin in summer 2012.

Semester/Year	Rooms	Fees	Current Rate	Proposed Rate
Summer 2012	Blue room (Preschool)	Enrollment – 2 day	\$114.00	\$130.00
“	Blue	Enrollment – 3 day	\$171.00	\$175.00
“	Blue	Enrollment – 4 day	\$190.00	\$205.00
“	Green room (Children ages 15 month to 3 years old)	Per hour	\$4.75	\$7.75*
“	Red room (Children ages 3 year to 5 years old)	Per hour	\$4.50	\$7.50*
Fall 2012		Lunch	\$3.00	\$4.00

Parents will enroll children for a set schedule per month and pay for that schedule in advance regardless if their child stays during their entire schedule. This is a change from previous practice when parents only paid by the hour and were billed at the end of each month.

The following new fee will be established for the Children’s Learning Center. Parents who choose to drop off their children outside their regularly scheduled hours will be required to check for availability before dropping off their children and will be charged the following fees. This fee will be known as a “drop off” fee.

Semester/Year	Rooms	Fees	Proposed Rate
Summer 2012	Green room (Children ages 15 month to 3 years old)	Per hour	\$10.75
“	Red room (Children ages 3 year to 5 years old)	Per hour	\$10.50

The following tables show the increase in fees to the courses taught in the ECE program who utilize the CLC center for internships and observations. These new fees would go into effect for the fall 2012 semester. These fees are consistent with fees charged in other courses at the College.

ECE Course	Current Fee	New Fee
ECE 115	\$ 5.00	\$ 25.00
ECE 120	\$ 5.00	\$ 25.00
ECE 121	\$ 5.00	\$ 25.00
ECE 131	\$ 5.00	\$ 25.00
ECE 150	\$ 15.00	\$ 35.00
ECE 204	\$ 10.00	\$ 30.00

ECE Course	Current Fee	New Fee
ECE 209	\$ 10.00	\$ 30.00
ECE 214	\$ 10.00	\$ 30.00
ECE 219	\$ 10.00	\$ 30.00
ECE 229	\$ 15.00	\$ 35.00
ECE 250	\$ 15.00	\$ 35.00
ECE 290	\$ 15.00	\$ 35.00

These increased Children’s Learning Center Fees and course fees are expected to generate approximately \$80,000.00 additional in revenue, bringing the operating loss down to \$65,000.00.

In addition to the Children’s Learning Center and course fees increase, an examination of the staffing, billing, and hours of operations of the CLC is expected to take place over the next few months. The results of this examination are expected to further reduce the operating loss in the CLC for the 2013 fiscal year.

Recommendation

It is recommended that the Board of Trustees approves the above fee structure of the Children’s Learning Center, beginning summer, 2012 semester, and the Early Childhood Education course fees, beginning fall, 2012 semester.



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>
Berry, Robin L	BUS240350	3	0	2,052.00
Daniels, Shailabala	GEG101001	3	0	2,070.00
Daniels, Shailabala	GEG102001	3	0	2,070.00
Edwards, Ginnie M	NUR230A01	6	3,630.00	1,524.00
Edwards, Ginnie M	NUR230A02	6	3,630.00	1,524.00
Edwards, Ginnie M	NUR230A03	6	3,630.00	1,524.00
Erb, Douglas A	FRS101701	3	0	1,977.00
Fitzpatrick, Timothy	CJS125001	3	0	1,905.00
Huart, Lindsay M	CIS110207	2	0	1,306.00
Huart, Lindsay M	CIS145201	2	0	1,306.00
Jackson, Beverly S	CIS110201	2	0	1,318.00
Kafenshtok, Arieh	CMT110301	3	0	1,815.00
Maio, Robert S	ACC220601	4	0	2,540.00
Manley, Douglas M	ART166201	2	0	1,380.00
Martin, Carrie L	DRT150201	6	0	3,810.00
McQueen, Coy E	IMT210302	3	0	1,959.00
Monahan, Laura J	HCE111601	1	0	635.00
Petersen, Annette M	CIS110204	2	0	1,318.00
Petersen, Annette M	CIS110205	2	0	1,318.00
Petersen, Annette M	CIS110206	2	0	1,318.00
Petty, Arthur E	IBS115631	3	0	2,016.00
Petty, Arthur E	MGT230350	3	0	2,016.00
Quirk, Donald	ENG151013	3	0	2,052.00
Rasmussen, G Robert	CIS110607	2	0	1,246.00
Scherman, Cathleen J	BUS150350	3	0	2,070.00
Scott, Gina M	CIS110606	2	0	1,246.00
Scott, Gina M	CIS110610	2	0	1,246.00
Shuman, Karen S	SPE151303	3	0	1,959.00
Small, John E	SPE151302	3	0	2,016.00
Smith, Katie C	NUR230A01	6	0	2,286.00
Smith, Katie C	NUR230A02	6	0	2,286.00
Smith, Katie C	NUR230A03	6	0	2,286.00
Stemple, James M	DRT299201	0	0	3,630.00
Swanson, Christina L	SOC151604	3	0	2,070.00
Tristan, Mario H	FRS224001	3	0	1,815.00
Wiktor, Richard J	CIS116201	2	0	1,270.00
Wittkamp, Roxanne	AOM130601	1	0	672.00
Wood, Marianne A	CIS125201	1	0	672.00
Wood, Marianne A	CIS132601	2	0	1,344.00

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albamonte, Michael A	AMT250001	3	3	0	675.00
Albamonte, Michael A	AMT250002	3	1	0	225.00
Beggs, Thomm H	DGM290003	6	4	0	900.00
Brogan, William	CJS106002	3	1	0	225.00
Brogan, William	CJS215002	3	1	0	225.00
Freelove, Julie A	AOM250002	3	3	0	675.00
Goostree, Douglas C	FRS250001	2	11	0	1,650.00
Howard, Dean J	CIS110208	2	9	0	988.47
Jackson, Beverly S	CIS110209	2	6	0	658.98
Linder, Lisha	EDU275001	2	2	0	450.00
Spangenberg, Bruce	HRT250001	10	1	0	264.00
Spangenberg, Bruce	HRT299002	6	1	0	264.00
Spangenberg, Bruce	HRT299003	6	1	0	264.00
Spangenberg, Bruce	HRT299004	6	1	0	264.00
Tetreault, Mike J	CIS186001	4	8	0	2,400.00
Tetreault, Mike J	CIS250001	2	1	0	150.00
Tetreault, Mike J	CIS255001	4	7	0	2,100.00
Tetreault, Mike J	CIS256001	4	1	0	300.00
Winchester, Meredith	CIS290003	3	1	0	225.00

Faculty Non-Teaching Roles


<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
DuPuis, Margaret E	Mentee Stipend	0	90.00
Gaughan, Patricia L	Music Adjunct Stipend	0	74.40
Hankins, Kimberly O	IGEN Special Project	0	1,960.20
McBride, Katherine O	AOM Medical Billing & Coding	0	500.00
Meny, Anne E	Mentor Stipend	0	105.00
Quinn, Arleen	Read OA Essays	0	90.00
Sergey, Thomas Michael	Music Adjunct Stipend	0	74.40
Singer, Tara J	Music Adjunct Stipend	0	148.80
Skozek, Deborah Ann	Read OA Essays	0	90.00
VanSickle, Cynthia	Read OA Essays	0	90.00

Overload

<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Reagan, Mike S	SOC151603	20.00	0	2,065.50
White, David K	HIS170532	20.00	0	2,065.50

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 on a per-course basis:</u>	<u>\$ Amount</u>
Maule, M	5/21/2012	Marketing 101	100.00
Small, J	5/12/2012	Defensive Driving Course-8 Hour	300.00
Small, J	5/19/2012	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

Continuing and Professional Education Personnel Considerations for Summer 2012

Information

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

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Kuhlin, W	NSD S10 006	Rock the Reception	40.00
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Barnard, A	NFL S05 006	Spanish-I	448.00
Barnard, A	NFL S05 007	Spanish-I	448.00
Barnard, A	NFL S06 006	Spanish-II	448.00
Berry, K	NKC S04 022	ACT Prep	175.00
Berry, K	NKC S04 023	ACT Prep	175.00
Steffen, P	NSD S16 007	Zumba 1	168.00
Steffen, P	NSD S16 006	Zumba 1	168.00
<u>Part-time Personnel</u>	<u>Music</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Bazan, M	NMU C15 006	Private Music – Clarinet	275.00
Bazan, M	NMU C16 006	Private Music – Flute	275.00
Bazan, M	NMU C18 006	Private Music – Saxophone	275.00
Gaughan, P	NMU C08 006	Private Music – Guitar	275.00
Halinski, M	NMU C17 006	Private Music – Oboe	275.00
Henning, R	NMU C12 006	Private Music – French Horn	275.00
Kang, K	NMU C05 006	Private Music – Cello	275.00
Kvam-Holub, J	NMU C09 006	Private Music – Viola	275.00
Kvam-Holub, J	NMU C10 006	Private Music – Violin	275.00
Lange-Connelly, P	NMU C01 006	Private Music – Pipe Organ	275.00
Ray, C	NMU C07 006	Private Music – Electric Bass	275.00
Reupert, R	NMU C13 006	Private Music – Trumpet	275.00
Sergey, T	NMU C06 006	Private Music – Classical Guitar	275.00
Shaw, N	NMU C11 006	Private Music – Voice	275.00
Singer, T	NMU C02 006	Private Music – Jazz Piano	275.00
Singer, T	NMU C04 006	Private Music – Piano	275.00
Gaughan, P	NMU S02 005	Guitar I – Beginners	25.00
Gaughan, P	NMU S07 005	Guitar II	25.00
Gaughan, P	NKC S03 001	Beginner Guitar Ages 11-15	25.00
<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Johnson, H	NPL S14 006	Women’s Self-Defense	5.00

<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Matthei, M	NKC S04 024	ACT Practice Test	125.00
Matthei, M	NKC S04 025	ACT Practice Test	125.00
Sieber, S	NKC S04 020	Digital Comics 6-12 th Grade	324.00
Sieber, S	NKC S04 021	Japanese Comics 6-12 th Grade	324.00
Sieber, S	NFA S64 006	Art of Silk	108.00

Recommendation

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



Vicky Smith
President

Appointment of New
 Associate Dean of Mathematics, Sciences and Health Professions

Information

At the January 2011 Board Meeting, the Board of Trustees approved the new full-time administrative position of Associate Dean of Mathematics, Sciences and Health Professions. For fiscal year 2012, Sharon Button was appointed to fill the position on an interim basis while a search commenced to fill the vacancy. That search is complete and Sharon Button has been recommended to fill this position. Ms. Button has a Bachelor of Science in Mathematics Education from Western Illinois University, Macomb, IL, a Master of Science in Guidance and Counseling and a Doctor of Education from Northern Illinois University, DeKalb, IL. Her experience is as follows:

- 2003 – Present Interim Associate Dean of Mathematics, Sciences and Health Professions
 Adjunct (2003 – 2011)
 McHenry County College, Crystal Lake, IL

- 2004 – Present Tax Preparer/Manager/Payroll
 H & R Block, Inc., Harvard, IL

- 1987 – 2003 Office Manager/President
 Button Management Group, Ltd., Harvard, IL

Fifty applications were received, and the committee interviewed four candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Sharon Button to the administrative position of Associate Dean of Mathematics, Sciences and Health Professions, effective April 30, 2012, at the twelve-month salary of \$70,000.00.



Vicky Smith
 President

Administrator Salary Level	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
V	\$65,187.00	\$84,744.00	\$104,301.00	\$66,000.00	\$70,000.00	Not Applicable

POSITION: **ASSOCIATE DEAN OF MATHEMATICS, SCIENCES, AND HEALTH PROFESSIONS**

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

PRIMARY PURPOSE: Work with the Executive Dean to assess and mentor adjunct faculty. Assist with the leadership in the development and implementation of courses and programs of study designed to serve students. In collaboration with the Executive Dean is responsible for aligning the division with the college-wide strategic plan and serves as an advocate for the division.

ESSENTIAL JOB FUNCTIONS:

In conjunction with the Executive Dean, the Associate dean is charged to carry out the following responsibilities:

- Assist in the leadership for planning, organizing, supporting, and implementing comprehensive programming within the following areas as well as any new programs related to mathematics, science or health professions added in the future:
 - Animal and Plant Science
 - Biology
 - Chemistry
 - Physics
 - Engineering
 - Earth Science
 - Fitness Center
 - Geography
 - Geology
 - Horticulture
 - Mathematics
 - Health and Fitness Education
 - Nursing
 - Basic Nurse Assistant
 - Occupational Therapy Assistant
- Assist in the leadership, supervision, and evaluation of the divisional team (Deans, Directors, Coordinators, Department Chairs, Faculty, and Staff)
- Assist with enrollment management as it relates to the division
- Provide support for new divisional initiatives
- Assist the Executive Dean with the development of the annual divisional budget
- Monitor the internal and external articulation of curriculum and service delivery
- Work with the Executive Dean to establish division specific staff development activities
- Act as the secondary liaison with appropriate state committees and departments, other agencies, organizations and institutions relative to the division's programs
- In collaboration with the Executive Dean plans, organizes, supports, and implements comprehensive programming in conjunction with the following areas:
 - Continuing Education
 - Funding sources
 - Other divisions and their programs; (i.e., Fast Track, CTE/Perkins).
 - External partners (i.e., universities, social service agencies, public schools)

ESSENTIAL JOB FUNCTIONS:

- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Serve on various college committees
- Assume other duties as requested by the Executive Dean of Mathematics, Sciences and Health Professions

SUPERVISION: Reports directly to the Executive Dean of Mathematics, Sciences and Health Professions.

MINIMUM POSTION QUALIFICATIONS:**EDUCATION:**

Master's Degree required; a degree in one of the division's disciplines or certification in an occupational area related to the division preferred. Doctorate preferred.

EXPERIENCE:

- Three years teaching and assessment of student learning experience required; community college level preferred
- Evidence of increasing levels of administrative responsibilities
- Experience with staff evaluation preferred

SKILLS AND ABILITIES:

- Proficient in Microsoft Office Suite
- Ability to work effectively with faculty, students, and staff
- Ability to problem solve
- Strong communication skills
- Commitment to the philosophy and mission of the community college
- Strong organizational ability
- Strong supervisory skills
- Able to perform all of the essential functions, skills and abilities of the position

This position is subject to blood borne pathogen legislation.

REVISED: January 2012 / Level V

Appointment of New
 Director of Resource Development

Information

At the June 2010 Board Meeting, the Board of Trustees approved the new full-time administrative position of Director of Resource Development. Marcella Reca Zipp has been recommended to fill this position. Ms. Reca Zipp has a Bachelor of Science in Animal Science and a Master of Science in Vocational Education from University of Kentucky, Lexington, KY. Her experience is as follows:

- 2011 – Present Senior Research Associate
 McHenry County College, Crystal Lake, IL

- 2005 – 2011 Field Coordinator/Analyst
 Northern Illinois University, DeKalb, IL

- 2004 – 2005 Staff Writer
 Bloodhorse Publications, Lexington, KY

- 2003 – 2004 Program Assistant
 University of Kentucky, Lexington, KY

Thirty-one applications were received, and the committee interviewed six candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Marcella Reca Zipp to the administrative position of Director of Resource Development, effective May 21, 2012, at the twelve-month salary of \$65,000.00.



Vicky Smith
 President

Administrator Salary Level	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
IV	\$58,671.00	\$78,226.00	\$97,782.00	\$44,000.00	\$65,000.00	Not Applicable

POSITION: DIRECTOR OF RESOURCE DEVELOPMENT

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

PRIMARY PURPOSE: Responsible for leading the process through which the College pursues public and private grants. Position supports the Vice President for Institutional Advancement in reaching the resource development goals of the College.

ESSENTIAL JOB FUNCTIONS:

- Lead faculty and staff in the pursuit of grants appropriate to the mission and goals of the college
- Monitor announcements of federal and state funding opportunities and encourage pursuit of those that fit college needs
- Write grant proposals and supervise others in that effort
- Identify, research, and pursue foundation and other private grant sources
- Provide training for faculty and staff in proposal development
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Additional duties as assigned by supervisor

SUPERVISION: Reports directly to the Vice President for Institutional Advancement.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Bachelor's Degree; Master's Degree preferred.

EXPERIENCE:

- Five years direct experience writing grant proposals alone and in a team setting required
- Supervisory and management experience required
- Record of success in winning federal and state grants required
- Project management experience preferred
- Experience in community college or other higher education setting preferred

SKILLS AND ABILITIES:

- Ability to manage multiple projects simultaneously and complete them within tight deadlines
- Excellent written, oral communication, group facilitation and consensus building skills
- Familiarity with public/private grant programs and other fund-raising practices appropriate to higher education
- Commitment to the mission of a public community college
- Skills in the design and management of complex systems and processes
- Ability to work independently within framework of goals mutually determined with the Vice President for Institutional Advancement
- Technological competence. The ability to utilize technology to improve efficiency, including database skills and proficiency in Microsoft Office
- Ability to work well under pressure and adapt easily to changing situations and priorities
- Ability to maintain the highest standards of ethics and have a high level of integrity and dependability
- Able to perform all of the essential functions, skills and abilities of the position

REVISED: November 2011 / Level IV

Appointment of Replacement
 Coordinator of Career Services

Information

The resignation of Frank Lanko effective July 27, 2011, created a vacancy for the full-time professional position of Coordinator of Career Services. Kathy Meisinger has been recommended to fill this position. Ms. Meisinger has a Bachelor of Business Administration in Personnel Management from Loyola University, Chicago, IL, and a Master of Science in Community Counseling from National Louis University, Lisle, IL. Her experience is as follows:

- 2007 – Present Program Coordinator
 Career Development Specialist (2007 – 2010)
 Elgin Community College, Elgin, IL

- 2005 – 2007 Admissions Representative/Adjunct
 Northwestern Business College, Naperville, IL

- 1999 – 2005 Sales Representative
 Blue Mountain Wallcoverings/IHDG, Ontario, CAN

Twenty-six applications were received, and the committee interviewed six candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Kathy Meisinger to the professional position of Coordinator of Career Services, effective June 4, 2012 at the twelve-month salary of \$42,500.00.



Vicky Smith
 President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
8	\$33,760.00	\$48,108.00	\$62,456.00	Not Applicable	\$42,500.00	\$36,081.00

POSITION: **COORDINATOR OF CAREER SERVICES**

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

WORK WEEK: Some evenings and Saturdays will be required.

PRIMARY PURPOSE: Coordinate Job Search Skill Development as part of the College's comprehensive career development operations. Collaborate with the Advising and Transfer Center, Counseling, and Career and Technical Education division to focus on advising of students pursuing career and technical programs. Collaborate with Academic and Student Affairs and local employers to coordinate internship services.

ESSENTIAL JOB FUNCTIONS:

- Provide confidential customer service to students, alumni, and employers who use Career Services
- Participate in long range planning, organization, coordination, and effective utilization of resources for the Career Services office
- Plan, develop, and implement a variety of job development educational workshops and programs covering such areas as resume writing, job search strategies, interviewing techniques, effective networking, and workplace professionalism
- Serve as the communications liaison between multiple areas, including faculty, staff, Deans, and Executive Deans by meeting with each group on a regular basis to share information, etc.
- Collaborate with Department Chairs in CTE programs, Advising and Counseling to advise students in CTE programs towards job search skills development
- Design and provide training (e.g., seminars, workshops, etc.) to faculty and staff about trends and updates related to advising CTE students on new career developments and services
- Target students nearing completion of a degree or certificate to provide information and training on job seeking, resume writing, and interviewing skills
- Coordinate with faculty, non-academic departments and local community to provide internship opportunities for students
- Coordinate a peer coaching program to assist students with development of interview and resume writing skills
- Update and maintain daily CCjobnet and Career e-mail
- Oversee on-campus recruiting and interviewing opportunities for students with employers
- Identify appropriate resources within the College and collaborate with community constituents to maximize partnerships and develop relationships
- Develop proposals for corporate, foundation, and/or government sources for grants and sponsorships that will benefit the work of Career Services
- Carry out a marketing and public relations plan that addresses the communications, marketing, and public relations needs of the Career Services office within the College and the community
- Work with the Office of Marketing and Public Relations to develop marketing materials and maintain website
- Develop, coordinate, promote, and market job-seeker related activities in collaboration with internal and external public relations and related vendors. These activities include, but are not limited to career fairs, workshops, and on-campus employer visits
- Participate in and assist with college-wide activities such as bi-annual commencement, MCC Night, and other events as assigned
- Actively participate in ongoing assessment of Career Services strategies and activities

ESSENTIAL JOB FUNCTIONS:

- Assist in preparing assessment reports, surveys, studies, and analysis of resources as services
- Determine the most appropriate resources and method for advertising employment opportunities
- Serve as coordinating agent with Collegiate Employment Network (CEN)
- Initiate, monitor, and follow up as needed with contractual obligations and financial transactions (i.e., program fees, speaker's stipends, contracts, and related business matters) in accordance with approved Career Services activities
- Assist in formulating a complete, fiscally sound Career Services budget by providing accurate expenditures of department funds using departmental budget data
- Maintain all office records
- Develop and maintain career related worksheets and informational articles
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under direct supervision of the Dean of Student Development.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Master's Degree in Student Personnel Administration, Counseling, Business Administration or related field required. Additional experience with job search strategies and career development on a university or college campus or has a Career Development Facilitator (GCDF) certification preferred.

EXPERIENCE:

- Two years in related area, preferably in a community college setting
- Experience with and appreciation for diversity; e.g., age, experiences, gender, culture

SKILLS AND ABILITIES:

- Able to safely lift 25 pounds unassisted
- Able to work in a highly quality-focused service environment with excellent organizational skills and in a professional manner
- Ability to be self-motivated, self-directed, and to work independently, as well as, in cooperation with others
- Ability to work effectively in a team environment
- Ability to meet deadlines, manage multiple tasks, and to prioritize
- Ability to grow with technology and philosophical directions implemented by the College
- Ability to contribute ideas and search for new and better ways to perform tasks through knowledge of labor market information job-seeking strategies
- Solid experience, working knowledge, and above average skills in all related job seeking topics using the Internet
- High degree of creativity and computer software knowledge
- Exceptional written and verbal communication skills
- Proficient in all Microsoft Office Suite applications, as well as, software specific to Career Services
- Able to perform all of the essential functions, skills, and abilities of the position

REVISED: February 2012 / Range 8

Appointment of Replacement
 Instructor of Networking

Information

The retirement of Sandra Vitale, effective May 31, 2011, created a vacancy for the full-time faculty position of Instructor of Networking. Stephen Mujeye has been recommended to fill this position. Mr. Mujeye has a Bachelor of Business Administration from Siena Heights University, Adrian, MI, and a Master of Science in Administration and Information Resource Management from Central Michigan University, Mt. Pleasant, MI. His experience is as follows:

- 2009 – Present Program Director
 Bryant and Stratton College, Milwaukee, WI

- 2010 – Present Online Adjunct
 Everest University, Santa Ana, CA

- 2007 – Present Adjunct
 Ivy Tech Community College, Gary, IN

- 2003 – 2009 Technology Coordinator/Site Coordinator
 Boys and Girls Club of Benton Harbor, MI

Twenty-seven applications were received, and the committee interviewed eight candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Stephen Mujeye to the faculty position of Instructor of Networking, effective August 15, 2012, at the nine-month salary of \$67,824.00.



Vicky Smith
 President

Contract Placement	Placement Multiplier	Base Salary	Contractual 9-month Salary	Current Salary	Contract Salary of Previous Employee
Lane 6, Step 3	1.44	\$47,100.00	\$67,824.00	Not Applicable	\$96,921.00

POSITION: **INSTRUCTOR OF NETWORKING**

CLASSIFICATION: Faculty / Full-time, tenure-track

RESPONSIBILITIES:

Including but are not limited to:

- Teaching responsibilities will consist of a combination of networking, Windows Client OS, Windows Server OS, and computer literacy classes; approximately 15 contact hours per week. Available to teach daytime, evening, and weekend classes, as needed
- Work cooperatively with the department, division, faculty, and staff throughout the College in striving for educational excellence
- General involvement as a faculty member in participatory college governance, advisement of students, assessment of student learning
- May assist with writing curriculum
- Support continuous quality improvement through participation in AQIP

MINIMUM POSITION REQUIREMENTS:

- Bachelor's Degree in Management Information Systems, Computer Science, Information Technology or a related area. Qualifications to include 24 semester hours in computer-related courses and 2,000 hours of related work experience. Additional related work experience will be given consideration in lieu of coursework
- Experience in networking, Windows 7, Windows Server 2008, Active Directory, Microsoft SQL, and database management is required
- Current CompTIA certifications in A+, Network+, Security+, and Microsoft Certified IT Professional (MCITP) certifications in Server Administrator, Enterprise Administrator, or the willingness and ability to attain such certifications within one year of hire
- Experience in MySQL, and Database Administrator 2008 and Database Developer 2008
- Successful teaching experience preferred
- 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

REVISED: November 2011

Appointment of Replacement
 Research and Planning Associate

Information

The resignation of Katherine Zoloty, effective January 20, 2012, created a vacancy for the full-time professional position of Research and Planning Associate. Emilio Caban has been recommended to fill this position. Mr. Caban has a Bachelor of Arts in Sociology from Northeastern Illinois University, Chicago, IL, and a Master of Arts in Sociology from Ball State University, Muncie, IN. His experience is as follows:

- 2011 – Present Substitute Teacher
 Plymouth Community School, Plymouth, IN

- 2009 – 2011 Institutional Research Intern
 Graduate Assistant (2009)
 Ball State University, Muncie, IN

- 2007 – 2009 Mentor, Dean of Students Office
 Northeastern Illinois University, Chicago, IL

Seventeen applications were received, and the committee interviewed three candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Emilio Caban to the professional position of Research and Planning Associate, effective April 27, 2012, at the twelve-month salary of \$42,500.00.



Vicky Smith
 President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
9	\$36,473.00	\$51,974.00	\$67,475.00	Not Applicable	\$42,500.00	\$39,720.00

POSITION: **RESEARCH AND PLANNING ASSOCIATE**

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

PRIMARY PURPOSE: Perform statistical analyses, interpret results, conduct survey research, and other research tasks in support of College planning while maintaining confidentiality. Prepare and coordinate all aspects of reports to external agencies and bodies surveying the college. Monitor research requests and manage office inventories, data files, and libraries. Provide centralized liaison services with ICCB and other governing agencies with respect to receiving, interpreting, and coordinating the submission of all MIS data requests emanating from such agencies.

ESSENTIAL JOB FUNCTIONS:

- Coordinate Management Information Systems reports to the Illinois Community College Board and federal government such as the Integrated Postsecondary Education Data System, salary, personnel, facilities, and course reimbursement file surveys. Work with key offices to collect, edit, and summarize information for their external reports
- Carry out statistical analyses of institutional features and activities (such as enrollment, personnel, revenues, and costs) and environmental features (local demographics and trends, labor market, educational trends), provide statistical summaries and provide interpretive reports in support of institutional planning and research needs
- Communicate to the appropriate College staff the types of MIS data which should be gathered and assist them in planning the design of systematic data collection systems; thereafter coordinate with the necessary departments for the development and maintenance of appropriate database systems, assisting College staff in interpretation of metrics, etc.
- Respond to internal ad-hoc data requests
- Design surveys and other institutional research materials
- Process and summarize surveys and assessment materials using optical mark scanner technology, PC reporting software, and web survey tools
- Communicate with outside vendors, maintain institutional research and planning paper files and library materials, maintain and update several institutional research and planning PC databases, and supervise student workers
- Serve as College-designated Research and Planning Associate to the ICCB
- Coordinate with the Director of Computing Services on necessary MIS programming changes or additions
- Maintain security of confidential student and employee information
- Provide research support to Continuous Improvement teams as needed
- Respond to routine external questionnaires and data requests in keeping with College and office priorities
- Provide word processing, mail merge, and other support duties
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under direct supervision of the Director of Institutional Research.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree with background in research methods and statistics, or an equivalent combination of experience and education required.

EXPERIENCE:

Must have a minimum of one year of work experience in a related area; two or more years in higher education preferred.

SKILLS AND ABILITIES:

- Must be highly detail-oriented and able to identify and correct errors or irregularities in data sets and reports. Must understand purpose and meaning of commonly used statistical procedures and must be able to apply appropriate procedures to institutional research needs
- Must be comfortable and effective while working with computers. Individual should have a good working knowledge of MS Office (Word, Excel, PowerPoint and Access). Experience with managing and analyzing data sets with SPSS or SAS software is preferred
- Knowledge of data-mining tools (e.g., COGNOS or Crystal Reports) is desirable
- Must have excellent organizational skills
- Must be prepared to file and retrieve a variety of research information
- Must be a self-starter and must be able to work independently
- Must be able to manage several tasks simultaneously and independently, and to see them through to completion within time constraints
- Must have excellent listening, reading, writing, and speaking skills. He or she must be able to understand and communicate a wide variety of information on procedural and research matters
- Must be able to work well with others. Incumbent will have direct contact with a variety of personnel from inside and outside of MCC
- Willingness to make a professional commitment through continuing education, related reading, membership in professional groups (such as AIR and IAIR), participation in professional conferences and workshops, and attendance at periodic ICCB-sponsored meetings
- Able to perform all of the essential functions, skills and abilities of the position

REVISED: November 2010 / Range 9

Appointment of
Vice President for Administrative Services

Information

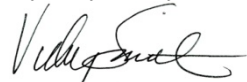
The contractual services provided by Mr. Vernon Manke as Interim Vice President of Administrative Services will end, effective June 30, 2012, creating an opportunity to fill the full-time administrative position of Vice President for Administrative Services with a permanent employee. Larry West has been 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:

2010 – present	Chief Financial Officer/Treasurer McHenry County College, Crystal Lake, IL
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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Mr. Larry West to the permanent administrative position of Vice President for Administrative Services, effective July 1, 2012, at a yearly salary of \$125,000.00.



Vicky Smith
President

Approval of New Position
Director of Occupational Therapy Assistant Program

Information

The Occupational Therapy Assistant (OTA) Program prepares students to work in the rehabilitation field as an assistant to Occupational Therapists. An OTA provides treatment and procedures to patients based on an assessment by an Occupational Therapist. The program admitted a full class of 16 students in January of 2012.

The OTA Program is accredited by Accreditation Council for Occupational Therapy Education (ACOTE) and obtained developing status from the accrediting body in August of 2011. The next step toward full accreditation requires that the College complete a Report of Self-Study by August 2012 and an on-site review will take place in December 2012.

The ACOTE accreditation standards require the College have a second full-time employee dedicated to the OTA program. Currently, the OTA program has one full-time faculty member. Therefore in order to meet the accrediting standard of ACOTE, a 12 month administrative position is being requested. Along with administrative duties, the Director of the OTA program will teach between 6 and 12 contact hours per year, work with our community health care providers to establish contracts allowing the OTA students to participate in fieldwork experiences at their facilities, and coordinate all of the fieldwork experiences for the students.

The funding for the director of the Occupational Therapy Assistant Program comes from the reallocation of monies from other positions, which employees have either retired or left the College, and which will not be refilled.

Recommendation

It is recommended that the Board of Trustees approves the new full-time administrative position of Director of the Occupational Therapy Assistant Program, within salary level V, effective April 30, 2012.



Vicky Smith
President

Administrator Salary Level	Minimum Salary	Midpoint Salary	Maximum Salary
V	\$65,187.00	\$84,744.00	\$104,301.00

POSITION: **DIRECTOR OF OCCUPATIONAL THERAPY ASSISTANT PROGRAM**

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

PRIMARY PURPOSE: The Director of the Occupational Therapy Assistant Program serves as the Academic Fieldwork Coordinator. Works in collaboration with the Accreditation Council for Occupational Therapy Education (ACOTE) designated program director, who serves as faculty member, to direct the OTA curriculum and program assessment, communicate with other departments in the organization, and maintains continued approval and accreditation of the program. Teaches 6 -12 contact hours per year in the OTA curriculum.

ESSENTIAL JOB FUNCTIONS:

- Collaborates with the OTA faculty to develop, implement, and evaluate the curriculum of the OTA program
- Collaborates with the OTA faculty to develop, implement, and coordinate the OTA Program admissions
- Participates in the recruitment and retention efforts for the OTA Program
- Hires, supervises, and evaluates part-time faculty in conjunction with the ACOTE designated program director
- Participates in the recruitment and evaluation processes for full-time faculty
- Conducts orientation and mentoring programs for new faculty and staff
- Addresses student feedback regarding the program and seeks resolution
- Serves as the Academic Fieldwork Coordinator
 - Schedule courses for the OTA program including clinical experiences
 - Develop and maintain working and contractual relationships with clinical facilities for Occupational Therapy Assistant student clinical placements
 - Monitors the submission of clinical facility requests to affiliating agencies for the Occupational Therapy Assistant program
 - Contacts affiliating agencies for planning and evaluating of all clinical assignments
- Advises students regarding academic and employment matters
- Collaborates with ACOTE designated program director and Executive Dean to develop annual budget for OTA and monitors expenditures
- Conducts informational meetings for prospective OTA students
- Coordinates with the ACOTE designated program director the submission of annual reports and accreditation report to the Accreditation Council for Occupational Therapy Education, and any other reports required by the college, local, state, and national accrediting agencies
- Participates in ongoing assessment of curriculum and student learning
- Collaborates with the OTA faculty to prepare the OTA Program schedule and reviews room and faculty teaching assignments
- Conducts the OTA Advisory Committee
- Conducts orientation for all new incoming OTA students

DIRECTOR OF OCCUPATIONAL THERAPY ASSISTANT PROGRAM – Page 2

ESSENTIAL JOB FUNCTIONS:

- Attends Division, Leadership Council and other meetings related to the OTA program
- Prepares necessary paperwork for the OTA students to sit for the NBCOT certification exam
- Teaches 6 -12 contact hours per year
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Additional duties as assigned by the Executive Dean of Mathematics, Sciences and Health Professions

SUPERVISION: Reports to the Executive Dean of Mathematics, Sciences and Health Professions. Provides direction for faculty and staff in OTA Program.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's degree or higher with a major in Occupational Therapy or related field. Current licensure as an OTR or COTA (or eligibility for licensure) in Illinois. Master's Degree preferred.

EXPERIENCE:

- Two years' experience in clinical practice as an Occupational Therapist or Occupational Therapist Assistant
- One year experience as an instructor (academic or fieldwork)

SKILLS AND ABILITIES:

- Strong organizational ability
- Strong communication skills
- Self-directed and innovative
- Demonstrated commitment to professional growth
- Commitment to the mission of the community college and to students with diverse backgrounds
- Able to perform all of the essential functions, skills and abilities of the position

ISSUED: April 2012 / Level V

Salary Adjustment

Information

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

	Current 2011-2012 <u>Salary</u>	Adjusted 2011-2012 <u>Salary</u>
Scott Waltmire	Range 07 \$ 35,121.15	Range 10 \$ 36,321.15

Recommendation

It is recommended that the Board of Trustees approves the above salary adjustment for Scott Waltmire as stated.



Vicky Smith
President

Facilities Master Plan

Information

McHenry County College solicited proposals for an architectural firm to provide architectural services to develop a Facility Master Plan for the College.

Fifteen proposals were received and Wight & Company was employed as the successful architectural firm to develop the College's Facility Master Plan. The Board of Trustees approved the recommendation for their employment on July 28, 2011.

The Facility Master Plan was developed from an array of sources, for example, user interviews, focus groups, user surveys, existing documents and records, diagrams and assessments. The master plan synthesizes the data to identify the issues, clarify the future vision of the College campus, and provides a road map to achieve the vision.

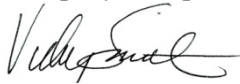
The key elements of the Facility Master Plan are:

- | | |
|------------------------|------------------------------------|
| 1. Mission | 9. Utilities |
| 2. Academic Programs | 10. Transportation |
| 3. Urban Design | 11. Intergovernmental Coordination |
| 4. Future Land Use | 12. Conservation |
| 5. Academic Facilities | 13. Capital Improvement |
| 6. Support Facilities | 14. Architectural Design |
| 7. Open Space | 15. Landscape Design |
| 8. Infrastructure | 16. Maintenance |

The recommended Facility Master Plan is the culmination of several months of work by Wight & Company and all of the College, community, and committee members who provided their time, efforts and advice to complete this Facility Master Plan.

Recommendation

It is recommended that the Board of Trustees approves the Facility Master Plan as presented by Wight & Company on April 26, 2012.



Vicky Smith
President

Eliminated Positions

Information

On February 23, the Board approved the Administration's request to solicit proposals for grounds maintenance services. On April 26, the Board approved a three-year contract with Ryco Landscaping that will commence on May 1, 2012.

The outsourcing of these services will result in a reduction of two staff positions, supplies, equipment, and maintenance. The reduction in positions is as follows:

<u>Title</u>	<u>Salary Range</u>	<u>Effective Date</u>	<u>FTE</u>
Coordinator of Grounds Maintenance	8	5/1/2012	(1.0)
Groundskeeper	6	5/1/2012	<u>(1.0)</u> (2.0)

Based on seniority, one groundskeeper position will remain on staff.

Recommendation

It is recommended that the Board of Trustees approves the position elimination of the full-time Coordinator of Ground Maintenance and of one full-time Groundskeeper position.



Vicky Smith
President

McHenry County College

Information Report
April 26, 2012

Quarterly Report on Grants

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



Vicky Smith
President

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2012	Unexpended Balance
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FEDERAL

CWS 2012

Source: Department of Education Purpose: To provide funds to students by providing employment opportunities on campus.	CFDA # 84.033	Fund 6 590900002	Klee	\$ 75,000	N/A	\$ 31,955	43,045
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PELL 2012

Source: Department of Education Purpose: To provide funds to full and part time students enrolled in credit programs.	CFDA #84.063	Fund 6 590900022	Klee	4,462,448	N/A	4,462,448	-
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SEOG 2012

Source: Department of Education Purpose: To provide funds to students enrolled in credit programs with the highest need.	CFDA #84.007	Fund 6 590900028	Klee	25,444	N/A	25,444	-
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Workforce Investment Act

Source: ICCB Purpose: To provide unemployed individuals with funds to assist in obtaining vocational training.	CFDA #17.255	0613-613 901012	Linden	87,006	N/A	87,006	-
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Post-9/11 GI Bill

Source: US Dept of Veterans Affairs Purpose: To help servicepersons by providing education benefits and opportunities.	CFDA #64.028	0631-602 901020	McCabe	135,000	N/A	44,916	90,084
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Perkins IV Postsecondary Basic

Source: ICCB 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.	CFDA #84.048	0634-634 901026	Linden	180,825	N/A	114,510	66,315
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	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2012	Unexpended Balance
Federal Basic Adult Education						
Source: ICCB Purpose: To support instruction of Adult Education and Literacy.	CFDA #84.002A	0619-660 901016	Clute	131,055	N/A	88,924 42,131
English Literacy/Civics						
Source: ICCB Purpose: To support instruction of Adult Education regarding the United States and local government systems.	CFDA #84.002A	0619-665 901018	Clute	18,139	N/A	18,139 -
Small Business Development Center						
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: Jul. 11 - Dec. 11 **Grant Period: Jan. 12 - Dec. 12	CFDA #59.037	*0631-632 **901022	Jones	19,459 40,000	26,275 30,000	11,366 1 8,093 39,999
ISBDC Small Business Jobs Act Grant						
Source: (DCEO) Department of Commerce and Economic Opportunity Purpose: To provide increased client services to enter new foreign markets. * Grant Period: Apr. 1, 2011 - Sep. 30, 2012	CFDA #59.031	0631-640 901023	Jones	90,000	N/A	330 89,670
Health Professional Opportunity Grant						
Source: The County of Will and The Workforce Boards of Metropolitan Chicago 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	CFDA #93.093	0630-811 901038	Flanagan	70,000	N/A	70,000 -

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2012	Unexpended Balance
Health II Professional Opportunity Grant						
Source: The County of Will and The Workforce Boards of Metropolitan Chicago	0630-812 902023	Flanagan	110,000	N/A	43,316	66,684
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: September 30, 2011 - September 29, 2015						
F.A.S.T. Grant (flex & sustain training)						
Source: US Dept of Labor	0641.650 901028	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						
F.A.S.T. II Grant (flex & sustain training)						
Source: US Dept of Labor	0641.651 901030	Koehler	250,000	N/A	57,728	192,272
Purpose: To provide resources for non credit job training in the areas of manufacturing & nursing						
* Grant Period: June 1, 2011 - December 31, 2012						
Work Keys						
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						
SUBTOTAL Federal Grants - March 31, 2012			\$ 5,743,150		\$ 5,099,857	\$ 643,293
Fiscal Year 2011 Federal Grants - March 31, 2011			\$ 6,373,008		\$ 5,996,913	\$ 376,095

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2012	Unexpended Balance
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STATE

MAP 2012

Source: Illinois Student Assistance Commission
 Purpose: To provide funds to Illinois students enrolled in credit programs with financial need.

Fund 6	McCabe	561,816	N/A	561,816	-
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Workforce Development Grant

Source: ICCB
 Purpose: To provide funding for employment training services and assistance in commercial and industrial expansion and/or retention through various activities.

0630-630 902018	Jones	53,000	N/A	13,643	39,357
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Small Business Development Center State Portion

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

**Grant Period: Jan. 12 - Dec. 12

0631-634	Jones	19,459	30,000	16,756	2,703
**902026		40,000	30,000	11,351	28,649

State Basic Adult Education 54V

Source: ICCB
 Purpose: To support instruction of Adult Education and Literacy.

0619-662 902014	Clute	134,735	N/A	99,986	34,749
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State Performance

Source: ICCB
 Purpose: To help meet performance standards in Adult Education programs.

0657-657 902040	Clute	130,313	N/A	89,586	40,727
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Community Literacy Program

Source: Secretary of State
 Purpose: To develop a full-time literacy program and train and support volunteer literacy tutors.

0621-621 902016	Clute	47,200	N/A	28,687	18,513
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	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2012	Unexpended Balance
CTE Program Improvement						
Source: ICCB	0645-645	Linden	13,171	N/A	290	12,881
Purpose: To purchase instructional equipment for vocational education programs.	902050					
Family Violence Grant						
Purpose: To set up the 22nd Circuit Family Violence Coordinating Council and hire a part-time Local Council Coordinator.	0644-648	Jones	10,048	N/A	10,048	-
	902036					
	902038		19,500	N/A	4,652	14,848
* Grant Period: Jan 2011 - Dec 2011						
* Grant Period: Jan 2012 - Dec 2012						
Employer Training Investment Program						
Source: (DCEO) Department of Commerce and Economic Opportunity	0643-643	Jones	\$ 175,000	N/A	158,576	16,424
Purpose: To provide funding for employment training in skills necessary to enable companies to establish, maintain or expand into new export markets.	902046					
* Grant Period: July 1, 2010 - December 31, 2011						
Illinois Rain Garden Initiative Grant Program						
Source: Illinois Department of Natural Resources	0657-660	Evans	616	N/A	552	64
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.	902042					
* Grant Period: March 17, 2011 - November 30, 2011						
Illinois Green Economy Grant						
Source: DCEO	0643-644	Koehler	45,000	N/A	5,699	39,301
Purpose: To be used to establish a working connection to the broader network of colleges across the state.	902034					
* Grant Period: November 1, 2011 - June 1, 2012						

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2012	Unexpended Balance
Illinois Cooperative Work Study Grant						
Source: IBHE	0615-614	Patrick	15,480	N/A	1,673	13,807
Purpose: To strengthen ties to industry partners while expanding internship and employment opportunities for students in the automotive program.	902012					
*Grant Period: February 15, 2011 - June 30, 2012						
Quality Counts Child Care Training Grant						
Source: 4C: Community Coordinated Child Care	601015	Borders	2,388	N/A	2,298	90
Purpose: To support center/community based and family child care in the improvement of quality care provided to infants, toddlers, preschool and school age children.						
* Grant Period: February 13 - June 30, 2012						
SUBTOTAL State Grants - March 31, 2012			\$ 1,267,726		\$ 1,005,613	262,113
Fiscal Year 2011 State Grants - March 31, 2011			\$ 1,593,889		\$ 1,304,837	\$ 289,052
PRIVATE						
Accelerating Opportunities Grant						
Source: ICCB	0619-661	Clute	20,000	N/A	20,246	(246)
Purpose: To implement an I-BEST-like approach developed by the Board's Accelerating Opportunities "Design Team".	901017					
* Grant Period: July 1, 2011 - November 15, 2011						
SUBTOTAL Private Grants - March 31, 2012			\$ 20,000		\$ 20,246	\$ (246)
Fiscal Year 2011 Private Grants -March 31, 2011			\$ 20,000		\$ 9,137	\$ 10,863
TOTAL ALL GRANTS - March 31, 2012			\$ 7,030,876		\$ 6,125,716	\$ 905,160
Total all Grants - March 31, 2011			\$ 7,986,897		\$ 7,310,887	\$ 676,010

* Grant period differs from McHenry County College fiscal year.

ERP Project Update

Information

After meeting all of the March go-live deadlines, the month of April was a “working month” for the ERP project. Registration for the Summer term was completed successfully, although not without expected startup issues. The Summer term, due to its typically smaller enrollment, was considered a good opportunity to initiate the registration process prior to the larger Fall term registration. This enabled the College to manage and work out any issues prior to a major registration period. Cleansing and validation of student data in preparation for Fall semester will continue throughout the summer.

The project schedule and budget remains on-track. The next milestones will occur in May when Online Purchasing Requisitions and the Bookstore interface will go live. On-going work also continues on the myMCC Portal, as well as development of new Dashboard-based reporting for Financial Aid and HR.

Additionally, the new budget module is in place and currently being used by the College to develop the FY2013 budget.

College staff is still undergoing challenges typically encountered with a new system. Familiarity with the system and how to find information within it will present ongoing trials for staff until the organization becomes more familiar with the capabilities of the system, and new reporting capabilities are developed. The basic “raw” data is in place, but customized views of information remain to be developed.

One final point of interest is that Datatel recently announced a company name change as a result of their earlier acquisition of Sungard’s Higher Education division. The new company name is now “Ellucian”.

Other key project activities included:

- Training sessions led by Datatel consultants were held during the months of March and April, including:

- Human Resources
- Finance and Accounting
- Academic Records & Registration
- Financial Aid
- Curriculum & Faculty Information
- Recruitment & Admissions
- Portal Services
- ODS Database Administration (Data Warehouse)

Dr. Al Butler
Chief Information Officer

Distributed Press Releases
March 13-April 13, 2012

Information

The following releases have been distributed to all local and regional media outlets from March 13-April 13, 2012.

- MCC Grants Tenure to 15 Faculty Members
- MCC Fall Trip to Feature California Coast, Three National Parks
- Friends of MCC Foundation Announces Scholarships Available for Fall 2012
- ISBDC Lunch Event to Feature Jeff Gee
- MCC to Host Annual Spring Student Pottery Sale April 10
- MCC Forensics Team to Present Spring Showcase
- MCC to Host Earth Month Events to Raise Awareness of Sustainability
- McHenry County College Hosts Premier High School Marketing Challenge
- Gardenfest 2012 to Feature Landscape, Gardening Experts
- MCC Honor Society Members Recognized for Outstanding Academics and Leadership
- MCC to Offer New Electronic Evidence Seizure Seminars for First Responders
- MCC Student Groups to Host Take Back the Night
- MCC Seeks Exhibitors for Spring Job Fair
- MCC to Present Spring Student Pottery Sale April 10
- MCC Offers Classes for Residents to Enjoy Spring Outdoors
- MCC Art Dept. to Celebrate World Wide Pinhole Photography Day with Workshop
- MCC to Offer Classes for Your Mind and Body
- ISBDC Announces Small Business Seminars for May
- Command Spanish for the Workplace Offered at Shah Center
- "Five Dysfunctions of a Team" Offered at MCC Shah Center
- Shah Center Breakfast Event to Feature Talent Assessment Discussion
- MCC to Host Commemorative Program on "The Doolittle Raid" April 18
- MCC Students to Present Noche Cultural Featuring Music and Dance by Son Del Viento
- MCC's Second Sunday Concert to Feature Sessions Jazz Quartet April 15

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

Christina Haggerty
Director of Marketing and Public Relations