

REVISED

BOARD OF TRUSTEES McHENRY COUNTY COLLEGE DISTRICT #528

Thursday, October 25, 2012
Regular Board Meeting
6:30 p.m.

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

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Budget Hearing, September 27, 2012
Regular Board Meeting, September 27, 2012
7. RESCHEDULE REGULAR MEETING
8. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
9. BOARD COMMITTEE REPORTS
 - A. Evaluation and Policies Committee
 - B. Committee of the Whole
10. ICCTA REPORT
11. ACCT REPORT
12. FRIENDS OF MCC FOUNDATION REPORT
13. PRESIDENT'S REPORT
14. PRESENTATIONS
TAA Grant, Dr. Tony Miksa, Vice President of Academic and Student Affairs and Mr. James Falco,
Executive Dean of Education, Career and Technical Education
15. COMMUNICATIONS
 - A. Faculty Report
 - B. Adjunct Faculty Report
 - C. Staff Council Report
 - D. Student Trustee Report
 - E. Comments from the Board
 - F. Attorney Report

REVISED

16. APPROVAL OF CONSENT AGENDA

For Approval

A. Financial Statements

1. Executive Summary, Board Report #12-232
2. Treasurer's Report, Board Report #12-233
3. Ratification for Payment of Voucher #1049, Board Report #12-234

B. Requests to Purchase/Renew

1. Bookstore Software Maintenance Agreement, Board Report #12-235
2. Desktop Virtualization Management Services, Board Report #12-236
3. Engagement Survey of Current Students, Board Report #12-237
4. Public Private Partnership Phase II Feasibility Study, Board Report #12-238
5. Services to Improve Database Business Continuity, Board Report #12-239
6. SirsiDynix Annual Software Maintenance Agreement, Board Report #12-240
7. Smallwares Supplies for New Culinary Lab, Board Report #12-241
8. Software Licenses for Lexia Reading and Reading Plus, Board Report #12-242

C. Academic Calendar for 2013-2014, Board Report #12-243

D. Out-of-District and Out-of-State Tuition and Fees, Board Report #12-249

E. Personnel

1. Workforce and Community Development Personnel Considerations for Fall 2012, Board Report #12-193 Addendum
2. Approval to Establish a Supervisor of Campus Public Safety Position, Board Report #12-244
3. Appointment of New Director of Admissions, Registration and Records, Board Report #12-245
4. Appointment of New Director of Learning Support, Board Report #12-246
5. Salary Adjustment/Advance Placement, Board Report #12-247

17. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

18. AUTHORIZATION OF FY 2013 NON-MANDATORY TRANSFER OF FUNDS, Board Report #12-248

19. SURS 6% BILLING, Board Report #12-250

20. FOR INFORMATION

- A. Resignation
- B. Resignation
- C. Quarterly Reports on Grants
- D. ERP Project Update
- E. Office of Resource Development Update
- F. Distributed Press Releases and Feature Stories

21. SUMMARY COMMENTS BY BOARD MEMBERS

22. FUTURE AGENDA ITEMS

23. CLOSED SESSION

24. ACCEPTANCE OF CLOSED SESSION MINUTES, Regular Board Meeting, September 27, 2012

25. ADJOURNMENT



Mary Miller
Chair

ADVANCEMENT ACTIVITIES for September 2012

Scholarships

- The Foundation continues the awarding of fall scholarships. Forty-five scholarships were offered, and 43 have been awarded; totaling more than \$24,000.

Board Development

- The Board Development Committee nominated a candidate to serve on the Foundation's Board of Directors. The nomination will be brought before the Executive Board for approval at the December meeting. The candidate is Director of Operations for Watlow-Gordon Manufacturing, in Richmond.

Board Actions

- At the October meeting, the Board of Directors of the Foundation accepted the Chemung property and conveyed the property to the college for an outdoor educational laboratory. The donation is receipted as an in-kind donation for the appraised value of \$30,000. A ribbon cutting ceremony is tentatively planned for the week of November 12.
- The board approved new scholarship awarding procedures for both annual and endowed scholarships, beginning in the spring semester.
- The new Jane S. Erickson Life Scholarship Fund was established for students studying science, mathematics, engineering, physics, or biology. The corpus of the endowment is \$94,000. The scholarship will be available starting in FY 2013-2014.

Charitable Positioning

- The Educational Seminar Series, *Financial Options / MCC Scholarships*, was held Wednesday, October 17. Guest speakers included Dane Klee, MCC Director of Financial Aid, and Bill Brennan, Executive Director Friends of MCC Foundation. The speakers outlined the processes for financial aid and the MCC Foundation scholarship application process.
- The next Education to Empowerment meeting is scheduled for Tuesday, October 23, 2012 at 4:00 p.m., A218

Donor Stewardship

- Development Coordinators have contacted all endowed scholarship donors, and are now contacting all annual scholarship donors.
- Campaigns for Alumni, Internal and External Giving are in-process. Implementation of each of these programs is scheduled for mid-November.

Student Trustee Report

This month students are busy with midterms, preparing to register for classes and many are participating in events around campus. Students are thrilled to see the construction finished and eager to finally purchase food from the cafeteria. Banned Book Week was hosted by the Library to celebrate the freedom to choose, examine and discuss books, art and other sources of information. Throughout the week, Lunch 'n Learns were held to highlight this topic. There were special appearances by the Forensics Team, and faculty members Dr. Steve Young and Sandra Lang.

Holla with Paola was held on Wednesday, October 3 in Building E lobby. One of my goals for these forums is to visit different parts of the College at various times so that I interact with a variety of students. I was pleased that this strategy worked, as a different group of students than usual were involved in receiving College updates. A few students who attended Holla with Paola became part of the committee for renaming Entrance One of the College.

McHenry County College hosted a College Fair on Thursday, October 4 in the Multi-Purpose Room. There were at least 600 high school students who attended, and along with parents there were approximately 1,200 people present within the two hour span of the event.

Student Life and student organizations planned many diverse events in October. The LEAD program began. Through this program students develop their leadership skills via a series of eight leadership workshops. The PRIDE Club, our gay-straight alliance, sponsored "Coming Out Week" to celebrate our MCC community members who identify as LGBTQA. "Dear Lisa", a dating violence prevention program was held to raise awareness against dating and domestic violence.

Student Life interviewed a number of candidates for the Coordinator of Student Life position; students were encouraged to attend the presentation and were able to ask a series of questions. Students valued the opportunity to provide input and take part in the search process.

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 September.

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

Operating (Funds 01 & 02) Income Statement
September 30, 2012

	FY13			FY12		
	Actual	Budget		Actual	Budget	
Revenue						
Local Governmental Sources	\$ 7,291,255	\$ 28,698,422	25%	\$ 12,362,474	\$ 26,365,898	47%
State Governmental Sources	\$ 550,257	\$ 2,603,865	21%	\$ 432,933	\$ 2,347,260	18%
Federal Governmental Sources	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Student Tuition & Fees	\$ 7,708,252	\$ 15,096,715	51%	\$ 7,992,102	\$ 14,166,129	56%
Sales & Service Fees	\$ 143,572	\$ 900,400	16%	\$ 236,194	\$ 872,649	27%
Facilities Revenue	\$ 1,840	\$ 33,000	6%	\$ 1,310	\$ 27,500	5%
Investment Revenue	\$ 5,652	\$ 30,000	19%	\$ 8,141	\$ 45,000	18%
Nongovernmental Gifts, Scholarships, Grants & Bequests	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Other Revenue	\$ 1,351,213	\$ 5,413,047	25%	\$ 1,333,709	\$ 5,675,081	24%
Total Revenue	\$ 17,052,041	\$ 52,775,449	32%	\$ 22,366,864	\$ 49,499,517	45%
Expenditures						
Salaries	\$ 6,332,677	\$ 25,931,779	24%	\$ 5,367,350	\$ 26,096,415	21%
Employee Benefits	\$ 2,493,182	\$ 10,931,454	23%	\$ 1,548,196	\$ 10,501,216	15%
Contractual Services	\$ 860,449	\$ 5,944,680	14%	\$ 824,306	\$ 5,341,041	15%
General Materials & Supplies	\$ 356,155	\$ 3,021,240	12%	\$ 808,842	\$ 3,195,280	25%
Travel & Conference/Meeting	\$ 84,578	\$ 969,852	9%	\$ 89,999	\$ 977,206	9%
Fixed Charges	\$ 465,296	\$ 1,146,945	41%	\$ 417,043	\$ 1,225,695	34%
Utilities	\$ 140,594	\$ 1,073,360	13%	\$ 188,021	\$ 1,107,882	17%
Capital Outlay	\$ 947,236	\$ 3,765,754	25%	\$ 258,729	\$ 2,923,208	9%
Other Expenditures	\$ 213,523	\$ 628,060	34%	\$ 81,913	\$ 2,616,716	3%
Contingency	\$ (14,880)	\$ 1,773,825	-1%	\$ (124,565)	\$ 1,312,979	-9%
Total Expenditures	\$ 11,878,810	\$ 55,186,949	22%	\$ 9,459,834	\$ 55,297,639	17%
Excess/(deficit) of revenues over expenditures	\$ 5,173,230	\$ (2,411,500)		\$ 12,907,031	\$ (5,798,122)	
Net Transfers Out/(In)	\$ -	\$ 8,795,000		\$ -	\$ 6,415,000	

All Funds Income Statement
September 30, 2012

	01	02	03	05	06	07	08	09	10	11	12	
	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxilliary Entrerprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	
All Funds												
Assets												
Cash	11,589,138	4,038,077	2,827,808	(571,967)	4,764,136	836,348	115,528	-	(440,731)	(10,495)	30,434	
Investments	39,664,127	20,718,883	1,023,637	13,090,486	-	-	2,722,059	-	-	-	2,109,063	
Receivables	7,151,085	6,645,130	929,469	-	(406,830)	(15,679)	-	-	-	(345)	(661)	
Interfund Receivables	307	5,487,740	3,014,151	(1,143,955)	(4,219,920)	(984,853)	(19,882)	(385,000)	710,449	(71,508)	(2,386,916)	
Inventory	509,032	-	-	-	509,032	-	-	-	-	-	-	
Prepaid Expenditures & Deferred Charges	182,139	182,083	-	-	56	-	-	-	-	-	-	
Fixed Assets	32,164,651	-	-	-	-	-	32,164,651	-	-	-	-	
Other Assets	8,409,018	-	-	-	-	-	-	8,409,018	-	-	-	
Total Assets	99,669,497	37,071,914	7,795,064	11,374,564	646,475	(164,185)	2,817,706	32,164,651	8,024,018	269,718	(82,348)	(248,080)
Liabilities												
Payroll Deductions Payable	(1,867,796)	(1,727,697)	(71,205)	-	(62,001)	12,767	-	-	1,648	-	(21,307)	
Accounts Payable	(255,758)	(298,419)	969	-	13,417	4,129	-	-	495	-	23,651	
Accrued Expense	94,330	184,920	-	-	-	(463)	-	(90,128)	-	-	-	
Deferred Revenue	(9,974,935)	(8,790,613)	(1,150,872)	-	(9,549)	(23,152)	-	-	-	(250)	(500)	
Fixed Liabilities	(5,360,000)	-	-	-	-	-	-	(5,360,000)	-	-	-	
Other Liabilities	(7,101,606)	(23,806)	-	-	(33,435)	-	-	(6,772,504)	(271,861)	-	-	
Total Liabilities	(24,465,765)	(10,655,615)	(1,221,109)	-	(91,567)	(6,719)	-	(12,222,631)	(269,718)	(250)	1,844	
Designated Fund Balance	75,203,732	26,416,299	6,573,956	11,374,564	554,908	(170,904)	2,817,706	32,164,651	(4,198,613)	-	(82,598)	(246,236)

All Funds Income Statement
September 30, 2012

	1	2	3	5	6	7	11	12	
	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxilliary Entrerprises Fund	Restricted Purposes Fund	Working Cash Fund	Audit Fund	Liability Protection & Settlement Fund	Total All Funds
Revenue									
Local Governmental Sources	6,562,107	729,148	(729,148)	-	-	-	250	(500)	6,561,857
State Governmental Sources	387,565	162,693	(162,693)	-	24,212	-	-	-	411,777
Federal Governmental Sources	-	-	-	-	3,144,029	-	-	-	3,144,029
Student Tuition & Fees	6,578,878	1,129,373	(1,129,373)	12,195	-	-	-	-	6,591,073
Sales & Service Fees	143,572	-	-	265,869	103,894	-	-	-	513,334
Facilities Revenue	1,840	-	-	-	-	-	-	-	1,840
Investment Revenue	5,493	159	(159)	-	-	551	-	(401)	5,643
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	-	-	-	8,231	-	-	-	8,231
Other Revenue	1,345,663	5,550	(5,550)	-	-	-	-	-	1,345,663
Total Revenue	15,025,117	2,026,923	(2,026,923)	278,064	3,280,366	551	250	(901)	18,583,447
Expenditures									
Salaries	6,041,109	291,568	-	218,328	129,162	-	-	95,898	2,801,874
Employee Benefits	2,399,980	93,202	-	39,629	10,466	-	-	375,652	1,356,461
Contractual Services	762,876	97,573	808,122	48,556	12,566	-	42,550	3,549	626,423
General Materials & Supplies	312,245	43,911	-	1,262,576	25,511	-	-	3,769	1,213,993
Travel & Conference/Meeting	81,368	3,210	-	6,260	5,130	-	-	1,502	52,674
Fixed Charges	465,296	-	-	6,300	3,322	-	-	85,001	517,227
Utilities	16,373	124,221	-	242	-	-	-	241	93,587
Capital Outlay	345,374	601,862	1,718,778	8,899	-	-	-	-	254,745
Other Expenditures	213,523	-	-	1,228	2,874,327	-	-	-	294,565
Contingency	-	(14,880)	-	-	-	-	-	-	294,566
Total Expenditures	10,638,144	1,240,667	2,526,900	1,592,016	3,060,484	-	42,550	565,612	7,506,116
Excess/(deficit) of revenues over expenditures	4,386,974	786,257	(4,553,823)	(1,313,952)	219,882	551	(42,300)	(566,513)	11,077,331
Other financing sources/(uses)	0	0	0	0	0	0	0	0	0
Operating transfers out	0	0	0	0	0	0	0	0	0
Beginning Fund Balance	19,374,545	5,547,232	13,046,400	1,853,907	72,063	2,817,154	(40,101)	320,836	42,992,036
Ending Fund Balance	23,761,519	6,333,489	8,492,577	539,955	291,945	2,817,705	(82,401)	(245,677)	54,069,367

Treasurer's Report

Information

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

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Operating	\$3,368,645.40	\$14,757,956.33	\$5,637,719.95	\$12,488,881.78
Crystal Lake Bank & Trust Credit Card	\$244,792.41	\$67,817.93	\$40,346.88	\$272,263.46
Crystal Lake Bank & Trust Online	\$16,377.87	\$2,128.76	\$0	\$18,506.63
Crystal Lake Bank & Trust Employee Benefits	\$0	\$51,529.30	\$51,529.30	\$0
Crystal Lake Bank & Trust Payroll	\$1,976.40	\$1,885,680.47	\$1,916,893.11	(\$29,236.24)
Crystal Lake Bank & Trust Federal Student Loan	(\$16,558.93)	\$2,688,078.00	\$2,688,078.00	(\$16,558.93)

McHenry County College
September 30, 2012

Investments

College Fund	Financial Institution	September 30, 2012	August 31, 2012	% of Total	Interest	No. of Days	Maturity
		Investments	Investments	Investments			
Education	Illinois Funds	\$11,563,731	\$11,185,352	28%	see below	N/A	On Demand
Education	JPMorgan Chase	9,157,795	9,156,321	23%	0.21%	N/A	On Demand
Operations & Maintenance	Illinois Funds	13,189,258	13,187,913	34%	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	926,359	926,209	2%	0.21%	N/A	On Demand
Working Cash	Illinois Funds	2,101,682	2,101,470	5%	see below	N/A	On Demand
Working Cash	JPMorgan Chase	620,690	620,590	2%	0.21%	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	1,755,368	1,755,190	4%	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	353,930	353,873	1%	0.21%	N/A	On Demand
	Total	\$39,668,812	\$39,286,918	100%			

Interest Revenue

Interest Revenue

College Fund	Sep-12	Fiscal YTD
Education	\$2,643	\$8,265
Operations & Maintenance (Restricted)	1,495	3,751
Working Cash	312	832
Liability, Protection and Settlement	234	609
Total	\$4,684	\$13,457

Illinois Fund Rates -September 30, 2012

Annualized rate - Money Market	
Low	0.108%
High	0.146%
Average	0.125%

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

Ratification for Payment of Voucher #1049

Information

The attached check register identifies the vendors that have been paid in the past month in the amount of \$1,939,581.36. Please note that the expenses are not segregated into the respective funds.

Recommendation

It is recommended that the Board of Trustees ratifies payment of Voucher # 1049 dated October 25, 2012, totaling \$1,939,581.36.

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

Vicky Smith
President

Request to Purchase
 Bookstore Software Maintenance Agreement

Information

The Point of Sale (POS) and Inventory Control System (ICS) used in the Bookstore handles all computer functions needed for inventory and sale of product. Functions include enabling the Bookstore to produce purchase orders, maintain inventory, document turnover, and control pricing. It also includes the textbook management system which permits an online book adoption process for faculty, determination of buyback quantities and inventory control of textbooks. This software in turn communicates with POS software which applies to all functions of the cash registers.

Annual software maintenance and support for the Bookstore POS/ICS system is supplied by Nebraska Book Company, Inc., beginning July 1, 2012 through June 30, 2013 and covers the following:

1 Credit Cheq Interface	250.00
1 Datatel Interface	700.00
1 PRISM Portable POS	250.00
1 Prism POS Base License	2,000.00
3 PRISM POS Device License	660.00
3 Tender Retail	117.00
1 WinPrism A/R	1,500.00
1 WinPrism ICS Base License	1,227.50
5 WinPrism ICS Device License	1,200.00
3 WinPrism ICS Temp User	<u>300.00</u>
Subtotal	<u>8,204.50</u>
Credit	<u>-2,182.50</u>
Total	<u>\$ 6,022.00</u>

The cash registers were updated in August 2012. The update included some of the WinPrism components, so Nebraska Book Company, Inc., issued a credit of \$2,182.50 to the College dated September 26, 2012.

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of an annual bookstore software maintenance agreement for \$8,204.50 less \$2,182.50 credit for a total \$6,022.00 from Nebraska Books, Inc., Lincoln, NE.



Vicky Smith
 President

Request to Renew
 Desktop Virtualization Environment Management Services

Information

The continuing Desktop Virtualization project is a key component of the overall College strategy and an integral part of the Technology Plan. To date, 130 thin clients have been successfully implemented on campus in a virtualized environment. This environment includes four classrooms, the Atrium and the Weather Center. The Information Technology (IT) department is continuing to research and broaden the use of desktop virtualization technologies on the campus with an expectation to add another 150-250 thin clients over the remainder of FY13.

The health monitoring and management of existing and future thin clients is crucial to the continued success and performance of the College’s operational environment. Problems with a classroom containing thin clients can potentially impact an instructor’s ability to deliver a quality learning experience for students. Consequently, in June of 2012, the Board approved the use of RKON Technology’s Environment Management Services to monitor and sustain the virtual desktop environment through October of this year. This service proactively alerts MCC’s IT staff to any issues or problems arising within the thin client environment.

RKON Technologies is a local Chicago-based technology company with expert-level experience in the management of thin client desktop systems. RKON’s Environment Management Services helped ensure the College’s virtual environment was implemented properly and provided stable, full value to students and faculty. These services have proven extremely valuable and will continue to be needed for another year as the College continues to further deploy virtual technology. Therefore, the College needs to extend the use of RKON’s Environment Management Services from November 2012 through October 2013. It is anticipated that this will be the last extension needed of this service. The cost of this service will total \$42,000.00.

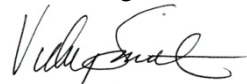
Quantity	Description	Unit	Cost
12	RKON Environment Management Services (November 1, 2012 – October 31, 2013)	\$3,500/mo.	\$42,000.00
		Total:	\$42,000.00

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

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

Recommendation

It is recommended that the Board of Trustees approves the renewal of Desktop Virtualization Environment Management Services from November 1, 2012 through October 31, 2013 from RKON Technologies of Chicago, IL for \$42,000.00.



Vicky Smith
 President

Request to Purchase
Engagement Survey of Current Students

Information

McHenry County College has been using the Community College Survey of Student Engagement (CCSSE) to assess student engagement since 2004. The CCSSE is administered by the Center for Community College Student Engagement, of the University of Texas at Austin. The CCSSE is composed of questions that assess institutional practices and student behaviors that are proven to be correlated with student learning and student retention. MCC had been administering the survey every three years, but in the last year we have decided to administer the survey every other year in order to gather more regular feedback from students.

The CCSSE measures five “benchmarks” of student engagement:

- Active and collaborative learning
- Student effort
- Academic challenge
- Student-faculty interaction
- Support for learners

MCC has administered the CCSSE three times, and we have shown improvement in all the benchmarks over time. The CCSSE results tell us not only how we have improved over time, but how we compare to the national norms and to other Illinois community colleges administering the CCSSE. The results are used to drive follow-up activities.

The budget for this project is \$7,500 for FY2013, and up to \$10,000 per year for automatic renewals in FY2015 and FY2017. The price includes all survey materials and reports. The price of \$10,000 for the automatic renewal is intended to cover any potential price increases in the next two year cycles.

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.”

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of the Community College Survey of Student Engagement for FY2013 at a cost not to exceed \$7,500.00 with automatic renewals every two years for an amount not to exceed \$10,000.00 each year, from the Center for Community College Student Engagement, Austin, Texas.



Vicky Smith
President

Request to Purchase
Public Private Partnership Phase II Feasibility Study

Information

McHenry County College's main focus is to increase and enhance the educational opportunities offered in this community. In an effort to support this focus, as well as looking at creative ways to grow programming, the College began to explore new and innovative partnership opportunities that would support its educational goals while also stimulating the economic growth in McHenry County.

At the September 18, 2012 Committee of the Whole meeting, the Public Private Partnership Phase I information was presented. Discussion regarding the Phase II services followed at the Board of Trustees meeting on September 27, 2012, in which Trustees requested an expanded scope of services and an opportunity to add their additions.

Three trustees provided scope additions, which were incorporated into the revised Phase II feasibility study for the Public Private Partnership.

The Phase II feasibility services will include:

- Comprehensive Business Plan
- Student Demand Survey
- Consumer Demand Survey
- Vacated Space Analysis
- Institutional Partner Assessment
- On Campus Conceptual Design Options
- Off Campus Real Estate Inventory Survey
- Off Campus Conceptual Design Options
- Ownership and Financing Options
- Interim and Final Presentation

Recommendation

It is recommended that the Board of Trustees approves the purchase of a Public Private Partnership Phase II feasibility study for a cost of \$50,000.00 plus travel and expenses, from Power Wellness Management, LLC, Addison, IL.



Vicky Smith
President

PHASE II FEASIBILITY STUDY AGREEMENT

This Feasibility Study Agreement (the "Agreement") is executed as of this 1st day of November 2012, by and between McHenry County College ("COLLEGE") and Power Wellness Management, an Illinois Limited Liability Company ("PWM").

RECITALS

As a follow up to a Phase I Feasibility Study completed by PWM in September 2012, COLLEGE agrees to engage PWM to perform a more detailed independent study to confirm the feasibility of an integrated public and student-based Health Sciences Education Building ("Center"), under a public private partnership, with McHenry County College, and PWM agrees to accept such engagement. The proposed Center will house appropriate academic programs, and could be supported through tuition, student fees, membership dues and provider rental. PWM will utilize the services of various experts in the academic planning, real estate and institutional-based fitness industry to help provide expertise for portions of this study.

Now therefore, in consideration of the foregoing, and other good and valuable consideration, the parties agree as follows:

Section 1 TERM

The entire feasibility study is to be completed in approximately 120 days.

Section 2 SERVICES

1. Identify and Help Solicit Potential Healthcare Provider Partners/Tenants
2. Target Potential Services and Integration with Wellness Programs
3. Community Demand Study to Support Preliminary Business Plan
4. Student Demand Study to Support Preliminary Business Plan
5. Revised Space Needs (as needed)
6. Recommendation or recapture of classroom space vacated as a result of the relocation of the health sciences building.
7. Site Analysis of both on and off campus options, including viable existing building options.
8. Evaluation of Viable Ownership and Financing Options
9. Business Plan, including detailed sources/uses of funds, and three year revenue and expense projections and related assumptions.
10. Detailed long term financial plans and options
11. Facility Tours with Executive Leadership Team and Board of Trustees

12. Presentation to Executive Leadership Team

Section 3 FEES

The fee for services, as outlined above, is fifty thousand dollars (\$50,000.00), plus direct travel and out of pocket expenses (not to exceed 10% of overall phase 2 project cost). The fee for each phase will be paid in 2 installments, at 50% and 100% completion.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above set forth.

McHenry County College

**Power Wellness Management
LLC**

By: _____

By: 

Dr. Vicky Smith
President
8900 U.S Highway 14
Crystal Lake, IL 60012

Ken Gorman
CEO
2055 W. Army Trail Rd.
Suite 124, Addison IL 60101

APPENDIX A FEASIBILITY SERVICES

PHASE 2 – Programming, Space Planning, Site Analysis, Costing Analysis, and Financial Analysis

I. Identify Potential Project Partners

- Local Hospitals
- Local YMCA
- Local school district
- Other

Identify Potential Services and Integration

- Wellness Education & fitness
- Wellness rehabilitation
- Rehabilitation & Therapy Services
- Other
- Disease Management

II. User Survey to Confirm Community Demand Assumptions

Survey to be reviewed and approved in advance by MCC. Specific objectives which will frame the study include:

- Identifying personal benefits/motives that influence consumer interest in the center.
- Identifying the attributes, services and amenities which have the strongest impact on likelihood to join the proposed center.
- Assessing the likelihood of consumers in this market segment to join the proposed center.
- Determining the membership price threshold among those who are likely to join the proposed center.
- Assessing the perceived convenience of the proposed location among consumers.
- Assessing the image position and market share held by area health and fitness clubs.
- Estimating the number of prospective memberships attainable within this market segment.

Research Methodology

Power and its independent third party consultant will use Internet and telephone survey methodologies in November and December 2012 with a sample of consumers within a 12 minute drive time of the MCC campus. Using random dialing from a prequalified sample of households with head of household age 25 or older within the defined study area the study intends to reach 200 consumers. Because only a sample from the target market segment is surveyed, a certain amount of limited statistical error is possible.

Discussion with COLLEGE Leadership and Board of Trustees and regarding conceptual feasibility elements

III. User Survey and or Focus Group to Confirm Student Utilization Assumptions

Survey to be reviewed and approved in advance by MCC. Specific objectives which will frame the study include:

- Identify classification of student (part time / full time / on/off campus).
- Identifying personal benefits/motives that influence student interest in the center.
- Identifying the attributes, services and amenities which have the strongest impact on likelihood to use the proposed center.
- Determining the sensitivity to proposed infrastructure fee.
- Determine the likelihood of use if on site or off site.
- Determine the potential usage (days, hours) patterns.
- Determine the importance of an on-site health clinic

Research Methodology

Power and it's independent third party consultant will use Internet survey methodologies in October and November 2012 to reach 200 full-time students. Because only a sample from the target market segment is surveyed, a certain amount of limited statistical error is possible.

IV. Space Needs Summary (revised as needed)

Wight & Company will develop a building mass and concept floor plan diagrams based on the Program of Space previously outlined by Power and Wight with MCC during Phase 1 of the Feasibility Study (and revised as needed). Concept floor plan diagrams will illustrate space adjacencies and include spaces labeled and dimensioned to correlate to the Program of Space.

Space Recapture

Wight, Power, and MCC will provide recommendations on recapture on the classroom space that will be available with the relocation of current health and sciences curriculum.

V. Site Analysis

Discussion with College leadership and Board of Trustees on site analysis scope and needs.

Representatives from Power Wellness, Power Construction, CB Richard Ellis, Wight and Company and MCC leadership will collaboratively prepare an analysis of off-site suitable properties currently available that might support a center and supporting programs. The analysis will include:

- Suitable properties currently available based on:
 - Test fit for program
 - Parking capacities
 - Light / Air
 - Distance from campus
 - Pricing
 - Zoning
- Estimates for renovation and or addition to suitable properties

- Requirements for accrediting bodies for support services at a second location and square footage requirements of support services
- Site visits of suitable properties with trustees

Should a property prove to support additional analysis, the board can request additional services for further evaluation (ie MEP systems, structural systems, hazardous materials, etc).

For the on-campus location, Wight & Company will illustrate a minimum of two potential site locations for the building mass on the MCC Crystal Lake main campus site relative to the 2012 Facility Master Plan. Site diagrams will include indications of building location, required parking areas, storm water management and road development necessary to access the building relative to the 2012 Facility Master Plan. For the off-campus locations, Wight & Company will illustrate a maximum of five potential site locations. Site diagrams will include indications of renovation/addition, existing and new parking areas, storm water management, exterior elevation modifications, and road development.

VI. Identify Ownership and Financing Options

- For profit scenario – special purpose entity
- Not for profit scenario – college ownership
- Explore private donor opportunities in conjunction with COLLEGE Foundation

VII. Business Plan (revised as needed)

Detailed Project Budget Estimate and Supporting Schedules

- Site Work
- Construction
- Architecture, Engineering and Interiors
- FF&E
- Marketing and Pre-Opening
- Financing

Operating Pro forma and Supporting Schedules

- Incremental Tuition
- Monthly User Fees
- Student Hourly Fees
- Ancillary Services Revenues
- Operating Expenses Debt Service / Lease Payments
- Depreciation
- Cash Flow
- High Level Operating Assumptions

VIII. Presentations

- COLLEGE leadership and user groups Periodic Updates.
- Board of Trustee Periodic Updates with COLLEGE leadership

IX. Deliverables

- Comprehensive Business Plan
- Student Demand Survey
- Consumer Demand Survey
- Vacated Space Analysis
- Institutional Partner Assessment
- On Campus Conceptual Design Options
- Off Campus Real Estate Inventory Survey
- Off Campus Conceptual Design Options
- Ownership and Financing Options
- Interim and Final Presentation

Request to Purchase
Services to Improve Database Business Continuity

Information

Currently the College has a single database server that has become a critical component of the College's network infrastructure. This database server houses several key operational services for the College such as the Traffic Safety School database, the Campus Safety Incidents database, the Professional Development database, IT's Citrix XenDesktop environment (for 130 thin client virtual desktops), the IT End User Services desktop imaging environment, the administrative mainframe historical data repository, and 70+ more databases used throughout the College. This mission-critical database server is currently a single point of failure. If it were to fail, all of the above mentioned services would fail as well.

The Information Technology department is proposing to utilize technical consulting services from Dell, Inc., to design and implement a new, redundant database infrastructure to eliminate the current single point of failure. The proposed work to be done will create a redundant pair of virtual database servers that will be "clustered" so should one virtual server fails, the other virtual server would take over the workload with no loss from downtime. This new environment would sustain and preserve the operation of the 70+ key database services mentioned earlier. This new clustered software configuration will also enable the College to move towards an improved Disaster Recovery Plan in the future by allowing parts of the cluster to reside offsite at locations such as the Shah Center, when it is ready to accommodate more technology services. This project of constructing a clustered software configuration of the virtual servers with Dell has a total implementation cost of \$7,775.00.

Due to the College's prior investments in VMware server virtualization, no additional server hardware procurement is necessary for this project. The existing VMware virtual server environment will be used to build this new, redundant database configuration. Due to the College's prior investment in the Microsoft Campus Agreement, no additional costs will be incurred for server operating system licenses or SQL database server licenses.

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 Information Systems account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of services to improve database business continuity from Dell, Inc., of Round Rock, TX, for \$7,775.00.



Vicky Smith
President

Request to Purchase
SirsiDynix Annual Software Maintenance Agreement

Information

The MCC Library uses SirsiDynix software as its main operating system for the College's library catalog and circulation system. The SirsiDynix maintenance renewal allows for available upgrades and enhancements to the software on a continuing basis.

SirsiDynix has been installed within more library sites around the world than any other single enterprise-caliber library management system. It is a powerful Integrated Library System (ILS) solution that has been designed to keep information current. This software's flexible architecture makes it possible for the system to accommodate new technologies and to evolve as necessary to meet the growing needs of libraries and their users.

The system today is an open, industry-standard, scalable ILS solution that libraries rely on to run their operations. The cost for the annual software maintenance agreement for the SirsiDynix software which starts November 1, 2012 and goes until October 31, 2013 is \$14,615.30

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

This expense is budgeted in the Library Support Services Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the annual software maintenance agreement for the period November 1, 2012 to October 31, 2013 in the amount of \$14,615.30 from SirsiDynix Corporation, Provo, UT.



Vicky Smith
President

Request to Purchase
 Smallwares Supplies for New Culinary Lab

Information

The upcoming opening of the new culinary lab for the Culinary Management program will require the purchase of kitchen supplies in order to effectively teach courses in the lab. The new supplies needed include such items as pots, pans, kitchen utensils, spatulas, spoons, ladles, strainers, bowls, measuring cups, containers, and mixers. In order to purchase the supplies at the most inexpensive cost, the College obtained quotes from three companies. The Wasserstrom Company provided the lowest overall price for the kitchen supplies needed.

Smallwares Supplies	Edward Don & Co.	National Restaurant Supply Co., Inc.	Wasserstrom Company
Product cost	\$24,067.85	\$16,621.44	\$14,900.07
Shipping	Did not include in the quote	\$295.00	Free for orders over \$500.00
Total	\$24,067.85	\$16,916.44	\$14,900.07

This expense is budgeted in the Carl Perkins Account in the Grant Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of smallwares supplies for the new culinary lab not to exceed \$14,900.07, from the Wasserstrom Company, Columbus, OH.



Vicky Smith
 President

Request to Purchase
 Software Licenses for Lexia Reading and Reading Plus

Information

McHenry County College’s Adult Education Department offers many innovative programs to increase literacy among the adult population it serves. The department offers programs in such areas as English as a Second Language (ESL) and General Educational Development (GED) preparation. In order to offer these innovative programs the department continually seeks grant funding to supplement its current resources. One grant the program was awarded this year was from the McCormick Foundation. The purpose of the grant is to increase adult education outreach services and recruit volunteers to provide tutoring. In addition, funds from the grant can also be used to purchase educational technology to enhance lessons.

ESL students and students who are working on improving their reading literacy to obtain their GED are currently using CSC Learning’s Lexia Reading and Reading Plus software during their computer lab classes. The Lexia Learning program helps students with the development of the fundamental reading skills of phonemic awareness, phonics, fluency, vocabulary and comprehension for beginning readers. Reading Plus picks up where Lexia leaves off helping intermediate readers develop silent reading proficiency by providing intensive guided practice in fluency, vocabulary and comprehension.

However, not all students can access the Lexia Reading and Reading Plus Software at the same time due to the limited amount of current licenses. The students are able to access these programs via the internet outside of class with their logins and passwords so they can continue to work on improving their reading when not in class or on campus. Instructors and students enjoy using these programs. With only eight current Lexia licenses and ten Reading Plus licenses, there are not enough licenses available for use by the students either during class time or outside of class. As the success of the programs grew, requests by instructors and students to use the software has warranted the need to add more licenses. The College will add 7 additional licenses of Lexia Reading for a total of 15, and 5 additional licenses of Reading Plus for a total of 15.

Quantity	Description	Unit	Cost
7	Lexia Reading Concurrent 2-year Licenses	\$560.00	\$3,920.00
5	Reading Plus Concurrent 2-year Licenses	\$560.00	\$2,800.00
		Total:	\$6,720.00

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 McCormick Foundation account in the Restricted Purposes fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of seven software licenses for Lexia Reading, and five software licenses for Reading Plus, for a total cost of \$6,720.00, from CSC Learning in Chicago, IL.



Vicky Smith
 President

Academic Calendar for 2013-2014

Information

Each year the faculty Curriculum and Academic Policy Council (CAPC) in cooperation with the Office of Academic and Student Affairs develops an Academic Calendar. The purpose of the Academic Calendar is to provide the schedule framework for the major academic and student support activities occurring at the College during an academic year. Academic Calendars are created 1.5 years in advance to give students, employees and the community time to plan events well into the future.

The attached proposed Academic Calendar is for the 2013-2014 academic year.

Recommendation

It is recommended that the Board of Trustees approves the Academic Calendar for 2013-2014.

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

Out-of-District and Out-of-State
Tuition and Fees

Information

When the annual audit is complete, the College adjusts the tuition and fee rates for out-of-district and out-of-state students to more currently reflect the actual cost of instruction.

Following are the Calendar Year 2013 rates that will be charged based upon FY 2012 audited figures:

	<u>Current - 2011</u>	<u>Proposed - 2012</u>
Out-of-district Illinois residents without an approved chargeback	\$266.60	\$301.33
Out-of-district (audit courses)	\$326.32	\$371.20
Out-of-state residents	\$326.32	\$371.20

Recommendation

It is recommended that the Board of Trustees approves the above 2013 out-of-district and out-of-state tuition and fees rates effective Spring Semester, 2013.



Vicky Smith
President

2013-2014 ACADEMIC CALENDAR

FALL SEMESTER 2013

Aug. 15 (Thursday)	<i>Opening Semester meeting for all employees; full-time and adjunct faculty workshops</i>
Aug. 16 (Friday)	Friday credit classes begin
Aug. 17 (Saturday)	Saturday credit classes begin
Aug. 19 (Monday)	Weekday credit classes begin
Sept. 2 (Monday)	College closed for Labor Day recess
Oct. 7-11 (Monday-Friday)	Mid-term week
Oct. 15 (Tuesday)	Professional Development Day, no day or night classes; College offices closed
Oct. 16 (Wednesday)	Start of second 8-week credit classes
Nov. 8 (Friday)	Last day for withdrawals (for most 16-week classes)***
Nov. 20-24 (Wednesday-Sunday)	College closed for Thanksgiving recess
Nov. 25 (Monday)	Classes resume
Dec. 6-12 (Friday-Thursday)	Final exams for credit classes
Dec. 14 (Saturday)	Commencement

WINTER INTERSESSION 2014 - TBA

Dec. 16 (Monday)	Credit classes begin
Dec. 24, 2013-Jan. 1, 2014 (Tue-Wed.)	College offices closed
Jan. 6 or Jan. 7 (Monday-Tuesday)	Final exams for credit classes

SPRING SEMESTER 2014

Jan. 9 (Thursday)	<i>Opening Semester meeting for all employees; full-time and adjunct faculty workshops</i>
Jan. 10 (Friday)	Friday credit classes begin
Jan. 11 (Saturday)	Saturday credit classes begin
Jan. 13 (Monday)	Weekday credit classes begin
Mar. 3-7 (Monday-Friday)	Mid-term week
Mar. 10 (Monday)	Start of second 8-week credit classes
Mar. 23-30 (Sunday-Sunday)	Spring recess, no classes (College offices remain open until 4:30 p.m.)***
Mar. 31 (Monday)	Weekday credit classes resume
Apr. 4 (Friday)	Last day for withdrawals (for most 16-week classes)***
May 2-8 (Friday-Thursday)	Final exams for credit classes
May 10 (Saturday)	Commencement

SUMMER INTERSESSION 2014

May 12 (Monday)	Credit classes begin
May 26 (Monday)	College closed for Memorial Day Observance
June 4(Wed.) or June 5 (Thursday)	Final exam period for credit classes

SUMMER SESSION 2014

June 9 (Monday)	Summer Session Begins
June 30-July 3 (Monday-Thursday)	Mid-term week
July 4 (Friday)	College closed for Independence Day
July 24 (Thursday)	Last day for withdrawals (for most 8-week classes)***
Aug. 4-7 (Monday-Thursday)	Final exam period for credit classes

***Deadline/dates may vary per institutional policy.

NOTE: Workforce and Community Development offerings have open enrollment. For more information call Registration (815) 455-8588.

Workforce and Community Development Personnel Considerations for Fall 2012

Information

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

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Dettmer, W	USV U40 001	General Electric Code	1,475.00
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Small, J	11/17/2012	Defensive Driving Course – 8 Hour	300.00
Small, J	11/17/2012	Defensive Driving Course – 4 Hour	150.00
Small, J	11/17/2012	Alive at 25	150.00

Recommendation

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



Vicky Smith
President

Approval to Establish a Supervisor of Campus Public Safety Position

Information

On October 31st, one of the Campus Public Safety department’s Campus Public Safety Officers will be retiring after 27 years of service to the College. With that retirement a vacancy occurs in the department, and when any vacancy occurs on campus, a review of the position is made to determine if the position needs to be refilled, eliminated, or the resources used to establish a new position that would better serve the department. The current position functions in a non-supervisory role. The department would like to reallocate these existing resources, by replacing the current position with a Supervisor, administrative position.

The Campus Public Safety department is responsible for the protection of students, faculty, staff and visitors, as well as the security of the physical assets of both the main campus and Shah Center. A Supervisor for Campus Public Safety will provide direct field supervision of public safety personnel, evaluate and mentor officers, and serve as a working patrol officer. The Supervisor will also serve as the officer in charge of the department in the absence of the Director.

This Supervisor position would serve the department and the College without creating additional headcount, and result in a net personnel cost savings to the institution. The department currently funds the outgoing position at a salary of \$69,021.00, plus benefits, due to the retiring individual’s length of tenure with the College and previous job responsibilities. The new Supervisor position would be hired at a significantly lower salary (\$50,000-\$55,000), while providing more value to the College.

The position would be funded from the existing Campus Public Safety budget without an increase in budget.

Recommendation

It is recommended that the Board of Trustees approves the establishment of a Supervisor of Campus Public Safety position, effective November 1, 2012.



Vicky Smith
President

Administrator Salary/Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary
A1	\$42,735.00	\$64,103.00	\$85,470.00

POSITION: SUPERVISOR OF CAMPUS PUBLIC SAFETY

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

WORK YEAR: 40 Hours – Monday through Friday, flexible scheduling when required to meet demands of 24/7 operations

PRIMARY PURPOSE: Provide and maintain College campus public safety. Is responsible for field supervision of Campus Public Safety Officers and Campus Police Officers.

ESSENTIAL JOB FUNCTIONS:

- Supervise field operations of police officers and non-sworn personnel
- Assist officers in patrolling the campus and enforce applicable state, federal, and local laws
- Review and approve reports
- Provide in-field training and evaluations of officers
- Respond to campus emergencies and other calls for service; make arrests, make occasional court appearances
- Investigate criminal conduct, honor code violations, and conduct administrative investigations as directed
- Enforce parking and traffic rules and regulations
- Coordinate traffic patterns for events
- Provide personal security consultation to administrators, faculty, staff, and students who are threatened, being followed, or stalked
- Be subject to overnight and weekend on call for investigative and patrol assistance
- Oversee the department administration in the absence of the director
- Assume additional duties as assigned by immediate supervisor

SUPERVISION: Reports to the Executive Director of Public Safety and Security

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Bachelor's Degree or higher. Staff and Command or Command College is a plus.

EXPERIENCE: Seven years of experience in a law enforcement officer position with at least three years of experience in a position supervising sworn police officers.

SKILLS AND ABILITIES:

- Possess the highest degree of integrity and discretion
- Knowledge of campus public safety procedures
- Knowledge of first responder and general first aid procedures
- Able to communicate clearly, both orally and in writing, under stressful conditions
- Responsible, dependable, and conscientious
- Ability to maintain effective, collaborative working relationships
- Ability to prioritize incidents as they arise

SUPERVISOR OF CAMPUS PUBLIC SAFETY – Page 2

- Ability to acquire and keep confidential all campus public safety information
- Ability to safely lift up to 25 pounds unassisted
- Possess the physical ability to respond to various emergency situations
- Physical ability to continuously walk during scheduled shift, bend and stoop, and get in and out of a motor vehicle
- Commitment and respect for diversity
- Commitment to the college mission and goals
- Able to perform all of the essential functions, skills and abilities of the position

LICENSE OR CERTIFICATE:

- Certification by the Illinois Local Governmental Law Enforcement Officer's Training Board
- First Responder Certificate, or equivalent CPR, First Aid and AED Certification or specialized training
- Valid Illinois Driver's License
- Ability to acquire and maintain various access levels to LEADS
- Other applicable specialized training as required

Individual must successfully pass a criminal background investigation, psychological evaluation, drug test, and a fingerprint check prior to appointment.

Position is subject to blood borne pathogen legislation

ISSUED: October 2012 / Pay Grade:A1

Appointment of New
Director of Admissions, Registration and Records

Information

At the December 2011 Board Meeting, the Board of Trustees approved the new full-time administrative position of Director of Admissions, Registration and Records, as recommended by the Academic and Student Affairs Reorganization. Amy Haller has been recommended to fill this position. Ms. Haller has a Bachelor of Science in Marketing from Northern Illinois University, DeKalb, IL and a Master of Arts in Human Resources Development from Webster University, St. Louis, MO. Her experience is as follows:

2011 – Present	Health Professions Opportunity Grant Advisor McHenry County College, Crystal Lake, IL
2010	Consultant, Post-Secondary Services ACT, Lincolnshire, IL
2004 – 2010	Assistant Director for Test Administration Northern Illinois University, DeKalb, IL
2003 – 2004	Registrar/Manager of Admissions and Records Rock Valley College, Rockford, IL
2002 – 2003	Coordinator of Registration and Records McHenry County College, Crystal Lake, IL

Fourteen applications were received, six met the position minimum qualifications; the search committee interviewed one candidate (one candidate cancelled interview).

Recommendation

It is recommended that the Board of Trustees approves the appointment of Amy Haller to the administrative position of Director of Admissions, Registration and Records, effective November 5, 2012, at a salary of \$63,200.00.



Vicky Smith
President

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
A3	\$56,979.00	\$78,347.00	\$99,715.00	\$18,722.06*	\$63,200.00	Not applicable

*18 Hour/FTE .45 position

POSITION: **DIRECTOR OF ADMISSIONS, REGISTRATION,
AND RECORDS**

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

PRIMARY PURPOSE: Responsible for managing admissions, registration, credentials evaluation, transcript processes, verification, priority registration, and records management. Ensures the accuracy, integrity, and confidentiality of student academic records and provides leadership in the implementation and enforcement of academic policies and procedures. Serves as Registrar.

ESSENTIAL JOB FUNCTIONS:

- Overall leadership of Admissions, Registration, and Records
- Manage and assess records, registration, admissions process, degree audit, and transcript evaluation in order to recommend retention, modification, and/or implementation of new services
- Lead and facilitate a working environment grounded in continuous learning and service excellence
- Oversee the evaluation of completion of degree and certificate requirements for the College and assure compliance with established guidelines
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities.
- Manage the prerequisite verification process, including coordinating information with other departments
- Request and/or generate end-of-term reports and enrollment reports for analysis of staff, technology, and services; e.g., incomplete grade reports, registration activity reports, etc.
- Hire, oversee training, and evaluate Admissions, Registration, and Records staff
- Work cooperatively with the Bursar in processing drop for non-payments and special fund requests, and processing refunds
- Insure all staff has timely procedures manuals
- Monitor and update registration web pages and online registration information and processes
- Plan and implement upgrades to the student information system
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Additional duties as assigned by immediate supervisor

SUPERVISION: Reports directly to the Dean of Enrollment Services. Supervises full-time and part-time staff in Admissions, Registration, and Records.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Master's Degree required.

EXPERIENCE:

- Five years' experience in Student Affairs
- Supervisory experience
- Demonstrated experience analyzing, interpreting, and applying academic policies and procedures
- Experience with hands-on student information systems

SKILLS AND ABILITIES:

- Excellent interpersonal skills
- Detail-oriented and excellent organizational skills
- Understanding of and commitment to the community college mission and goals
- Proficient in Microsoft Office
- Must be able to work in a professional manner in a highly focused service environment with excellent organizational and administrative skills
- Skilled at working collaboratively with internal and external stakeholders
- Able to perform all of the essential functions, skills, and abilities of the position

ISSUED: January 2012 / Level A3

Appointment of New
Director of Learning Support

Information

At the December 2011 Board Meeting, the Board of Trustees approved the new full-time administrative position of Director of Learning Support, as recommended by the Academic and Student Affairs Reorganization. Emma Hendrieth has been recommended to fill this position. Ms. Hendrieth has a Bachelor of Science in Communications from Northwestern University, Evanston, IL and a Master of Education from DePaul University, Chicago, IL. Her experience is as follows:

- 2008 – Present Learning Center Manager
Oakton Community College, Des Plaines, IL
- 2006 – 2008 Substitute Teacher
Evanston Township High School, Evanston, IL
- 1998 – 2006 Program Specialist/Advisor/Instructor
Northeastern Illinois University, Chicago, IL

Thirty-three applications were received, sixteen met the position minimum requirements, and the search committee interviewed four candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Emma Hendrieth to the administrative position of Director of Learning Support, effective November 5, 2012, at a salary of \$66,500.00.



Vicky Smith
President

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
A3	\$56,979.00	\$78,347.00	\$99,715.00	Not Applicable	\$66,500.00	Not applicable

POSITION: **DIRECTOR OF LEARNING SUPPORT**

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

WORK WEEK: Occasional evening or weekend required

PRIMARY PURPOSE: Provide overall leadership and management to the Sage Learning Center. Develop and implement a comprehensive, expanded array of quality academic support services through the Sage Learning Center for students. Assist the Dean of Academic Development to provide Learning Support Services, leadership, vision, planning, coordination, supervision and evaluation of student learning support programs for the college in order to achieve student success.

ESSENTIAL JOB FUNCTIONS:

- Assist the Dean of Academic Development to provide Learning Support Services, leadership, vision, planning, coordination, supervision, and evaluation of student learning support programs for the college
- Collaborate and build partnerships across the college to sustain and support innovation and excellence in learning support initiatives, services and programs that will help to achieve student success
- Collaborate with the library in offering academic support services that promote student success
- Provide leadership in developing learning assistance methodology and technology
- Oversee day-to-day operations of the Sage Learning Center and enforce policies of the Center and College
- Develop and implement a comprehensive, expanded array of quality academic support services for students through the Sage Learning Center
- Coordinate the academic and operating functions of the Sage Learning Center, including performing needs assessments, upgrading materials, technology and equipment, budgeting, and developing and implementing new programs
- Work collaboratively with the instructional faculty, department chairs, administrators, and student affairs departments to coordinate academic support services
- Facilitate the development of technology-based academic support services and tools to support student access and success
- Work with the Department Chair of Student Success Studies to develop and offer seminars and workshops for students and faculty in identified developmental instructional areas
- Supervise the Department Chair of Student Success Studies
- Coordinate and enhance the Supplemental Instruction Program
- Provide learning support information and assistance, both internal and external, to students, staff, and the public
- Ensure a system to measure effectiveness of all activities, initiatives, programs and services of the Sage Learning Center, as well as for other learning support programs and services that are offered
- Conduct assessment of student learning outcomes in cooperation with academic departments, and assessment of faculty and student satisfaction of offerings in the Sage Learning Center
- Collaborate with the Coordinator of Multicultural Affairs and Counselors who work with MAPP students to increase the number of underrepresented and MAPP students that access the Sage Center services and programs

ESSENTIAL FUNCTIONS:

- Increase general student usage of academic support services that are offered and/or coordinated through the Sage Learning Center
- Coordinate work schedules in the Sage Learning Center to ensure timely access to effective services based on student needs
- Recruit, hire, evaluate, and coordinate tutors (for subjects other than Math and Writing)
- Conduct tutor training in conjunction with other Sage staff
- Evaluate Sage Learning Center staff
- Provide overall management of tutoring schedule and changes
- Maintain tracking database for small group tutoring
- Verify and correct information in Accutrack database to ensure accurate reporting
- Introduce staff and students to Learning Center software
- Ensure CRLA certification requirements have been met
- Create and maintain CRLA Certification applications and documentation
- Collaborate with the Office of Marketing and Public Relations to develop and maintain the Center's website
- Ensure an effective system for collecting and maintaining course syllabi, textbooks, and other resource materials in support of tutoring activities and resource library
- Provide daily direction to tutors and specialists
- Prepare program review and annual updates
- Create and submit monthly report to the Dean of Academic Development
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Additional duties as assigned by supervisor

SUPERVISION: Under the supervision of the Dean of Academic Development.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree from an accredited college/university in Education or related field required; Master's preferred.

EXPERIENCE:

- Minimum two years' experience in learning support services
- Minimum two years' experience teaching and/or tutoring in higher education, preferably in a community college setting
- Experience with implementation of Supplemental Instruction (SI) on a college level preferred
- Experience with current practices in innovative learning and academic support services
- Experience in leadership of academic departments or support services
- Demonstrated commitment and experience in student learning assistance and developmental instruction
- Supervisory experience in recruiting, hiring, training, and mentoring professional personnel

EXPERIENCE:

- Experience in an academic support center, writing center, or peer tutoring program where emphasis is placed on assisting students across the curriculum
- Experience and/or training in developmental courses/modules preferred
- Tutor certification or tutor training certification preferred

SKILLS AND ABILITIES:

- Ability to develop and articulate a vision for a community college student development and retention program which deals with the whole student
- Demonstrated ability to lead a comprehensive, learning support system that reaches all students
- Attention to detail
- Possess a mature, responsible, and positive outlook and demeanor
- Ability to create and maintain databases
- Ability to create and maintain spreadsheets
- Ability to contribute ideas and better ways to work, and assume leadership
- Ability to work under pressure with composure
- Ability to multi-task
- Proficiency with computers, including knowledge of Microsoft Office Suite and the Internet
- Knowledge of, or ability to learn, electronic student tracking system
- Organizational skills
- Strong communication skills
- Ability to work effectively with a diverse student body
- Able to perform all of the essential functions, skills, and abilities of the position

REVISED: September 2012 / Level A3

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 states that individuals in Lane VII who continue to advance professionally under the guidelines of the Contract shall be rewarded for such advancement with a bonus equal to \$3,500.00. Such bonus shall not be added to their base salary. The number of bonuses received for advance placement shall be limited to one (1) every four (4) years. In accordance with this agreement, Donald Curfman, Instructor, Accounting, qualifies for his fourth bonus at this time.

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

	<u>Current 2012-2013 Salary</u>	<u>Adjusted 2012-2013 Salary</u>
Ann Weaver – 4 th Adjustment New Student Enrollment Specialist Fiscal Year 2013	\$ 45,331.79	\$ 46,531.79

Recommendation

It is recommended that the Board of Trustees ratifies the above bonus and salary adjustment for Donald Curfman and Ann Weaver as stated.



Vicky Smith
President

Authorization of FY 2013 Non-Mandatory
 Transfers of Funds

Information

In the FY 2013 Budget, approved by the Board of Trustees on September 27, 2012, there are three non-mandatory transfers of funds as follows:

<u>Transfer Out</u>	<u>Transfer In</u>	<u>Amount</u>
Operation and Maintenance Fund (02)	Operation and Maintenance Fund, Restricted (03)	\$2,500,000
Education Fund (01)	Audit Fund (11)	\$140,000
Education Fund (01)	Liability, Settlement and Protection Fund (12)	\$1,200,000

The purpose of the \$2,500,000 transfer from the Operations and Maintenance Fund to the Operations and Maintenance Fund, Restricted is to accumulate funds for the purpose of (1) providing 25% local matching funds for state funded capital projects and (2) providing resources to do locally funded capital projects including repairs and renovation and deferred maintenance.

The purpose of the \$140,000 transfer from the Education Fund to the Audit Fund is to accumulate funds for the purpose of providing audit services for the annual fiscal year audit. This amount was increased to cover the now audited opening fund balance for fiscal year 2013. This transfer will cover the fund where our auditing services are charged to and reported.

The purpose of the \$1,200,000 transfer from the Education Fund to the Liability, Settlement and Protection Fund is mostly to provide resources for payment of the employer's portion of Social Security and Medicare taxes and the tort liability fund. The College has chosen to levy property taxes in the Education Fund and reduce its levy in the Liability, Protection, and Settlement Fund to maintain maximum financial flexibility.

Recommendation

It is recommended that the Board of Trustees approves the following non-mandatory transfers of funds as follows: (1) from the Operation and Maintenance Fund (Fund 02) to the Operations and Maintenance Fund, Restricted (Fund 03) in the amount of \$2,500,000, (2) from the Education Fund (Fund 01) to the Audit Fund (Fund 11) in the amount of \$140,000, and, (3) from the Education Fund (Fund 01) to the Liability, Protection, and Settlement Fund (Fund 12) in the amount of \$1,200,000.



Vicky Smith
 President

SURS 6% Billing

Information

The Illinois General Assembly's Administrative Code, Section 40 states, if a 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%, the State Universities Retirement System is required to bill the employer for the present value of the increase in their benefits. The College received invoices for four individuals who had earnings increases in excess of 6%. There is a total of \$12,479.23 due to SURS for these four individuals. The invoices will accumulate interest and must be paid.

This expense is budgeted in the General Institutional Expense under SURS Penalties.

Recommendation

It is recommended that the Board of Trustees approves the payment to SURS in the amount of \$12,479.23.



Vicky Smith
President

Resignation

Information

John Fillicaro, Distance Education Technologist, has submitted his resignation effective October 19, 2012.

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

Vicky Smith
President

Resignation

Information

Brenda Romero, Administrative Assistant to Library and Interdisciplinary Studies, has submitted her resignation effective October 12, 2012.

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

Vicky Smith
President

McHenry County College

Information Report
October 25, 2012

Quarterly Report on Grants

Attached is a detailed quarterly report of FY13 Federal, State and Private Grants as of September 30, 2012, with comparisons for the prior year.

A handwritten signature in black ink that reads "Vicky Smith". The signature is written in a cursive style with a prominent loop at the end of the name.

Vicky Smith
President

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of September 30, 2012	Unexpended Balance
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FEDERAL

CWS 2013

Source: Department of Education Purpose: To provide funds to students by providing employment opportunities on campus.	CFDA # 84.033	Fund 6 590900002	Klee	\$ 75,000	N/A	\$ 9,422	\$ 65,578
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PELL 2013

Source: Department of Education Purpose: To provide funds to full and part time students enrolled in credit programs.	CFDA #84.063	Fund 6 590900022	Klee	2,705,543	N/A	2,728,036	(22,493)
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SEOG 2013

Source: Department of Education Purpose: To provide funds to students enrolled in credit programs with the highest need.	CFDA #84.007	Fund 6 590900028	Klee	50,000	N/A	19,000	31,000
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Workforce Investment Act

Source: ICCB Purpose: To provide unemployed individuals with funds to assist in obtaining vocational training.	CFDA #17.255	0613-613 901012	Linden	174,000	N/A	0	174,000
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Post-9/11 GI Bill

Source: US Dept of Veterans Affairs Purpose: To help servicepersons by providing education benefits and opportunities.	CFDA #64.028	0631-602 901020	Klee	135,000	N/A	75,766	59,234
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Perkins IV Postsecondary Basic

Source: ICCB Purpose: To increase response to local programs, integrate academic and vocational skills development, support services for special populations and improve linkages between secondary and postsecondary institutions.	CFDA #84.048	901026	Linden	175,179	N/A	7,429	167,750
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	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of September 30, 2012	Unexpended Balance	
Federal Basic Adult Education							
Source: ICCB	CFDA #84.002A	901016	Clute	135,537	N/A	18,125	117,412
Purpose: To support instruction of Adult Education and Literacy.							
Adult Education - Public Aid							
Source: ICCB	CFDA #84.002A	901015	Clute	10,618	N/A	-	10,618
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	4,300	14,500
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	20,000	15,000	12,074	7,926
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	13,274	56,726
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	110,000	N/A	92,046	17,954
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 September 30, 2012	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	-	100,650
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	114,844	135,156
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	423	9,577
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	Miksa	366,975	N/A	0	366,975
Purpose: Manufacturing Training for jobless						
* Grant Period: October 1, 2012 - September 30, 2013						
SUBTOTAL Federal Grants - September 30, 2012			\$ 4,407,302		\$ 3,094,739	\$ 1,312,563
Fiscal Year 2012 Federal Grants - September 30, 2011			\$ 3,184,757		\$ 2,315,760	\$ 868,997

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of September 30, 2012	Unexpended Balance
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STATE

MAP 2013

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

Fund 6	Klee	0	N/A	-	-
NOT Awarded Yet					
902024					

Small Business Development Center State Portion

Source: (DCEO) Department of Commerce and Economic Opportunity

Purpose: To provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training.

* Grant Period: July 2012 - Dec 2012

**Grant Period: Jan. 13 - Jun. 13

*902028	C Jones	20,000	15,000	12,446	7,554
**902026		0	0	-	-

State Basic Adult Education 54V

Source: ICCB

Purpose: To support instruction of Adult Education and Literacy.

0619-662	Clute	141,245	N/A	15,192	126,053
902014					

State Performance

Source: ICCB

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

0657-657	Clute	131,440	N/A	21,765	109,675
902040					

Community Literacy Program

Source: Secretary of State

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

0621-621	Clute	47,200	N/A	6,344	40,856
902016					

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of September 30, 2012	Unexpended Balance
CTE Program Improvement Source: ICCB Purpose: To purchase instructional equipment for vocational education programs.	902050	Linden	13,171	N/A	-	13,171
Family Violence Grant Purpose: To set up the 22nd Circuit Family Violence Coordinating Council and hire a part-time Local Council Coordinator. * Grant Period: Jul 2012 - Dec 2012 * Grant Period: Jan 2013 - Dec 2013	*902038 **902036	C Jones	9,750	N/A	4,300	5,450
Illinois Green Economy Grant Source: DCEO 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	902034	Stejskal	45,000	N/A	37,089	7,911

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of September 30, 2012	Unexpended Balance
Illinois Cooperative Work Study Grant						
Source: IBHE	902012	Patrick	17,430	N/A	364	17,066
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 - September 30, 2012			\$ 425,236		\$ 97,499	\$ 327,737
Fiscal Year 2012 State Grants - September 30, 2011			\$ 999,852		\$ 374,765	\$ 625,087
PRIVATE						
Accelerating Opportunities Grant						
Source: ICCB	901017	Clute	62,500	N/A	925	61,575
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	35,329	94,671
Purpose: To implement a Weekend Nursing Program						
SUBTOTAL Private Grants - September 30, 2012			\$ 192,500		\$ 36,254	\$ 156,246
Fiscal Year 2012 Private Grants -September 30, 2011			\$ 20,000		\$ 4,102	\$ 15,898
TOTAL ALL GRANTS - September 30, 2012			\$ 5,025,038		\$ 3,228,492	\$ 1,796,546
Total all Grants - September 30, 2012			\$ 4,204,609		\$ 2,694,627	\$ 1,509,982

* Grant period differs from McHenry County College fiscal year.

Office of Resource Development Update

Grant Activities

The following 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

- None at this time.

In-Process (award pending)

- NSF – ATE (\$150,000) – MCC will be the leader in community colleges with a robotics degree program. This grant will increase and retain the number of students interested in programming, product design, and production process modeling. The curriculum will help students develop a solid foundation in math, geometry, algorithms, and project management.
- National Endowment for the Humanities Bridging Cultures (\$1,100)– This grant would provide the McHenry County College Library with a book and multimedia collection called ‘Muslim Journeys’ to promote understanding of and mutual respect for people with diverse histories, cultures, and perspectives within the United States and abroad.
- Illinois Violence Prevention Authority (\$16,700) – The purpose of this grant is to establish a forum to improve the institutional, professional, and community response to family violence including child, domestic, and elder abuse. Additionally, the purpose is to engage in education and prevention, coordination of intervention and services for victims and perpetrators, and to contribute to the improvement of the legal system and administration of justice.
- C. Louis Meyer Foundation (\$7,945) – In 2008, the Friends of MCC Foundation commissioned an assessment of the conditions of the Portrait in Print collection. A conservator from Chicago Conservation Center noted 50 of the 260 prints need conservation treatment to avoid further deterioration. The requested funding will help underwrite the cost of preserving 14 of the most fragile prints in the Portrait in Print Collection.
- Weiler Family Foundation (\$4,938) – MCC offers free, high quality tax preparation for low to middle income taxpayers or non-English speaking McHenry County College residents through the Accounting Department and its volunteers. Funding will help expand the program to sites in Harvard, Woodstock, and a nonprofit agency.
- 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.
- Laura Bush 21st Century Librarian Program (\$50,000) – The purpose of this project is to pursue a Collaborative Planning Grant for one year to fully develop ideas to apply for a Laura Bush 21st Century Librarian Program Project federal grant for Continuing Education. Through the year of planning, partnerships will be fostered with the district high school librarians to develop a plan to increase the information literacy of the students.

- 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.
- Cardboard Boat Regatta (\$2,500) - A grant is being submitted on behalf of the Forensics team to assist with travel expenses to the National competition in California. A second application is being submitted to provide scholarships for Women in Transition.
- Kresge Foundation (\$150,000) - This grant will help McHenry County College strengthen partnerships with high schools in the district through a targeted college readiness initiative.
- AptarGroup Charitable Foundation (\$3,650) – The purpose of this grant is to obtain prominent signage that states McHenry County College is a tobacco free campus. The signs will promote a safe, clean, and healthy learning environment.
- Illinois Green Economy Network (\$45,000) - IGEN is a partnership of all 39 Illinois community college districts and 48 campuses working with businesses and local communities to grow Illinois' green economy, providing new employment opportunities and healthy communities. The four strategic program areas grant funds will be used for are: Green Campus, Green Curriculum, Green Careers, and Green Communities.

Not Funded

- JCCC Foundation (\$10,000) – The purpose of 'Story Catchers' is for the McHenry County College Digital Media department to partner with Harvard Junior High School for a second year to provide digital media students internship opportunities in technology classes. There were 91 proposals submitted to this grant competition, and 5 were awarded.

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

- Community Development Block Grant (\$100,000) – Provide funding to microbusinesses developed from the Illinois Small Business Development Center that need stabilization and expansion for start-up purposes.
- Verizon (\$10,000) – This grant will help expand 'Story Catchers' to include more students in the program, as well as partner with other schools in the McHenry County College District to offer the program.
- NSF Computing Education for the 21st Century (\$200,000) – This project aims to have rigorous, academic curricula incorporated into computing courses by expanding dual credit course offerings in high schools.

Research Areas

Topics being pursued for external funding include sustainable agriculture and community gardens; developing outdoor classrooms, green campus, curriculum, and community; obtaining equipment and software to expand the robotics and manufacturing program; and providing experiential opportunities for students in health fields of study.

Community and College Outreach

- Develop and submit an application for the 2013 Bellwether Award on the college readiness initiatives and high school partnerships being cultivated at McHenry County College.

Marcella Reca Zipp
Director of Resource Development

Distributed Press Releases and Feature Stories
September 15-October 15, 2012

Information

The following releases and feature stories have been distributed to all local and regional media outlets from September 15-October 15, 2012.

- McHenry County College to Feature Two-Day Pottery Demo Conference Oct. 12 & 13
- McHenry County College's Literary Magazine Wins International Gold Medalist Critique
- McHenry County College to Offer Construction Zone Flagger Training Course
- Professional Organizer Class Offered at McHenry County College
- McHenry County College Teaches English to Inmates at McHenry County Jail
- Award-winning Documentary Film "Awaken the Dragon" Featuring Cancer Survivors Coming to MCC
- McHenry County College to Host "College Fair 2012" Featuring 120+ U.S. Colleges, Universities
- McHenry County College Workshop Series to Feature Trusts and Estates Oct. 9
- McHenry County College to Host Illinois Accessibility Code Seminar for Building Trades Professionals
- ISBDC Announces New Workshops in Support of the National Export Initiative
- ISBDC Announces Small Business Offerings for October
- McHenry County College Seeks Exhibitors for Fall Job Fair
- MCC to Co-Sponsor Candlelight Vigil for Domestic Violence Awareness Oct. 3
- Xtend Barre Class Available for Total Body Workout
- Workforce Skill Development Offered at McHenry County College's Shah Center
- Project Management Courses Scheduled at MCC's Shah Center
- Learn Cake Decorating in Time for Holidays
- McHenry County College to Host 5th Annual Green Living Expo
- Hands-On Computer Skills Courses Available at MCC's Shah Center
- Workforce Skill Development Offered Through MCC
- ISBDC Announces Small Business Offerings for November
- McHenry County College's Shah Center to Offer Safety Training
- Internal Auditor Training Available Through McHenry County College
- Workplace Bullying Prevention Training Available Through McHenry County College
- McHenry County College to Host Family Violence Symposium on Sexual Assault
- ISBDC Lunch Event to Feature Personal Branding by Sue Dobbe
- Land Donation to Benefit McHenry County College Science and Horticulture Programs
- McHenry County College Begins Second Sunday Concert 2012-2013 Series Oct. 14
- Kick Off the Holidays with a Trip to See "Scrooge The Musical"
- Friends of McHenry County College Foundation to Present Financial Aid Options and Scholarships for College
- McHenry County College to Host Trip Preview for Ireland Oct. 18
- Calling All "I Love Lucy" Fans to See New Hit Musical Stage Show Oct. 31
- McHenry County College Theater Department to Present "Twelfth Night" Comedy

- One-Day Class to Explore Ghosts and Hauntings in McHenry County
- McHenry County College Workshop Series to Feature 2012 Illinois Income Tax Law Changes
- 2nd Annual Cary Senior Citizen Car Safety Check Day
- New Performance Management Series Available at Shah Center
- McHenry County College to Host Financial Aid Nights Oct. 23, 24, 25 for Prospective Students, Parents
- MCC Ceramics Students Exhibit Work at Old Court House Arts Center in Woodstock

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

Christina Haggerty
Director of Marketing and Public Relations