

REVISED

BOARD OF TRUSTEES McHENRY COUNTY COLLEGE DISTRICT #528

Thursday, April 25, 2013
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. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board Meeting, March 28, 2013
7. SPECIAL RECOGNITION: Trustee Emeritus Status
8. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
9. BOARD COMMITTEE REPORTS
Committee of the Whole
10. ICCTA REPORT
11. FRIENDS OF MCC FOUNDATION REPORT
12. PRESIDENT'S REPORT
13. PRESENTATION
Manufacturing Programs and TAA Space Needs: Dr. Tony Miksa, Vice President of Student and Academic Affairs
14. COMMUNICATIONS
 - A. Faculty Report, Dr. Christine Grela and Mr. Justin Hoy
 - B. Adjunct Faculty Report, Ms. Leslie Dzike
 - C. Staff Council Report, Ms. Tawnja Trimble
 - D. Student Trustee Report, Ms. Paola Rueda
 - E. Attorney Report
 - F. Comments from the Board
15. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary, Board Report #13-54
 - B. Financial Statements
 1. Treasurer's Report, Board Report #13-55
 2. Ratification for Accounts Payable Check Register, Board Report #13-56

- C. Requests to Purchase
 - 1. Annual SchoolDude Contract and Addition of the InventoryDirect Module, Board Report #13-57
 - 2. Employee Service Awards, Board Report #13-58
 - 3. McHenry County Economic Development Corporation Annual Membership, Board Report #13-59
 - 4. Professional Services to Conduct Information Literacy Needs Assessment, Board Report #13-60
 - 5. Replacement ADA Doors in Buildings B and D, Board Report #13-61
 - 6. Replacement Network Hardware and Implementation Service, Board Report #13-62
 - 7. Replacement Stair and Landing Coverings in E Building Stairwells, Board Report #13-63
 - 8. Symantec Anti-Virus Licensing, Board Report #13-64
 - 9. Thin Clients and Software Maintenance for Desktop Virtualization Project, Board Report #13-65
 - 10. Anatomage Table, Board Report #13-76
- D. Destruction of Closed Session Recordings, Board Report #13-66
- E. State University Retirement System 6% Billing, Board Report #13-67
- F. Personnel
 - 1. Administrative Contracts for FY 2014, Board Report #13-68
 - 2. Approval of Business Office Positions, Accountant and Accounting Specialist/General Ledger, Board Report #13-69
 - 3. Request for Faculty Leave, Board Report #13-70
 - 4. Workforce and Community Development Personnel Considerations for Summer 2013, Bd. Rpt. #13-71
 - 5. Request for Retirement and Emeritus Status, Board Report #13-72
 - 6. Salary Adjustment/Advance Placement, Board Report #13-73

16. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

17. BOARD POLICY MANUAL, SECTION 5 REVISION, SECOND READING, Board Report #13-50 Amended

18. REQUEST TO ACCEPT FIRE SCIENCE EQUIPMENT DONATION, Board Report #13-74

19. FOR INFORMATION

- A. Quarterly Report on Grants
- B. ERP Project Update
- C. Office of Marketing and Public Relations Update
- D. Office of Resource Development Update

20. SUMMARY COMMENTS BY BOARD MEMBERS

21. FUTURE AGENDA ITEMS

22. CLOSED SESSION

23. APPROVAL OF RECOMMENDATION FOR TERMINATION OF EMPLOYMENT, Board Report #13-75

24. CONTRACT EXTENSION FOR THE PRESIDENT, Board Report #13-53 Postponed

25. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, March 28, 2013

26. ADJOURNMENT



Mary Miller
Chair

ADVANCEMENT ACTIVITIES for March 2013

Scholarship Update and Highlights

- The Foundation has received 14 scholarship applications for the fall 2013 semester. Historically, the majority of the applications come in within 10 days of the deadline which is April 30.
- The Golf Invitational is scheduled for Friday, June 7 at the Turnberry County Club. The committee has already received 18 silent auction items including: dinners at local restaurants, golf foursomes at area courses, box seat tickets to both the Chicago White Sox and Milwaukee Brewers, to name a few.

Charitable Positioning

- The next MCC Education Seminar Series Session will be held Thursday, April 25, 2013, from 6 to 7:30 p.m., in the Scot Room at McHenry County College. Guest speaker Tim Fraser of Fraser Wealth Management will speak on “*IRA’s and Retirement Opportunities.*” The May seminar will focus on *Teaching Your Children the Value of Saving Money.*
- The Education to Empowerment committee has postponed the April breakfast at Boulder Ridge Country Club until November. The committee continues to plan additional events throughout the year. The overall goal of the program is to raise \$100,000 with 100 women giving \$1,000 each annually in support of the *Education to Empowerment Scholarship.* The committee has secured \$29,000 in gifts and pledges during their initial meeting.
- The inaugural Distinguished Alumni Award received 18 nominations. The award presentation was held in the Luecht Conference Center immediately following the reception on Thursday, April 18, 2013, in the Scot Room at MCC. Five recipients were selected to receive the Distinguished Alumni Award:
 - Mary Beth Siddons - *President of ITW Food Equipment Group*
 - Matt Lemke - *Branch Manager Summit Wealth Strategies*
 - Kim Keefe - *Real Estate Broker*
 - Steve Rankins - *Senior Vice President/Division Manager First Midwest Bank*
 - Andrew Zinke - *Undersheriff of the McHenry County Sheriff’s Office*
- The donated property in Twin Lake, Wisconsin was recently listed with Shorewest Realtors of Lake Geneva, Wisconsin. Proceeds from the sale will be used to fund the *MCC Forge Ahead* and *University Forge Ahead* scholarships.
- The next issue of the Foundation’s newsletter *Building Futures* will focus on scholarships. The newsletter is in production, and will be sent to donors and other stakeholders this month.

Student Trustee Report

Spring debuted with student organizations celebrating the end of the semester with spectacular programs and festivities.

The Outreach Committee of Student Senate held Spring Fling week during the beginning of April. Several activities took place around campus on various themed days: Field day, Circus day, Giveaway day, Big Red Chair day, and ending with a Masquerade Ball. Students were asked to bring a canned food item for entry to the dance. The donations were given to a homeless shelter. Health Awareness committee along with Fitness Club collaborated to host a free martial arts class with Tim Seitz outside of C building. Organ Donation registration as well as donations for PADS were held this month by Student Senate.

16 students and 4 advisors traveled to Nashville, TN for an Alternative Spring Break (ASB) trip. ASB's began as an outlet for service for college students. MCC "crashed" retirement communities; "saddled-up" at a therapeutic horse ranch, sorted frozen meats at a food bank, sorted paint with Habitat for Humanity, and toured a youth center/skate park. In preparation for this trip, the students held a Book Drive. These books were donated to a local non-profit in Nashville. This trip provided students with diversity opportunities and education, as well as enriched their understanding and regard for service.

The LEAD Program continued with sessions on Leadership Style, Community Involvement, Teambuilding and Leadership, and an open discussion among campus leaders on challenges leaders face today. LEAD provides students with powerful leadership workshops, which guide students through various avenues for personal and professional development.

Student Senate coordinated two large events during April: Cardboard City and MCC's Got Talent. The Talent Show was themed to be more encouraging of a rock concert in the Black Box Theater. Students enjoyed the intimate atmosphere and the comments from the judges: Em Rademaker, Tim Seitz, and myself. Cardboard City was a huge success. Held annually, the event provides educational awareness about homelessness in McHenry County and nationally. Senate partnered with Psi Beta, the new Psychology honors society, and Pioneer to raise money for this program.

Elections were held for the new Executive Board of Student Senate for 2013-2014. The new positions are as follows: Christopher Boyd, President; Andy McComb, Vice-President; Michele Lambert, Student Trustee; Justin Rodriguez, Treasurer; Rachel Emmert and Morgan Hubbard, Finance Senators.; Dylan Clark, CAPC Representative.

Student Life hosted a "Halla with Paola Finale" to transition the outgoing and incoming Student Trustee. It has been a pleasure and an honor to serve as the Student Trustee for the 2012-2013 academic year. I am confident that the new trustee will perform admirably and learn much from this experience, just as I have.

Paola Rueda
Student Trustee

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY13 through the month of March.

Recommendation

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

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

Vicky Smith
President

Executive Summary

Fiscal Year 2013 is currently 75% complete with the year-to-date results ending March 31, 2013 being reported. In the Operating Funds, total revenue is 61% of budget, as compared with 98% at the same time last year. Total expenditures are 58% of budget, as compared with 61% of budget 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:

Revenue

- Local governmental revenue is 47% of budget. FY13 revenue is \$13,527,806 vs. FY12 revenue of \$28,018,790. The revenue is derived from 50% of the 2011 tax levy and 50% of the 2012 tax levy. The 2nd payment of approximately \$12.5 million dollars is expected to be received in April 2013.
- State government revenue is 70% of budget. FY13 revenue is \$1,820,045 vs. FY12 revenue of \$1,477,421. The timing of receipts from the State continues to be problematic given it's difficulty in paying its obligations and the releasing of funds.
- Student tuition and fees is 79% of budget. FY13 revenue is \$11,942,353 vs. FY12 revenue of \$14,245,973. Overall, tuition and fees are expected near budget, most likely exceed it. The variance between this year and last year is due to the timing and method of earning the revenue in this year whereas last year it was all recorded once enrollment was entered. Currently an additional \$3.6 million of deferred tuition revenue is waiting to be recognized in the next few months.
- Sales and service fee revenue is comprised of Continuing Education activity and is at 83% of budget. FY13 revenue is \$744,737 vs. FY12 revenue of \$622,312.
- Facilities revenue is comprised of activity relating to the use or rental of college facilities. Currently, this activity is at 50% of budget. FY13 revenue is \$16,533 vs. FY12 revenue of \$17,740.
- Interest revenue is currently 78% of budget. FY13 revenue is \$23,428 vs. FY12 revenue of \$22,262. The limited interest rates available in the market will continue to inhibit the growth in this line item.
- Other revenue is currently 80% of budget. FY13 revenue is \$4,337,869 vs. FY12 revenue of \$3,971,394. This category consists mainly of employee contributions to health insurance and other insurance related activities. The main reason for the increase is due in part to the change in cost with employee insurance premiums.

Expenditures

- Salaries expenditures are currently 72% of budget. FY13 expenditures are \$18,568,295 vs. FY12 expenditures of \$17,762,226. Overall year-end expense is expected to be under budget.
- Employee benefit expenditures are currently 53% of budget. FY13 expenditures are \$5,768,197 vs. FY12 expenditures of \$6,682,872. The change in the amount employees contribute with health insurance cost is primarily the reason for the variance in this expense. Overall year-end expense is expected to be under budget.
- Contractual services are currently 42% of budget. FY13 expenditures are \$2,606,219 vs. FY12 expenditures of \$2,614,674. Overall year-end expense is expected to be under budget.
- Materials and supplies are currently 49% of budget. FY13 expenditures are \$1,531,604 vs. FY12 expenditures of \$1,696,152. Overall year-end expense is expected to be under budget.
- Travel and meeting expenditures 40% of budget. FY13 expenditures are \$360,852 vs. FY12 expenditures of \$387,449. Overall year-end expense is expected to be under budget.

- Fixed charge expenditures are currently 101% of budget. FY13 expenditures are \$1,162,786 vs. FY12 expenditures of \$728,142. This expense line item will be slightly over budget for FY13.
- Utilities expenditures are currently 52% of budget. FY13 expenditures are \$554,405 vs. FY12 expenditures of \$653,499. Overall year-end expense is expected to be under budget.
- Capital expenditures are currently 27% of budget. FY13 expenditures are \$1,020,725 vs. FY12 expenditures of \$743,574. Overall year-end expense is expected to be under budget.
- Other expenditures are currently 87% of budget. FY13 expenditures are \$547,168 vs. FY12 expenditures of \$2,324,654. This expense line item is expected to finish at or near budget by year-end.

Vicky Smith
President

All Funds Statement of Activities (Income Statement)
March 31, 2013

	01	02	03	05	06	07	08	09	11	12
	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Audit Fund	Liability Protection & Settlement Fund
All Funds										
Revenue										
Local Governmental Sources	13,529,889	12,173,642	1,354,164	-	-	-	-	-	699	1,384
State Governmental Sources	2,557,452	1,335,947	484,098	-	-	737,408	-	-	-	-
Federal Governmental Sources	7,140,143	-	-	-	-	7,140,143	-	-	-	-
Student Tuition & Fees	11,980,815	10,020,298	1,922,055	-	38,462	-	-	-	-	-
Sales & Service Fees	4,460,238	744,737	-	-	3,611,607	103,894	-	-	-	-
Facilities Revenue	26,625	16,533	-	-	10,093	-	-	-	-	-
Investment Revenue	37,252	22,731	697	9,669	-	-	2,405	-	-	1,750
Nongovernmental Gifts, Scholarships, Grants & Bequests	108,231	-	-	100,000	-	8,231	-	-	-	-
Other Revenue	4,337,799	4,329,470	8,399	-	-	(70)	-	-	-	-
Total Revenue	44,178,445	28,643,358	3,769,412	109,669	3,660,162	7,989,605	2,405	-	699	3,134
Expenditures										
Salaries	20,294,432	17,597,120	971,175	-	782,761	637,636	-	-	-	305,740
Employee Benefits	6,650,396	5,451,365	316,832	-	142,652	53,480	-	-	-	686,066
Contractual Services	2,977,134	2,236,322	366,897	26,699	178,324	68,866	-	-	86,020	14,007
General Materials & Supplies	4,257,315	1,334,351	197,254	-	2,607,248	107,634	-	-	-	10,829
Travel & Conference/Meeting	434,559	339,849	21,003	-	41,862	26,642	-	-	-	5,202
Fixed Charges	855,839	1,160,536	2,250	-	21,126	9,917	-	(430,000)	-	92,010
Utilities	557,780	74,349	480,056	-	2,204	-	-	-	-	1,172
Capital Outlay	1,092,291	145,444	875,281	3,748,489	23,271	71,898	(3,772,229)	-	-	136
Other Expenditures	7,664,508	547,168	-	-	3,165	7,114,175	-	-	-	-
Contingency	10,443	-	10,443	-	-	-	-	-	-	-
Total Expenditures	44,794,695	28,886,503	3,241,190	3,775,188	3,802,613	8,090,247	-	(3,772,229)	(430,000)	86,020
Excess/(deficit) of revenues over expenditures	(616,250)	(243,145)	528,222	(3,665,519)	(142,451)	(100,642)	2,405	3,772,229	430,000	(85,321)
Operating transfers in	3,840,000	-	-	2,500,000	-	-	-	-	140,000	1,200,000
Operating transfers out	3,840,000	1,340,000	2,500,000	-	-	-	-	-	-	-
Beginning Fund Balance	69,637,152	19,374,545	5,547,232	13,046,400	1,853,907	72,063	2,817,154	37,068,468	(10,423,352)	(40,101)
Ending Fund Balance	69,020,902	17,791,400	3,575,454	11,880,881	1,711,456	(28,579)	2,819,559	40,840,697	(9,993,352)	14,578

Operating (Funds 01 & 02) Statement of Activities
March 31, 2013

	FY13			FY12		
	Actual*	Budget*		Actual*	Budget*	
Revenue						
Local Governmental Sources	\$ 13,527,806	\$ 28,698,422	47%	\$ 28,018,915	\$ 26,365,898	106%
State Governmental Sources	1,820,045	2,603,865	70%	1,477,421	2,347,260	63%
Federal Governmental Sources	-	-	0%	-	-	0%
Student Tuition & Fees	11,942,353	15,096,715	79%	14,245,973	14,166,129	101%
Sales & Service Fees	744,737	900,400	83%	622,312	872,649	71%
Facilities Revenue	16,533	33,000	50%	17,740	27,500	65%
Investment Revenue	23,428	30,000	78%	25,262	45,000	56%
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	-	0%	-	-	0%
Other Revenue	4,337,869	5,413,047	80%	3,971,394	5,675,081	70%
Total Revenue	\$ 32,412,770	\$ 52,775,449	61%	\$ 48,379,017	\$ 49,499,517	98%
Expenditures						
Salaries	\$ 18,568,295	\$ 25,837,172	72%	\$ 17,762,226	\$ 26,107,109	68%
Employee Benefits	5,768,197	10,931,454	53%	6,682,872	10,501,216	64%
Contractual Services	2,603,219	6,191,838	42%	2,614,674	5,277,000	50%
General Materials & Supplies	1,531,604	3,129,720	49%	1,696,152	3,186,661	53%
Travel & Conference/Meeting	360,852	900,882	40%	387,449	959,790	40%
Fixed Charges	1,162,786	1,146,985	101%	728,142	1,235,745	59%
Utilities	554,405	1,073,360	52%	653,499	1,119,735	58%
Capital Outlay	1,020,725	3,758,669	27%	743,574	2,918,667	25%
Other Expenditures	547,168	628,060	87%	2,324,654	2,616,716	89%
Contingency	10,443	1,588,809	1%	(124,565)	1,375,000	-9%
Total Expenditures	\$ 32,127,694	\$ 55,186,949	58%	\$ 33,468,677	\$ 55,297,639	61%
Excess/(deficit) of revenues over expenditures	\$ 285,076	\$ (2,411,500)		\$ 14,910,339	\$ (5,798,122)	
Net Transfers Out/(In)	\$ 3,840,000	\$ 8,795,000		\$ 2,885,000	\$ 6,415,000	

*#N/A or "-" indicates that there is no activity to record for this category in Fund 01 or 02.

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.

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

Vicky Smith
President

**McHenry County College
Treasurer's Report
For the Month of March 2013**

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Operating	\$973,817.74	\$7,049,778.13	\$4,781,224.98	\$3,242,370.89
Crystal Lake Bank & Trust Credit Card	\$24,342.19	\$204,094.33	\$4,164.52	\$224,272.00
Crystal Lake Bank & Trust Online	\$23,920.42	\$279.62	\$0	\$24,200.04
Crystal Lake Bank & Trust Employee Benefits	\$0	\$30,896.57	\$30,896.57	\$0
Crystal Lake Bank & Trust Payroll	\$974,162.69	\$1,972,960.46	\$2,902,215.13	\$44,908.02
Crystal Lake Bank & Trust Federal Student Loan	(\$13,824.93)	\$2,992,995.94	\$2,986,088.44	(\$6,917.43)

McHenry County College
March 31, 2013

Investments

College Fund	Financial Institution	March 31, 2013	February 28, 2013	% of Total	Interest	No. of Days	Maturity
		Investments	Investments	Investments			
Education	Illinois Funds	\$7,239,242	\$9,063,634	24%	see below	N/A	On Demand
Education	JPMorgan Chase	9,167,383	9,165,854	25%	0.21%	N/A	On Demand
Operations & Maintenance	Illinois Funds	13,194,825	13,194,148	35%	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	927,328	927,174	2%	0.21%	N/A	On Demand
Working Cash	Illinois Funds	2,102,573	2,102,462	6%	see below	N/A	On Demand
Working Cash	JPMorgan Chase	621,340	621,236	2%	0.21%	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	1,756,112	1,756,019	5%	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	354,300	354,241	1%	0.21%	N/A	On Demand
	Total	\$35,363,102	\$37,184,768	100%			

Interest Revenue

Interest Revenue

College Fund	Mar-13	Fiscal YTD
Education	\$1,911	\$24,454
Operations & Maintenance (Restricted)	831	10,984
Working Cash	215	2,563
Liability, Protection and Settlement	152	1,856
Total	\$3,109	\$39,857

Illinois Fund Rates - March 31, 2013

Annualized rate - Money Market	
Low	0.026%
High	0.080%
Average	0.059%

* 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 Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$1,035,318.40. Please note that the expenses are not segregated into the respective funds.

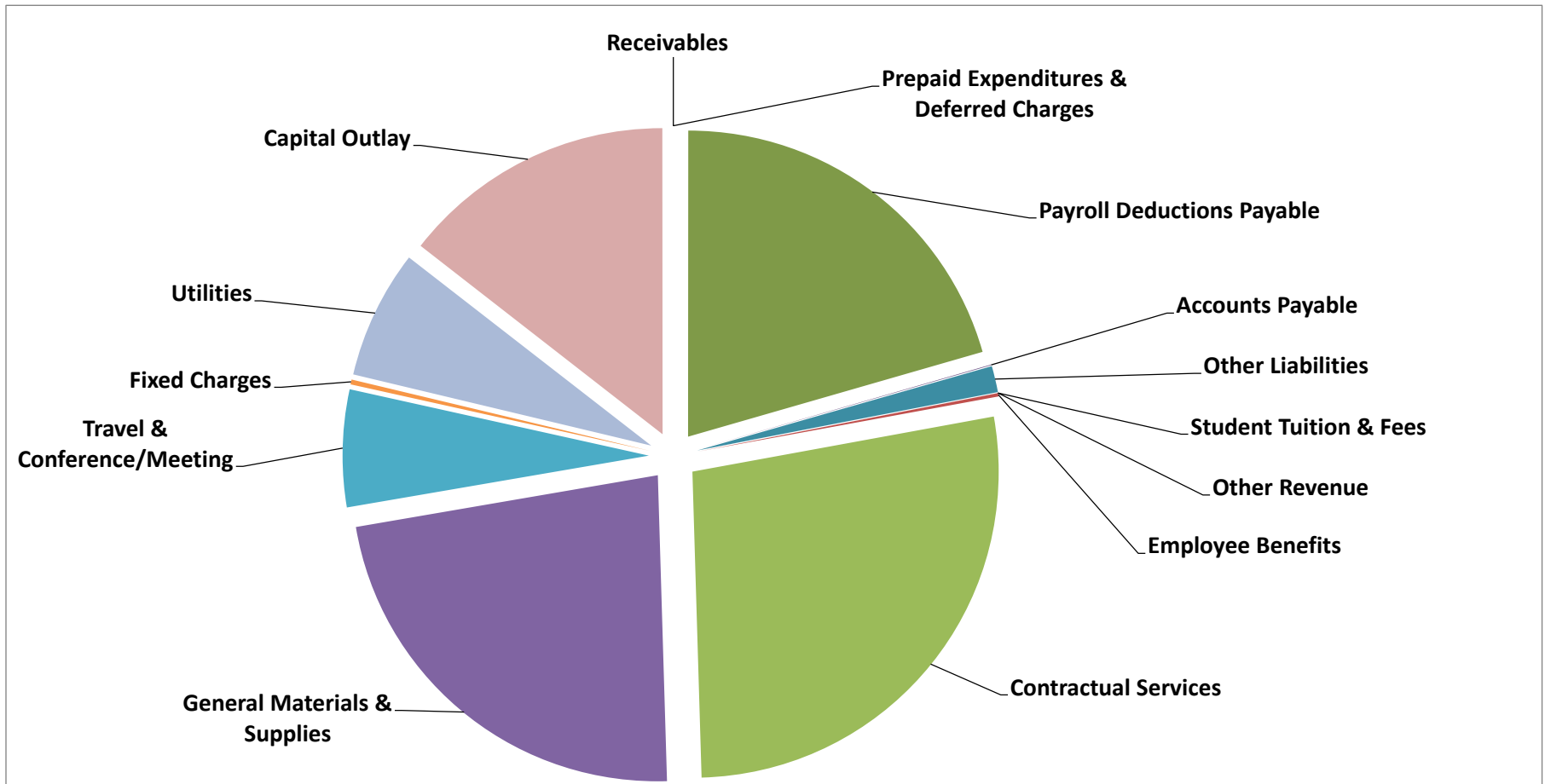
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of March 1-31, 2013, totaling \$1,035,318.40.



Vicky Smith
President

Distribution of Monthly Check Register Payments 3/1/13 through 3/31/13



Category	Amount	Percent	Category	Amount	Percent
Receivables	0.00	0.00%	Contractual Services	283,194.29	27.35%
Prepaid Expenditures & Deferred Charges	0.00	0.00%	General Materials & Supplies	235,413.65	22.74%
Payroll Deductions Payable	212,071.91	20.48%	Travel & Conference/Meeting	63,828.83	6.17%
Accounts Payable	345.23	0.03%	Fixed Charges	2,642.00	0.26%
Other Liabilities	14,179.08	1.37%	Utilities	70,105.13	6.77%
Student Tuition & Fees	0.00	0.00%	Capital Outlay	149,589.56	14.45%
Other Revenue	25.00	0.00%	Other Expenditures	2,103.23	0.20%
Employee Benefits	1,820.49	0.18%	Total All Categories	1,035,318.40	99.82%

Request to Purchase
Annual SchoolDude Contract and Addition of the InventoryDirect Module

Information

SchoolDude is a job-ticketing and inventory tracking system. The system is used by the College's Facilities department to track campus infrastructure maintenance orders, including scheduling preventative maintenance, as well as tracking physical assets. It is also used by the Information Technology department for Helpdesk trouble-ticketing and as an asset management system for computer equipment. The software is hosted offsite by SchoolDude.com, Inc., in Cary, NC. The product is used by several other community colleges in the state of Illinois.

The current SchoolDude software used by the College includes three components, called ITDirect (for IT Help Desk), ITAM (for computer asset management), and PMDirect (for preventative maintenance). The annual cost for these three components is \$21,138.00. A fourth component will be added to this contract renewal for InventoryDirect at an additional annual cost of \$3,450.00. This additional component enables the Facilities department to more efficiently track their inventory of parts, materials, and other supplies across the campus.

It is time to renew the annual software contract for SchoolDude. The total annual renewal cost for all four components is \$24,588.00, which covers the period of July 1, 2013 through June 30, 2014. This contract includes direct support in the use of the software, rights to upgrades, and continued hosting of the service by SchoolDude.com, Inc.

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, "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 FY14 IT End User Services account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the contract renewal, for one year (July 1, 2013 – June 30, 2014), of the SchoolDude system and addition of the InventoryDirect module at a cost of \$24,588.00 from SchoolDude.com, Inc., of Cary, NC.



Vicky Smith
President

Request to Purchase
Employee Service Awards

Information

At the 2013 Employee Appreciation and Recognition Reception held on April 5, 2013, the College was pleased to honor 104 staff, faculty and adjunct employees who celebrated retirement and milestone years of service including five, ten, fifteen, twenty, twenty-five, and thirty years. Also recognized were four Employees of the Year, one from each employment classification, chosen by a special ballot of their peers. Recognition awards include jewelry from Studio 2015, Woodstock, IL and gift cards purchased locally. The cost for employee recognition service awards is approximately \$9,700.00; however the exact amount will vary slightly as employees select their award from within a range based on years of service.

This expense is budgeted in the General Institutional Expense account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees ratifies the estimated expenditure for employee service awards not to exceed \$9,700.00.



Vicky Smith
President

Request to Purchase
McHenry County Economic Development Corporation Annual Membership


Information

McHenry County College has been a member of the McHenry County Economic Development Corporation (MCEDC) since its inception in 1991. The mission of the MCEDC is to encourage and develop the economic health of McHenry County through the retention, expansion and attraction of commerce and industry which is conducive to an optimal quality of life for its citizens. The College's membership in the MCEDC provides a vital partnership which supports the district's economic development and the mission and goals of the College. The annual membership cost is \$5,000.00.

This expense is budgeted in the General Institutional Expense account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the annual membership for \$5,000.00 to the McHenry County Economic Development Corporation, Crystal Lake, IL.



Vicky Smith
President

Request to Purchase
Professional Services to Conduct Information Literacy Needs Assessment

Information

McHenry County College was awarded the Laura Bush 21st Century Planning Grant to develop a planning group from district high schools to create a professional development plan for information literacy of high school and college librarians, and an educational plan for high school students. The goal of the grant is to increase information literacy skills among librarians through a best practices program. This will enhance the college readiness of students entering McHenry County College to ensure they are adequately prepared with the skills needed to locate, evaluate, and use information effectively in the modern information age.

This project will provide the baseline research through a needs assessment to develop a larger grant to educate the librarians through professional development activities on the skills students need to have in information literacy. The results from the research will be shared with each high school, so each school will be aware of the information literacy needs of their own students and where they compare to the other district high schools.

Professional services are required to conduct a formal needs assessment of information literacy skills. In order to achieve the aforementioned goals and grant requirements, the College would like to retain the Office of Research, Evaluation, and Policy Studies at Northern Illinois University. The office's roles and responsibilities will include creating a logic model, data collection activities through nominal group techniques, and instrumentation development, data analysis, and reporting. The office's services will begin in May 2013 and end in March 2014 at a total rate of \$29,307.00.

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

This expense is covered by a grant and budgeted in the Laura Bush 21st Century Grant account within the Restricted Purposes Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of professional services to conduct a formal information literacy needs assessment for \$29,307.00 from Northern Illinois University, Office of Research, Evaluation, and Policy Studies, DeKalb, IL.



Vicky Smith
President

Request to Purchase
Replacement ADA Doors in Buildings B and D

Information

The College has identified two automatic doors in Buildings B and D that are in need of replacement. Both of these doors are high energy doors, which have fast-acting mechanisms and are frequently being repaired. Additionally, neither of these doors meets the current ADA safety code requirements. One of the problems encountered with a high energy door is they frequently close rapidly when the automatic opener is activated. This poses a potential safety hazard by closing on a handicapped individual before they have the ability to clear the door.

The College did investigate the use of federal grant money, but it was determined that federal grants for ADA construction would not support a small product such as this. Additionally, Illinois has not issued a grant for ADA building compliance projects since 2005.

The College has obtained three quotes for the purchase and installation of the new ADA compliant doors. The following quotes were received.

	Midwest Automatic <u>Door</u>	Tee Jay Service <u>Company</u>	Archon Automatic <u>Doors</u>
Replacement automatic ADA compliant doors in Buildings B and D	\$16,137.93	\$16,991.00	No Bid

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 replacement of two ADA doors in Buildings B and D for a cost not to exceed \$16,137.93 from Midwest Automatic Door, Lake in the Hills, IL.



Vicky Smith
President

Request to Purchase
Replacement Network Hardware and
Implementation Service

Information

An important part of the College's Technology Master Plan focusses on the need to build and maintain a solid, high-performance "digital infrastructure". Student success, excellence in teaching and learning, and increased access to educational opportunities relies on a robust and resilient digital infrastructure to deliver technology services anywhere, anytime to any kind of digital device. This digital infrastructure is the backbone of the College network and is the physical means by which educational resources are transported to faculty, students and staff both on and off campus.

Washington, DC-based SETDA (State Educational Technology Directors Association) is a non-profit association representing the interests of U.S. state and territorial educational technology leadership. SETDA recently released their "Broadband Imperative" report with recommendations for future network requirements for K-12 educational infrastructure needs. The K-12 recommendations are equally, if not more relevant to the community college environment as well. The report recommends "... Internet connections of 100 megabits per second for each 1,000 students and staff members in a school by the 2014-15 school year and an increase to 1 gigabit per second of broadband connectivity per 1,000 students and staff members by the 2017-18 school year." Although the report refers to Internet broadband capacity and not an institution's internal network, the College's own network must first be able to internally deliver and sustain these speeds for students, faculty and staff in order to support this future scale of access to the Internet. The current Internet broadband access speed for the entire College is 100 megabits per second.

As current and future instructional methods place greater emphasis on the use of video streaming, online education resources, internet-based cloud services, and the resulting transmission of large amounts of data over the network, there is increased need to ensure the College's digital infrastructure "highway" transporting this data is solid, dependable, and able to grow as the needs of the College grows.

During 2008 the College installed network hardware that forms the current network infrastructure. This infrastructure includes 65 multi-port network switches located in 18 closets distributed across the campus and at Shah Center. Additionally, high-speed fiber cable runs from all the campus closets and terminates at larger, more sophisticated core switches located in the central Data Center. These important core switches form the hub of all network communications across the campus and to the outside Internet.

As with computer servers, this networking hardware has a five-year expected lifetime. As this hardware ages, the rate of failures and cost of maintenance increases. As expected after nearly five years, failures and maintenance on the current network hardware has slowly begun to rise over the past several months. Additionally, performance of the current hardware is struggling to accommodate the increased network loads placed on it by new technology applications such as the new ERP, new cloud-based applications like the Canvas learning management system, increased use of video streaming, and other uses demanding greater consumption of network resources. The current internal network infrastructure would not be able to handle the future broadband speed recommendations noted in the SETDA report. It is therefore time to replace this older equipment with new hardware.

The current provider of the College's network hardware is Enterasys Networks, Inc., who has provided the College a proposal to replace the current hardware. In the spirit of due-diligent cost containment, the College also approached Cisco (a leading global provider of networking equipment) for an alternative option using comparable Cisco-based hardware. The lowest-cost option was to retain Enterasys Networks as the network hardware provider for the College, at an estimated savings of over \$300,000 compared to the Cisco alternative. Enterasys' history with the College has proven to be reliable and cost effective. Despite the lower cost to implement Enterasys hardware, the College will not receive lower-grade equipment or inferior services compared to Cisco.

The replacement network hardware is eligible for leasing under the College's current Dell Financial Services Master Lease Agreement ("MLA"). The annual cost to lease the replacement network hardware on a five-year term for the entire College is \$110,759.93.

In addition to leasing the replacement network hardware, there is a one-time implementation service cost to remove the old hardware and install and configure the new hardware at a cost not to exceed \$22,000.00. This implementation service would be provided by CDW-G and the service cost would be covered separately within the Information Technology departmental budget.

Because of the size and critical nature of this project, approval is needed now in order for planning and preparations to begin in May, 2013. This timeframe would enable the actual implementation to begin in July, at which time the lease would commence. Reduced demands on the network during the summer months make this timeframe the best opportunity to replace the network hardware with minimal impact to College operations.

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."

The Dell MLA lease expense for this network hardware replacement is budgeted in the FY14 General Institutional Expense account of the Education Fund.

The one-time project implementation service cost is budgeted in the FY14 IT Network Services account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approve the five-year lease of Enterasys replacement network hardware at an annual lease payment of \$110,759.93 from Dell Financial Services, Inc., of Round Rock, TX and approve the one-time implementation service cost not-to-exceed \$22,000.00 from CDW-G of Vernon Hills, IL.



Vicky Smith
President

Request to Purchase
Replacement Stair and Landing Coverings in E Building Stairwells

Information

The College has identified both stairwells in Building E as having excessively worn, torn, and broken stair coverings. The condition of the stairs is such that the corners are peeling up and pieces have broken away. These conditions have created non-repairable, life safety tripping hazards.

These stairwells have the original floor coverings, which were installed when the building was built in 1997. The manufacturer warranty for the stair coverings that was installed is five (5) years. These coverings are well past their warranty and life expectancy.

The College has obtained three quotes for the purchase and installation of the new stair coverings. The following quotes were received.

	<u>Mr. David's Flooring, International</u>	<u>Howell's Carpet Cleaning, Inc.</u>	<u>Libertyville Tile & Carpet, Inc.</u>
Stair Treads with Risers and Tiles at landings including labor	\$19,649.00	\$19,854.35	\$26,020.00

The cost for this project is budgeted in the Deferred Maintenance account in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees approves the replacement of stair and landing coverings for E Building stairwells for a cost not to exceed \$19,649.00 from Mr. David's Flooring, International, Itasca, IL.



Vicky Smith
President

Request to Purchase
Symantec Anti-Virus Licensing

Information

Anti-virus protection is an essential technology component protecting the College’s desktop computers and servers from malicious attack. Left unprotected, a single viral infection on one computer can negatively impact many other computers and potentially bring down the entire network. The College currently uses anti-virus protection from Symantec, Inc. The annual licensing for this software is now up for renewal. Symantec Anti-Virus licensing must be purchased from third-party software providers and is based on the number of computers and servers that will be in use in the upcoming year. The College has successfully used the Symantec Anti-Virus product for several years and is planning to do so for the next year as well. The annual renewal cost to license the College’s 1,700 computers is \$13,963.00.

<u>Description</u>	<u>CDW-G</u>	<u>Xtek Partners, Inc.</u>	<u>Carahsoft</u>
Windows and Macintosh Symantec Endpoint Protection Suite Enterprise Edition for 1,700 clients	\$13,963.00	\$23,950.00	\$17,119.00

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

This expense is budgeted in the Information Systems account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of Symantec Anti-Virus licensing for one year from CDW-G of Vernon Hills, IL, for \$13,963.00.



Vicky Smith
President

Request to Purchase
 Thin Clients and Software Maintenance for Desktop Virtualization Project

Information

Desktop Virtualization (DTV) is the term used to refer to the architecture of the College’s desktop technology strategy. DTV utilizes “thin” clients which transfer the computing power and software delivery from the user’s desktop computer to the College’s network “Digital Infrastructure” in the Data Center. Thin clients are physically smaller than the traditional PC. They are usually attached to a video monitor, mouse and keyboard, giving the user more working space. Thin clients also contain minimal computing parts and therefore save a considerable amount in energy costs. Thin clients have a production life that is more than double that of the traditional PC, leading to a longer lifecycle and continuing savings in replacement costs. Energy savings resulting from the use of thin clients result in 78% lower power consumption compared to traditional PC’s.

150 thin clients have been successfully put into production on campus after a successful pilot phase. As a result of this successful prior deployment, the College would like to move forward by purchasing another 100 thin clients. These new thin clients, as well as the first 150, are produced by Wyse Technologies who was acquired by Dell, Inc., in May of 2012. Target areas for these new thin clients include the Library public access workstations, Adult Education classrooms, and the first foray into the employee computing environment. The installations will be done around the schedules of these College departments to maximize student access and productivity. Part of the deployment includes a free license for the Wyse Cloud Manager, which is a free tool that will give the Information Technology department the future ability to manage thin clients through the cloud.

The College will purchase the thin clients from Wyse reseller RKON, Inc., of Chicago, at a cost of \$28,495.00. This purchase will also reduce future three-year PC replacement lease cycles by 100, which will save the College approximately \$65,000.00 through fewer PC purchases.


Quantity	Description	Unit Cost	Total
100	Wyse T10 Thin Clients with USB DVI 8M connections	\$269.95	\$26,995.00
100	Wyse TOS 3 Year Software Maintenance	\$15.00	\$1,500.00
1	Wyse Cloud Client Manager (CCM) - Starter Tier (1 Organization License), 1 Year	\$0.00	\$0.00
		Total:	\$28,495.00

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

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of 100 Wyse thin clients and software maintenance for the Desktop Virtualization project from RKON, Inc., of Chicago, IL, for \$28,495.00.


 Vicky Smith
 President

Request to Purchase
 Anatomage Table

Information

The Biology Department has experienced continuous enrollment growth since 2009. In the fiscal year 2013 budget, \$230,000.00 was budgeted to remodel part of the biology preparatory space for a cadaver lab that would accommodate two cadavers and the various specimens that are used by biology students. However after careful consideration and taking into account the limited space allotted for the biology curriculum at the College, the department has chosen instead to purchase an Anatomage Table.

The Anatomage Table is a life-size, interactive anatomy device that offers realistic 3D visualization of the human body and its body systems. It is able to show a wide variety of tissues, organs, and sections of the human body that can be digitally sliced, layered, and segmented to aid in anatomical spatial understanding. In addition, the Anatomage Table allows hands-on manipulation and interaction by the students individually and together in groups. They will be able to rotate, “dissect,” change the views and remove structures with the swipe of a finger. Although this cannot replace actual cadaver dissection and viewing, it is the closest simulation and most natural experience that the College can currently offer students. For supplemental instruction this table includes the ability to create annotations, lab practicals and quizzes along with viewing surgical procedures and conducting diagnostic case studies.

In addition to Anatomy & Physiology student use, this table can act as a valuable supplement for MCC nursing and other health professions curricula. The Anatomage Table is a sole proprietary device by Anatomage, Inc.


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

Description	Price
Anatomage Table	\$60,000.00
In Vivo 3D Software with Medical Design	Included
1 st year upgrade, tech support, warranty	Included
On-site Installation and Training	Included
Digital Anatomy Library	\$10,000.00
Sub Total	\$70,000.00
Crate and Shipping	\$ 2,202.46
Total	\$72,202.46

This expense is budgeted in the Biology Department account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approve the purchase of the Anatomage Table and accessories as described in the narrative above from Anatomage, Inc., San Jose, California for \$72,202.46.


 Vicky Smith
 President

Destruction of Closed Session Recordings

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 recordings identified below will be physically destroyed.

- Facilities and Planning Committee Meeting, September 13, 2011
- Finance and Negotiations Committee Meeting, September 15, 2011
- Regular Board Meeting, September 22, 2011

Recommendation

It is recommended that the Board of Trustees approves the destruction on April 26, 2013 of the recordings of the following Closed Sessions: the Facilities and Planning Committee Meeting, September 13, 2011; the Finance and Negotiations Committee Meeting, September 15, 2011 and the Regular Board Meeting, September 22, 2011.



Vicky Smith
President

State Universities Retirement System 6% Billing

Information

The Illinois General Assembly's Administrative Code, Section 40 states, if a State Universities Retirement System (SURS) participant's earnings for any academic year used to determine their final rate of earnings exceeds the amount of their earnings for the previous year by more than 6%, SURS is required to bill the employer for the present value of the increase in their benefits. The College received invoices for three individuals who had earnings increases in excess of 6%. There is a total of \$42,153.56 due to SURS for these three individuals. The invoices will accumulate interest and must be paid.

This expense is budgeted in the General Institutional Expense account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees ratifies the payment to the State Universities Retirement System of Champaign, IL, in the amount of \$42,153.56.



Vicky Smith
President

REVISED

McHenry County College

Board Report #13-68
April 25, 2013

Administrative Contracts for FY 2014

Information

The administrators are an important employee group of the College, carrying out the policies, procedures, and initiatives as established by the Board of Trustees. It is recommended that for FY 2014, the contracts of the College Administrators holding the positions listed below be extended through FY 2014:

- Manager of Human Resources
- Manager of IL Small Business Development Center
- Manager of New Student Transitions
- Manager of Special Needs
- Manager of Student Conduct and Campus Life
- Supervisor, Campus Public Safety
- Supervisor, Custodial Second and Third Shifts
- Supervisor, Custodial Third Shift
- Director of Food Services
- Director of Health and Wellness
- Director of Registration and Records
- Director of Athletics, Intramurals & Recreation
- Director of Continuing Education
- Director of Employment Services/Affirmative Action
- Director of End User Services
- Director of Learning Support
- Director of Application Solutions
- Director of Business Services
- Director of Institutional Effectiveness
- Director of Network Services
- Director of Resource Development
- Associate Dean of College and Career Readiness
- Associate Dean of Education, Career and Technical Education
- Associate Dean of Humanities and Social Sciences
- Associate Dean of Mathematics, Sciences & Health Professions
- Dean of Academic Development
- Dean of Enrollment Services
- Dean of Library
- Dean of Student Development
- Director of Field Work Occupational Therapy Assistant
- Director of Online Learning and Educational Technology
- Director of Sustainability
- Executive Director of Workforce, Community and Business Programs
- Assistant Vice President of Academic & Student Affairs
- Assistant Vice President of Buildings and Grounds
- Assistant Vice President of Human Resources
- Chief Communications Officer
- Executive Dean of Education, Career and Technical Education

Revised 4/24/13

REVISED

- Executive Dean of Workforce and Community Development
- Executive Dean of Humanities and Social Sciences
- Executive Dean of Mathematics, Sciences and Health Professions
- Executive Director of Campus Public Safety and Security
- Chief Financial Officer/Treasurer
- Chief Information Officer
- Vice President for Institutional Advancement
- Vice President of Academic & Student Affairs

Recommendation

It is recommended that the Board of Trustees approves the above contract actions as presented.



Vicky Smith
President

Approval of Business Office Positions
 Accountant and
 Accounting Specialist/General Ledger

Information

The business environment has changed over the years, specifically with accountability and transparency. These changes have led to increased responsibilities, specifically in reporting requirements. The Business Office is also responsible for completing the annual audit. The annual audit (and OMB A-133 required under the single audit act) is important in many ways, including, but not limited to, qualifying for financial aid funds from the federal government. Given the level of importance placed on financial reporting and performance of public institutions it was essential that the Business Office evaluate and assess its capabilities.

Part of the assessment of the Business Office was to look at current staffing levels. In order to complete the FY12 audit, 2.5 temporary full time equivalent workers were added to perform work that could not be completed with existing staff. Given the level of importance and scrutiny placed on financial reporting and performance of public institutions it is essential that this area remain properly staffed with the resources necessary to carry out its duties.

During the last several years the audit has indicated many audit issues that have carried over into subsequent years. The majority of these issues are due to the inability of an understaffed department to complete all the responsibilities placed on them. There is no down time in the Business Office that allows for the reallocation of hours to focus on any one project without deferring regular monthly responsibilities. Additionally, there is no capability to cross train employees or have the ability to back up any of the key positions within the Business Office. Attempting to maintain insufficient staffing levels will continue to expose the College to audit findings.

As mentioned earlier, the Business Office has been utilizing temporary workers to address areas most in need. These areas are the cash accounts, accounts receivables, grant accounting support, and fixed assets. Without making these two positions permanent, the work cannot be timely completed as would be expected, nor address all the audit findings from previous years. The current level and importance of the work in this vital area requires a level of staffing sufficient to carry out its responsibilities in order to properly serve the College and its constituents.

The two positions will be budgeted in the Business Office Account.

Position	Position Grade	Staff Salary Level		
		Minimum	Midpoint	Maximum
Accountant	P9	\$37,604	\$53,585	\$69,567
Accounting Specialist/General Ledger	P8	\$34,807	\$49,599	\$64,392

The expected salary will be in the lower quartile of the salary range; total payroll of the two positions can be estimated at \$72,411.00. Adding benefits, estimated at 35% of total payroll, adds an additional \$25,344.00, bringing the estimated total cost of the two positions to \$97,755.00.

Currently, the Business Office has two existing positions similar to the proposed new positions. The salaries of the current staff are:

Accountant: \$39,774.00 (employed since 1/4/2010)

Accounting Specialist /General Ledger: \$53,809.00 (employed since 6/1/1999)

The cost for the 2.5 temporary staff currently working in the Business Office is approximately \$96,000.00. Once the new positions are filled, this temporary staff would no longer be needed.

Recommendation

It is recommended that the Board of Trustees approves the creation of both the Accountant and Accounting Specialist/General Ledger positions.

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

Vicky Smith
President

POSITION: ACCOUNTANT

CLASSIFICATION: Professional

WORK YEAR: 12 Months

PRIMARY PURPOSE: Maintain the College's capital asset inventory and prepare related periodic depreciation schedules. Monitor long-term debts and maintain amortization schedules. Assist grant accountant to ensure accuracy of all grants (including student financial aid) as well as file timely grant reports as required with granting agencies. Assist with the College's annual audit. Perform Month-end reconciliation of assigned balance sheet accounts

ESSENTIAL JOB FUNCTIONS:

CAPITAL ASSETS AND GENERAL DUTIES

- Maintain the College's capital asset inventory and reconcile to the general ledger quarterly, including additions, disposals, and recording depreciation.
 - Monitor Long-term debts and related amortization schedules including payment of principal and interest of those debts
 - Perform month-end reconciliations of assigned General Ledger accounts, and research any difference between recorded amount and source documents.
 - Assist with preparation of required various ICCB financial reports as directed by the Controller
 - Assist with monthly journal entries, bank reconciliation, and financial statements per needed
- **GRANTS:**
 - Assume full duties of grant accountant in his / her absence including such functions as:
 - Monitor all grants and coordinate resolution of problems regarding improper classification of expenses or disallowable expenses.
 - Assist Grant Administrators in preparation of grant budgets, journal entries, invoices, and grant reports.
 - Assist Grant Administrators in interpretation of grant rules and regulations.
 - Prepare year-end receivable entries for grant funds.
 - Coordinate the usage of the Department of Education's GAPS (Grant Administration & Payment System) to draw down student financial aid funds, as necessary.
 - Reconcile all student financial aid activity between general ledger, GAPS, bookstore, and financial aid office in both the Education and Student Grant and Loan funds.
 - Report Grant expenditures to appropriate agencies, as required.
 - Prepare accurate and timely financial statements and report expenditures to authorities for grants.
 - Prepare quarterly grant report for the Board of Trustees.
 - Maintain grant files.
 - Reconcile WIA expenses for tuition and bookstore charges.
 - Reconcile Time Certifications forms.
 - Assist in preparing and reviewing budgets related to ongoing and new grant applications.

- **AUDIT:**
 - Prepare annual receivable/payable accrual entries and related reconciliation.
 - Respond to auditor requests and inquiries.
 - Prepare all grant reconciliations and related financial statements.
 - Maintain audit files.
 - Assist in the preparation of the Comprehensive Annual Financial Report (prepare the statistical section and all grant financial statements) to GFOA standards.

OTHERS

- Additional duties as assigned by immediate supervisor.

SUPERVISION: Under the supervision of Controller.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Bachelor's Degree in Accounting, Finance, or Business required.

EXPERIENCE: Two years of accounting experience. Capital asset experience preferred.

SKILLS AND ABILITIES:

- Knowledge of accounting principles.
- Mathematical aptitude, typing, calculator, and knowledge of Datatel systems.
- Proficiency in PC-based word processing, spreadsheet, and database application.
- Excellent written and verbal communication skills.
- Must be proficient at preparing journal entries.
- Must be organized.
- Must be able to work independently, be a self-starter.
- Maturity and sense of responsibility.
- Ability to deal effectively with the public and College staff by phone and in person.

POSITION: ACCOUNTING SPECIALIST, GENERAL LEDGER

CLASSIFICATION: Professional **WORK YEAR:** 12 Months

PRIMARY PURPOSE: Maintain accurate financial records for College bank accounts. Prepare journal entries and maintain general ledger for the College. Responsible for month-end closing of books.

ESSENTIAL JOB FUNCTIONS:

- FINANCIAL RECORDS:
 - Review and verify daily deposit records with receipts and transaction printouts for all cash drawers and resolve discrepancies with the Bursar's Office. Prepare and record necessary journal entries in the accounting system
 - Monitor and project bank balances in College accounts to insure adequate balances are maintained to meet cash demands without exceeding the collateral threshold and request transfers as necessary to be made by the Controller
 - Perform monthly reconciliation of College bank accounts including clearing checks and deposits manually or via electronic file, maintaining outstanding check reports, identifying and resolving discrepancies with appropriate individuals, and preparing and recording necessary journal entries in the accounting system
 - Contact financial institutions to request stop payments on checks, order deposit books, and resolve discrepancies in accounts.
 - Monitor outstanding check lists and provide information to appropriate College departments (Bursar, Payroll, Accounts Payable, Financial Aid) on a periodic basis (at least semi-annually) for their action and follow-up
 - Responsible for preparing and filing the Annual Report of Unclaimed Property and sending related funds, if any, to the Illinois State Treasurer's Office
 - Prepare monthly Treasurer's Report for the Board of Trustees
 - Maintain financial files

GENERAL LEDGER:

- Perform month-end reconciliations of assigned balance sheet accounts and submit to the controller for approval
- Perform month-end closing process including reconciling and consolidating interfund accounts, closing prior accounting periods, preparing monthly journal entries, and recording all journal entries in the accounting system
- Receive budget transfer/journal entry request forms from College employees, review with employees as necessary for clarity, and record in accounting system on at least a monthly basis
- Prepare and record accruals and deferrals for tuition and property taxes. Ensure that all property taxes are properly recorded and reconciled to the County Tax Distribution Reports

ESSENTIAL JOB FUNCTIONS:

- **GENERAL LEDGER**
 - Respond to inquiries from College employees and assist them in locating and understanding the financial activity recorded in the accounting system
 - Maintain file of new general ledger account requests entered in accounting system

- **AUDIT**
 - Assist with year-end audit by preparing schedules and reports requested by auditors, and responding to auditor inquiries
 - Additional duties as assigned by immediate supervisor

SUPERVISION: Under the supervision of the College Controller.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Bachelor's Degree in Accounting or related degree.

EXPERIENCE: Two years of related experience preferred.

SKILLS AND ABILITIES:

- Mathematical aptitude, typing, ten-key calculator
- Proficient with Microsoft Excel and Word
- Experience with Datatel accounting systems
- Maturity and sense of responsibility
- Ability to communicate effectively with the staff and public
- Organizational skills
- Must be accurate and be able to prioritize tasks
- Must be able to work independently as well as collaboratively

Request for Faculty Leave

Information

According to section 13.2 of the McHenry County College Faculty Association Contract, full-time faculty can request a leave of absence without pay and benefits. Specifically, section 13.2 states,

Section 13.2 Leave of Absence

A. Upon written application of a faculty member to her/his immediate supervisor, the Board may grant leave of absence without pay, upon such terms and conditions as it may set, to a faculty member who has been employed on a full-time basis for two (2) years for up to one (1) academic year for the following purposes:

1. graduate study;
2. research;
3. other professional development activity;
4. personal health or family hardship (See sections 13.4 and 13.5); or
5. other purposes as agreed upon between the faculty member and her/his immediate supervisor.

Magdalena Farc, an Instructor of Psychology who has taught at MCC for five years, has requested an unpaid leave of absence without benefits for the period from November 11, 2013 through December 6, 2013. This leave is based on Section 13.2., A.5.

Recommendation

It is recommended that the Board of Trustees approves the unpaid leave of absence without benefits for Magdalena Farc for the period from November 11, 2013 through December 6, 2013.



Vicky Smith
President

Workforce and Community Development Personnel Considerations for Summer 2013

Information

Listed below are instructors to be hired for the Summer 2013 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	NPC S04 007	Pinterest	7.00
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
DiBona, B	5/15/2013	ISBDC-How to Develop a Business Plan	100.00
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Barnard, A	NFL S07 007	Conversational Spanish	420.00
Barnard, A	NFL S05 017	Spanish-I	448.00
Brown, S	NFS C06 006	FAST ECG	983.00
Mills, P	NPC S06 006	All About Etsy	40.50
Rios, P	NCU S61 006	Cooking With Your BFF	30.00
Rios, P	NCU S46 006	Summer Salads	30.00
Sieber, S	NPC S05 006	Digital Art	216.00
Sieber, S	NPC S07 006	Create Your Own Website	81.00
Steffen, P	NSD S16 018	Zumba	168.00
Steffen, P	NWT S49 006	Writing For Publication	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 007	Private Music – Clarinet	275.00
Fagiano, S	NMU C03 007	Private Music – Percussion	275.00
Henning, R	NMU C12 007	Private Music – French Horn	275.00
Kvam-Holub, J	NMU C09 007	Private Music – Viola	275.00
Shaw, N	NMU C11 007	Private Music – Voice	275.00
Singer, T	NMU C02 007	Private Music – Jazz Piano	275.00
Singer, T	NMU C04 007	Private Music – Piano	275.00
<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	NCF S24 006	Card Making Techniques	5.00
Johnson, H	NPL S14 018	Women’s Self-Defense	7.00

Recommendation

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



Vicky Smith
 President

Request for Retirement and Emeritus Status

Information

Pamela Peters, Instructor, Early Childhood Education, has submitted her letter of retirement effective December 31, 2013. She has been a valuable member of the College community. At her leaving, she will have over eighteen years of full-time service to McHenry County College.

Pam began her career with McHenry County College in 1994 as a preschool teacher and the next year became an Instructor, Early Childhood Education. While a faculty member, Pamela served as department chair and wrote many of the courses added to our Associate in Applied Science in Early Childhood Education degree program. Pamela was instrumental in organizing and running the "Child's World Conference" and frequently appeared as a presenter at these conferences. Pamela helped establish the early childhood scholarship that is awarded annually to McHenry County College students. Community service is also a passion for Pamela as she serves on the Board of Head Start. Pamela has been a very loyal and dedicated employee and is worthy of the emeritus status.

Due to her exemplary service to the College, the President recommends granting Instructor Emeritus status to Ms. Peters.

Recommendation

With appreciation for her many contributions to the College, it is recommended that the Board of Trustees ratifies Pamela Peters' request for retirement effective December 31, 2013, and that she be granted the honorary designation of Instructor Emeritus.



Vicky Smith
President

Salary Adjustment/Advance Placement

Information

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

	<u>Placement and Salary</u>	<u>Adjusted Placement and Salary</u>
Heather Zaccagnini – 5 th Advance Placement Instructor, Manufacturing Management Second Half of 2012-2013 Academic Year	Lane V, Step 13 \$91,845.00	Lane VI, Step 13 \$96,084.00

Recommendation

It is recommended that the Board of Trustees ratifies the above advance placements for Heather Zaccagnini as stated.



Vicky Smith
President

Board Policy Manual, Section 5 Revision
Second Reading

Information

During the spring 2011 semester, the Board of Trustees Evaluation and Policies Committee decided to undertake a complete review of the Board Policy Manual. The intent of the review was to ensure that all policies within the Manual were current and met applicable state and federal laws. Further, the review was to ensure that all necessary policies were included in the Board Policy Manual.

After considerable discussion the Evaluation and Policy Committee chose to review the Board Policy Manual in complete sections starting with Section 1, and then going to Section 3, then Section 4 and Section 5, and finally Section 2. This order of review was based on the length of each section and content within the sections.

The attached documents are a compilation of the revisions for Section 5. The document titled *Section 5 with Markups* shows all of the revisions to the Section 5 policies that the Evaluation and Policy Committee is recommending. The document titled *Section 5 Tentative – Final* shows what the section would contain if all of the revisions are accepted by the Board, in other words, a “clean” copy of the newly revised Section 5.

All of the revisions to the policies were jointly developed by the Evaluation and Policy Committee, the College’s attorney, and the College’s Internal Policy Committee. Each policy that has been revised or left with its current language has been reviewed and approved by the College’s attorney.

Recommendation

It is recommended that the Board of Trustees approves the revisions to Section 5 of the Board Policy Manual.



Vicky Smith
President

*Board Policy Manual Review,
Second Reading
Section 5 with Markups*

April 25, 2013

The Internal Policy Committee has recommended that the Board Policy Committee delete the following policies from Section 5 of the Board Policy Manual:

- 5.3 Waiver and Substitution of Graduation Requirements
- 5.4 Awarding Additional Degrees

The Internal Policy Committee has recommended that the Board Policy Committee move the following policies from Section 5 of the Board Policy Manual into Section 2 - College Operations:

- 5.5 College Committees

5.0 ~~INSTRUCTION~~ ACADEMICS

~~The fundamental mission of McHenry County College is to provide high quality, need-based educational and training opportunities to adult residents of the College district. Toward this end, a broad range of seminars, courses, and programs are provided; high quality faculty and support staff are employed; and appropriate facilities are utilized. Fulfillment of this mission within the scope of available resources shall continue to the instructional program.~~

5.1 COLLEGE CATALOG AND STUDENT HANDBOOK

The College Catalog and Student Handbook are official publications of the College that define student policies and procedures. These publications serve to highlight programs, services and other vital information of particular importance to McHenry County College students.

5.2 ACADEMIC CALENDAR

In accordance with the *Administrative Rules* of the Illinois Community College Board, 23 Ill. Admin. Code 1501.303(3), the College shall annually establish a Board-approved academic calendar that is an official list of dates and schedules for the College.

5.3 ~~Waiver and Substitution of Graduation Requirements~~

~~An individual graduation requirement may be waived at the discretion of the President and the Vice President for Learning and Student Support Services in accordance with the *Illinois Public Community College Act* and all applicable regulations.~~

5.3 CURRICULUM

The Board of Trustees shall approve all new degrees and certificates. Upon approval, the faculty and administration are responsible for implementation, and for the regular review and evaluation of curricula.

5.4 ~~AWARDING ADDITIONAL DEGREES~~

~~A graduate of McHenry County College may pursue and be awarded additional degrees at the College. To receive one or more additional degrees at the College, there are requirements to be met.~~

5.2 5.4 OCCUPATIONAL CERTIFICATES

~~Certificate programs of varying length are authorized to provide up-to-date, employment-specific instruction. Such programs shall continue to be offered in a wide range of occupational areas and shall require fewer total credit hours for completion than do associate degree programs.~~

McHenry County College awards program certificates as authorized by the Illinois Community College Board.

5.1 5.5 DEGREES AWARDED

McHenry County College awards the following degrees is authorized to award associate degrees as approved by the Illinois Community College Board.

- A. Associate in Arts Degree (AA)**
- B. Associate in Fine Arts Degree (AFA)**
- C. Associate in Science Degree (AS)**
- D. Associate in Engineering Science Degree (AES)**
- E. Associate in Applied Science Degree (AAS)**
- F. Associate in Art in Teaching (AAT)**
- G. Associate in General Education Degree (AGE)**

5.7 PROGRAM ACCREDITATION

The College will seek and maintain accreditation for specific programs when appropriate. Individual program accreditation increases prestige and visibility of the individual program, and allows students upon graduation, to sit for licensure exams.

5.6 5.8 COOPERATIVE EDUCATIONAL AGREEMENTS

~~In accordance with the goals of the State Master Plan for Higher Education, McHenry County College seeks to actively extend high quality educational opportunities to all interested residents. An important means for doing this is through the establishment of cooperative educational agreements with neighboring community colleges and institutions of higher education.~~

McHenry County College is committed to providing diverse educational opportunities to McHenry county residents. In order to meet this commitment, the College may establish cooperative educational agreements with neighboring community colleges and other institutions of higher education to provide supplemental educational opportunities.

5.9 GRADUATION REQUIREMENT

The College requirements for graduation shall conform with units of instruction approved by the Illinois Community College Board and Illinois Board of Higher Education. These requirements shall be published in the College Catalog and Student Handbook. Graduation requirements may be waived on an individual basis in accordance with the Illinois Public Community College Act and all applicable regulations.

*Board Policy Manual Review,
Second Reading
Section 5 Tentative - Final*

April 25, 2013

The Internal Policy Committee has recommended that the Board Policy Committee delete the following policies from Section 5 of the Board Policy Manual:

- 5.3 Waiver and Substitution of Graduation Requirements
- 5.4 Awarding Additional Degrees

The Internal Policy Committee has recommended that the Board Policy Committee move the following policies from Section 5 of the Board Policy Manual into Section 2 - College Operations:

- 5.5 College Committees

5.0 ACADEMICS

5.1 COLLEGE CATALOG AND STUDENT HANDBOOK

The College Catalog and Student Handbook are official publications of the College that define student policies and procedures. These publications serve to highlight programs, services and other vital information of particular importance to McHenry County College students.

5.2 ACADEMIC CALENDAR

In accordance with the *Administrative Rules* of the Illinois Community College Board, 23 Ill. Admin. Code 1501.303(3), the College shall annually establish a Board-approved academic calendar that is an official list of dates and schedules for the College.

5.3 CURRICULUM

The Board of Trustees shall approve all new degrees and certificates. Upon approval, the faculty and administration are responsible for implementation, and for the regular review and evaluation of curricula.

5.4 CERTIFICATES

McHenry County College awards program certificates as authorized by the Illinois Community College Board.

5.5 DEGREES AWARDED

McHenry County College awards the following degrees authorized by the Illinois Community College Board.

- H. Associate in Arts Degree (AA)
- I. Associate in Fine Arts Degree (AFA)
- J. Associate in Science Degree (AS)
- K. Associate in Engineering Science Degree (AES)
- L. Associate in Applied Science Degree (AAS)
- M. Associate in Art in Teaching (AAT)
- N. Associate in General Education Degree (AGE)

5.7 PROGRAM ACCREDITATION

The College will seek and maintain accreditation for specific programs when appropriate. Individual program accreditation increases prestige and visibility of the individual program, and allows students upon graduation, to sit for licensure exams.

5.8 COOPERATIVE EDUCATIONAL AGREEMENTS

McHenry County College is committed to providing diverse educational opportunities to McHenry county residents. In order to meet this commitment, the College may establish cooperative educational agreements with neighboring community colleges and other institutions of higher education to provide supplemental educational opportunities.

5.9 GRADUATION REQUIREMENT

The College requirements for graduation shall conform with units of instruction approved by the Illinois Community College Board and Illinois Board of Higher Education. These requirements shall be published in the College Catalog and Student Handbook. Graduation requirements may be waived on an individual basis in accordance with the *Illinois Public Community College Act* and all applicable regulations.

REVISED

McHenry County College

Board Report #13-74
April 25, 2013

Request to Accept Fire Science Equipment Donation

Information

The Friends of McHenry County College Foundation was approached by Chief Doug Goostree, Chair of the Fire Science Department and Air One Equipment Inc. of South Elgin, Illinois regarding an equipment donation of a portable cascade system to the McHenry County College Fire Science program. Air One is a leading supplier of fire service equipment with specialty in self-contained breathing apparatus (SCBA). The donation consists of a 2009 model year Haulmark dual axle Utility Trailer that houses and transports a breathing air system to be used to refill SCBA cylinders for firefighters. The cascade system will allow MCC fire science students in the basic firefighter operations class to refill their breathing apparatus on-site during live fire training. The SCBA tanks generally last 20 to 30 minutes between refills. Students may need to refill their SCBA tanks 3 to 4 times per training session. This on-site ability to refill tanks will make the process easier and more efficient for instructors and students who are conducting the training drills.

The cascade system is comprised of 16 large air cylinders that are interconnected. There is a pressure regulator, holding brackets and hoses that can re-fill the smaller SCBA cylinders all enclosed in the trailer. The Haulmark trailer is 16 feet long by 7 feet wide with the MCC logo and the MCC Fire Science logo on each side. The trailer can be pulled to an off-site location by a variety of vehicles that are already owned by the College.

The Fire Science department chair, adjunct faculty and Executive Dean determined the equipment would have educational value for firefighter training during live fire training exercises. The estimated value of the trailer is \$16,000.00. Retired Chief Doug Goostree purchased the trailer as his personal donation to the fire science department prior to his upcoming retirement, and Air One Equipment donated the equipment, set-up and installation of all of the requisite pieces of apparatus.

The donation of the trailer will be received by the Friends of McHenry County College Foundation at their next meeting board meeting. Prior to this acceptance, the Foundation Board is seeking confirmation from the Board of Trustees that it is their desire to accept the 2009 Haulmark Utility Trailer with the cascading system donation into the College's assets for educational purposes.

Recommendation

It is recommended that the Board of Trustees approves the acceptance of the 2009 Haulmark trailer with the cascading system donation upon receipt by the Friends of McHenry County College Foundation for fire science to be used for live fire training classes and related fire science curricula. After the acceptance of the Haulmark Utility Trailer donation with an appraised value of \$16,000.00, the Friends of McHenry County College Foundation will transfer ownership and title directly to McHenry County College.



Vicky Smith
President

McHenry County College

Information Report
April 25, 2013

Quarterly Report on Grants

Attached is a detailed quarterly report of FY13 Federal, State and Private Grants as of March 31, 2013, with comparisons to the prior year.

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

Vicky Smith
President

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2013	Unexpended Balance
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FEDERAL

CWS 2013

Source: Department of Education CFDA # 84.033 Fund 6 Klee \$ 75,000 N/A \$ 36,230 38,770
 Purpose: To provide funds to students by providing employment opportunities on campus.
 590900002

PELL 2013

Source: Department of Education CFDA #84.063 Fund 6 Klee 6,011,519 N/A 6,011,519 -
 Purpose: To provide funds to full and part time students enrolled in credit programs.
 590900022

SEOG 2013

Source: Department of Education CFDA #84.007 Fund 6 Klee 50,000 N/A 38,500 11,500
 Purpose: To provide funds to students enrolled in credit programs with the highest need.
 590900028

Workforce Investment Act

Source: ICCB CFDA #17.255 0613-613 Linden 174,000 N/A 0 174,000
 Purpose: To provide unemployed individuals with funds to assist in obtaining vocational training.
 901012

Post-9/11 GI Bill

Source: US Dept of Veterans Affairs CFDA #64.028 0631-602 Klee 224,863 N/A 215,592 9,271
 Purpose: To help servicepersons by providing education benefits and opportunities.
 901020

Perkins IV Postsecondary Basic

Source: ICCB CFDA #84.048 901026 Linden 175,179 N/A 99,127 76,052
 Purpose: To increase response to local programs, integrate academic and vocational skills development, support services for special populations and improve linkages between secondary and postsecondary institutions.

		Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2013	Unexpended Balance
Federal Basic Adult Education							
Source: ICCB	CFDA #84.002A	901016	Clute	135,537	N/A	100,644	34,893
Purpose: To support instruction of Adult Education and Literacy.							
Adult Education - Public Aid							
Source: ICCB	CFDA #84.002A	902015	Clute	10,618	N/A	9,560	1,058
Purpose: To support instruction of Adult Education and Literacy on Public Aid.							
English Literacy/Civics							
Source: ICCB	CFDA #84.002A	0619-665 901018	Clute	18,800	N/A	18,319	481
Purpose: To support instruction of Adult Education regarding the United States and local government systems.							
Small Business Development Center							
Source: (DCEO) Department of Commerce and Economic Opportunity	CFDA #59.037	*901024	C Jones	23,596	15,000	23,596	-
Purpose: To provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training.		**901022		0	0	-	-
* Grant Period: Jul. 12 - Dec. 12							
**Grant Period: Jan. 13 - June 13							
ISBDC Small Business Jobs Act Grant							
Source: (DCEO) Department of Commerce and Economic Opportunity	CFDA #59.031	901023	C Jones	70,000	N/A	42,076	27,924
Purpose: To provide increased client services to enter new foreign markets.							
* Grant Period: Apr. 1, 2011 - Sep. 30, 2013							
Health Professional Opportunity Grant II							
Source: The County of Will and The Workforce Boards of Metropolitan Chicago	CFDA #93.093	902023	Flanagan	92,046	N/A	58,252	33,794
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 29, 2011 -September 30, 2012							

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2013	Unexpended Balance
Health Professional Opportunity Grant III						
Source: The County of Will and The Workforce Boards of Metropolitan Chicago	902025	Flanagan	100,650	N/A	44,297	56,353
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, 2012 - September 29, 2013						
F.A.S.T. II Grant (flex & sustain training)						
Source: US Dept of Labor	901030	Moormann	250,000	N/A	181,413	68,587
Purpose: To provide resources for non credit job training in the areas of manufacturing & nursing.						
* Grant Period: June 1, 2011 - June 30, 2013						
Local Program of Studies Implementation Grant						
Source: US Dept of Labor	901027	Linden	10,000	N/A	8,067	1,933
Purpose: To provide resources for Career and Technical education.						
* Grant Period: August 1, 2012 - June 30, 2013						
TAA Grant - INAM						
Source: Federal thru Dept of Labor	901045	Falco	366,975	N/A	0	366,975
Purpose: Manufacturing Training for jobless.						
* Grant Period: October 1, 2012 - September 30, 2013						
SUBTOTAL Federal Grants - March 31, 2013			\$ 7,788,783		\$ 6,887,192	\$ 901,591
Fiscal Year 2012 Federal Grants - March 31, 2012			\$ 5,743,150		\$ 5,099,857	\$ 643,293

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2013	Unexpended Balance
STATE						
MAP 2013						
Source: Illinois Student Assistance Commission	Fund 6	Klee	596,764	N/A	596,764	-
Purpose: To provide funds to Illinois students enrolled in credit programs with financial need.	902024					
Small Business Development Center State Portion						
Source: (DCEO) Department of Commerce and Economic Opportunity	*902028	C Jones	18,586	15,000	18,586	-
Purpose: To provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training.	**902026		40,000	0	14,989	25,011
* Grant Period: July 2012 - Dec 2012						
**Grant Period: Jan. 13 - Jun. 13						
State Basic Adult Education 54V						
Source: ICCB	0619-662	Clute	141,245	N/A	105,843	35,402
Purpose: To support instruction of Adult Education and Literacy.	902014					
State Performance						
Source: ICCB	0657-657	Clute	131,440	N/A	90,283	41,157
Purpose: To help meet performance standards in Adult Education programs.	902040					
Community Literacy Program						
Source: Secretary of State	0621-621	Clute	47,200	N/A	29,079	18,121
Purpose: To develop a full-time literacy program and train and support volunteer literacy tutors.	902016					

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2013	Unexpended Balance
CTE Program Improvement						
Source: ICCB	902050	Linden	13,171	N/A	13,115	56
Purpose: To purchase instructional equipment for vocational education programs.						
Family Violence Grant						
		C Jones				-
Purpose: To set up the 22nd Circuit Family Violence Coordinating Council and hire a part-time Local Council Coordinator.	*902038		9,750	N/A	9,750	-
	**902036		\$ 8,350		3,742	4,608
* Grant Period: Jul 2012 - Dec 2012						
* Grant Period: Jan 2013 - Dec 2013						
Illinois Green Economy Grant						
Source: DCEO	902034	Stejskal	37,089	N/A	37,089	0
Purpose: To be used to establish a working connection to the broader network of colleges across the state.						
* Grant Period: November 1, 2011 - Sept 30, 2012						
Illinois Cooperative Work Study Grant						
Source: IBHE	902012	Patrick	17,430	N/A	6,796	10,634
Purpose: To strengthen ties to industry partners while expanding internship and employment opportunities for students in the automotive program.						
*Grant Period: February 15, 2011 - June 30, 2013						
SUBTOTAL State Grants - March 31, 2013			\$ 1,061,025		\$ 926,036	\$ 134,989
Fiscal Year 2012 State Grants - March 31, 2012			\$ 1,267,726		\$ 1,005,613	\$ 262,113

PRIVATE

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2013	Unexpended Balance
Accelerating Opportunities Grant						
Source: ICCB	901019	Clute	62,500	N/A	36,810	25,690
Purpose: To implement an I-BEST-like approach developed by the Board's Accelerating Opportunities "Design Team"						
Week End Nursing Program						
Source: Private Donor	901056	Flanagan	130,000	N/A	98,373	31,627
Purpose: To implement a Weekend Nursing Program						
SUBTOTAL Private Grants - March 31, 2013			\$ 192,500		\$ 135,183	\$ 57,317
Fiscal Year 2012 Private Grants -March 31, 2012			\$ 20,000		\$ 20,000	\$ -
TOTAL ALL GRANTS - March 31, 2013			\$ 9,042,308		\$ 7,948,411	\$ 1,093,897
Total all Grants - March 31, 2012			\$ 7,030,876		\$ 6,125,470	\$ 905,406

* Grant period differs from McHenry County College fiscal year.

ERP Project Update

Information

The Web Time Entry system was successfully implemented during late March/early April and is now in use by all classified employees and their supervisors. Future rollout phases for other staff will be determined at a later date. The core functionality for Web Time Entry is now in place and can be deployed to other staff at the College's discretion without the need for extensive Ellucian consulting assistance. This phased approach enables staff to receive training on the new online system in a rationed, controlled fashion with an overall goal to gradually ease staff away from the current paper-based system. Concurrent with the deployment of Web Time Entry, the College's HR organization is continuing to implement the new PeopleAdmin system, which is an online, third-party employee recruitment component integrated with Ellucian Colleague.

As of this report, the College's reliance on outside consultants has been substantially reduced. The College's on-site, dedicated Ellucian project manager has completed his engagement and has transitioned to a part-time, remote project management role. Ellucian consulting resources will still be available to the College, but on an as-needed, pre-scheduled basis. Because of this scaled-down scenario and the College's transition from "implementation" to "operational" status, this month will be the last report with an attached, Ellucian-provided "Executive Overview of Colleague Implementation-McHenry County College."

On-going migration of historical student, staff, and financial data into the new system will continue into the summer months. Plans are being finalized to engage Ellucian programming resources to customize and improve the College's current purchase requisition processes.

An August 2013 timeframe has been set as a target to retire and fully shutdown the former ERP system (NXView). An extensive project list of detailed requirements has been gathered to ensure alternative means to access legacy/historical information from this system is available for any future reporting needs.

Installation of ERP core functionality will be considered complete by the end of May 2013. At that point, future add-on projects will continue but be considered as follow-up, "Phase 2" initiatives reviewed on a per-project basis.

Dr. Al Butler
Chief Information Officer



Executive Overview of Colleague Implementation

M48 McHenry County College

Status as of:
March 2013

Client Project Leader: Marilyn Schick Ellucian Project Leader: Roy Martin			2011												2012												2013		
Module / Initiative	Live Targ	Client Lead	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
Overall Implementation Status					●	▲	▲	▲	●	●	▲	▲	●	●	●	●	●	●	●	●	●	●	▲	●	●				
System Related																													
Financials - GL	Jul 11	Piorkowski			● ¹																								
Colleague Portal	Jan 12	Samsa / Stoltz			●	●	●	●	●	●	▲ ²																		
Financials - AP/PU	Jan 12	Jones			▲	▲	●	●	●	▲	● ¹																		
Human Resources / Payroll	Jan 12	Roewer			●	▲	▲	▲	▲	▲	● ¹																		
Student - Admissions	Feb 12	Carper			●	▲	●	●	●	●	●	● ¹																	
Student - Curriculum	Feb 12	Christopher			●	▲	●	●	●	●	●	● ¹																	
Financials - Budget Mgt	Mar 12	Ihetu / West								●	●	●	● ¹																
Student - Payment Plan	Mar 12	Kossow								●	●	●	● ¹																
Student - Acad Rec / Reg	Mar 12	Devenny			●	▲	●	●	●	●	●	●	● ¹																
Student - Acct Recv / Cash Rec	Mar 12	Kossow			●	▲	●	●	●	●	●	●	● ¹																
Student - Financial Aid	Mar 12	Klee			●	▲	●	●	●	●	●	●	● ¹																
Fin. - Online Purchase Order	May 12	Jones									●	●	●	●	● ¹														
Student - Bookstore Interface	May 12	Schermann										●	●	●	▲ ²														
Financials - Fixed Assets	Jul 12	West												●	●	●	● ¹												
Student - Recruiter Online	Oct 12	Carper													●	●	●	●	●	● ¹									
Student - Degree Audit	Dec 12	Devenny													●	●	●	●	●	●	● ¹								
HR - Assignment Contracts	Jan 13	Roewer														●	●	▲	●	●	●	● ¹	● ¹						
HR - On-line Time Card Entry	Mar 13	Roewer													●	●	▲ ²	▲	●	●	●	●	●	●	● ¹				
Student - Retention Alert	Jun 13	Thomas													●	●	●	●	●	●	●	●	●	●	●				
Student - Instant Enrollment (CE)	TBD	Jones													●	●	▲	▲	●	●	●	●	●	▲	▲				
Project Related																													
Custom Software Projects									●	●	●	●	●	●	●	●	●	●	●	●	●	●	▲	▲	▲				
Data Migration						▲	▲	▲	●	●	▲	▲	▲	●	●	●	▲	▲	●	●	●	●	▲	●	●				
Reporting Solution (DROA)										●	● ¹	●	●	● ¹															
Reporting - Synoptix					● ¹																								
Reporting - Source4									●	●	▲ ²																		
Technical Staff Training					●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●				



Executive Overview of Colleague Implementation M48 McHenry County College

Status as of:
March 2013

Client Project Leader: Marilyn Schick																													
Ellucian Project Leader: Roy Martin																													
Module / Initiative	Live Targ	Client Lead	2011												2012												2013		
			May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
● • Tasks on target • No executive sponsor interaction needed • On target with completion of current tasks greater than 90% • If for overall project budgetary issues, current and anticipated charges are within overall project budget																													
▲ • Project/module caution: some slippage; Project Manager / BPM mitigating risk and anticipates resolution • Executive sponsor notified, but does not need to respond • Completion of current tasks 70% - 90%, with no critical tasks delayed • If for overall project budgetary issues, current and anticipated charges are not yet within overall project budget, however tasks/resources are being adjusted; anticipate to stay within overall budget																													
◆ • Significant delays and project timeline or deliverables are in jeopardy • Executive sponsor engaged to resolve problem • Tasks are delayed with less than 70% of current tasks complete, and/or a key, critical task is significantly delayed • If for overall project budgetary issues, executive sponsor action is required, as current and anticipated charges are not within overall project budget																													
Planned GO LIVE date. The specific date will be determined based on business process life cycles, operational milestones, and other project activities																													
Overall:																													
<p>The key milestone in March was Online (Web) Time Entry going live. That team (mostly Anita Roewer) did much work to guide the project to a successful live status. Retention Alert is targeted to go live with a small group in the summer (June) and then full roll-out in Fall (September). The Instant Enrollment (online enrollment for Adult/Continuing Ed) has been delayed, pending some internal workflow and setup issues by that team. No new target is yet set by that team, although they have resolved most of the issues and are down to a short list of outstanding items to be completed. With the full-time project management offered by Strata Information Group ending in February, and offered by Ellucian ending in March, the team has focused to shifting to part-time PM support from Ellucian starting in April, and also moving the Colleague teams from "implementation" into "operational" mode.</p>																													
Watching Closely:																													
<p>The custom processes which still need to be created, (the "IT Projects list"), are still extensive and require constant and focused attention to ensure that all processes and data existing in the legacy NxView and Vantage systems have been migrated into Colleague (or other) equivalents. Those two legacy systems will be retired in August/September, thus these projects must be closely monitored to ensure successful completion prior to then. The I.T. and Core teams must continue to prioritize these projects and ensure sufficient resources are devoted to completion of the most mission-critical items.</p>																													
Very Concerned:																													
(none)																													

Office of Marketing and Public Relations Update

McHenry County College's Office of Marketing and Public Relations (OMPR) is focused on promoting a positive image of the institution and communicating effectively with the community in support of the mission and goals of the College. OMPR is focused on supporting institutional planning efforts through a deliberate, strategic approach to delivering relevant information to all key stakeholders (students, donors, alumni, community, employees). As a full-service, internal marketing service that creates innovative and comprehensive branding, communications and promotions for the institution and its programs, OMPR integrates a variety of channels/media for every effort and campaign, while managing individual initiatives that require a variety of – or all – services.

The following information highlights just some of the marketing and communication efforts in place that support growing MCC's population, strengthening MCC's identity, and sharing MCC's stories.

Growing MCC's Population

- *Community Forums:* In order to create a venue where a team of MCC members can share topics and receive questions, a monthly community forum will be held. Beginning in April 2013, the College will host a forum in each community, at which the local community can learn about MCC initiatives and have the opportunity to ask questions. Each session will include the president, 1-2 Board members, representatives of executive council, and key faculty or staff based on topic. The first session will be hosted for the Algonquin, Lake in the Hills and Huntley communities on Tuesday, April 30 from 6:30-8 p.m. at Heineman Middle School in Algonquin.
- *Community Event Participation:* MCC recently participated in a variety of community business expos, including Crystal Lake, Harvard and Huntley. This summer and fall, expect to see MCC's presence at the county fair, local festivals and additional expos.
- *Marketing Segmentation Analysis:* The department has an active role with the College's enrollment management team. Most recently, an initiative began to conduct a segmentation analysis of MCC students and prospective students in order to identify the best individuals/audiences on which to target for enrollment growth. This effort is still in progress.
- *College and Career Readiness Initiative:* Since late 2012, the OMPR web services team has been developing an online presence for college and career readiness. As presented at the April 2013 Committee of the Whole Meeting, the College website is complete (www.mchenry.edu/collegeready), and production is underway on the individual sites for each high school. Once that component is live (late summer/early fall), OMPR will launch its campaign to middle and high school students and their families. The possibility of offering a session on this tool at 2013 MCC Night is being considered.
- *Social Media Presence:* MCC's diverse population receives and shares information in a variety of ways. With the continued growth of social media and both traditional and returning adult students more rapidly utilizing technology for communications, OMPR is focused on using these channels to garner feedback, build awareness of programs and people, and increase overall support of the College. Currently, MCC is highly engaged in using YouTube, Foursquare, flickr, Twitter, Facebook and LinkedIn. The College's official Facebook page has over 2,000 fans and nearly 4,000 regular visitors. To follow MCC on Facebook, "like" www.facebook.com/mchenrycountycollege. The newest initiative is expanding the College's visibility on LinkedIn, the premier professional social network. OMPR is developing an MCC LinkedIn page for the president to interact with alumni and business leaders.

Strengthening MCC's Identity

- *Connection to Strategic Planning:* Because of the importance placed on the College's brand to better position MCC in the community, members of OMPR and the advancement team proposed transitioning the three brand attributes into the institution's core values. These attributes of quality, community and change ready are supported by employees as the College's values, and play an important role in the development of the new strategic plan.
- *Spotlight Profiles:* To support MCC's brand and its values of quality, community and change readiness, OMPR produces monthly spotlights, which feature an MCC student, an MCC alumni and an MCC faculty member. These stories of success showcase the people who make MCC a leading community college. The spotlights appear on the College's website, through social media channels, via internal communication vehicles (newsletter, myMCC), and are shared with local and regional press outlets.
- *Annual Report:* MCC's latest annual report has been promoted throughout the community at expos, meetings, etc. Available at www.mchenry.edu/annualreport, this award-winning piece supports the College's brand positioning, as well as tells compelling stories of quality, community and being change ready. Production for the next annual report will begin in Summer/Fall 2013.
- *Billboard Campaign:* In Summer 2013, the College will launch a new advertising campaign to support the brand concept, "Know MCC." This campaign will be most visible through print and online advertising, and billboard placement throughout the county.

Sharing MCC's Stories

- *MCC Distinguished Alumni:* To support the distinguished alumni awards in April, OMPR created a campaign to run prior to the awards that features each alumnus and their story. Included in this campaign is a feature story, social media presence, print advertising to honor the honorees, and signage that will continue to be displayed prominently in the College. This alumni story kicks off a series MCC will be doing on *MCC Alumni: Grads Give Back to the Community*. Included in this series will be stories on nursing alumni and those involved in volunteerism.
- *President's Monthly Column:* Dr. Smith has a bi-monthly column in the NW Herald since 2012. In order to increase exposure, this column will now appear monthly. The next column is scheduled to be published in the Friday, April 26 issue of the NW Herald.
- *Quarterly News Brief:* A quarterly news brief features the latest stories about MCC's progress, as well as important initiatives in higher education. This brief is sent to public officials, legislators and community leaders. The next issue is scheduled to be out this spring.
- *Massive Open Online Courses (MOOCs):* MCC and the NW Herald are working together on a feature story about the College's first-ever MOOC. Not only will information about the MOOC be shared in the story, but it will also address how MCC is one of the only community colleges in the country exploring this cutting-edge delivery method. Publication date is expected for late April. MCC has also shared this piece with the Chronicle of Higher Education and Community College Times.
- *Human Interest:* OMPR is working on development of a human-interest story about a local resident who has volunteered to drive a student to and from MCC each day for his studies. This will be the first in a series of stories focused on connecting the community to MCC, and encouraging residents to see how a small act can make a big difference in someone's educational success.

- *MCC Storycatcher Initiative:* To help create a repository of timely, hot topic story ideas, MCC's OMPR will begin facilitating an internal group of College employees to make up the "Storycatcher Team." This team will meet regularly with OMPR representatives and update them on initiatives underway (or soon to be underway) from their area of the College.
- *Monthly Releases and Features:* The following releases and feature stories have been distributed to all local and regional media outlets from March 16-April 15, 2013.
 - GED Test Offered on Computer with Free Retake
 - MCC Art Club Members Showcase "This Is It"
 - McHenry County College to Offer Continuing Education Astronomy Classes
 - Firefighter Training
 - ISBDC Announces Small Business Offerings for April
 - McHenry County College History Lecture to Feature "Watergate at 40"
 - McHenry County College Offers New Scholarship to Assist Multiple Students
 - McHenry County College's Literary Magazine Wins Top Honors in Two Competitions
 - MCC Culinary Classes Feature Techniques for Variety of Foods
 - McHenry County College to Offer Pacific Coast Trip
 - McHenry County College to Host Community Career Exploration Showcase for All Ages, Janet Davies of ABC 7-Chicago to Present Keynote
 - Friends of McHenry County College Foundation Announces Scholarships Available for Fall 2013 Semester
 - Workplace Bullying Prevention Training Available Through McHenry County College
 - McHenry County College to Offer Water Operator Workshop
 - McHenry County College Offers Women's Self-Defense Classes in Crystal Lake, Huntley
 - MCC Student Group to Host Take Back the Night
 - McHenry County College Student Pride Club to Host Mr. and Mrs. Drag
 - McHenry County College Hosts Second-Annual High School Marketing Challenge
 - McHenry County College to Offer Construction Zone Flagger Training Course
 - ISBDC Announces Small Business Offerings for May
 - McHenry County College to Offer Introductory Level Computer Training
 - McHenry County College Offers Spring Continuing Education Classes; Silk Painting Begins April 13
 - Sessions Jazz Quartet to Perform Concert at McHenry County College April 14
 - Continuing Education Classes Feature Diverse Range of Topics
 - McHenry County College Partners with McHenry County Workforce Network to Host Job Fair
 - McHenry County's Official Green Guide 2013 Available Now
 - McHenry County College Offers Cutting-Edge Open Education Opportunity through Massive Open Online Course (MOOC)
 - McHenry County College Names Five Distinguished Alumni Award Recipients

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

Christina M. Haggerty
 Chief Communications Officer

Story of the Month- Michael Penkava (alumnus)

In 1968, Michael Penkava embarked on a new chapter in his life, as he entered College. With a main entrance referencing “Pure Oil” above its doors and a small “McHenry County College” paper sign taped to the door, McHenry County College (MCC) welcomed Mr. Penkava as one of its first students. In reflection of his first day at MCC, Mike discussed his feelings about walking into the building that would underwrite his future. “I must admit, it wasn’t a very impressive structure. You see, this building was designed as an oil research facility, not a college.” However, he sat and listened in awe as his “amazing” history teacher, Mr. Hill, recited the entire history of the world from memory. Michael immediately knew his career choice from that point forward; he was going to be a teacher. In 1971, he became the first part-time student to graduate from McHenry County College. Following MCC, he attended Northern Illinois University and graduated with a degree in Elementary Education. Michael continued his education by receiving a Master of Science in Curriculum and Instruction from National Louis University.

“Mr. P.,” as he was known by his students, taught for 35 years at West Elementary School in Crystal Lake before retiring in 2009. He taught both third and sixth grade during his career, as well as coached all extra-curricular sports at West Elementary. Mike founded and was the first coach of the Cary Grove High School varsity hockey program in the mid-1970s. Cary Grove High School was his alma mater, and he was very proud to return to his school as the first varsity head coach.

Mr. Penkava also wrote, recorded and published a series of 12 audio tapes entitled “Science Songs.” These recordings featured over 125 original songs in conjunction with School District #47 science curriculum. For several years, grades K-3 in all District #47 schools used these tapes as part of their science program. His recordings also were adopted by other teachers in various school districts across the country.

In 2000, Mr. Penkava was selected as a *Disney American Teacher Award Honoree*, an award which is recognized by the U.S. Senate. Of the thousands of nominations submitted for this award, only 33 teachers were selected. For recognition of this distinction and for being showcased as one of the “best teachers in America”, he appeared as a guest on the Oprah Winfrey Show. Other awards that were received throughout his teaching career included: Award for Excellence in Education of Illinois, Innovation in Education Award for District 47, Silver Apple Award (Illinois statewide nutrition education award) and National Space Society’s Apollo Award.

Since retiring in 2009, Mr. Penkava regularly volunteers at the Crystal Lake Public Library as a tutor for the Children’s Program. He also helps with the Crystal Lake Historical Commission by providing commentary for Cemetery Walks and Trolley Tours. Devout in his faith, he recently learned the Spanish language to use when visiting Hispanic communities on mission trips.

Within the past year, Mike became a community columnist for the Northwest Herald. His column is read and enjoyed by many of the thousands of West Elementary students that had the privilege of having Mr. P. as their teacher.

Mike remains a resident of Crystal Lake, with his wife of 43 years, Diane, and he remains a constant figure in Crystal Lake and the entire McHenry County area.

Office of Resource Development Update

Grant Activities

The following information highlights grants that have been awarded to the College, grants that have been submitted and are awaiting notification of award, grants that were not funded this past month, and grant proposals that are being developed for future submission.

Awarded

- Laura Bush 21st Century Librarian Program (\$50,000) –Pursue a Collaborative Planning Grant for one year to fully develop ideas for a Laura Bush 21st Century Librarian federal grant program proposal. Through the year of planning and needs assessments, partnerships will be fostered with the district high school librarians to develop a plan to increase the information literacy of students.
- Illinois Community College Board Bridging the Gap (\$10,000) – Conduct a summer workshop for high school and McHenry County College teachers, faculty, and administrators to further curriculum alignment and understanding the Common Core in mathematics, reading, and science.

In-Process (award pending)

- Illinois Green Economy Network Renewable Energy Installation (\$250,000/\$664,111.80) – Two projects have been developed to install a solar panel system at Shah Center to reduce McHenry County College’s carbon footprint. The smaller project would generate approximately 50% of the Shah Center’s electricity needs, while the larger project would generate 100% of the Shah Center’s electricity needs.
- Secretary of State Back to Books (\$5,000) – Increase the library’s collection of books that are of interest to diverse populations.
- NSF Major Instrument Acquisition (\$515,000) – Obtain a robotics system to be used for student and faculty research in the areas of software reliability and artificial intelligence. Expected award date: Summer 2013.
- Defense University Research Instrumentation Program (\$722,676) – This federal grant will fund a variety of equipment for integrated manufacturing that will engage students in projects and research. Expected award date: April 2013.
- BMW (\$60,000) – The departments of Computer Science and Automotive Technology will provide training in advanced automotive technology. An interactive 3D training simulation will be introduced to automotive and programming curricula. Expected award date: Summer 2013.
- McHenry County Community Foundation (\$3,800) – Provide support for: Latino Empowerment Conference so more students from district high schools can attend to learn about college and career readiness. Expected award date: May 2013.
- Cardboard Boat Regatta (\$2,500) - Assist with travel expenses for the Forensics team to attend the National competition in California. A second application is being submitted to provide scholarships for Women in Transition. Expected award date: Winter 2013.
- Workforce Innovation Fund (\$40,000) – In conjunction with community colleges and workforce boards in Lake, Kane, Will, DeKalb, McHenry, and DuPage counties, a program will be developed for unemployed or displaced workers to complete non-credit welding and CNC programs that lead to internship opportunities, industry certification, and employment. Expected award date: May 2013.

Not Awarded

- C. Louis Meyer Foundation (\$7,945) – Underwrite the cost of preserving 14 of the most fragile prints in the Portrait in Print Collection. This grant will be resubmitted in the fall.
- Weiler Family Foundation (\$4,938) – Expand the free, high quality tax preparation for low to middle income taxpayers. This grant will be resubmitted for the Volunteer Income Tax Assistance Program.

On-Going Development (long-term development of grant application)

- TAA – CCCTG III (\$600,000) – As part of a nation-wide consortium of 18 community colleges, a proposal is being developed for a \$15 million dollar initiative in the area of cyber security for advanced manufacturing, robotics, and drone technology to create new courses, develop online courses, enhance industry partnership, and provide job training and stackable credentials for veterans, underemployed, or unemployed individuals. Submission date: May 2013.
- NSF Transforming Undergraduate Education in Science, Technology, Engineering, and Mathematics (\$200,000) – Improve the quality of science, technology, engineering, and mathematics education for all undergraduate students. Submission date: July 2013.
- Title III School Improvement (\$1,500,000 over 5 years) – Through Title III eligibility, McHenry County College will be able to apply for a school improvement grant that will focus on improving and strengthening academic quality, institutional management, and fiscal stability. Submission date: May 2013.
- Make It In America (\$15,000) – In conjunction with Northern Illinois University, community colleges, and workforce boards in the Northwestern Illinois region, an economic development plan will be developed to include education for veterans, unemployed, or displaced workers to complete non-credit welding and CNC programs that lead to internship opportunities, industry certification, and employment. Submission date: May 2013.
- Volunteer Income Tax Assistance Program – (\$50,000) – Operated by the Accounting department, expand the free, high quality tax preparation program for low to middle-income taxpayers to Harvard, Woodstock, and a local non-profit agency to better serve the community. Submission date: May 2013.

Research Areas

Topics being pursued for external funding include sustainable agriculture and community gardens; developing outdoor classrooms; obtaining equipment and software to expand the robotics and manufacturing program; transforming online learning for undergraduate education; and, developing a campus space devoted to student military and veterans where they can share their voice and educate the community on their experiences through the written word, visual arts, culture, and history.

Marcella Reca Zipp
Director of Resource Development

Approval of Recommendation for Termination of Employment

Information

Upon evaluation of Beatrice Pedersen's performance, the College administration is recommending termination of employment.

Recommendation

It is recommended that the Board of Trustees approves the Recommendation for Termination of Employment of Beatrice Pedersen.

A handwritten signature in black ink, appearing to read "Vicky Smith". The signature is written in a cursive style with a prominent loop at the end.

Vicky Smith
President

Contract Extension for the President

Information

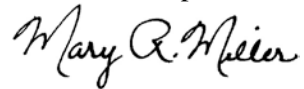
The Board of Trustees Evaluation and Policies Committee prepared an evaluation instrument whereby the entire Board evaluated the performance and goals of Dr. Smith.

The Board was pleased with the results of the evaluation, and therefore feels a contract extension is appropriate.

The current employment agreement between the Board and Dr. Smith extends through June 30, 2014.

Recommendation

It is recommended that the Board of Trustees approves extending Dr. Smith's contract through June 30, 2015 and to set compensation as discussed in Closed Session.

A handwritten signature in cursive script that reads "Mary R. Miller".

Mary R. Miller, Chair
Board of Trustees