

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

Thursday, February 25, 2016  
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: Regular Board Meeting, January 28, 2016
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS  
*Three (3) minutes per person or less.*
8. PRESIDENT'S REPORT: Dr. Clinton Gabbard
9. COMMUNICATIONS
  - A. Faculty Report: Ms. Anne Humphrey and Ms. Elaine Whalen
  - B. Adjunct Faculty Report: Ms. Karen Shuman
  - C. Staff Council Report: Ms. Tawnja Trimble
  - D. Student Trustee Report: Mr. Jeremy Sacramento
  - E. Attorney Report
10. APPROVAL OF CONSENT AGENDA  
**For Approval**
  - A. Executive Summary, Board Report #16-11
    1. Treasurer's Report, Board Report #16-12
    2. Ratification for Accounts Payable Check Register, Board Report #16-13
  - B. Request to Lease/Purchase/Renew
    1. Commvault Backup Annual Support Agreement, Board Report #16-14
    2. Desktop and Laptop Computers, Board Report #16-15
    3. Electrical Grounding and Transient Voltage Surge Suppression Installations, Board Report #16-16
  - C. 2016 ICCTA Outstanding Full-time Faculty Member Award, Board Report #16-17
  - D. Destruction of Closed Session Recordings, Board Report #16-18
  - E. Personnel
    1. Request for Faculty Sponsored Leave in 2016-2017, Board Report #16-19
    2. Request for Staff General Leave of Absence, Board Report #16-20
11. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
12. CLASS 19 TEMPORARY LIQUOR LICENSE, Board Report #16-21
13. REQUEST TO PROCEED WITH PLANNING AND DESIGN OF A SCIENCE LAB AND HEALTH SCIENCES RENOVATION PROJECT, Board Report, #16-22

14. INSTITUTION OF STUDENT INFRASTRUCTURE FEE, Board Report #16-23
15. ICCTA REPORT: Ms. Linda Liddell, ICCTA Liaison
16. FOR INFORMATION
  - A. New Employees
  - B. Resignations
  - C. Committee of the Whole Summary
  - D. Friends of McHenry County College Foundation Report
  - E. Office of Marketing and Public Relations Update
  - F. Office of Resource Development Update
  - G. Office of Sustainability Center Update
  - H. Upcoming Events
17. SUMMARY COMMENTS BY BOARD MEMBERS
18. FUTURE AGENDA ITEMS
19. CLOSED SESSION
  - A. 120/2(c), Exception #1, Personnel
  - B. 120/2(c), Exception #2, Negotiations (*Faculty Association*)
  - C. 120/2(c), Exception #21, Review of Closed Session Minutes
  - D. Other matters as pertain to the exceptions of the Open Meetings Act
20. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, January 28, 2016
21. ADJOURNMENT



Michael Smith  
Chair

### Student Trustee Report

February is proving to be a busy month here at McHenry County College. During the second week of February, our various student organizations held a successful Student Organization Fair in order to promote the thriving student involvement culture that we have on campus. Fairgoers were met with colorful poster boards, friendly-faces, and plenty of good conversation.

Our Black History Month programs have been a tremendous success in terms of culturally educating students. Thanks to our Multicultural Affairs Office and its supporters. The programming included historical relevancy of African American history, as well as contemporary topics, such as the Black Lives Matter panel. The events presented thus far have proven to be positive toward promoting cultural awareness on campus.

Our Student Government has been busy promoting the importance of voting and voter registration by visiting classrooms and presenting from a non-partisan standpoint on how voting affects Americans. Students are also given the materials necessary to register to vote if they so choose. We can positively contribute to the civic responsibility by presenting to students the importance of voting.

This month begins a series of events in which students have the opportunity to sit and chat with Dr. Gabbard. These monthly events, called "What Do You Think?" are held three different times throughout the day in order to connect with many different student groups.

In addition to casual conversation with students, I have started office hours three days a week to allow students designated times in which their concerns can be heard. While at ICCB-SAC, I learned that the majority of community college student governments in our state hold office hours to give their students set times in which their concerns can be addressed. With this in place, I hope to better connect with our students.

Jeremy Sacramento  
Student Trustee

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2016 through the month of January.

Recommendation

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



Clinton E. Gabbard  
President

## Executive Summary

Fiscal Year 2016 is currently 58.3% complete (excluding year-end adjustments) with the year-to-date results ending January 31, 2016 being reported. In the Operating Funds, total revenue is 55% of budget, as compared with 53% at the same time last year. Total expenditures are 43% of budget, as compared with 40% 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 (Fund 01 and Fund 02) as a whole:

### Revenue

- Local governmental is 58% of budget and down \$10,114 (-0.1%) from last year at this time. FY16 revenue is \$15,588,048 vs. FY15 revenue of \$15,598,162. For FY16, this revenue is derived from 50% of the 2014 tax levy (as approved by the Board in December 2014) and 50% of the 2015 tax levy (to be approved by the Board in December 2015).
- State government is 48% of budget and down \$287,967 (-18.3%) from last year at this time. FY16 revenue is \$1,288,092 vs. FY15 revenue of \$1,576,058. *At this time it should be noted that the College has not received any funds from the State for FY16. The revenue recorded is an accrual based book entry on the anticipated funding initially set by the State for FY16. If the revenue will not be received, then the recorded State revenue will have to be written down, which will have an impact on the total FY16 budget performance.*
- Student tuition and fees is 66% of budget and down \$398,314 (-4.0%) from last year at this time. FY16 revenue is \$9,611,633 vs. FY15 revenue of \$10,009,947.
- Sales and service fee is 68% of budget and up \$45,270 (64.6%) from last year at this time. FY16 revenue is \$115,368 vs. FY15 revenue of \$70,098. This revenue is comprised of the activity, Kids at College primarily.
- Facilities is 61% of budget and even (0.0%) from last year at this time. FY16 revenue is \$11,000 vs. FY15 revenue of \$11,000. Revenue in this category is comprised of activity from the leasing of the farm land owned by the College.
- Investment is 44% of budget and up \$15,570 (17.0%) from last year at this time. FY16 revenue is \$106,906 vs. FY15 revenue of \$91,345. Investment performance is attributable to the change in investment policy and strategy, which sought to increase duration of the overall portfolio in order to earn a higher return but it is still subject to market fluctuations due to economic volatility each month.
- Other is 39% of budget and up \$2,645,756 (89.7%) from last year at this time. FY16 revenue is \$5,594,888 vs. FY15 revenue of \$2,949,132. The significant change in this category from last year is due to the refunding of the 2008 debt certificates which we had to record \$2,555,000 in bond proceeds with a corresponding entry in "other expense". However, this category typically consists mainly of employee contributions to health insurance and other insurance related activities. The employee health insurance contributions account for \$2,903,357 of the total. Other larger items are from Retiree Drug Subsidy at \$27,552, Retiree health contributions at \$43,529, and Other Misc Income at \$40,021 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$25,429. The large variance to budget is the result of the "On-Behalf Payment" for the employer's pension contribution for employees made by the State, which has not yet been booked for FY16. For FY15 that "On-Behalf Payment" was \$9,640,555.

## Expenditures

- Salaries expenditures are currently 52% of budget and up \$543,503 (4.0%) over last year at this time. FY16 expenditures are \$14,285,872 vs. FY15 expenditures of \$13,742,370.
- Employee benefit expenditures are currently 29% of budget and down \$207,476 (-3.9%) over last year at this time. FY16 expenditures are \$5,131,532 vs. FY15 expenditures of \$5,339,008. This account group will be significantly below budget until year-end adjustments are made for SURS contributions paid by the State on behalf of the employees. The amount expensed for SURS contributions are approximately \$9 million annually depending on the actuarial tables maintained by the State. However, this expense is offset by an equal amount in "other revenue".
- Contractual services expenditures are currently 42% of budget and down \$440,278 (-18.0%) over last year at this time. FY16 expenditures are \$2,008,786 vs. FY15 expenditures of \$2,449,065. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are currently 38% of budget and down \$965 (-0.1%) over last year at this time. FY16 expenditures are \$1,107,332 vs. FY15 expenditures of \$1,108,297.
- Travel and meeting expenditures are currently 37% of budget and up \$81,942 (34.1%) over last year at this time. FY16 expenditures are \$322,338 vs. FY15 expenditures of \$240,396. The large variance over last year is due to the presidential search activity this year.
- Fixed charge expenditures are currently 53% of budget and down \$234,813 (-19.4%) over last year at this time. FY16 expenditures are \$974,887 vs. FY15 expenditures of \$1,209,700. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are currently 42% of budget and down \$10,441 (-2.4%) over last year at this time. FY16 expenditures are \$433,686 vs. FY15 expenditures of \$444,127.
- Other expenditures are currently 343% of budget and up \$2,407,445 (459.0%) over last year at this time. FY16 expenditures are \$2,931,933 vs. FY15 expenditures of \$524,488. The large variance over last year is due to the 2008 debt certificate refunding that accounted for \$2,536,686 of payment for the escrow agent. The other main category of expense includes tuition waivers, tuition related refunds, and miscellaneous expense.

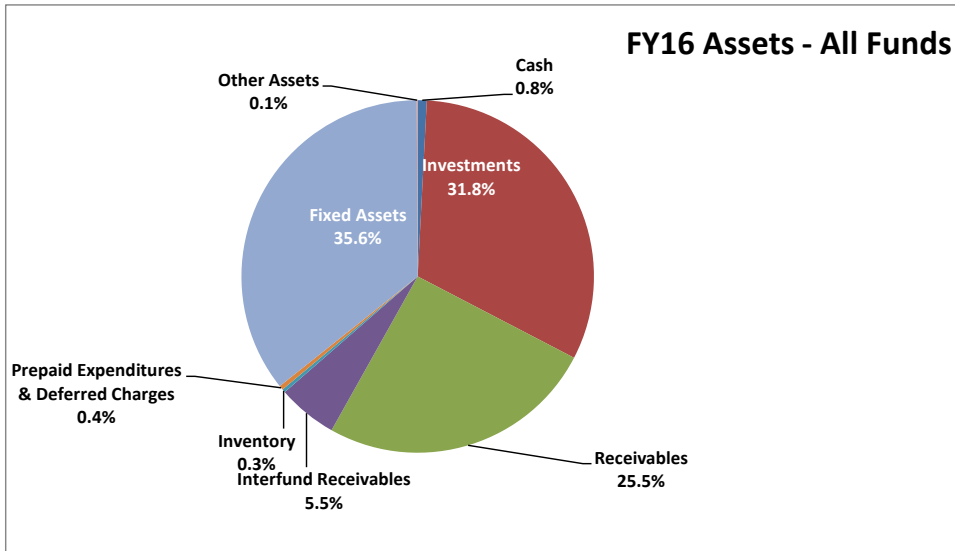
Clinton Gabbard  
President

All Funds Statement of Net Position (Balance Sheet)  
January 31, 2016

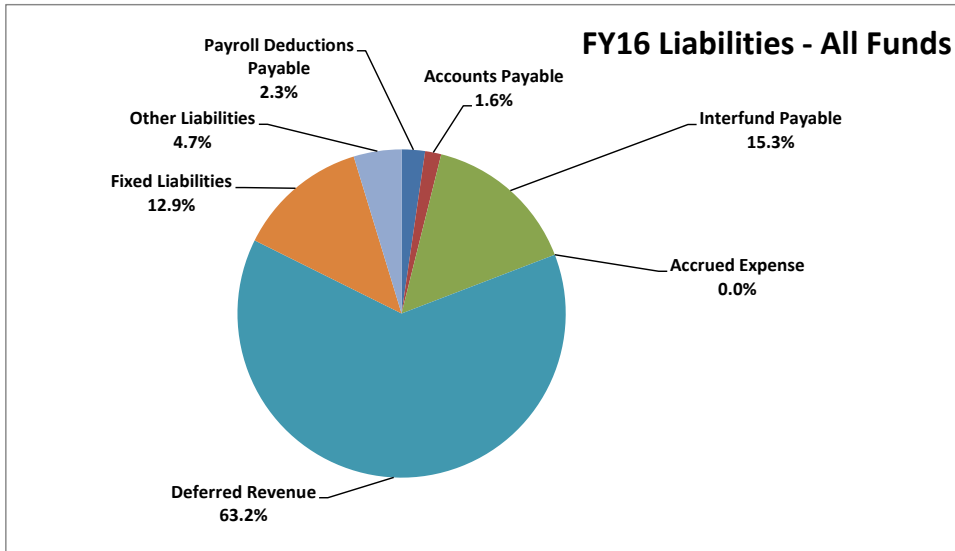
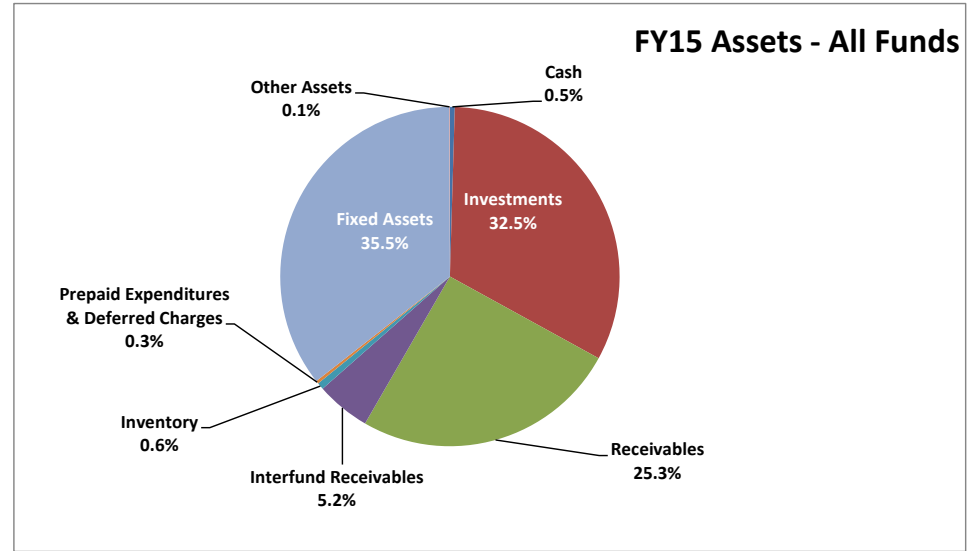
	01	02	03	05	06	07	08	09	10	11	12	
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxilliary Entrerprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	
<b>Assets</b>												
Cash	1,082,302	-	13,452	-	480,531	-	95,646	-	-	426,338	66,335	-
Investments	41,607,028	24,104,253	932,768	11,901,674	-	-	2,742,594	-	-	-	-	1,925,740
Receivables	33,344,288	28,746,698	3,017,183	-	99,379	25,287	-	-	-	-	75,000	1,380,742
Accrued Revenue	140,199	66,799	4,408	52,384	-	-	9,050	-	-	-	-	7,558
Interfund Receivables	7,159,375	156,861	7,188,915	-	62,100	(258,158)	-	-	-	5,333	3,660	664
Inventory	406,958	-	-	-	406,958	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	522,194	448,406	29,632	-	10,561	-	-	-	33,069	-	-	526
Fixed Assets	46,564,339	-	-	-	-	-	-	46,564,339	-	-	-	-
Other Assets	115,252	-	-	-	-	-	-	115,252	-	-	-	-
<b>Total Assets</b>	<b>130,941,935</b>	<b>53,523,018</b>	<b>11,186,358</b>	<b>11,954,058</b>	<b>1,059,528</b>	<b>(232,872)</b>	<b>2,847,290</b>	<b>46,564,339</b>	<b>148,321</b>	<b>431,671</b>	<b>144,995</b>	<b>3,315,230</b>
<b>Liabilities</b>												
Payroll Deductions Payable	1,078,149	880,361	47,766	-	84,680	1,521	-	-	-	37,536	-	26,285
Accounts Payable	743,819	644,094	50,350	-	54,073	(4,698)	-	-	-	-	-	-
Interfund Payable	7,159,375	4,698,313	-	1,098,616	-	50,946	-	-	-	-	-	1,311,499
Accrued Expense	(0)	(0)	-	-	-	-	-	-	-	-	-	-
Deferred Revenue	29,597,968	25,798,354	2,460,284	-	4,900	-	-	-	-	-	68,750	1,265,680
Fixed Liabilities	6,061,911	-	-	-	-	-	-	6,061,911	-	-	-	-
Other Liabilities	2,207,249	77,841	-	-	7,459	-	-	1,727,814	394,136	-	-	-
<b>Total Liabilities</b>	<b>46,848,471</b>	<b>32,098,964</b>	<b>2,558,401</b>	<b>1,098,616</b>	<b>151,112</b>	<b>47,768</b>	<b>-</b>	<b>7,789,725</b>	<b>431,671</b>	<b>68,750</b>	<b>2,603,464</b>	
<b>Designated Fund Balance</b>	<b>84,093,465</b>	<b>21,424,054</b>	<b>8,627,957</b>	<b>10,855,441</b>	<b>908,416</b>	<b>(280,640)</b>	<b>2,847,290</b>	<b>46,564,339</b>	<b>(7,641,403)</b>	<b>-</b>	<b>76,245</b>	<b>711,766</b>
<b>Assigned Fund Balance</b>												
33% Unassigned for annual budgeted expenditures	18,084,407	15,157,926	2,926,480	-	-	-	-	-	-	-	-	-
Other Designated Reserves	0	-	-	-	-	-	-	-	-	-	-	-
Capital Improvement/Investment in Capital Assets	57,419,781	-	-	10,855,441	-	-	46,564,339	-	0	-	-	-
Liabilities, Protection, and Settlement	-5,350,145	-	-	-	-	-	-	-6,061,911	-	-	-	711,766
Working Cash/Other Restricted	1,545,605	-	-	-	-280,640	1,750,000	-	-	-	76,245	-	-
<b>Remaining Unassigned Balance</b>	<b>12,393,818</b>	<b>6,266,128</b>	<b>5,701,477</b>	<b>0</b>	<b>908,416</b>	<b>0</b>	<b>1,097,290</b>	<b>0</b>	<b>-1,579,492</b>	<b>0</b>	<b>0</b>	<b>0</b>

All Funds Statement of Net Position (Balance Sheet)  
January 31, 2016

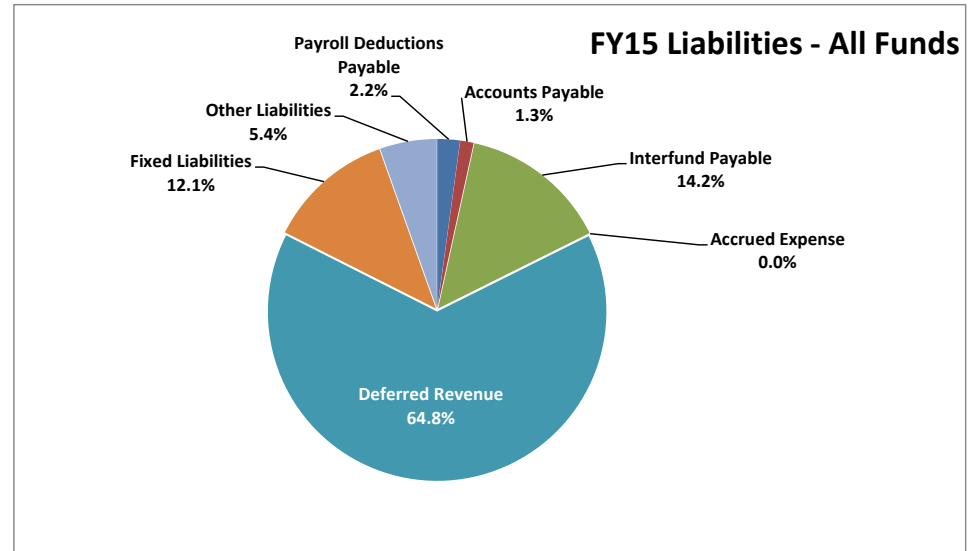
Total Assets = \$ 130,941,935



Total Assets = \$ 130,982,977



Total Liabilities = \$ 46,848,471



Total Liabilities = \$ 47,644,919

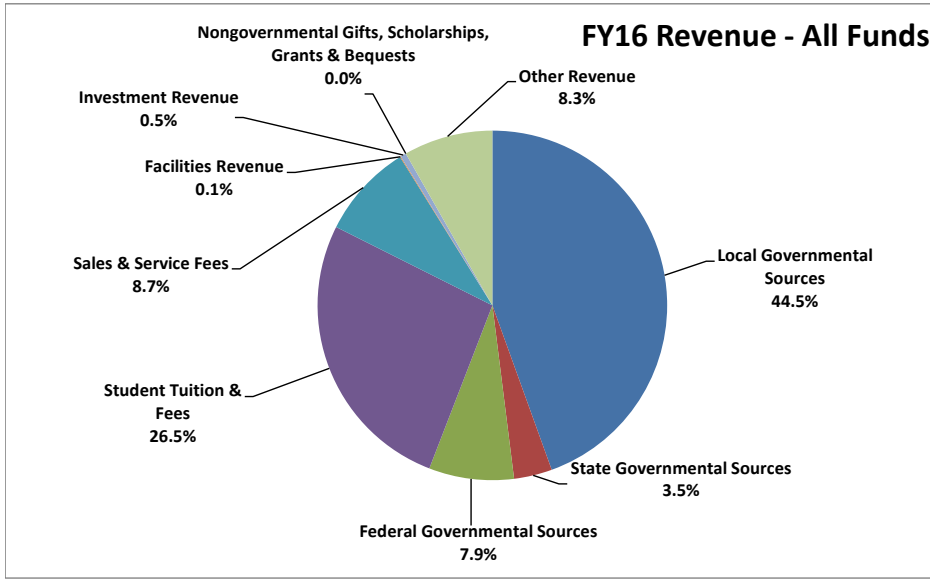


**All Funds Statement of Activities (Income Statement)**  
**January 31, 2016**

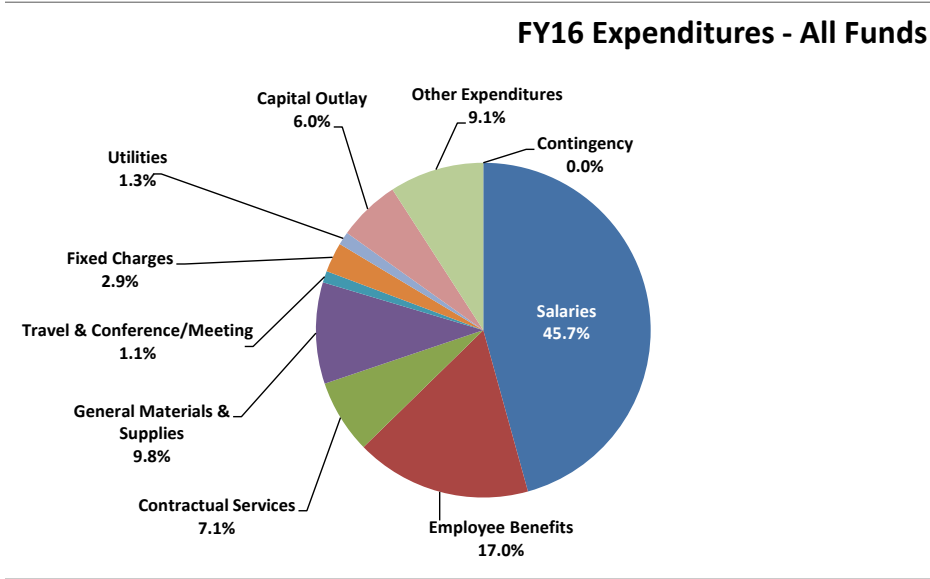
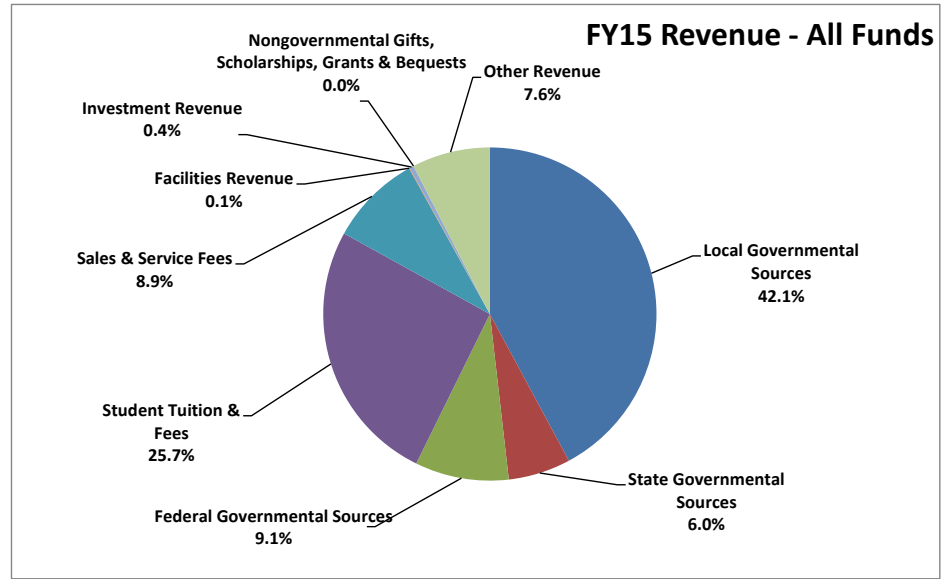
	01	02	03	05	06	07	08	09	11	12
	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Audit Fund	Liability Protection & Settlement Fund
<b>All Funds</b>										
<b>Revenue</b>										
Local Governmental Sources	16,433,939	13,955,603	1,632,444	-	-	-	-	-	57,917	787,974
State Governmental Sources	1,303,464	954,855	333,237	-	-	15,372	-	-	-	-
Federal Governmental Sources	2,902,731	-	-	-	-	2,902,731	-	-	-	-
Student Tuition & Fees	9,799,097	8,033,420	1,578,213	-	187,464	-	-	-	-	-
Sales & Service Fees	3,228,577	115,368	-	-	3,113,209	-	-	-	-	-
Facilities Revenue	27,993	11,000	-	-	16,993	-	-	-	-	-
Investment Revenue	196,313	101,202	5,713	67,879	-	11,726	-	-	-	9,793
Nongovernmental Gifts, Scholarships, Grants & Bequests	500	-	-	-	-	500	-	-	-	-
Other Revenue	3,047,738	5,578,795	16,093	-	7,850	-	-	(2,555,000)	-	-
<b>Total Revenue</b>	<b>36,940,351</b>	<b>28,750,243</b>	<b>3,565,700</b>	<b>67,879</b>	<b>3,325,516</b>	<b>2,918,603</b>	<b>11,726</b>	<b>(2,555,000)</b>	<b>57,917</b>	<b>797,767</b>
<b>Expenditures</b>										
Salaries	15,828,968	13,935,457	350,415	-	937,239	362,278	-	-	-	243,578
Employee Benefits	5,885,438	5,071,102	60,430	-	159,750	44,464	-	-	-	549,691
Contractual Services	2,469,892	1,242,898	765,888	-	348,912	44,074	-	-	60,690	7,429
General Materials & Supplies	3,393,192	1,019,311	88,021	-	2,257,481	15,187	-	-	-	13,192
Travel & Conference/Meeting	385,925	309,882	12,455	-	42,843	17,767	-	-	-	2,976
Fixed Charges	994,882	964,546	10,341	-	20,973	25	-	(58,903)	-	57,900
Utilities	436,598	91,583	342,104	-	1,655	-	-	-	-	1,258
Capital Outlay	2,082,161	50,835	496,245	-	-	2,656	1,532,426	-	-	-
Other Expenditures	3,161,170	2,931,933	-	-	1,508	2,764,414	-	(2,536,686)	-	-
Contingency	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>34,638,225</b>	<b>25,617,548</b>	<b>2,125,898</b>	<b>-</b>	<b>3,770,362</b>	<b>3,250,866</b>	<b>-</b>	<b>1,532,426</b>	<b>(2,595,589)</b>	<b>60,690</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>2,302,126</b>	<b>3,132,695</b>	<b>1,439,802</b>	<b>67,879</b>	<b>(444,846)</b>	<b>(332,263)</b>	<b>11,726</b>	<b>(1,532,426)</b>	<b>40,589</b>	<b>(2,773)</b>
Operating transfers in	-	-	-	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	81,791,338	18,291,358	7,188,155	10,787,562	1,353,262	51,623	2,835,564	48,096,765	(7,681,992)	79,017
Ending Fund Balance	<b>84,093,464</b>	<b>21,424,053</b>	<b>8,627,957</b>	<b>10,855,441</b>	<b>908,416</b>	<b>(280,640)</b>	<b>2,847,290</b>	<b>46,564,339</b>	<b>(7,641,403)</b>	<b>76,244</b>

All Funds Statement of Activities (Income Statement)  
January 31, 2016

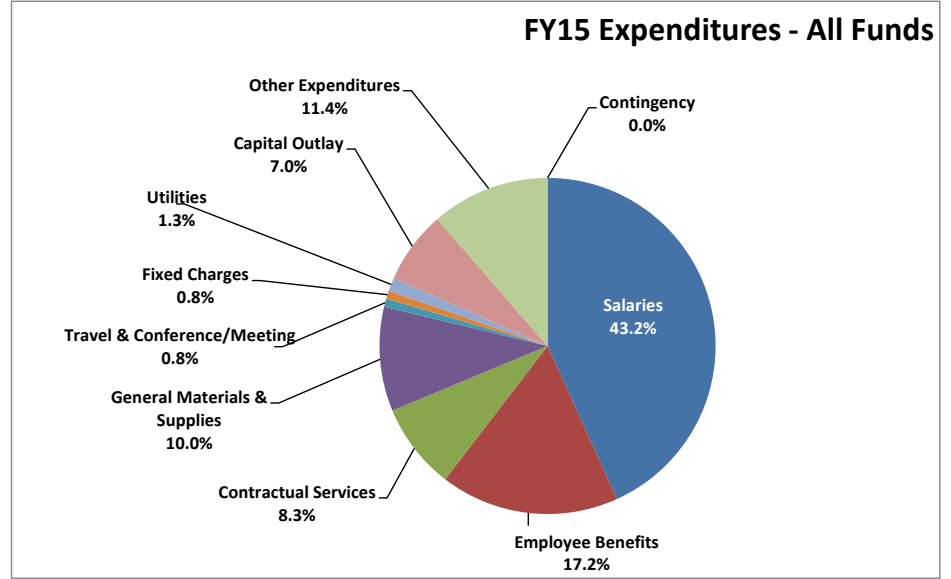
Total Revenue = \$ 36,940,351



Total Revenue = \$ 39,030,691



Total Expense = \$ 34,638,225



Total Expense = \$ 35,277,747

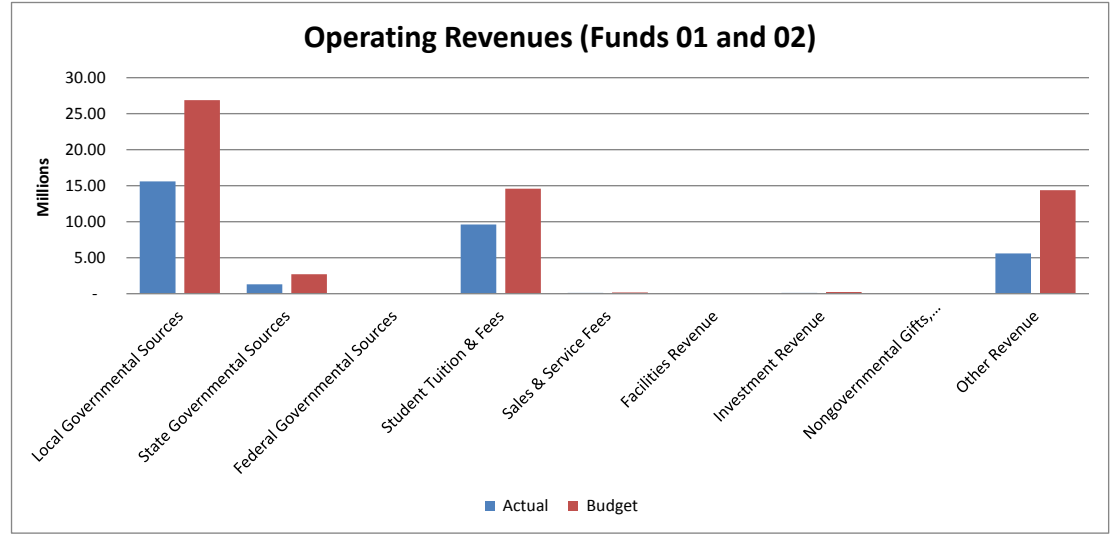
**Operating (Funds 01 & 02) Statement of Activities**  
**January 31, 2016**

	FY16			FY15			FY16 Change Over FY15	% Change
	Actual	Budget		Actual	Budget			
<b>Revenue</b>								
Local Governmental Sources	\$ 15,588,048	\$ 26,879,739	58%	\$ 15,598,162	\$ 27,012,529	58%	\$ (10,114)	-0.1%
State Governmental Sources	1,288,092	2,705,892	48%	1,576,058	2,777,254	57%	\$ (287,967)	-18.3%
Federal Governmental Sources	-	-	0%	-	-	0%	\$ -	0.0%
Student Tuition & Fees	9,611,633	14,589,696	66%	10,009,947	15,213,204	66%	\$ (398,314)	-4.0%
Sales & Service Fees	115,368	170,000	68%	70,098	174,120	40%	\$ 45,270	64.6%
Facilities Revenue	11,000	18,000	61%	11,000	21,000	52%	\$ -	0.0%
Investment Revenue	106,916	243,487	44%	91,345	244,800	37%	\$ 15,570	17.0%
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	-	0%	-	-	0%	\$ -	0.0%
Other Revenue	5,594,888	14,380,465	39%	2,949,132	12,254,476	24%	\$ 2,645,756	89.7%
<b>Total Revenue</b>	<b>\$ 32,315,943</b>	<b>\$ 58,987,279</b>	<b>55%</b>	<b>\$ 30,305,742</b>	<b>\$ 57,697,383</b>	<b>53%</b>	<b>\$ 2,010,202</b>	<b>6.6%</b>
<b>Expenditures</b>								
Salaries	\$ 14,285,872	\$ 27,545,553	52%	\$ 13,742,370	\$ 26,901,296	51%	\$ 543,503	4.0%
Employee Benefits	5,131,532	17,723,016	29%	5,339,008	15,876,243	34%	\$ (207,476)	-3.9%
Contractual Services	2,008,786	4,808,232	42%	2,449,065	4,788,660	51%	\$ (440,278)	-18.0%
General Materials & Supplies	1,107,332	2,878,146	38%	1,108,297	2,953,943	38%	\$ (965)	-0.1%
Travel & Conference/Meeting	322,338	877,718	37%	240,396	818,384	29%	\$ 81,942	34.1%
Fixed Charges	974,887	1,834,662	53%	1,209,700	2,043,001	59%	\$ (234,813)	-19.4%
Utilities	433,686	1,032,670	42%	444,127	1,075,505	41%	\$ (10,441)	-2.4%
Capital Outlay	547,079	5,698,522	10%	805,044	7,021,860	11%	\$ (257,965)	-32.0%
Other Expenditures	2,931,933	854,700	343%	524,488	739,250	71%	\$ 2,407,445	459.0%
Contingency	-	1,450,000	0%	-	1,750,000	0%	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 27,743,446</b>	<b>\$ 64,703,220</b>	<b>43%</b>	<b>\$ 25,862,495</b>	<b>\$ 63,968,142</b>	<b>40%</b>	<b>\$ 1,880,951</b>	<b>7.3%</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>\$ 4,572,497</b>	<b>\$ (5,715,941)</b>		<b>\$ 4,443,247</b>	<b>\$ (6,270,759)</b>		<b>\$ 129,251</b>	<b>2.9%</b>
Net Transfers Out/(In)	\$ -	\$ 1,429,000		\$ -	\$ 2,500,000		\$ -	0.0%
<b>Net Operating Funds Surplus/(Deficit)</b>	<b>\$ 4,572,497</b>	<b>\$ (7,144,941)</b>		<b>\$ 4,443,247</b>	<b>\$ (8,770,759)</b>		<b>\$ 129,251</b>	<b>2.9%</b>
<hr/>								
<i>Operating Fund Balance Unassigned @33% based on Total Budgeted Expenditures*</i>		<i>21,567,740</i>			<i>21,322,714</i>			
<i>Less : Adjustment for budgeted SURS Pass Thru Expense (\$9.0m x .3334)</i>		<i>3,000,000</i>			<i>2,250,000</i>			
<i>Adjustment for Contingency (\$1.45m x .3334)</i>		<i>483,333</i>			<i>583,333</i>			
<i>Unassigned Fund Balance needed @ 33% of adjusted budgeted expenditures (a)</i>		<i>18,084,407</i>			<i>18,489,381</i>			
<hr/>								
<i>Unaudited Beginning Fund Balance</i>	<i>25,479,513</i>	<i>25,479,513</i>		<i>24,102,477</i>	<i>24,102,477</i>			
<i>Net Operating Funds Surplus/(Deficit)</i>	<i>4,572,497</i>	<i>(7,144,941)</i>		<i>4,443,247</i>	<i>(8,770,759)</i>			
<i>Add back Contingency (assumption is it is not used)</i>		<i>1,450,000</i>			<i>1,750,000</i>			
<i>Calculated YTD Ending Fund Balance (budget estimate) (b)</i>	<i>\$ 30,052,010</i>	<i>\$ 19,784,572</i>		<i>\$ 28,545,724</i>	<i>\$ 17,081,718</i>			
<hr/>								
<i>Amount Over/(Under) Fund balance reserve (b)-(a)</i>		<i>1,700,165</i>			<i>(1,407,663)</i>			

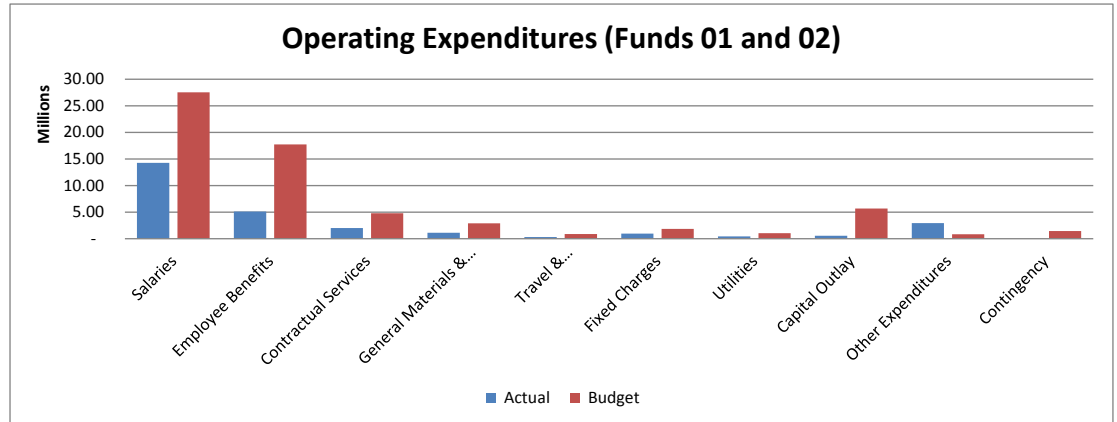
\*Net of Transfers Out/(In) and contingency

**Operating Funds - Statement of Activities**  
**January 31, 2016**

	Actual	Budget
<b>Revenue</b>		
Local Governmental Sources	15,588,047.62	26,879,739.00
State Governmental Sources	1,288,091.61	2,705,892.00
Federal Governmental Sources	-	-
Student Tuition & Fees	9,611,632.54	14,589,696.00
Sales & Service Fees	115,367.70	170,000.00
Facilities Revenue	11,000.00	18,000.00
Investment Revenue	106,915.57	243,487.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	-
Other Revenue	5,594,888.33	14,380,465.00
<b>Total Revenue</b>	<b>32,315,943.37</b>	<b>58,987,279.00</b>



<b>Expenditures</b>		
Salaries	14,285,872.44	27,545,553.00
Employee Benefits	5,131,532.35	17,723,016.00
Contractual Services	2,008,786.33	4,808,232.45
General Materials & Supplies	1,107,332.03	2,878,146.40
Travel & Conference/Meeting	322,337.68	877,718.15
Fixed Charges	974,886.50	1,834,662.00
Utilities	433,686.06	1,032,670.00
Capital Outlay	547,079.21	5,698,522.00
Other Expenditures	2,931,933.35	854,700.00
Contingency	-	1,450,000.00
<b>Total Expenditures</b>	<b>27,743,445.95</b>	<b>64,703,220.00</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>4,572,497.42</b>	<b>(5,715,941.00)</b>



Treasurer's Report

Information

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

Recommendation

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



Clinton E. Gabbard  
President

**McHenry County College  
Treasurer's Report  
For the Month of January 2016**

<b>Bank Name Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
Crystal Lake Bank & Trust <b>Operating</b>	\$1,945,362.25	\$3,225,197.85	\$4,547,118.69	\$623,441.41
Crystal Lake Bank & Trust <b>Credit Card</b>	\$129,160.75	\$918,892.08	\$635,107.82	\$412,945.01
Crystal Lake Bank & Trust <b>Employee Benefits</b>	\$0	\$26,712.75	\$26,712.75	\$0
Crystal Lake Bank & Trust <b>Payroll</b>	\$28,127.15	\$1,707,549.32	\$1,697,781.73	\$37,894.74
Crystal Lake Bank & Trust <b>Federal Student Loan</b>	\$13,828.25	\$36,895.65	\$36,895.65	\$13,828.25

**McHenry County College**  
**January 31, 2016**

**Investments**

College Fund	Financial Institution	01/31/16	12/31/15	01/31/16	Interest	No. of Days	Maturity
		Investments	Investments	% of Total Investments			
Education	Illinois Funds	\$227,876	\$141,000	1%	see below	N/A	On Demand
Education	JPMorgan Chase	1,081,077	1,081,037	3%	0.05%	N/A	On Demand
Education	PFM Investments	22,862,100	24,785,750	55%	see below	N/A	Various
Operations & Maintenance	Illinois Funds	0	0	0%	see below	N/A	On Demand
Operations & Maintenance	PFM Investments	937,176	932,817	2%	see below	N/A	Various
Operations & Maintenance (Restricted)	Illinois Funds	7	7	0%	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	0	0	0%	0.05%	N/A	On Demand
Operations & Maintenance (Restricted)	PFM Investments	11,954,051	11,902,249	29%	see below	N/A	Various
Working Cash	Illinois Funds	0	0	0%	see below	N/A	On Demand
Working Cash	JPMorgan Chase	0	0	0%	0.05%	N/A	On Demand
Working Cash	PFM Investments	2,751,642	2,742,694	7%	see below	N/A	Various
Liability, Protection and Settlement	Illinois Funds	0	0	0%	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	0	0	0%	see below	N/A	On Demand
Liability, Protection and Settlement	PFM Investments	1,933,298	1,925,824	5%	see below	N/A	Various
<b>Total</b>		<b>\$41,747,227</b>	<b>\$43,511,378</b>	<b>100%</b>			

**Interest Revenue**

**Interest Revenue**

College Fund	Jan-16	Fiscal YTD
Education	\$77,779	\$109,827
Operations & Maintenance	4,437	\$6,246
Operations & Maintenance (Restricted)	52,723	\$74,201
Working Cash	9,108	\$12,818
Liability, Protection and Settlement	7,607	\$10,707
<b>Total</b>	<b>\$151,654</b>	<b>\$213,799</b>

**Illinois Fund Rates - January 31, 2016**

Annualized rate - Money Market	
Low	0.160%
High	0.235%
Average	0.204%

**PFM Investment Rates - January 31, 2016**

Range of CD Rates		
	Short Term	Long Term
Low	0.450%	0.750%
High	0.750%	1.250%
Yield to Maturity of Notes		
	Short Term	Long Term
At Cost	0.440%	1.020%
At Market	0.480%	0.920%

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 \$1,291,892.59. Please note that the expenses are not segregated into the respective funds.

Recommendation

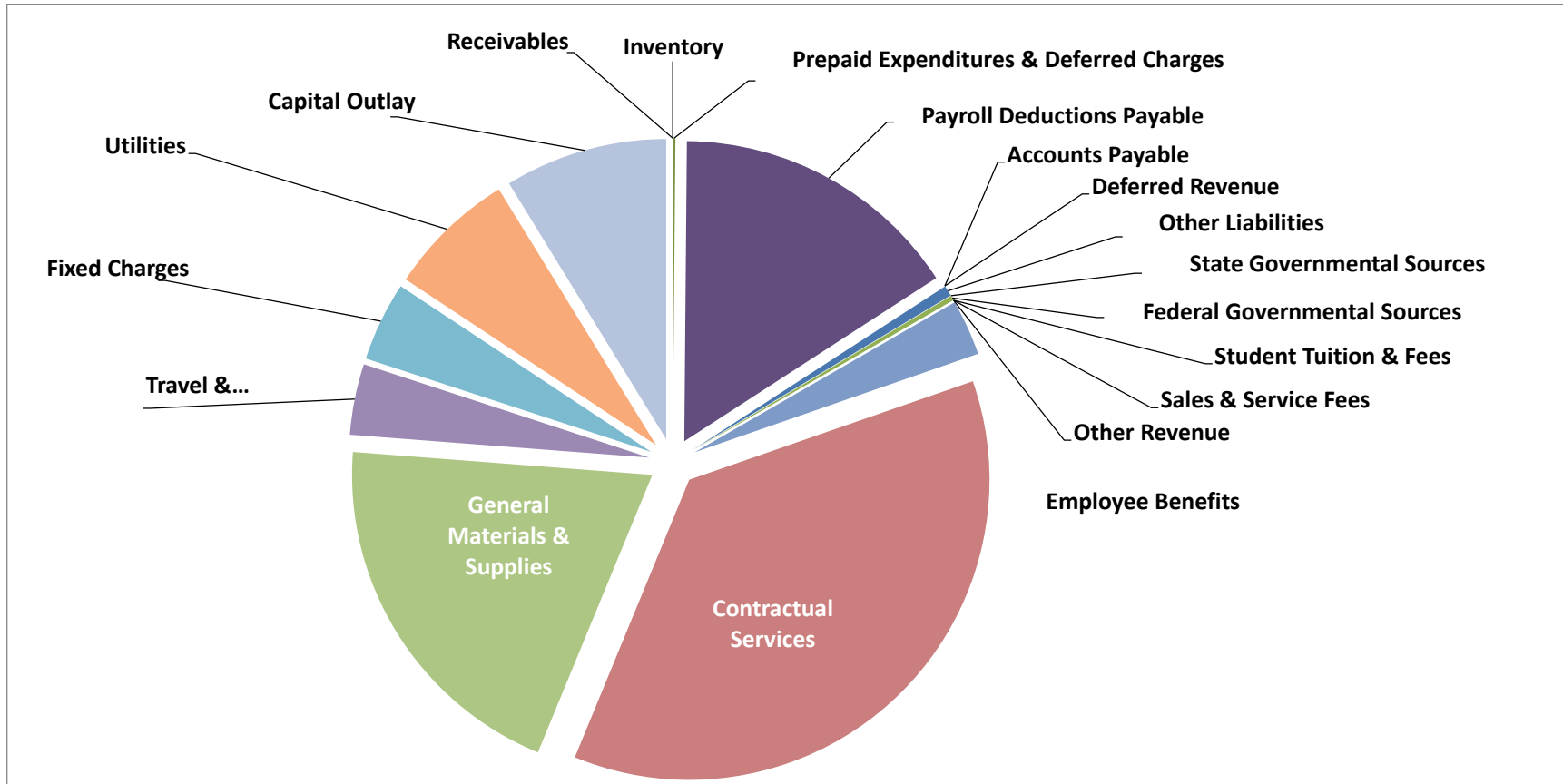
It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of January 1- January 31, 2016, totaling \$1,291,892.59.



Clinton Gabbard  
President



## Distribution of Monthly Check Register Payments 1/1/16 through 1/31/16



Category	Amount	Percent	Category	Amount	Percent
Cash	25.00	0.00%	Sales & Service Fees	9.50	0.00%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	38,381.99	2.97%
Prepaid Expenditures & Deferred Charges	1,750.00	0.14%	Contractual Services	466,271.68	36.09%
Payroll Deductions Payable	200,453.58	15.52%	General Materials & Supplies	255,099.41	19.75%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	48,726.12	3.77%
Deferred Revenue	0.00	0.00%	Fixed Charges	54,457.07	4.22%
Other Liabilities	7,181.65	0.56%	Utilities	88,397.14	6.84%
State Governmental Sources	0.00	0.00%	Capital Outlay	111,891.62	8.66%
Federal Governmental Sources	3,290.40	0.25%	Other Expenditures	15,960.67	1.24%
Student Tuition & Fees	0.00	0.00%	<b>Total All Categories</b>	<b>1,291,895.83</b>	<b>100.00%</b>

Request to Renew  
Commvault Backup Annual Support Agreement

Information

The Information Technology department runs nightly data backup processes to ensure the integrity and security of critical college information. The data being backed up is housed in administrative applications such as email, the Ellucian Colleague ERP system, computer operating systems, and staff, faculty and student files. Each daily backup is kept online locally on campus for quick retrieval and restoration if needed. Copies of the backup data are also written to tape media which is periodically sent to an offsite provider. Offsite storage of mission-critical data is standard industry practice and ensures the protection of data and its potential recovery, particularly in the event of disasters.

The current backup software product used to run the College’s data protection environment is a system called “Commvault.” The College depends on this product to provide the necessary backup and management of the College’s critical information. The total amount of college data managed by this product now exceeds 1.5 Petabytes. The annual support agreement for Commvault is expiring and will come due for renewal in March, 2016. The new support agreement covers an annual, 12-month term at a cost of \$53,730.41, which includes upgrades to the software when available. The support agreement also includes telephone-based problem assistance.

In a due-diligent effort to contain cost, the College received quotes from other companies certified to support the Commvault product. Meridian IT was the most cost-effective provider of annual support at an annual cost of \$53,730.41.

	<u>SHI</u>	<u>Meridian IT</u>	<u>CDW-G</u>
One Year of Commvault Support and Maintenance (March 2016 – February 2017)	\$54,690.00	\$53,730.41	\$54,973.86

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 Infrastructure Operations account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of the Commvault Backup Annual Support Agreement from Meridian IT, of Deerfield, IL, for \$53,730.41.



Clinton E. Gabbard  
President

Request to Lease  
Desktop and Laptop Computers

Information

The College's annual spring computer lease refresh is due to expire in the coming months. All Dell desktop PC's and laptop computers on campus are leased through a rolling three-year Master Lease Agreement (MLA) cycle with Dell Financial Services. Apple Mac computers are leased through Apple Financial Services, separately from Dell. Leasing, as opposed to outright purchasing, enables the College to provide the latest hardware platforms to students and staff, move out old computer assets on a timely basis, ensure the latest software releases will run on appropriate hardware, and manage overall computer resources more efficiently.

A Master Lease Agreement also enables the College to lease equipment "off-cycle" to meet any late-developing technology needs created by educational programs. Off-cycle leases are small leases generated by academic demand over the year, and are separate from the annual spring lease refresh. Over the next three fiscal years, there are several off-cycle computer leases that will come due at different times. As a result, and as part of ongoing due diligence, the Information Technology department initiated a technology lease portfolio review with Dell Financial Services. This review included an in-depth analysis of existing and upcoming computer technology needs across the campus, with the intent to minimize cost wherever possible. This ongoing review will determine over time how to best maintain a relevant computer technology profile for students and staff while efficiently managing costs over the long term. Initial outcomes from this review indicate the College should extend six existing off-cycle lease termination dates for periods ranging from one to seven months over the next two fiscal years. These extensions will enable the off-cycle leases to coincide with the annual spring computer lease refresh. This will result in project labor savings by reducing the number of transitions required to move new equipment in and retire old equipment.

This year, 592 total desktop and laptop computers (both Dell and Apple) are coming off lease and will need to be replaced. Educational program requirements for FY2017 generated a need for an additional 12 computer systems, bringing the total number of new computers needed to 604.

Of the total number of computers, 11 are Apple computers. Therefore, 593 Dell computers will be leased through Dell Financial Services. These Dell systems, along with extending the six off-cycle leases, will bring this year's annual three-year lease cost to \$181,447.01. The remaining 11 Apple computers will be leased through Apple Financial Services at an annual three-year lease cost of \$6,629.52.

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

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

Recommendation

It is recommended that the Board of Trustees approves the three-year lease of 593 Dell desktop and laptop computers, and extending six off-cycle leases from Dell Financial Services, Inc., of Round Rock, TX at an annual lease payment of \$181,447.01, and the three-year lease of 11 Apple desktop and laptop computers from Apple Financial Services of Austin, TX at an annual lease payment of \$6,629.52.



Clinton E. Gabbard  
President

Request for Purchase  
Electrical Grounding and Transient Voltage Surge Suppression Installations

Information

In July 2015 a severe thunderstorm passed through McHenry County causing significant damage to multiple college HVAC rooftop components. The damage included several motor driven fan units and electric drive motors which rendered an HVAC unit inoperable. During the replacement of these motors the College determined that the damage was caused by an excessive amount of heat build-up inside the drive units, which resulted from large spikes in electrical voltage reaching those drive units.

The College hired Midwest Electrical Consultants to investigate the source of these voltage spikes. The spikes were caused by a series of lightning strikes touching ground around the MCC main campus. The electrical surges were able to enter the College’s electrical system through several of the main electrical switchgear units. Many of the switchgears lack complete electrical grounding needed to prevent the surges. In addition, the investigation revealed a lack of Transient Voltage Surge Suppression (TVSS) devices at these main switchgears. A TVSS device is designed to absorb “transient voltage spikes or surges,” which can enter the electrical system through the power grid, before the surges can enter into the electrical distribution network.

A Request for Proposal (RFP) was written to obtain bids to complete full electrical grounding and the installation of TVSS units at all the campuses main switchgear. The RFP notice was published in a newspaper of general circulation in the College District 528, and bid specifications were issued. The RFP was sent out to nine electrical contractors, and two responded with bids. The results of the bid proposals are noted below.

<u>Description</u>	<u>Quantity</u>	<u>Associated Electrical Contractors</u>	<u>Carey Electric Contracting</u>
Electrical Grounding and TVSS Installations	1	\$39,240.00	\$86,330.00

The expense for the electrical grounding and TVSS installations is budgeted in the Physical Facilities Capital Outlay account in the Operations and Maintenance Unrestricted Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of electrical grounding and TVSS installations from Associated Electrical Contractors of Woodstock, IL for \$39,240.00.



Clinton Gabbard  
President

### 2016 ICCTA Outstanding Full-time Faculty Member Award

#### Information

Since 1986, the Board of Trustees has nominated a faculty member for the Illinois Community College Trustees Association's (ICCTA) Outstanding Full-time Faculty Member Award. A selection team was led by the Faculty Association, Vice President of Academic and Student Affairs, and past Outstanding Full-time Faculty Member Award nominees. The selection team reviewed 15 nominations for this year's award.

Each finalist submitted supporting materials which responded to the following criteria:

- Institutional Contributions
- Community Service
- Teaching/Professional Capabilities
- Professional Development

The many accomplishments and contributions of each of the following faculty members led to their nomination by their peers:

- Deb Alheit, Instructor of Math
- Thomm Beggs, Instructor of Graphic Arts
- Teresa Bossert, Instructor of Psychology
- Gerry Braasch, Instructor of Psychology
- Bonnie Gabel, Instructor of Speech
- Anne Humphrey, Instructor of English
- Bob Mihelich, Instructor of Applied Technology
- Angela Sass, Instructor of Nursing and Laboratory
- Sarah Sullivan, Instructor of History
- Cynthia Van Sickle, Instructor of English
- Dawn Wagner, Instructor of Business and Marketing
- Elaine Whalen, Instructor of Health and Fitness Education
- Heather Zaccagnini, Instructor of Manufacturing Management

Each faculty member has shown a commitment to the institution, participated in community services activities, has exemplary teaching and professional philosophies, and actively pursued professional development activities. After considerable debate, the selection committee chose **Anne Humphrey** to represent McHenry County College as its ICCTA Outstanding Full-time Faculty Member for 2016.

Ms. Humphrey is a very active faculty member both on and off campus. On campus she has taken faculty leadership roles in distance education by serving on the Curriculum and Academic Policy Council's (CAPC) Technology and Distance Education committee. In addition, she is the co-chair of the College's Phi Theta Kappa chapter and has taught in the College's Honors program for the past five semester.

Ms. Humphrey has actively attended conferences hosted by a variety of organizations, including the National Learning Communities conference and the Illinois Online Conference (an event with an international profile). She has consulted for the Illinois Online Network and attended the League for Innovation conference to present a developmental course outline to a special grant-funded committee. Ms. Humphrey has used these opportunities to connect with two-year faculty from other institutions for the purposes of idea generation and other collaboration, and has a commitment to staying current with the organizations that provide professional development and networking opportunities.

#### Recommendation

It is recommended that the Board of Trustees ratifies the nomination of faculty member Anne Humphrey, to represent McHenry County College at the 2016 ICCTA awards banquet on June 3, 2016, where the statewide winner will be announced.



Clinton E. Gabbard  
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; paper copies of the Closed Session minutes will be retained.

- Committee of the Whole, May 13, 2014
- Regular Board Meeting, May 23, 2014

#### Recommendation

It is recommended that the Board of Trustees approves the destruction on February 26, 2016 of the recordings of the following Closed Sessions: Committee of the Whole, May 13, 2014, Regular Board Meeting, May 23, 2014.



Clinton E. Gabbard  
President

Request for  
Faculty Sponsored Leave in 2016-2017

Information

The following Faculty Sponsored Leave requests were reviewed and recommended to the President by a committee consisting of past faculty recipients, an Executive Dean, and the Vice President of Academic and Student Affairs. The committee has confirmed that each leave meets all obligations relative to Faculty Sponsored Leave, as outlined in section 13.1 of the Faculty Agreement.

- Marla Garrison-Instructor of Biology: Requests a Faculty Sponsored Leave for Fall 2016. Ms. Garrison will create and publish a field guide entitled *Dragonflies of Chicagoland* (Volume 2) and update the previously published field guide entitled *Damselflies of Chicagoland* (Volume 1). She will also continue a research project undertaken in northern Wisconsin involving a novel parasite that infects aquatic dragonfly larvae and integrate this project into the MCC Undergraduate Research Scholar Program.
- Laura Power-Instructor of English: Requests a Faculty Sponsored Leave for Fall 2016. Ms. Power will be taking graduate school courses, develop a Creative Writing 2 course proposal, and pursue her analytical and creative writing. She plans to submit her writing for publication in literary, critical, and professional journal or magazines.
- Antoinette Countryman-Instructor of Journalism: Requests a Faculty Sponsored Leave for Spring 2017. Ms. Countryman will be taking three graduate school courses toward completing her dissertation for her doctoral degree.

Recommendation

It is recommended that the Board of Trustees approves the above requests for Faculty Sponsored Leave in 2016-2017.



Clinton Gabbard  
President



Request for Staff General Leave of Absence

Information

In accordance with section 3.13 of the Staff Council Contract, Matt Hallstein, Instructional Media Technician, submitted a proposal for a general leave of absence during the month of August 2016. The proposal has been reviewed according to the requirements in the Staff Council Contract. Based on this review, the College is recommending that Matt Hallstein be granted his unpaid general leave of absence request. If approved, he will be on unpaid leave from August 8, 2016 through August 31, 2016.

Recommendation

It is recommended that the Board of Trustees approves the Request for Staff General Leave of Absence for Matt Hallstein, Instructional Media Technician during the month of August 2016 as described above.



Clinton Gabbard  
President

Request to Purchase  
Class 19 Temporary Liquor License

Information

The Culinary Management department of the Education, Career and Technical Education division request approval to purchase an annual Class 19 Temporary Liquor License at \$20 per three day period for the purposes of serving beer and wine during the spring semester in the MCC’s student-run restaurant, Slàinte. The estimated start date for the license would be approximately April 6, 2016. All of the students in the restaurant class currently receive Beverage Alcohol Sellers and Servers Education and Training (BASSET) at the start of the spring semester. During the BASSET course, students learn about the effects of blood alcohol content, signs of impairment, how to monitor customer’s intake of alcohol, and when it is appropriate to intervene. In addition, students learn about current state laws as they relate to alcohol service and valid identification and procedures, when working with the public. If the Board grants approval to request a permit to sell beer and wine on campus, it would be possible for the Culinary Management department to serve alcohol for College-related special events. At no time would the College serve alcohol at an event without prior Board approval to do so. The College would seek approval for each individual event. The breakdown of cost for an annual Class 19 Temporary Liquor License (beer and wine only) is as follows:

<b>INITIAL FEES – SPRING 2016</b>	<b>COST</b>
City of Crystal Lake – Application Fee	\$ 300.00
City of Crystal Lake – Background check and fingerprinting	50.00
City of Crystal Lake – Current Surety Bond	1,000.00
City of Crystal Lake – Class 19 Temporary Liquor License	180.00
State of Illinois-Retailer Class Liquor License	500.00
TOTAL	\$2,030.00

<b>ANNUAL FEES – YEARLY COST</b>	<b>COST</b>
City of Crystal Lake – Annual Class 19 Temporary Liquor License	\$280.00
State of Illinois – Annual Retailer Liquor License	500.00
Insurance – Dram Shop Liability Requirement (includes policy fee)	800.00
TOTAL	\$1,580.00

<b>BEVERAGE(S)</b>	<b>COST</b>	<b>SELL PRICE</b>	<b>Revenue</b>
Craft Beers	Beer - \$3.00 to 5.00/bottle	Beer - \$5.00 to 7.00/bottle	\$2.00 per bottle
Local Wines	Wine - \$5.00 to \$7.00/glass	Wine - \$7.00 to \$13.00/glass	\$2.00 to \$6.00 per glass
Slàinte service averages 22 operational days, with an estimated revenue of \$150.00 per night. Alcohol sales would bring in \$3,300.00 annually.			

The complete cost to start alcohol service in 2016 at the College is \$3,610.00 with an annual renewal process, of \$1,580.00. The license is for beer and wine service only on premises, no other liquor will be served and there will be no "package" sales. Slàinte operates Wednesday and Thursday nights from 6:30-8 p.m. during the spring semester, and alcohol service will contextualize the students' educational experience of their BASSET training.

This expense is budgeted in the Culinary account in the Contractual Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of a Class 19 Temporary Liquor License in 2016, from the City of Crystal Lake, IL for \$3,610.00, to be used for the student-run restaurant, with an ongoing annual renewal thereafter.



Clinton E. Gabbard  
President

Request to Proceed with  
Planning and Design of a Science Lab and Health Sciences Renovation Project

Information

In June 2014, McHenry County College published a Request for Qualifications (RFQ) for a Space Utilization Study to be conducted, with a primary focus on assessment of a need for science, health science, and student engagement space. The study was conducted by Paulien & Associates, a space utilization firm, in partnership with Demonica Kemper Architects (DKA), and broken down into two steps: 1) Space Utilization, and 2) Space Planning.

The first step of the process—a space utilization study—included a quantitative review of space by programmatic need rather than demographic and enrollment growth. This step involved in-depth discussions with key stakeholders.

Upon the Board’s authorization to move forward with the second step—a space planning study—DKA developed several initial options for consideration, and was then directed to meet with all user groups to solicit additional input. DKA used the input to refine its planning concepts, taking into account prioritization of needs. In Fall 2015, these refined concepts were presented, as well as an introductory discussion about optional funding strategies.

After a campus tour to evaluate the space and proposed planning concepts and a thorough review of all related data by the president, college administration were able to further prioritize this project into tiers, identifying the most immediate need in three areas: 1) right-sizing science classrooms and lab space; 2) reconfiguring health sciences learning space; and 3) creating student engagement space. The projected total cost for this project is below:

PHASE 1 PROJECTS – TOTAL PROJECTED COSTS

Project Scope	Building	Sitework	10% Contingency	Subtotal	Basic Services A/E Fee	LEED Design Fees	FFE	Reimbursables	Totals		
Science/Student Engagement Space	21,580,000	750,000	2,233,000	24,563,000	6.35%	1,559,751	0.50%	122,815	1,000,000	75,000	27,320,566
Health Sciences in Building A	\$4,875,000	-	487,500	5,362,500	7.25%	388,781	-	-	\$750,000	15,000	6,516,281
Backfill Vacated Labs in Building E	\$380,000	-	\$38,000	\$418,000	8.00%	33,440	-	-	\$50,000	12,000	513,440
<b>TOTAL</b>	<b>\$26,835,000</b>	<b>\$750,000</b>	<b>\$2,758,500</b>	<b>\$30,343,500</b>		<b>\$1,981,972</b>		<b>\$122,815</b>	<b>\$1,800,000</b>	<b>\$102,000</b>	<b>\$34,350,287</b>

At the February 17, 2016 Committee of the Whole meeting, the Board of Trustees discussed the recommendation to proceed with the planning and design of a Science Lab and Health Sciences renovation project, pending the ability to raise and have in hand the necessary funds to pay for the project. During this discussion, the Board also agreed that a student infrastructure fee would be used toward the proposed renovation, again pending the viability of the project.

It was determined that if the College and Friends of MCC Foundation are unable to raise the fundraising goal of \$15,000,000.00 by December 31, 2016 (time that documents would go out to bid), the project would not be viable and therefore stopped. College administration will provide the Board of Trustees a fundraising/capital campaign project plan overview with timeline in March 2016 for review.

#### Recommendation

It is recommended that the Board of Trustees authorize the College to move forward with the plan and design of a Science Lab and Health Sciences Renovation Project. Upon the completion of planning and design, it is recommended that the Board of Trustees authorize the College to proceed with the construction of the project, contingent on \$15,000,000.00 in donations by December 31, 2016.



Clinton Gabbard  
President

Institution of Student Infrastructure Fee

Information

At the February 17, 2016 Committee of the Whole meeting, the Board of Trustees discussed the recommendation to implement a student infrastructure fee that could be used for capital renewal and deferred maintenance cost or for financing the proposed renovation of the campus as discussed in the Space Utilization Project presented by Demonica Kemper & Associates.

As discussed by the Board, the proposed student infrastructure fee will be set aside and used for the cost associated with the preliminary design, site study, and preparation of the proposed Science Labs and Health Sciences Renovation Project. If the proposed renovation project is determined not to be financially viable by early 2017, this fee will be eliminated.

The net revenue estimated to be received from a \$10.00 per credit hour student infrastructure fee is approximately \$1,175,860.00. With a \$10.00 student infrastructure fee, the total per credit hour rate will increase to \$120.00. Comparing this new rate against current FY 2016 data, MCC will remain below the state average, placing MCC at about the 23<sup>rd</sup> lowest tuition amongst the 39 colleges.

		<b>FY 2017*</b>
A	Estimated Credit Hours	117,586
B	Proposed Infrastructure Fee	\$10.00
C	<b>Net Revenue Due to Increase (a)x(c)</b>	\$1,175,860.00

*\*FY 2017 proposed amount to be approved by the Board of Trustees*

Recommendation

It is recommended that the Board of Trustees institute and approve a \$10.00 student infrastructure fee for FY 2017, effective Summer 2016. The student infrastructure fee will continue for one year only and pending viability of a proposed Science Labs and Health Sciences Renovation Project, will either be continued or eliminated.



Clinton Gabbard  
President

## New Employees

Information

The following lists new employees to McHenry County College. Those marked with an \* have transferred to a new position or have accepted an additional position. This list includes information from January 13, 2016 through February 15, 2016.

Classification	Start Date	Employee Name	Primary Position	
Adjunct Faculty	1/13/2016	John Bretz	Tutor - Access and Disability Services	
	1/13/2016	Michael Griepentrog	Tutor - Access and Disability Services	
	1/13/2016	Timothy Hansen	Adjunct Faculty – ECTE <sup>1</sup>	
	1/13/2016	Erica Loewe	Adjunct Faculty – ECTE	*
	1/13/2016	Robert Nelson	Adjunct Faculty - ECTE	
	1/13/2016	William O’Brien, Jr.	Adjunct Faculty - Fire Science	
	1/13/2016	Megan Petersohn	Tutor - Access and Disability Services	
	1/13/2016	William Petsche	Adjunct Faculty - ECTE	
	1/13/2016	Eric Porter	Adjunct Faculty – MSHP <sup>2</sup>	
	1/13/2016	Norbert Ziemer II	Adjunct Faculty - ECTE	
	1/14/2016	Katherine Arnold	Adjunct Faculty - ECTE	
	1/14/2016	Sean O’Donnell	Tutor- Access and Disability Services	
	1/14/2016	James Weiss	Adjunct Faculty - ECTE	
	1/19/2016	Marie Pena	Adjunct Faculty - MSHP	
	1/25/2016	Catherine Celeski	Tutor - NAE <sup>3</sup>	
Administrative	2/1/2016	Maria Taydem	Associate Dean of MSHP	
Classified Staff	1/25/2016	Olga Voss	Cashier Evenings, Food Preparation/Service	
	1/26/2016	Brittany Knoll	Preschool Teacher Assistant	
Faculty	1/13/2016	Wesley Crain	Instructor and Program Chair, Fire Science	*
	2/1/2016	Ellen Zimmerman	Counselor	*
Professional Staff	1/13/2016	Jennifer Funk	Preschool Teacher	
	1/25/2016	Danielle Stevens	Campus Police Officer, Records	*
	1/25/2016	James Yester	Campus Police Sergeant	*
	2/1/2016	Scott Sosnowski	Campus Police Sergeant	*
	2/15/2016	Tracy Champion	Secretary, Dean of Student Development	

1-Education, Career & Technical Education, 2- Mathematics, Sciences & Health Professions, 3-Nurse Assistant Education



Clinton E. Gabbard  
President

Resignations

Information

The following employees submitted a resignation of employment with an effective date as listed.

<u>Employee</u>	<u>Position Held</u>	<u>Effective Date</u>
Kimberly Krysiak	Shah Center Programs Clerk	1/29/2016
Lukasz Zdanowski	Campus Police Officer	2/6/2016



Clinton E. Gabbard  
President



## Committee of the Whole Meeting Summary

**President's Report**

- Recap of Legislative Summit in D.C. – met with Congressman Hultgren, as well as a session with Senators Durbin and Kirk.
- PACE AQIP Team—working on suggestions for continuous improvement on good communication lines between employees
- Children's Learning Center just received their licensure renewal – congratulations to Lisha Linder and Jim Falco

**Tuition and Fees Discussion**

- Bob Tenuta presented a recommendation of a student infrastructure fee that would provide flexibility for the College to use funds either for capital/repair projects or for a renovation of science labs, health sciences and student engagement space.
- This student fee would be effective as of FY 2017 and in the amount of \$10 per credit hour. For FY 2017, there would be no tuition increase proposed—just this student fee.
- Dr. Gabbard highlighted that the College cannot continue to provide this level of services without some sort of funding—don't want to burden the students, while at the same time, we will need to come up with a way to incrementally increase tuition over the long-term (that's a discussion that will continue related to the following FY 2018).
- If the space renovation is approved by the Board, this fee would be for a 20-year period, to cover debt costs related to paying back on the project.
- Student Trustee Sacramento said that students would be willing to pay an increase as long as it has direct impact on their needs and that they can specifically see how and where the money is being used.
- A few trustees expressed concern about the \$10 per credit hour figure, stating their discomfort with this amount. Some suggested incrementally raising the fee over a few years, leading up to \$10. After some additional discussion related to the space renovation project, discussion on this topic continued and trustees said that they would be willing to vote in favor of the student infrastructure fee, pending a review at this time next year to see where we are on the renovation project. If renovation is not proceeding, they would pull the fee.
- Recommendation for this project will be going to Board this month for approval.

**Science Lab and Health Sciences Recommendation**

- Dominick Demonica from DKA provided a background of the project and where we are to date.
- Dr. Gabbard followed up with what he has reviewed and his recommendation, which is to move forward with Phase 1 of a renovation to include renovated/new space for science labs, health sciences classroom/lab space, and student engagement space.
- This project would cost approximately \$34 million – about \$40 million with interest over 20 years. Funding sources identified are recommended student infrastructure fee (see section above) and a capital campaign raising either \$15 million or \$20 million.
- After a productive discussion, trustees agreed on full support of the project, pending that a significant portion of the funds raised are in place before breaking ground. Pending all goes well, initial breaking ground would be in spring 2017—aligned with 50<sup>th</sup> anniversary.
- Recommendation for this project will be going to Board this month for approval.

Clinton E. Gabbard  
President

### **Spring 2016 Scholarships**

The Friends of MCC Foundation awarded 74 scholarships and provided over \$68,800 in funding to student recipients for Spring 2016. The Foundation is currently working on scholarship allocations for Fall 2016; these scholarships will be posted on March 1, 2016. The Foundation hosted a Valentine's Day pizza party for scholarship recipients, during which each recipient signed a Valentine card for the donor of their scholarship.

### **2016 Distinguished Alumni Award "Call for Nominations"**

McHenry County College is proud of its alumni and their accomplishments. The Distinguished Alumni Award program recognizes the accomplishments of notable MCC alumni who have demonstrated exceptional achievement in their chosen profession and made a positive impact on their community. Nominations for the 2016 Distinguished Alumni Award are open and can be made at [www.mchenry.edu/alumni](http://www.mchenry.edu/alumni). The deadline for nominations is April 1, 2016. The reception and ceremony will be held on Thursday, May 19, 2016 at McHenry County College.

### **2016 Golf Invitational**

The Foundation's annual golf event will be held at Whisper Creek Golf Club in Huntley on Friday, June 17, 2016. Golf Committee members are working on securing sponsorships.

### **Education to Empowerment**

The Education to Empowerment Committee currently has 64 active members, has raised more than \$145,000, and has awarded \$80,000 in scholarship funding. In celebration of Women's History Month, the committee will host an event featuring a special presentation of the Portrait in Print collection by MCC Art Curator, Sandra Lang, and Reference Librarian, Cynthia Letteri. They will share insights on how the prints are made and information about the artist and the subject of the prints.

### **Scholarship Highlight**

Steve and Sandra Pierce attended the Friends of MCC Foundation full board meeting on February 10, 2016 to meet their scholarship recipient, Nikko W. The Steve and Sandra Pierce Endowment was established for award to a student working toward a degree or certificate in Manufacturing or Manufacturing Engineering. Nikko is completing his fifth semester at MCC and plans to transfer to University of Illinois. He thanked Mr. and Mrs. Pierce and stated, "I am honored to be the recipient of the Steve and Sandra Pierce Endowment for the 2016 spring semester. Thanks to your generous support, I am able to continue with my education. Growing up as the only child of a single mom has not only offered financial and academic challenges but has also helped me realize the value of a college education."

## Office of Marketing and Public Relations Update

McHenry County College's Office of Marketing and Public Relations (OMPR) supports the institution's planning efforts through deliberate, strategic marketing, and communication efforts to key target markets, including: students, donors, alumni, community, and employees. Taking a full-service, internal marketing agency approach to its projects, OMPR creates and enforces innovative and comprehensive branding initiatives, communications, and promotions for the institution and its programs. All efforts integrate a variety of approaches for every project and campaign, while managing individual initiatives that require a mix of, or all, services. Services often include, but are not limited to:

- Brand Development
- Copywriting
- Event Management and Marketing
- Graphic Design
- Focus Group Coordination
- Illustration
- Information Campaigns
- List Acquisition
- Media Training
- Photography
- Video Production and Audiovisual Services
- Publicity
- Script Development
- Social Media and Networking
- Web Applications
- Web Design and Programming

The following information highlights a portion of the current marketing and communication efforts underway to grow MCC's enrollment and population, strengthen MCC's identity in the community, and share MCC's stories.

- *Publications:* OMPR is currently working on these important publications:
  - *Catalyst*—Workforce, Community and Business Programs at Shah Center
  - Annual Report 2015
  - Noncredit Schedule—Summer 2015
  - College View Book—updates
  - MCC Fast Facts—updates (to include Spring 2016 enrollment information)
- *Integrated Marketing Campaigns:* Efforts are underway to promote a variety of programs and events that are important to student success, as well as increase enrollment and retention efforts. These campaigns are all focused on providing critical information about time-sensitive processes and activities:
  - Branding and marketing campaign for adult learner sessions
  - Joint agreement promotional efforts, including new partnerships with Northern Illinois University and Aurora University
  - Summer 2016 early advising, priority registration, and reverse transfer campaigns
  - Summer 2016 marketing campaign to increase enrollment
  - Fall 2016 early advising and priority registration campaign
  - Fall 2016 registration push for adult learners
  - Sage Learning Center promotional support
  - Continuing Education program publicity

- Development of updated materials and video to promote Art department
  - Development of updated materials and video to promote Nursing program
  - Engineering Pathways promotions
  - Occupational Therapist Assistant program promotions
  - Physical Therapist Assistant program materials
  - Health Information Technology program and information session promotions
  - Spring musical materials and promotion
  - Slainte, student-run restaurant promotions, identity items, and support materials (menus, website, stickers, business cards, etc.)
  - Transfer Guides—new templates/updates
  - Interactive content for specific target programs
  - Sponsored Content Campaign with NW Herald (monthly editorial about MCC via print, online, social media, and video)
  - “Did You Know...” Social Media Campaign (featuring regular factoids about faculty and staff to reinforce the quality and innovation through the employees of MCC)
  - 2016 Print and Outdoor Media/Billboard Campaign
  - Spring 2016 Digital and Cable Campaign
  - 2016 New-Student Convocation theming and marketing concepts
  - Friends of MCC Foundation Promotional Support
    - MCC alumni efforts (in conjunction with the Friends of MCC Foundation)
    - Distinguished Alumni Awards—nominations and promotions
    - 2016 Golf Invitational marketing efforts
    - Education to Empowerment event and promotional support
    - Employee Giving campaign support
    - Scholarship recipient storytelling efforts
- *MCC Brand Identity Efforts:* The following efforts are underway to support a timely follow-up and measurement of MCC’s brand implementation success to date:
    - What Do You Think (WDYT)? student sessions with MCC president
    - Video series to showcase alumni and MCC’s connections throughout the community
    - MCC website development project
    - Collection of success stories for MCC alumni to be used in “your success continues” campaign
    - MCC monument and exterior signage planning and approvals
    - Internal signage (directional and wayfinding) audit
    - Submission of branded work and materials to national award competitions (MCC is an National Council for Marketing and Public Relations Paragon award-winner in two categories: Class Schedules and Postcard Campaigns)
    - Updates to brand standards manual and style guide (ongoing)
  - *Outreach Efforts:* These efforts specifically focus on community outreach and collaborative partnerships:
    - Bioneers Speaker Series event promotions for Sustainability Center
    - Event planning for MCC 50<sup>th</sup> Anniversary (for 2017)
    - Layout and printing of updated *Portrait in Print Collection* book
    - MCC Story Search Committee – internal committee to gather “hot topics” and story ideas from faculty and staff across the College

## Monthly Releases and Features

The following releases and feature stories were submitted to local and regional media outlets from January 15—February 15, 2016.

- People in Need Forum
- McHenry County College Bioneers Speaker Series to Feature Environmental Experts
- MCC Shah Center to Offer Virtual Social Media Program
- MCC Shah Center Offers Convenient, Online Workforce Solutions
- Basic iPad Course Scheduled at MCC Shah Center
- MCC Shah Center to Offer Photoshop Series
- “Working With You Is Killing Me” Conflict Resolution Training Offered
- McHenry County College to Offer OSHA Electrical Safety Courses
- Supervisory Leadership Series Available at the MCC Shah Center
- Bake up Some Fun This Winter with Classes at McHenry County College
- New DIY Class Offered at McHenry County College
- Motorcycle Custom Design Class Offered at McHenry County College
- MCC Women's Basketball Team Volunteers at Pink Door Resale
- Pharmacy Technician Training at McHenry County College
- McHenry County College to Offer Trips to Chicago in April
- MLK Day of Service Volunteers
- MCC Employees Volunteer at PADS
- McHenry County College Second Sunday Series to Feature Valentine Concert February 14
- McHenry County College to Offer FAFSA Financial Aid Workshop February 18; Appointments Required
- McHenry County College to Offer Trip Previews for Two Fall Tours
- McHenry County College Duo Wins Best Feature in 2016 Lucent Film Festival
- Food Service Sanitation Classes Available at McHenry County College
- McHenry County College Invites Lifelong Learners to Join Educational Program
- McHenry County College Student-Managed Restaurant Re-Opens February 11 with New Menu
- Bioneers Speaker Series to Feature “Recipe for a Better Food System”
- Ballroom Dancing Lessons Offered at McHenry County College
- McHenry County College Offers New Noncredit Online Classes
- Singers Of United Lands to Perform at McHenry County College February 16
- McHenry County College Forensics Team Takes Second Place in Speech Tournament
- McHenry County College Wins Award from Illinois Green Economy Network
- McHenry County College Names Winners of High School WYSE 2016 Competition
- Bioneers Speaker Series to Feature Robert Michael Pyle Seminar on “Pollinators, Plants and People on the Edge of What’s Left”
- MCC Student Veterans Visit Sage Products
- Supporting Our Transgender Students; a workshop for educators
- McHenry County College to Present “Anything Goes” Musical in March
- Social Media Boot Camp Offered at MCC Shah Center
- OSHA Courses For Construction Industry Available at MCC Shah Center

*\*Note: The above list does not include all interviews/stories initiated by the press. Press clippings about McHenry County College can be found at the following link: [www.mchenry.edu/press](http://www.mchenry.edu/press).*

Christina M. Haggerty  
Chief Communications Officer

## **Story of the Month**

### ***Focus on...MCC Students, Adrian and Andrew Nuno***

Twins Adrian and Andrew Nuno started filmmaking since they were five years old. They enjoyed going to the movies with their parents and afterwards, the two of them re-enacted their favorite scene at home.

Over the years, their collaboration has grown and they honed their skills by watching YouTube videos, other filmmakers' content and just trial and error.

They made several films on their own, recruiting their friends as actors. Their most recent film, "Before I Go," won Best Feature in the 2016 Lucent Film Festival. The film is about a college-age man who learns he has cancer as a result from the Hepatitis B virus and in the found footage format, follows his life through an emotional rollercoaster as he copes with his treatments and eventual surgery.

"(Winning the award) was a little bit surreal, but reaffirming for our confidence at the same time, that films are a passion we can pursue," Andrew said, referring to their plan to graduate with associate degrees from MCC in May and transfer to DePaul University in Chicago in the fall to pursue cinema production and advertising.

The twins came up with the idea to produce "Before I Go" based on portions of actual events. They researched the topic immensely to accurately portray how an individual reacts to a cancer diagnosis. Working as a team, Adrian and Andrew wrote the script as well as edited, directed and produced the film together.

"Our weaknesses are covered by each other's strengths," said Adrian.

This semester, the twins are both taking Advanced Film Analysis together and are members of the MCC Forensics Team and Phi Theta Kappa honor society.

"Coming to MCC is a good way to hit the ground running as far as education," Andrew said. "All the instructors truly care about you and want you to succeed."

"As a senior in high school, I didn't know what my career would be," Adrian said. "Coming to MCC allowed me to take classes that interested me and gave me time to decide what I want to do. I have a lot more confidence now."



## Office of Sustainability Update

Monthly Highlight – IGEN Award

McHenry County College was the recipient of the College Leadership and Sustainability Award from the Illinois Green Economy Network (IGEN). The award was presented to MCC at the 2016 IGEN Sustainability Conference in January at Heartland Community College. The award states: “For serving as an outstanding example of a college that embodies the collaborative spirit of the network, for demonstrating leadership and a willingness to incorporate sustainability as a measure for success, for empowering faculty who are actively engaged in IGEN’s four C’s: greening the college campus, careers, community, and curriculum, and for contributing to and supporting IGEN initiatives and programs for the network’s greater good.”

Ongoing Initiatives*Green Community:*

- The Office of Sustainability hosted the first McHenry County Conservation District Conservation Congress on February 6, 2016. The center’s director served on the steering committee for the event and was the delegate representing McHenry County College. Over 100 organizations were represented, and at the end of the day delegates pledged their support by signing the Fundamental Declaration of Conservation Principles. MCC provided a zero-waste day with four 90-gallon totes of recycling, three 90-gallon totes of compostable materials, and zero garbage.
- The director of the Office of Sustainability met with the newly formed Environmental Committee for Resurrection Catholic church in Woodstock, IL. Information was shared about what the Sustainability Center is doing on campus and in the community, as well as the process for developing a sustainability strategic plan. Resurrection Catholic Church is creating an environmental committee and is developing their mission and goals. The College looks forward to an ongoing partnership.

*Green Campus:*

- Team members attended the 2016 IGEN Sustainability Conference in January at Heartland Community College. Several presentations and workgroups were offered on collective impact and the role of IGEN. Statewide initiatives were also highlighted, and the conference included presenters from: IL Science and Energy Innovations Foundation; U.S. Department of Agriculture Rural Development; Sitton Energy Solutions and FARM IL - Food and Agriculture Roadmap for Illinois.
- The Office of Sustainability fielded 37 calls from the public for assistance recycling and properly disposing of various items during the month of December. *Note: Televisions remain a big concern for the community. They are currently no available public locations for TV recycling. The monthly Defenders recycling drives have been suspended for the months of January and February but will resume in March. They will collect TVs at those monthly events.*

*Green Curriculum:*

- Team members met with MCC Student Trustee, Jeremy Sacramento, in January. Trustee Sacramento was invited to visit and tour the Office of Sustainability. Discussion focused on the student environmental club, Down to Earth, and how to increase participation in the club’s programs.

This report highlights grants that have been awarded or denied during the month prior, as well as grants that have been submitted and are awaiting notification, and grant proposals that are being developed for future submission.

**GRANTS AWARDED: None**

**PENDING APPLICATIONS:**

Funding Source	Brief Description	Amount Requested	Status	Expected Notification Date
Bringing Theory to Practice	The proposed project will fund two seminars to bring together key stakeholders from the MCC campus and the community at large to discover a common theme for community service and civic engagement focused on well-being. Students, faculty and staff will develop a framework to incorporate service learning in curriculum and co-curricular activities.	\$1,000	Pending	February 2016
McHenry County Regional Office of Education	The proposed project is intended to result in a decrease in the wait time for High School Equivalency (HSE) testing for adult education students as well as increase in the number of students successfully completing their HSE exams. The proposed initiative will also empower participating students with the computer skills needed to not only complete their exams and achieve their academic goals, but secure potential employment opportunities in the future.	\$20,000	Pending	February 2016
McHenry County Community Foundation	MCC was invited to submit a full application to provide continued support for restoration of the Portrait in Print collection – a collection of 260 fine art limited edition prints donated by Mary and Charles Liebman which is housed in MCC’s Library.	\$15,000	Pending	March 2016



Funding Source	Brief Description	Amount Requested	Status	Expected Notification Date
McHenry County Community Foundation	MCC was invited to submit a full application to support the Summer Math Academy – to provide academic remediation to eighth grade students who score low on the EXPLORE test, a predictor for future college success.	\$9,480	Pending	March 2016
National Science Foundation, Scholarships in STEM	<p>ORD collaborated with MCC faculty to submit a National Science Foundation grant to provide scholarships for academically talented but financially needy students pursuing STEM disciplines, with emphasis on recruiting and retaining women, first generation college students, persons with disabilities, and underrepresented people of color.</p> <p>Over a five-year project period, at least 40 program participants will be recruited from within MCC’s current student body and from area school districts, particularly those with a high percentage of minorities and low-income students. Annual scholarships up to \$5,000 will be awarded to eligible students.</p> <p>Student scholarship recipients will receive support services as a cohort, including tutoring, advising, an introductory STEM success course, and personalized mentoring from MCC faculty. Students will also take part in career exploration and transfer information activities, and will have the opportunity to conduct research or participate in service learning or internships. By using proven methods to increase student retention and success, the program will prepare students to earn a STEM degree and succeed in a STEM career.</p>	\$649,928	Pending	March 2016
Illinois Department of Commerce and Economic Opportunity	MCC’s Illinois Small Business Development Center submitted a renewal proposal to continue its efforts as an advocate and resource for small businesses in McHenry County.	\$60,000	Pending	March 2016
National Endowment for the Humanities,	The proposed project will involve creating a series of courses, written and oral histories, and educational partnerships	\$99,926	Pending	March 2016

Funding Source	Brief Description	Amount Requested	Status	Expected Notification Date
Humanities Initiatives at Community Colleges Grant	<p>focused on the veteran experience, particularly the transition from soldier to civilian.</p> <p>The key element of the project will involve the development of two new fully-integrated Learning Community courses under the title of "The Journey Home." These course pairings will provide historical circumstance and context to the literary subject matter and will bring to the traditional curriculum a focus on war's effect on nations and their peoples.</p> <p>To enrich the student experience, MCC will engage in a collaborative partnership with researchers and historians from the Chicago-based Pritzker Military Museum &amp; Library.</p> <p>The final phase of "The Journey Home" course series will allow the students to engage in an independent study project to develop the humanities topic of their choice.</p>			
National Endowment for the Humanities, Enduring Questions Grant	<p>Veterans are entering the community college classroom in large numbers and bringing with them a set of skills and experiences that differ from the traditional student. The reality of the increasing number of student veterans and the need for a better understanding of the veteran experience has led to a number of questions.</p> <p>How does the long legacy of expression of the veteran experience in the humanities transform our ideas, our decisions and our connections to each other? A new humanities course will explore that question through a wide variety of media.</p> <p>The Joining Forces initiative led by the White House has established "8 Keys to Success" for student veterans in higher education, including "creating a culture of trust and connectedness across the campus community to promote well-being and success for veterans."</p>	\$19,173	Pending	March 2016

Funding Source	Brief Description	Amount Requested	Status	Expected Notification Date
	The new course will benefit student veterans as well as traditional students by bridging the experience gap and creating a space for trust to build.			
Illinois Community College Board	Proposed renewal of MCC’s Adult Education and Family Literacy Programs:  State Basic Adult Education State Performance Total	\$169,000 <u>\$110,000</u> \$279,000	Pending	Soon after the State approves the budget
Illinois Secretary of State, Adult Volunteer Literacy Grant	The Adult Volunteer Literacy (AVL) program provides high-quality literacy services to students throughout the county. Currently, 82 volunteer tutors assist 319 students with their English, reading, or math skills, positively impacting their quality of life and ability to find gainful employment.	\$47,566	Pending	Soon after the State approves the budget

**APPLICATIONS DENIED: None**

**APPLICATIONS IN DEVELOPMENT:**

Funding Source	Brief Description	Estimated Amount	Status	Submission Date
Dollar General Literacy Foundation	ORD and the Adult Education department are developing a proposal to provide tutoring services to adults whose reading or math skills are below the fourth-grade level. These students are not currently served through Adult Education classes, and require additional help to increase their skills before enrolling in Adult Basic Education courses.	\$15,000	In progress	February 25, 2016

Funding Source	Brief Description	Estimated Amount	Status	Submission Date
U.S. Department of Labor, Strengthening Working Families Initiative	The Strengthening Working Families Initiative (SWFI) grant program will provide low- to middle- skilled parents with opportunities to advance in their careers in high-growth or in-demand H-1B industries, addressing barriers to accessing training and employment faced by those with child care responsibilities. The overarching goal of SWFI is to assist in the removal of child care barriers faced by working families in need of training to secure better jobs.	Up to \$4 million	In progress	March 16, 2016
U.S. Department of Education, Educational Opportunity Centers Program	This grant, part of the Department of Education’s TRIO grant program, provides funding to disseminate information and assistance to individuals applying for postsecondary enrollment, including admissions and financial aid applications. Projects may also include advising, tutoring, career guidance, and financial literacy information.	Approximately \$1 million	In progress	April 4, 2016
Illinois Humanities Council	The proposed grant would underwrite the costs for engaging in a cultural exchange with the Carlow Writers Cooperative at Carlow College, Ireland in 2016.	\$5,000	In Progress	May 15, 2016

Upcoming Events  
February—March 2016Information

The following is a list of upcoming February—March 2016 events offered at McHenry County College (MCC) or in the community.

DATE	EVENT	LOCATION	TIME	NOTES
February	Candidate Forums	Luecht Conference Center	7-9:30 p.m.	Schedule varies
February-April	VITA Tax Clinic hosted by MCC	Multiple	Varies	Schedule: <a href="http://www.mchenry.edu/vita">http://www.mchenry.edu/vita</a>
February-March	MCC Basketball	MCC Multi-purpose Room/Gym	Varies	Basketball Schedule: <a href="http://www.mchenry.edu/athletics/mbasketball/schedule.asp">http://www.mchenry.edu/athletics/mbasketball/schedule.asp</a>
February-March	MCC Women's Basketball	MCC Multi-purpose Room/Gym	Varies	Women's Basketball Schedule: <a href="http://www.mchenry.edu/athletics/wbasketball/schedule.asp">http://www.mchenry.edu/athletics/wbasketball/schedule.asp</a>
February-May	MCC Baseball	MCC Athletic Fields	Varies	Baseball Schedule: <a href="http://www.mchenry.edu/athletics/baseball/schedule.asp">http://www.mchenry.edu/athletics/baseball/schedule.asp</a>
Friday, February 26, 2016	Latino Empowerment Conference	Buildings A and B	8 a.m.-3 p.m.	
Saturday, February 27, 2016	Algonquin/LITH WinterFest (formerly home and business expo)	Jacobs H.S. Fieldhouse - 2601 Bunker Hill Dr., Algonquin	9 a.m.-4 p.m.	Open to public
Saturday, February 27, 2016	McHenry Area Chamber Expo	West Campus High School 4724 W. Crystal Lake Rd. McHenry, IL 60050	10 a.m.-4 p.m.	Open to the public
Sunday, February 28, 2016	MCC Faculty Recital	Luecht Conference Center	3-5 p.m.	

DATE	EVENT	LOCATION	TIME	NOTES
Saturday, March 5, 2016	Huntley Home and Business Expo	Huntley Park District	9 a.m.-4 p.m.	MCC is exhibiting
Saturday, March 5, 2016	Rotary Club of Crystal Lake Dawnbreakers	Holiday Inn Crystal Lake	5:35-9 p.m.	Register at <a href="http://www.biddingforgood.com/dawnbreakers">www.biddingforgood.com/dawnbreakers</a>
Monday, March 7, 2016	MCEDC McHenry County Makers Meeting	MCEDC Offices	4:30-5 p.m. Networking 5-6 p.m. Presentation	Call MCEDC to register
Sunday, March 13, 2016	Winds off the Lake Concert	Luecht Conference Center	1-2:30 p.m.	
Wednesday, March 16, 2016	St. Patrick's Day Concert	Luecht Conference Center	7-9 p.m.	
Wednesday, March 23, 2016	McHenry County Council of Governments Monthly Meeting	Cucina Bella Algonquin	5:30 p.m.	

For a full calendar of events at McHenry County College, please visit [www.mchenry.edu/events](http://www.mchenry.edu/events)

To watch home games for the MCC Scots, visit [www.mchenry.edu/athletics](http://www.mchenry.edu/athletics). Most home games are streamed.

Additional events throughout McHenry County listed at [www.planitnorthwest.com/calendar/#/](http://www.planitnorthwest.com/calendar/#/)

NOTE: Beginning in March 2016, reference to event listings in McHenry County will be sent to the Board of Trustees via email on a monthly basis, and will no longer be provided as an Information Report.
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