

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

Thursday, March 24, 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, February 25, 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. Marybeth Linse
 - 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 #16-24
 1. Treasurer's Report, Board Report #16-25
 2. Ratification for Accounts Payable Check Register, Board Report #16-26
 - B. Request to Lease/Purchase/Renew
 1. Architectural Design Services, Board Report #16-27
 2. Enterprise Resource Program System Hardware Infrastructure, Board Report #16-28
 3. Seal Coat and Re-stripping Parking Lot F, Board Report #16-29
 4. Services to Upgrade to SharePoint 2013, Board Report #16-30
 - C. Destruction of Closed Session Recordings, Board Report #16-31
 - D. Personnel
 1. Approval of New Position, Full-Time Faculty for Physical Therapy Assistant Program, Board Report #16-32
 2. Appointment of Replacement, Instructor of Biology, Board Report #16-33
 3. Appointment of Replacement, Director of Health Information Technology Program, Board Report #16-34
11. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
12. CLASS 19 TEMPORARY LIQUOR LICENSE, Board Report #16-21, Postponed

13. ICCTA REPORT: Ms. Linda Liddell, ICCTA Liaison

14. FOR INFORMATION

- A. New Employees
- B. Resignation
- C. Retirement
- D. March Committee Meetings Summary
- E. Friends of McHenry County College Foundation Report
- F. ICCTA Paul Simon Student Essay Contest
- G. Office of Marketing and Public Relations Update
- H. Office of Resource Development Update
- I. Office of Sustainability Center Update

15. SUMMARY COMMENTS BY BOARD MEMBERS

16. FUTURE AGENDA ITEMS

17. 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

18. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, February 24, 2016

19. ADJOURNMENT



Michael Smith
Chair

Student Trustee Report

The end of March closes one of the most important months of the school year. Students have been busy with their midterms, and their own social education.

With 2016 being an election year, McHenry County College Student Government has set up an “election headquarters” where students are provided an outlet in which they can determine which presidential candidates they align with through the use of an online quiz from a non-partisan organization. By giving students an opportunity to see how their ideals line up with those of presidential candidates, we can ensure that our students are educated before going to the polls. Students who voted in the primary and presented themselves to the student life office with an “I Voted” sticker were able to receive special prizes from the student life office.

As a part of Women’s History Month, the Multicultural Affairs Office held programming to teach students about the hijab, a headpiece traditionally worn by women of the Muslim faith. Students were educated on its meaning and cultural context, and were given an opportunity to wear a hijab for a day and present their experience during a panel discussion.

On March 22, the College welcomed performing artist Maya Lilly who presented her one-woman show, “Mixed.” This show focused on the topic of being a mixed race person in America is presented from the perspective of eight multi-cultural characters. Ms. Lilly’s skits are based off of more than 200 hundred interviews she conducted in which the interviewees identified as multi-racial. Educating students on topics that they are unfamiliar helps eliminate stigmas associated with the unknown.

While at ICCB-SAC, I talked with student leaders whose colleges are feeling the brunt of the state’s budget crisis. As such, this year’s Student Advocacy Day is centered on funding for education in Illinois. On April 20, students from around the state will gather in Springfield to lobby in support of fair funding for education.

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 February.

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 66% complete (excluding year-end adjustments) with the year-to-date results ending February 29, 2016 being reported. In the Operating Funds, total revenue is 61% of budget, as compared with 59% at the same time last year. Total expenditures are 49% of budget, as compared with 46% 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 66% of budget and down \$10,114 (-0.1%) from last year at this time. FY16 revenue is \$17,797,314 vs. FY15 revenue of \$17,807,428. 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 (as approved by the Board in December 2015).
- State government is 46% of budget and down \$556,868 (-30.9%) from last year at this time. FY16 revenue is \$1,244,485 vs. FY15 revenue of \$1,801,353. *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 73% of budget and down \$458,273 (-4.1%) from last year at this time. FY16 revenue is \$10,599,951 vs. FY15 revenue of \$11,058,223.
- Sales and service fee is 70% of budget and up \$33,436 (39.5%) from last year at this time. FY16 revenue is \$118,152 vs. FY15 revenue of \$84,716. 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 54% of budget and up \$54,562 (71.1%) from last year at this time. FY16 revenue is \$131,288 vs. FY15 revenue of \$76,726. 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 42% of budget and up \$2,658,702 (78.8%) from last year at this time. FY16 revenue is \$6,034,114 vs. FY15 revenue of \$3,375,413. 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 \$3,305,618 of the total. Other larger items are from Retiree Drug Subsidy at \$27,552, Retiree health contributions at \$49,347, and Other Misc Income at \$49,831 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$46,766. 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 59% of budget and up \$575,082 (3.7%) over last year at this time. FY16 expenditures are \$16,297,462 vs. FY15 expenditures of \$15,722,380.
- Employee benefit expenditures are currently 33% of budget and down \$205,407 (-3.4%) over last year at this time. FY16 expenditures are \$5,903,273 vs. FY15 expenditures of \$6,108,680. 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 49% of budget and down \$401,175 (-14.6%) over last year at this time. FY16 expenditures are \$2,349,516 vs. FY15 expenditures of \$2,750,691. 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 44% of budget and up \$35,086 (2.8%) over last year at this time. FY16 expenditures are \$1,282,690 vs. FY15 expenditures of \$1,247,604.
- Travel and meeting expenditures are currently 41% of budget and up \$78,872 (27.8%) over last year at this time. FY16 expenditures are \$362,281 vs. FY15 expenditures of \$283,409. The large variance over last year is due to the presidential search activity this year.
- Fixed charge expenditures are currently 65% of budget and down \$179,382 (-13.1%) over last year at this time. FY16 expenditures are \$1,186,257 vs. FY15 expenditures of \$1,365,638. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are currently 55% of budget and up \$3,507 (0.6%) over last year at this time. FY16 expenditures are \$570,820 vs. FY15 expenditures of \$567,314.
- Other expenditures are currently 358% of budget and up \$2,463,713 (412.9%) over last year at this time. FY16 expenditures are \$3,060,455 vs. FY15 expenditures of \$596,742. 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.

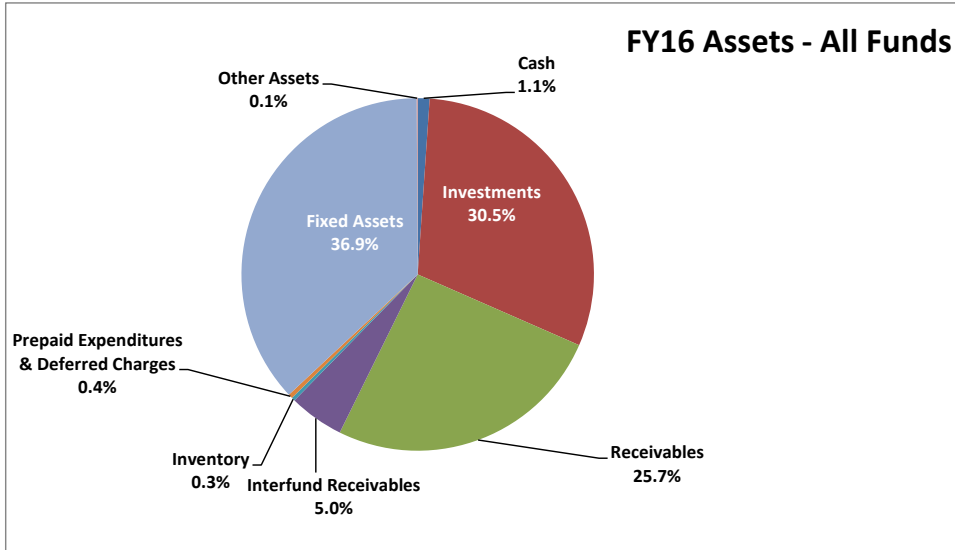
Clinton Gabbard
President

All Funds Statement of Net Position (Balance Sheet)
February 29, 2016

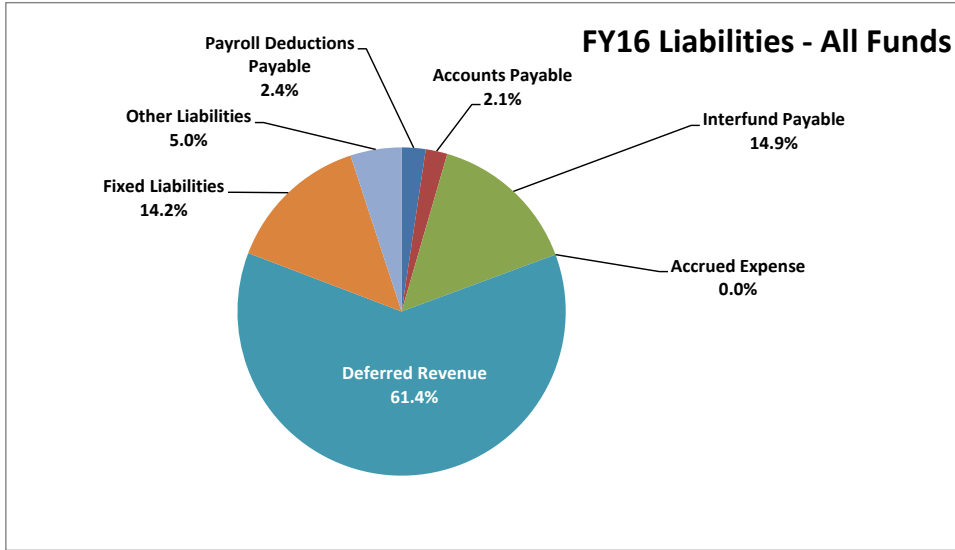
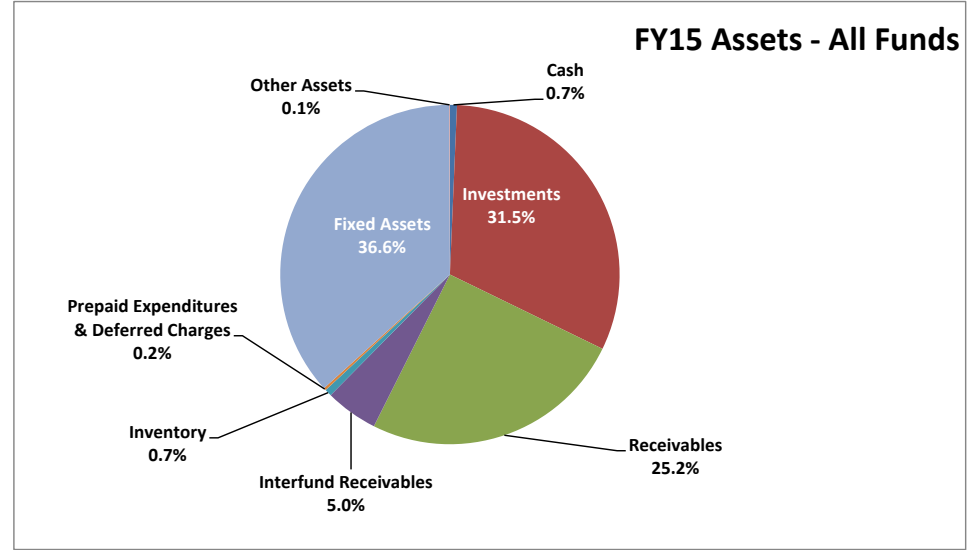
	01	02	03	05	06	07	08	09	10	11	12	
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxilliary Entrerprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	
Assets												
Cash	1,371,069	-	707,369	-	172,353	2,782	95,646	-	-	326,584	66,335	-
Investments	38,510,863	20,992,263	933,718	11,912,968	-	-	2,744,545	-	-	-	-	1,927,369
Receivables	32,488,527	27,906,131	3,017,183	-	104,707	4,765	-	-	-	-	75,000	1,380,742
Accrued Revenue	152,636	73,175	4,772	56,710	-	-	9,797	-	-	-	-	8,183
Interfund Receivables	6,362,052	156,861	6,391,593	-	62,100	(258,158)	-	-	-	5,333	3,660	664
Inventory	406,958	-	-	-	406,958	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	502,114	435,983	25,748	-	6,876	-	-	-	33,069	-	-	439
Fixed Assets	46,564,339	-	-	-	-	-	-	46,564,339	-	-	-	-
Other Assets	115,252	-	-	-	-	-	-	115,252	-	-	-	-
Total Assets	126,473,811	49,564,412	11,080,382	11,969,678	752,994	(250,612)	2,849,988	46,564,339	148,321	331,917	144,995	3,317,396
Liabilities												
Payroll Deductions Payable	1,010,133	859,394	47,766	-	84,680	1,668	-	-	-	(9,660)	-	26,285
Accounts Payable	913,697	854,750	50,350	-	15,107	(6,510)	-	-	-	-	-	-
Interfund Payable	6,362,052	3,866,259	-	1,098,616	-	-	-	-	-	-	-	1,397,177
Accrued Expense	(0)	(0)	-	-	-	-	-	-	-	-	-	-
Deferred Revenue	26,285,194	22,825,378	2,236,622	-	10,076	-	-	-	-	-	62,500	1,150,618
Fixed Liabilities	6,061,911	-	-	-	-	-	-	6,061,911	-	-	-	-
Other Liabilities	2,154,597	77,836	-	-	7,370	-	-	1,727,814	341,577	-	-	-
Total Liabilities	42,787,584	28,483,616	2,334,738	1,098,616	117,234	(4,842)	-	7,789,725	331,917	62,500	2,574,080	
Designated Fund Balance	83,686,228	21,080,796	8,745,644	10,871,062	635,760	(245,769)	2,849,988	46,564,339	(7,641,403)	-	82,495	743,316
Assigned Fund Balance												
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	57,435,401	-	-	10,871,062	-	-	46,564,339	-	0	-	-	-
Liabilities, Protection, and Settlement	-5,318,594	-	-	-	-	-	-	-6,061,911	-	-	-	743,316
Working Cash/Other Restricted	1,586,725	-	-	-	-245,769	1,750,000	-	-	-	82,495	-	-
Remaining Unassigned Balance	11,898,289	5,922,870	5,819,163	0	635,760	0	1,099,988	0	-1,579,492	0	0	0

All Funds Statement of Net Position (Balance Sheet)
February 29, 2016

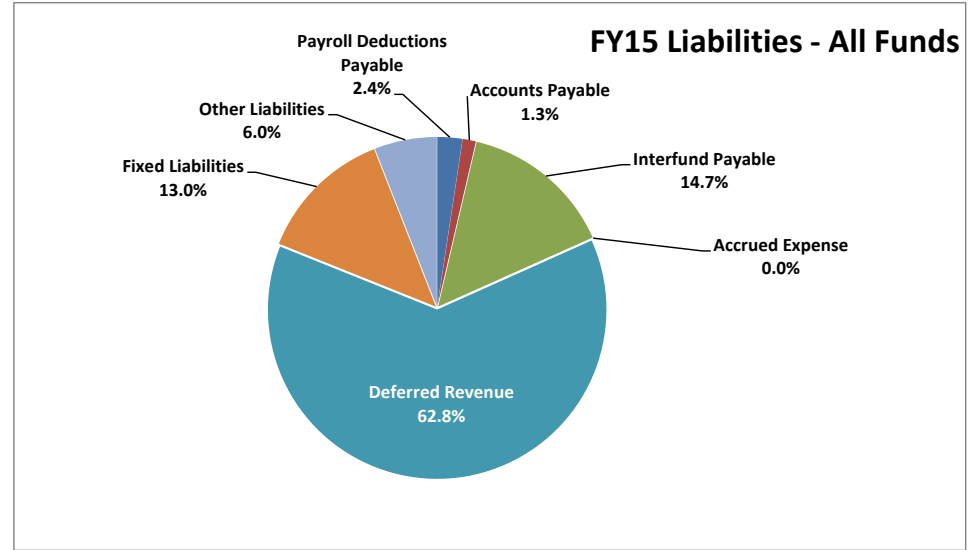
Total Assets = \$ 126,473,811



Total Assets = \$ 127,119,638



Total Liabilities = \$ 42,787,584



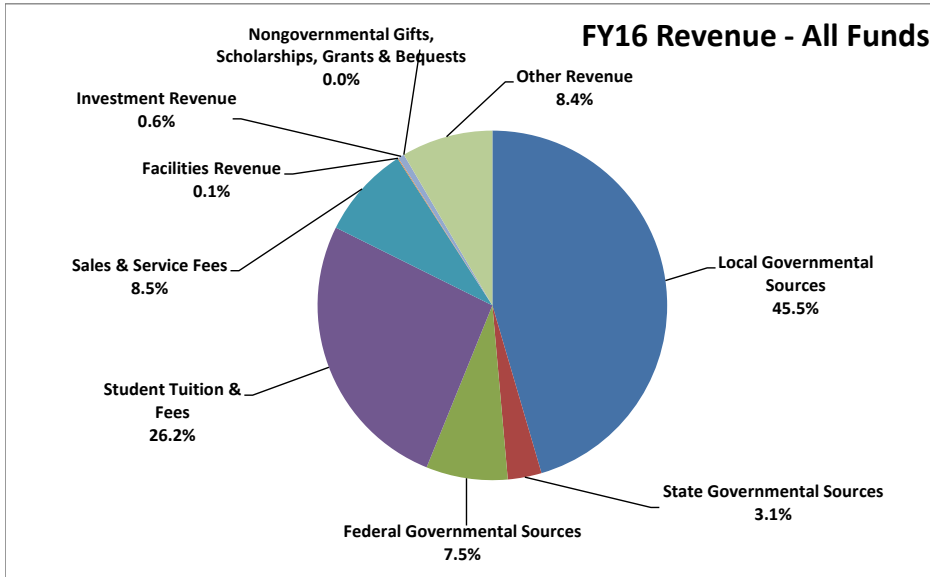
Total Liabilities = \$ 43,482,282

All Funds Statement of Activities (Income Statement)
February 29, 2016

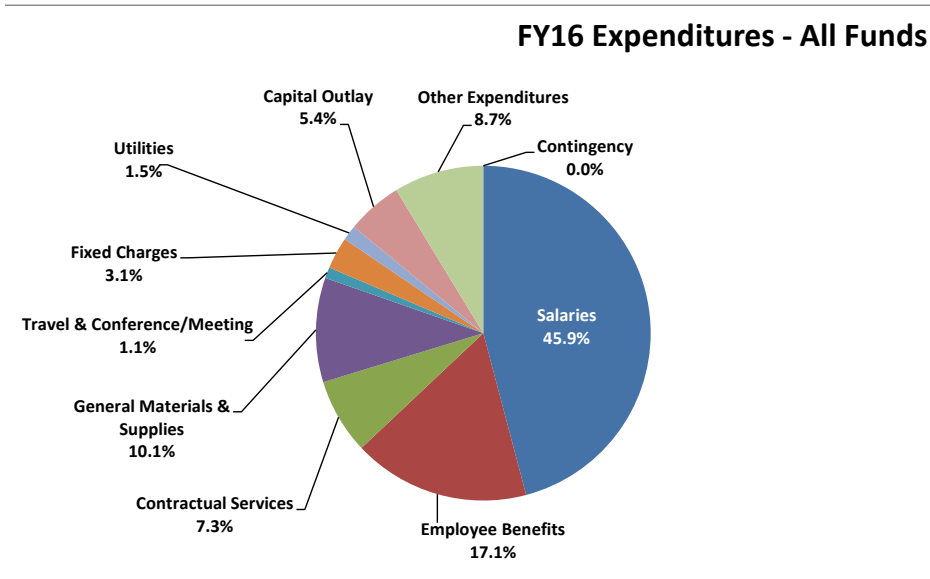
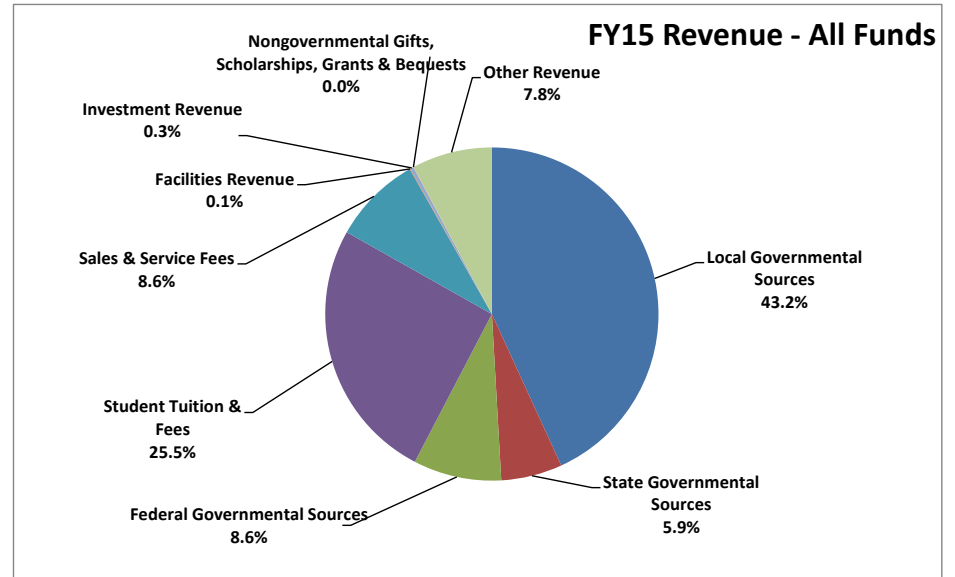
	01	02	03	05	06	07	08	09	11	12
	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Audit Fund	Liability Protection & Settlement Fund
All Funds										
Revenue										
Local Governmental Sources	18,764,517	15,941,207	1,856,106	-	-	-	-	-	64,167	903,035
State Governmental Sources	1,290,815	911,249	333,237	-	-	46,329	-	-	-	-
Federal Governmental Sources	3,115,884	-	-	-	-	3,115,884	-	-	-	-
Student Tuition & Fees	10,812,330	8,812,743	1,787,208	-	212,379	-	-	-	-	-
Sales & Service Fees	3,524,166	118,152	-	-	3,406,013	-	-	-	-	-
Facilities Revenue	34,359	11,000	-	-	23,359	-	-	-	-	-
Investment Revenue	241,259	124,261	7,028	83,499	-	14,424	-	-	-	12,047
Nongovernmental Gifts, Scholarships, Grants & Bequests	2,500	-	-	-	-	2,500	-	-	-	-
Other Revenue	3,486,964	6,009,331	24,783	-	7,850	-	-	(2,555,000)	-	-
Total Revenue	41,272,793	31,927,943	4,008,361	83,499	3,649,601	3,164,714	14,424	(2,555,000)	64,167	915,083
Expenditures										
Salaries	18,064,440	15,901,124	396,337	-	1,075,720	414,392	-	-	-	276,866
Employee Benefits	6,732,182	5,834,351	68,922	-	182,434	49,770	-	-	-	596,705
Contractual Services	2,875,344	1,452,928	896,588	-	396,278	58,057	-	-	60,690	10,803
General Materials & Supplies	3,968,382	1,184,270	98,420	-	2,639,602	31,073	-	-	-	15,017
Travel & Conference/Meeting	417,823	348,166	14,115	-	44,401	8,077	-	-	-	3,064
Fixed Charges	1,209,154	1,174,702	11,555	-	23,875	25	-	(58,903)	-	57,900
Utilities	574,516	111,517	459,303	-	2,261	-	-	-	-	1,435
Capital Outlay	2,111,707	70,992	505,633	-	-	2,656	1,532,426	-	-	-
Other Expenditures	3,424,356	3,060,455	-	-	2,532	2,898,056	-	(2,536,686)	-	-
Contingency	-	-	-	-	-	-	-	-	-	-
Total Expenditures	39,377,904	29,138,506	2,450,873	-	4,367,103	3,462,106	-	1,532,426	(2,595,589)	60,690
Excess/(deficit) of revenues over expenditures	1,894,888	2,789,438	1,557,489	83,499	(717,502)	(297,393)	14,424	(1,532,426)	40,589	3,477
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	83,686,226	21,080,796	8,745,644	10,871,061	635,760	(245,770)	2,849,988	46,564,339	(7,641,403)	82,494

All Funds Statement of Activities (Income Statement)
February 29, 2016

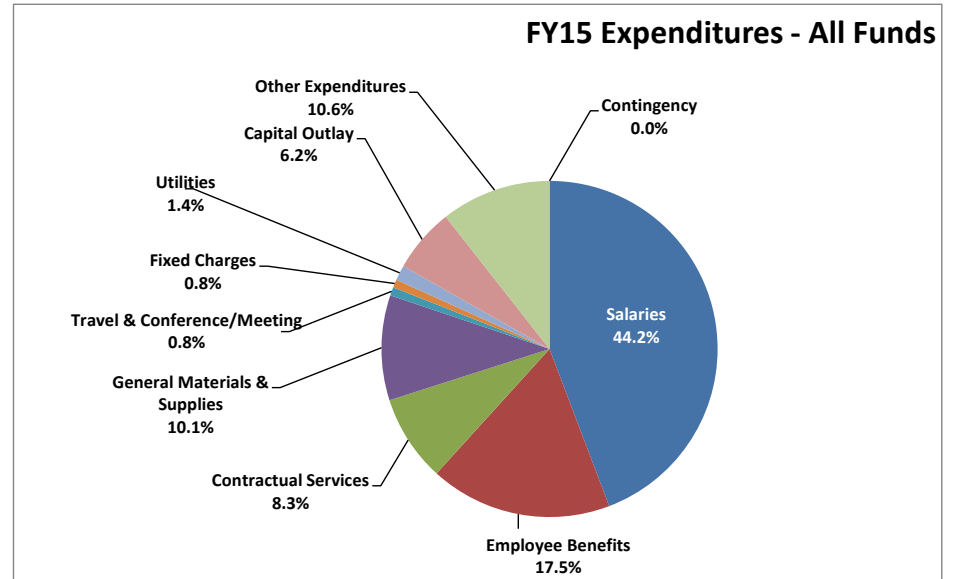
Total Revenue = \$ 41,272,793



Total Revenue = \$ 43,500,442



Total Expense = \$ 39,377,904



Total Expense = \$ 39,448,201

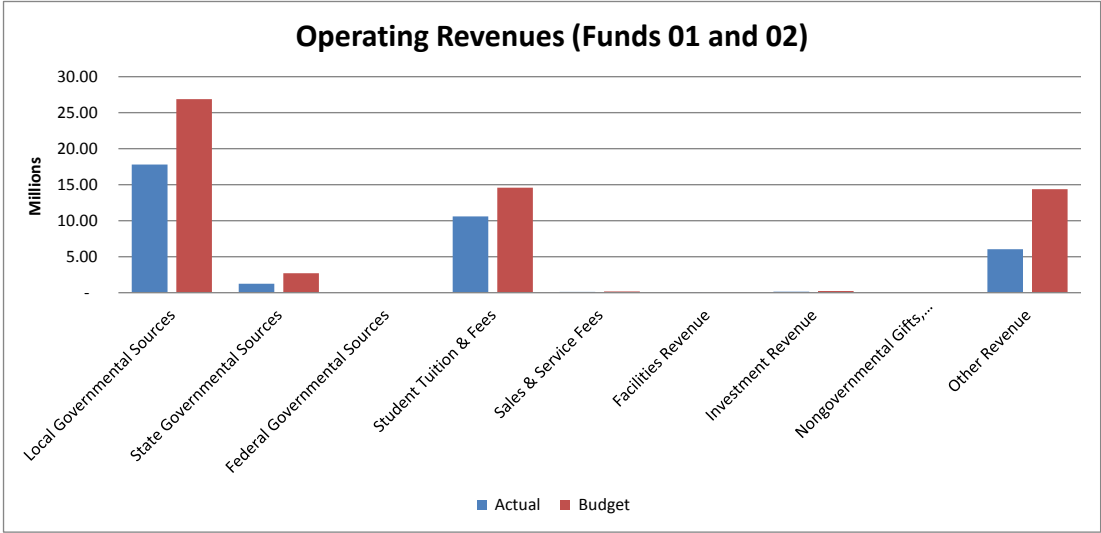
Operating (Funds 01 & 02) Statement of Activities
February 29, 2016

	FY16			FY15			FY16	%
	Actual	Budget		Actual	Budget		Change Over FY15	Change
Revenue								
Local Governmental Sources	\$ 17,797,314	\$ 26,879,739	66%	\$ 17,807,428	\$ 27,012,529	66%	\$ (10,114)	-0.1%
State Governmental Sources	1,244,485	2,705,892	46%	1,801,353	2,777,254	65%	\$ (556,868)	-30.9%
Federal Governmental Sources	-	-	0%	-	-	0%	\$ -	0.0%
Student Tuition & Fees	10,599,951	14,589,696	73%	11,058,223	15,213,204	73%	\$ (458,273)	-4.1%
Sales & Service Fees	118,152	170,000	70%	84,716	174,120	49%	\$ 33,436	39.5%
Facilities Revenue	11,000	18,000	61%	11,000	21,000	52%	\$ -	0.0%
Investment Revenue	131,288	243,487	54%	76,726	244,800	31%	\$ 54,562	71.1%
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	-	0%	-	-	0%	\$ -	0.0%
Other Revenue	6,034,114	14,380,465	42%	3,375,413	12,254,476	28%	\$ 2,658,702	78.8%
Total Revenue	\$ 35,936,305	\$ 58,987,279	61%	\$ 34,214,859	\$ 57,697,383	59%	\$ 1,721,446	5.0%
Expenditures								
Salaries	\$ 16,297,462	\$ 27,545,553	59%	\$ 15,722,380	\$ 26,901,296	58%	\$ 575,082	3.7%
Employee Benefits	5,903,273	17,723,016	33%	6,108,680	15,876,243	38%	\$ (205,407)	-3.4%
Contractual Services	2,349,516	4,779,381	49%	2,750,691	4,790,177	57%	\$ (401,175)	-14.6%
General Materials & Supplies	1,282,690	2,904,237	44%	1,247,604	2,953,545	42%	\$ 35,086	2.8%
Travel & Conference/Meeting	362,281	877,934	41%	283,409	818,796	35%	\$ 78,872	27.8%
Fixed Charges	1,186,257	1,837,207	65%	1,365,638	2,043,721	67%	\$ (179,382)	-13.1%
Utilities	570,820	1,032,670	55%	567,314	1,075,505	53%	\$ 3,507	0.6%
Capital Outlay	576,625	5,698,522	10%	823,180	7,019,610	12%	\$ (246,555)	-30.0%
Other Expenditures	3,060,455	854,700	358%	596,742	739,250	81%	\$ 2,463,713	412.9%
Contingency	-	1,450,000	0%	-	1,750,000	0%	\$ -	0.0%
Total Expenditures	\$ 31,589,378	\$ 64,703,220	49%	\$ 29,465,637	\$ 63,968,142	46%	\$ 2,123,742	7.2%
Excess/(deficit) of revenues over expenditures	\$ 4,346,926	\$ (5,715,941)		\$ 4,749,222	\$ (6,270,759)		\$ (402,296)	-8.5%
Net Transfers Out/(In)	\$ -	\$ 1,429,000		\$ -	\$ 2,500,000		\$ -	0.0%
Net Operating Funds Surplus/(Deficit)	\$ 4,346,926	\$ (7,144,941)		\$ 4,749,222	\$ (8,770,759)		\$ (402,296)	-8.5%
<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>4,346,926</i>	<i>(7,144,941)</i>		<i>4,749,222</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>\$ 29,826,439</i>	<i>\$ 19,784,572</i>		<i>\$ 28,851,699</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>			

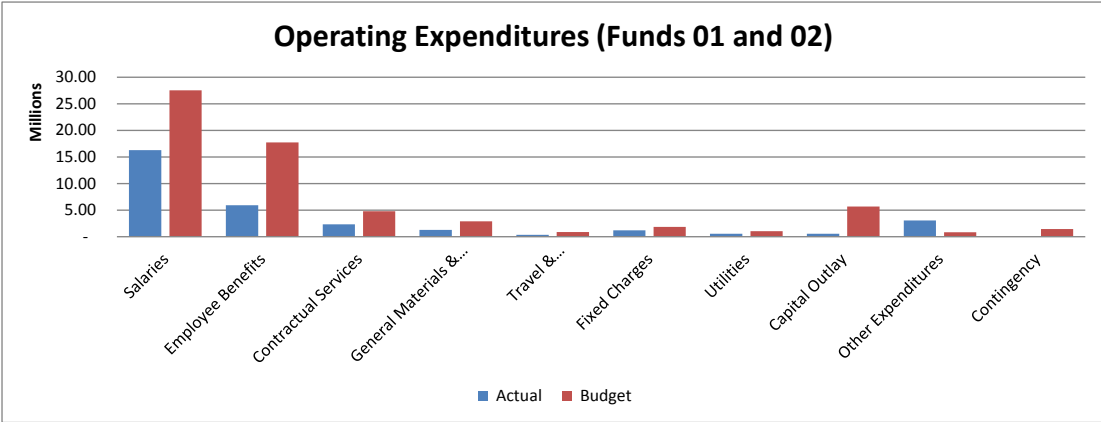
*Net of Transfers Out/(In) and contingency

Operating Funds - Statement of Activities
February 29, 2016

	Actual	Budget
Revenue		
Local Governmental Sources	17,797,313.79	26,879,739.00
State Governmental Sources	1,244,485.11	2,705,892.00
Federal Governmental Sources	-	-
Student Tuition & Fees	10,599,950.82	14,589,696.00
Sales & Service Fees	118,152.45	170,000.00
Facilities Revenue	11,000.00	18,000.00
Investment Revenue	131,288.31	243,487.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	-
Other Revenue	6,034,114.11	14,380,465.00
Total Revenue	35,936,304.59	58,987,279.00



Expenditures		
Salaries	16,297,461.94	27,545,553.00
Employee Benefits	5,903,272.92	17,723,016.00
Contractual Services	2,349,515.88	4,779,381.17
General Materials & Supplies	1,282,689.84	2,904,236.55
Travel & Conference/Meeting	362,280.97	877,934.28
Fixed Charges	1,186,256.57	1,837,207.00
Utilities	570,820.40	1,032,670.00
Capital Outlay	576,624.96	5,698,522.00
Other Expenditures	3,060,454.91	854,700.00
Contingency	-	1,450,000.00
Total Expenditures	31,589,378.39	64,703,220.00
Excess/(deficit) of revenues over expenditures	4,346,926.20	(5,715,941.00)



Treasurer's Report

Information

Attached is the Treasurer's Report for the month of February, 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 February 2016**

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Operating	\$623,441.41	\$5,452,690.31	\$4,831,398.20	\$1,244,733.52
Crystal Lake Bank & Trust Credit Card	\$412,945.01	\$193,682.83	\$498,218.26	\$108,409.58
Crystal Lake Bank & Trust Employee Benefits	\$0	\$65,415.79	\$65,415.79	\$0
Crystal Lake Bank & Trust Payroll	\$37,894.74	\$1,941,373.36	\$1,970,474.71	\$8,793.39
Crystal Lake Bank & Trust Federal Student Loan	\$13,828.25	\$710,362.81	\$710,362.81	\$13,828.25

McHenry County College
February 29, 2016

Investments

College Fund	Financial Institution	02/29/16	01/31/16	02/29/16	Interest	No. of Days	Maturity
		Investments	Investments	% of Total Investments			
Education	Illinois Funds	\$99,224	\$227,876	0%	see below	N/A	On Demand
Education	JPMorgan Chase	81,091	1,081,077	0%	0.08%	N/A	On Demand
Education	PFM Investments	20,885,123	22,862,100	54%	see below	N/A	Various
Operations & Maintenance	Illinois Funds	0	0	0%	see below	N/A	On Demand
Operations & Maintenance	PFM Investments	938,490	937,176	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%	0.08%	N/A	On Demand
Operations & Maintenance (Restricted)	PFM Investments	11,969,672	11,954,051	31%	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%	0.08%	N/A	On Demand
Working Cash	PFM Investments	2,754,341	2,751,642	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	1,935,552	1,933,298	5%	see below	N/A	Various
Total		\$38,663,500	\$41,747,227	100%			

Interest Revenue

Interest Revenue

College Fund	Feb-16	Fiscal YTD
Education	\$24,373	\$134,200
Operations & Maintenance	1,389	\$7,635
Operations & Maintenance (Restricted)	16,513	\$90,714
Working Cash	2,853	\$15,671
Liability, Protection and Settlement	2,383	\$13,090
Total	\$47,511	\$261,310

Illinois Fund Rates - February 29, 2016

Annualized rate - Money Market	
Low	0.206%
High	0.282%
Average	0.239%

PFM Investment Rates - February 29, 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	0.470%	1.020%
At Market	0.410%	0.940%

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 \$1,410.165.33. Please note that the expenses are not segregated into the respective funds.

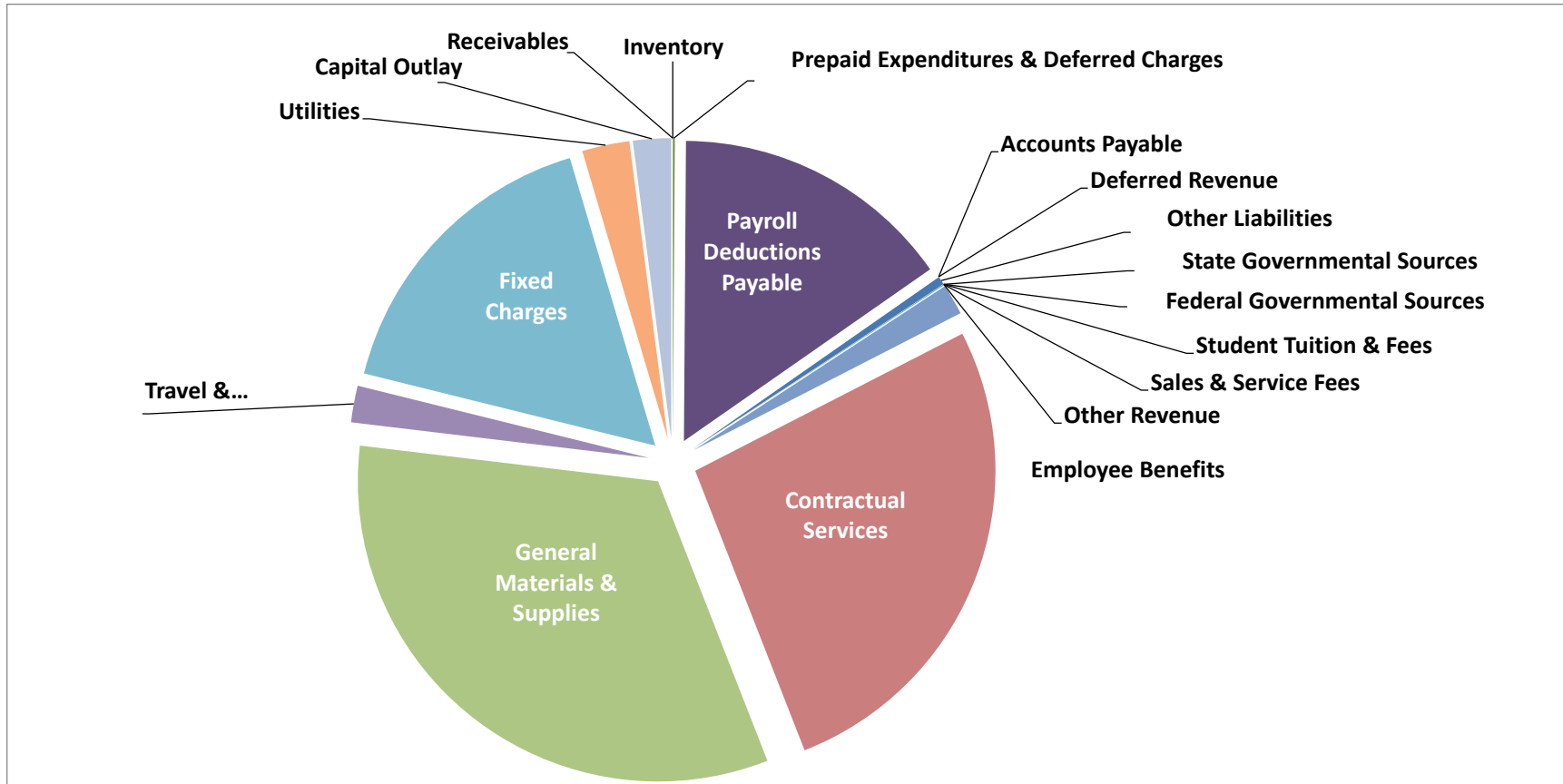
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of February 1- February 29, 2016, totaling \$1,410.165.33.



Clinton Gabbard
President

Distribution of Monthly Check Register Payments 2/1/16 through 2/29/16



Category	Amount	Percent	Category	Amount	Percent
Cash	300.00	0.02%	Sales & Service Fees	616.68	0.04%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	23,286.80	1.65%
Prepaid Expenditures & Deferred Charges	1,531.25	0.11%	Contractual Services	373,848.32	26.51%
Payroll Deductions Payable	213,473.73	15.14%	General Materials & Supplies	461,241.90	32.71%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	27,717.06	1.97%
Deferred Revenue	0.00	0.00%	Fixed Charges	232,241.59	16.47%
Other Liabilities	6,255.58	0.44%	Utilities	35,840.20	2.54%
State Governmental Sources	0.00	0.00%	Capital Outlay	28,742.29	2.04%
Federal Governmental Sources	0.00	0.00%	Other Expenditures	5,077.95	0.36%
Student Tuition & Fees	0.00	0.00%	Total All Categories	1,410,173.35	100.00%

Architectural Design Services

Information

At the February 25, 2016 Board Meeting, the Board approved moving forward on the initial stages of design work as presented by Demonica Kemper Architects, Chicago, IL (DKA). The initial scope of work is to provide design. The administration will negotiate the scope of work to be completed and will incorporate language into the Architectural Design Services contract to ensure that the design work is correlated with the feasibility of the project and respective timelines. Therefore, the scope of work to be done by DKA will be completed in stages with progressive billing for work completed to date in the event that the project is postponed or canceled. As the process continues the costs will be defined more precisely with the expectation of reducing the overall cost of the project.

The scope of the design services is expected to be covered in stages based on the success of the project and will consist of the following major components:

Design Services Scope of Work:

- New Science/Student Engagement Space
- Renovation of Building A for Health Sciences
- Renovation for the backfill of vacated Labs in Building E

Recommendation

It is recommended that the Board of Trustees approves the contract for Architectural Design Services with Demonica Kemper Architects, Chicago, IL. The contract for Architectural Design Services will be for services up to \$1,981,972.00 with a total commitment through December 31, 2016, not to exceed \$1,375,241.00 with progressive milestones to ensure continued costs can be stopped if the project is placed on hold.



Clinton Gabbard
President

McHenry County College

Phase 1 Work

Science / Health Sciences / Student Engagement Space

Conceptual Cost Estimate

February 18, 2016

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
TOTAL	\$26,835,000	\$750,000	\$2,758,500	\$30,343,500	\$1,981,972	\$122,815	\$1,800,000	\$102,000	\$34,350,287

PHASE 1 PROJECTS - COST COMMITMENT THRU DECEMBER 31, 2016

Project Scope	Total Basic Services A/E Fee	LEED Design Fees	% Complete Thru 12-31	Fees Committed Thru 12-31	Reimbursables Committed Thru 12-31	Total Commitment Thru 12-31
Science / Student Engagement Space	6.35% 1,559,751	0.50% 122,815	75%	1,261,924	50,000	1,311,924
Health Sciences in Building A	7.25% 388,781	-	15%	58,317	5,000	63,317
Backfill Vacated Labs in Building E	8.00% 33,440	-	0%	0	0	0
TOTAL	\$1,981,972	\$122,815		\$1,507,554	\$55,000	\$1,375,241

Request to Lease
Enterprise Resource Planning System Hardware Infrastructure

Information

In 2011 MCC purchased Ellucian's Colleague Enterprise Resource Planning System (ERP). The server and security hardware infrastructure purchased at that time for the ERP system is now over five years old. The industry-recommended lifetime for this hardware is five years. As equipment ages, it becomes more prone to failure and increased maintenance costs. Older hardware may not be able to run the latest versions of software. Additionally, more recent technology advances, such as blade computers, are now available at lower cost compared to traditional servers. It is time to replace the College's aging ERP server infrastructure with six new Dell PowerEdge M630 blade servers.

In addition to servers, the College utilizes a technology called load balancing. Load balancing technology provides two primary advantages:

1. Enables users logging into the ERP to be spread (balanced) over multiple servers, resulting in better system performance and response.
2. Provides advanced user authentication functionality to manage secured access to data.

The College's current load balancing technology is software based, using an aging Microsoft product which is no longer supported by either Ellucian or Microsoft. Consequently, the College needs to replace this aging technology with new hardware-based load balancers from Kemp Technologies.

These hardware replacements must be coordinated with the additional upgrade of Microsoft SharePoint software. SharePoint is a key component of the Ellucian Colleague ERP and is the foundation used to deliver the College's "myMCC" portal to students and employees. This software upgrade is detailed in a separate Board report (Board report #16-30) submitted concurrent with this Board report.

All of these hardware items will be leased through the College's existing Master Lease Agreement with Dell Financial Services. The six Dell PowerEdge M630 blade servers will be on a five-year lease at an annual cost of \$29,962.76. Two Kemp LM-4000 load balancers will be on a five-year lease at an annual cost of \$9,184.63, for a total annual lease cost of \$39,147.39.

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 ERP system hardware infrastructure five-year lease for six Dell PowerEdge M630 blade servers at an annual lease cost of \$29,962.76, and the five-year lease of two Kemp LM-4000 load balancers at an annual lease cost of \$9,184.63 from Dell Financial Services of Round Rock, TX.



Clinton E. Gabbard
President

Request for Purchase
Seal Coat and Re-stripping Parking Lot F

Information

In an effort to maintain and extend the useful life of its existing parking lots, the College needs to periodically seal coat and re-stripe the asphalt surfaces. At this time, Parking Lot F is in need of preventative maintenance, and the College would like to schedule this project to proceed in Spring 2016.

A Request for Proposal (RFP) was written to obtain bids to provide seal coating and re-stripping for Parking Lot F. The RFP was published in a newspaper of general circulation within the College district and bid specifications were issued. The results of the bid proposals are noted below.

<u>Description</u>	<u>Patriot Pavement Maintenance</u>	<u>Denler Inc.</u>	<u>Hastings Asphalt Services</u>	<u>Pavement Solutions</u>	<u>TCK Coatings</u>	<u>American Pavement Solutions</u>
Seal Coat and Stripe Parking Lot F	\$28,100.00	\$34,000.00	\$46,522.20	\$45,777.69	\$48,100.00	\$98,050.00

This work is scheduled to be completed during the end of May 2016.

The expense for the seal coating and re-stripping of Parking Lot F 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 award the bid from the lowest responsible bidder and approve the seal coat and re-stripping of parking lot F to Patriot Pavement Maintenance of Des Plaines, IL for \$28,100.00.



Clinton Gabbard
President

Request to Purchase
Services to Upgrade myMCC Portal to SharePoint 2013

Information

In 2011 MCC purchased Ellucian's Colleague Enterprise Resource Planning (ERP) system. A key component of the system is the Colleague portal software. Colleague's portal software is customizable and used by the College to provide the custom-tailored "myMCC" portal. This portal is used by students and employees for important ERP applications such as registration, financial aid, viewing payroll information, leave plans, accounting functions, general information about the College, and much more. The underlying software foundation that Colleague uses to deliver myMCC is Microsoft's SharePoint technology. The College's current version of SharePoint is over five years old and must be upgraded.

The myMCC portal is currently running Microsoft SharePoint version 2010, which is no longer supported by Ellucian as part of their annual software support agreement for the College. Ellucian will only provide SharePoint 2010 support as a special service at a \$300 per hour cost. SharePoint 2010 support will soon be dropped entirely by Ellucian, at which time only the newer SharePoint 2013 version will be supported. Therefore, the College must upgrade to SharePoint version 2013.

The benefits of upgrading to SharePoint 2013 include:

- Ellucian support covered within the standard maintenance agreement at no extra cost
- Improved portal user interface with ADA compliance
- Support for mobile devices (responsive interface)
- Improved website search capabilities (similar to Google search)
- Single sign-on password support

Concurrent with this upgrade is the required replacement and upgrade of other related infrastructure technologies such as servers, load balancers, and network and security hardware. The upgrade of these other infrastructure technologies must be coordinated with the SharePoint upgrade and are covered in a separate Board report (Board report #16-28).

This SharePoint software upgrade touches many parts of the Colleague ERP system as well as the internal web and data security environment of the College. Therefore, it must be handled in a careful and expert fashion to avoid any negative impact on college operations. Because of this complexity and criticality, the College must rely on outside experts to manage and implement the upgrade.

Since the myMCC portal (built on SharePoint) is proprietary to Ellucian, the number of companies with the required Colleague expertise to manage and implement this upgrade are limited. Consequently, only two quotes for this upgrade were received:

<u>Description</u>	<u>Ferrilli</u>	<u>Ellucian</u>
Services to Upgrade myMCC Portal to SharePoint 2013	\$42,900.00	\$48,000.00

This expense is budgeted in the IT Software Solutions account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of services to upgrade the myMCC portal to SharePoint 2013 from Ferrilli, Inc., of Haddonfield, New Jersey for \$42,900.00.



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, June 17, 2014
- Regular Board Meeting, June 26, 2014

Recommendation

It is recommended that the Board of Trustees approves the destruction on March 25, 2016 of the recordings of the following Closed Sessions: Committee of the Whole, June 17, 2014 and Regular Board Meeting, June 26, 2014.



Clinton E. Gabbard
President

Approval of New Position
Full-Time Faculty Position for Physical Therapist Assistant Program

Information

At the December 2014 McHenry County College Board of Trustees meeting, the Board approved the establishment of a Physical Therapist Assistant Program (PTA). The PTA program will prepare graduates for entry-level positions as Physical Therapist Assistants (PTAs). The American Physical Therapy Association described PTAs as a “technically educated health care provider who assists physical therapists in providing physical therapy.” In order to prepare students for a career in PTA, students must pass a state licensure exam.

In order for students to take the licensure exam, they must graduate from a program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). Specifically, one of the standards the program must meet to be accredited is to employ two full-time “core” individuals dedicated to the PTA program. At the March 2015 Board of Trustees meeting, the Board approved one of these “core” positions by establishing the full-time Director of Physical Therapist Assistant Program position.

The Program Director was hired on October 5, 2015, and the program has since received approval from CAPTE to proceed with the next step of the accreditation process, submission of the Application for Candidacy (AFC). Submission of the AFC is due on or before March 1, 2017. CAPTE requires both of the full-time “core” positions be employed by the College prior to submission of the AFC. Therefore, the College is now requesting a second “core” individual dedicated to the PTA program, a full-time faculty position for the Physical Therapist Assistant Program.

Recommendation

It is the recommendation that the Board of Trustees approves the establishment of a new full-time faculty position for the Physical Therapist Assistant Program.



Clinton Gabbard
President

POSITION: INSTRUCTOR OF PHYSICAL THERAPIST ASSISTANT (PTA) PROGRAM

CLASSIFICATION: Faculty | Full-time, Tenure-track

WORK YEAR: 9 Months **FLSA CODE:** Exempt

REPORTS TO: Director of PTA Program

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Including but are not limited to:

- Teach 15 contact hours per semester
- Available to teach daytime, evening, and weekend classes, as needed
- Assist with producing documentation relating to program accreditation standards to achieve and maintain accreditation
- Assist with curriculum development through preparation of current courses as well as additional courses or seminars to enhance current programming
- General involvement as a faculty member in participatory College governance, advisement, recruitment of students, College committees and professional associations.
- Work cooperatively within the department, the division, and throughout the College in striving for educational excellence
- Keep apprised of external agency regulations and changes to regulations that directly impact a particular curriculum
- Assess student learning and take an active role in Learning Outcomes Assessment
- Continue professional development in area of contemporary clinical expertise and in teaching/learning strategies
- Assist in educating the public about the program through College sponsored activities
- Assist with continuous quality improvement through participation in AQIP

QUALIFICATIONS (EDUCATION / CERTIFICATION / EXPERIENCE):

- Current licensure (or eligibility) in Illinois as an Physical Therapist or Physical Therapist Assistant
- Minimum of three (3) years of full-time (35 hr./wk.) or equivalent of post-licensure clinical experience in physical therapy
- Current knowledge and skill in the use of information and computer technology (e.g., word processing, e-mail, database) or proven ability to learn these skills
- Willingness to use educational technology (i.e. Canvas)
- Knowledge of legislative, regulatory, legal and practice issues affecting clinical education, students, and the profession of physical therapy
- Demonstrated commitment to professional growth, especially regarding contemporary expertise specific to assigned teaching content
- Commitment to the mission of the community college, and to teaching and motivating community college students in ways appropriate to their diverse backgrounds and learning styles
- Strong communication, organization, interpersonal, problem-solving, and counseling skills

DESIRED QUALIFICATIONS:

- Two (2) years of clinical practice as a CCCE and/or CI or two (2) years of experience in teaching, curriculum development and administration in a PT or PTA program.
- If a PTA, earned bachelor degree or enrolled in or desire to pursue undergraduate studies
- Active in clinical practice, as applicable to clinical education and regarding contemporary expertise specific to assigned teaching content
- Member of the American Physical Therapy Association
- Active in professional activities at local, state, and/or national levels.
- Earned status as an APTA Credentialed Clinical Instructor, either Basic or Advanced
- Current knowledge and skill in use of educational technology (i.e. Canvas)

ISSUED: February 2016

Appointment of Replacement
Instructor of Biology

Information

The retirement of John Peters, effective December 31, 2014, created a vacancy for the full-time faculty position of Instructor of Biology. Archna Goyal has been recommended to fill this position. Ms. Goyal has a Doctor of Philosophy in Botany, Master of Science in Botany, and a Bachelor of Science in Chemistry, Zoology and Botany from Kanpur University, India. Her experience is as follows:

- 2009 – 2015 Biology Instructor
Inver Hills Community College, Inver Grove Heights, MN

- 2008 – 2015 Biology Adjunct Instructor
Metropolitan State University, Saint Paul, MN

- 2008 – 2015 Adjunct Instructor
University of Saint Catherine, Saint Paul, MN

- 2007 – 2008 Senior Lecturer
University of Wisconsin-Superior, Superior, WI

- 2002 – 2007 Biology Instructor
Lake Superior College, Duluth, MN

Of the 156 applications received, 51 met the position minimum qualifications, and the search committee interviewed eight candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Archna Goyal to the faculty position of Instructor of Biology, effective August 17, 2016, at a nine-month salary of \$71,121.00.



Clinton E. Gabbard
President

Contract Placement	Placement Multiplier	Base Salary	Contractual 9-month Salary	Current Salary	Contract Salary of Previous Employee
Lane 7, Step 3	1.51	\$47,100.00	\$71,121.00	Not Applicable	\$116,337.00

POSITION: INSTRUCTOR OF BIOLOGY

CLASSIFICATION: Faculty | Full-time Tenure-Track

WORK YEAR: 9 Months **FLSA CODE:** Exempt

REPORTS TO: Executive Dean of Mathematics, Sciences and Health Professions

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Teach an introductory biology course with lab and human anatomy and physiology or microbiology, including lecture and laboratory
- Teach 15 contact hours per week
- Available to teach daytime and evening classes, as needed
- Assist in curriculum development through preparation of materials for laboratories
- Along with all biology faculty participate in:
 - Working with the lab manager in the preparation of materials for laboratories
 - Determining equipment priorities
 - Choosing appropriate textbooks for courses
 - Determining supply needs for courses
 - Determining annual program budget needs
 - Work cooperatively within the department, the division, and throughout the College in striving for educational excellence
- Support continuous quality improvement through participation in AQIP

QUALIFICATIONS (EDUCATION / CERTIFICATION / EXPERIENCE):

- Masters of Science in Biological Sciences from a regionally accredited institution with broad-based biology background or advanced degree in related field with at least 18 graduate hours in Biology from an accredited University
- Successful teaching or training experience, community college teaching experience preferred
- Commitment to work with beginning students
- Demonstrated commitment to professional growth
- Ability to safely lift up to 40 pounds
- Commitment to the mission of the community college and to teaching and motivating community college students in ways appropriate to their diverse backgrounds and learning styles

ISSUED: October 2014

Appointment of Replacement
Director of Health Information Technology Program

Information

The appointment of Allison Minicz to the full-time position of Instructor of Health Information Technology, effective August 12, 2015, created a vacancy for the full-time administrative position of Director of Health Information Technology Program. Christina Coclanis-Loding has been recommended to fill this position. Ms. Coclanis-Loding has a Bachelor of Science in Political Science from the University of Illinois, Chicago, IL and an Associate in Applied Science in Health Information Technology from the College of Lake County, Grayslake, IL. Her experience is as follows:

- 2011 – Present Adjunct Instructor
 College of Lake County, Grayslake, IL

- 2011 – Present Medical Records Coordinator
 Village at Victory Lakes, Lindenhurst, IL

- 2008 – 2011 Supervisor of QA and Education
 Humana Inc., Chicago, IL

Six applications were received, five 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 Christina Coclanis-Loding to the administrative position of Director of Health Information Technology Program, effective April 4, 2016, based on the twelve-month salary of \$89,000.00 for FY 2016 and FY 2017.



Clinton E. Gabbard
President

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
A5	\$74,109.00	\$96,343.00	\$118,577.00	Not Applicable	\$89,000.00	\$86,971.00

POSITION: DIRECTOR OF HEALTH INFORMATION TECHNOLOGY PROGRAM

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

PAY GRADE: A5 **FLSA CODE:** Exempt **POSITION CODE:** XXXXXX

WORK WEEK: 40 Hours | Flexible schedule to meet department needs to include possible evenings and weekends

POSITION SUMMARY: Provide leadership and assure the general effectiveness of the Health Information Technology (HIT) program, serve as the program director with the authority to direct the HIT curriculum and program assessment, communicate with other departments in the organization, maintain continued approval and accreditation of the program, and teach 6 - 12 contact hours per year in the HIT curriculum.

REPORTS TO: Executive Dean of Mathematics, Sciences and Health Professions

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Collaborate with the Health Information Technology (HIT) faculty to develop, implement, and evaluate the curriculum of the HIT program and lead the HIT advisory committee
- Collaborate with the Department Chair of Medical Billing and Coding program to ensure the development, implementation and evaluation of the curriculum
- Collaborate with the HIT faculty to develop, implement, and coordinate the HIT program policies and procedures
- Participate in the recruitment and retention efforts of the HIT program
- Hire, supervise, and evaluate full-time and part-time faculty in Health Information Technology
- Schedule courses for the HIT program, including practicum experiences
- Counsel students regarding academic and employment matters
- Collaborate with Executive Dean to develop annual budget for HIT program and monitor expenditures
- Seek and prepare Commission on Accreditation for Health Informatics and Information Management (CAHIIM) education accreditation
- Coordinate the submission of annual reports and accreditation report to CAHIIM and any other reports required by the College, local, state, and national accrediting agencies
- Develop and maintain working and contractual relationships with clinical facilities for HIT practicum placements
- Monitor and approve the submission of clinical facility requests to affiliating agencies
- Collaborate with the HIT faculty to prepare the program schedule, and review room and faculty teaching assignments
- Contact affiliating agencies for planning and evaluating of all practicum assignments
- Plan and oversee the faculty orientation process for full-time and adjunct faculty and staff
- Plan and oversee the incoming HIT student orientation
- Attend Division, Leadership Council and other meetings related to the HIT program
- Prepare necessary paperwork for the HIT students to sit for the RHIT/ RHIA exam
- Teach 6 to 12 contact hours per academic year
- Schedule and conduct HIT program information sessions

DIRECTOR OF HEALTH INFORMATION TECHNOLOGY PROGRAM – Page 2

- Document and verify licensure, certifications and health records required by clinical facilities for their staff to work, e.g. HIPAA training, CPR certification, TB testing, health physical, etc.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Maintain certifications and health records required by clinical facilities, e.g. HIPAA training, CPR certification, TB testing, health physical, etc.
- Work collaboratively with others (e.g. colleagues, stakeholders, vendors) to accomplish functions and responsibilities
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Assume additional duties as assigned by immediate supervisor

QUALIFICATIONS (EDUCATION / CERTIFICATION / EXPERIENCE):

- Bachelor's Degree from a regionally accredited institution
- Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) credential
- Demonstrated ability to get results within a team environment and to develop productive working relationships at all levels of the organization
- Two years of leadership experience either in directly managing employees or in a project management role

DESIRED QUALIFICATIONS:

- Master's Degree from a regionally accredited institution

SKILLS AND SPECIFICATIONS:

- Proficient in Microsoft Office Suite
- Ability to grow with the technology and philosophical directions implemented by the College
- Self-directed and innovative and ability to work independently yet have a strong team orientation
- Commitment and respect for diversity and ability to work collaboratively with diverse constituencies
- Strong analytical, problem solving, organizational, interpersonal, and communication skills
- Ability to organize work around broad organizational goals and processes related to the HIT Dept.
- Ability to work in a dynamic environment that requires the incumbent to be sensitive to change and responsive to changing goals, priorities, and needs
- Ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts
- Ability to maintain certifications required and perform all of the essential functions, skills, and specifications of the position
- Commitment to the mission of the College, and to teaching and motivating students in ways appropriate to their diverse backgrounds and learning styles

SUPERVISORY RELATIONSHIPS / DIRECT REPORTS: Faculty within the HIT program

- **ISSUED:** September 2015

Request to Purchase
 Class 19 Temporary Liquor License

Information

The Culinary Management department of the Education, Career and Technical Education division requests 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. The breakdown of cost for an annual Class 19 Temporary Liquor License (beer and wine only) is as follows:

INITIAL FEES – SPRING 2016	COST
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

ANNUAL FEES – YEARLY COST	COST
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

BEVERAGE(S)	COST	SELL PRICE	Revenue
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 begin 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

New Employees

Information

The following lists new employees to McHenry County College. This list includes information from February 16, 2016 through March 7, 2016.

Classification	Start Date	Employee Name	Primary Position
Adjunct Faculty	3/4/2016	Alison Seemiller	Adjunct Reference Librarian
Professional Staff	3/1/2016	Christine Barnes	Division Secretary, MSHP ¹

1-Mathematics, Sciences & Health Professions




Clinton E. Gabbard
President

Resignation

Information

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

<u>Employee</u>	<u>Position Held</u>	<u>Effective Date</u>
Marcus Pittl 	Campus Police Officer	2/27/2016
Clinton E. Gabbard President		

Retirement

Information

Steve Kormanak, Director of Maintenance, has submitted his letter of retirement effective April 1, 2016. He has been a valuable member of the College community. At his leaving, he will have over thirty-two years of full-time service to McHenry County College.

The College appreciates the many contributions of Mr. Kormanak, as he has been a valuable member of the College community. Therefore, he has applied for and been granted emeritus status.



Clinton Gabbard
President

March Committee Meetings Summary

Finance and Audit Committee

- Trustees discussed the FY 2018 Resource Allocation Management Program (RAMP) document, which must be submitted to the state in June, 2016. The College currently has three projects on the RAMP; overall scope must remain the same with the only alteration an inflationary factor provided by the state. The RAMP document must mirror what appears in the College's Facility Master Plan. Three to five projects are awarded each year across the state. Mr. Tenuta noted that if funding is awarded, the College is not obligated to pursue RAMP projects; funding can be turned down.
- Trustees reviewed the deferred maintenance report. Mr. Tenuta introduced members of the Facilities Department who are responsible for implementing deferred maintenance projects: Carl Eichberger (HVAC), Pat Sullivan (plumbing), Christine Fischer (department administrative assistant), and administrators Steve Kormanak, Todd Wheeland, and Michael Clesceri. Many projects have come in two-thirds under their allotted budgets, reducing deferred maintenance costs from \$40 million to \$24 million. Facilities created a 3 to 5 year plan which will be updated each year.
- An updated Facility Master Plan must be submitted every five years; the last was done in April 2012 and will be due in April 2017. Mr. Tenuta noted that DKA has already done a lot of the work needed to create the plan and would recommend that firm to the Board. After discussion, it was agreed to focus on the RAMP and the Facility Master Plan would follow.
- Under Future Agenda Items, the Committee spoke about discussing and formulating a tuition policy statement; this would fall under the Evaluation and Policies Committee's auspices. Also requested were two items: a discussion about the fundraising plan for the capital campaign and a discussion of Information Technology and infrastructure to make sure all classrooms can be "smart" classrooms.
- The Committee reviewed the Board Requested Vendor Report.

Evaluation and Policies Committee

- The Board Self-Evaluation was done in November; committee members discussed whether or not to use the November evaluation or complete another one. Chair Jenner will solicit the full Board for their opinions.
- The Committee discussed safety policy previously, driven by an email from a concerned parent. Chair Jenner asked whether a Board level policy on campus security was needed; Trustee Kisser felt this was more likely a procedure for the campus police. Dr. Miksa had presented research on safety policies at other community colleges; copies of Board Policy 6.2, Campus Safety, were provided. This can be discussed by the Committee during the next review of Section 6.
- Brief discussion followed on Board travel; Dr. Gabbard noted that the College has an extensive travel procedure and copies were made available. The Board follows MCC's Travel Procedures, Reimbursement and Taxable Benefits guidelines. This topic will be placed on the next Evaluation and Policies Committee agenda; Mr. Jenner might propose a minor language change.
- Section 3 was reviewed in its entirety. Most items were approved as presented; several changes will be made.
- The next meeting agenda will include a discussion of travel policy, discussion of Board Self-Evaluation, a review of materials on safety policy, a discussion of travel policy, and discussion of the President's Evaluation
- A discussion was held on election of Board officers and the term and frequency of such elections

Committee of the Whole

- Mr. Tenuta provided an overview of the preliminary February financial statements, noting that he has stopped accruing for state income due to the budget impasse.
- Dr. Butler gave a presentation with IT updates, which included the new Illinois Century Network high-speed internet circuit, improved Wi-Fi for students and employees, the new IT Services Status Dashboard, the new ERP Recruiter software upgrade, and the upcoming upgrade for SharePoint.
- Mr. Falco gave a presentation on the temporary liquor license application, which was tabled from the February Board meeting. He provided background on how this would impact service at the student restaurant, Slàinte, the educational benefits to culinary program students, the initial costs associated with alcohol service, and the estimated revenue from Slàinte. Extensive discussion followed Mr. Falco's presentation; he answered numerous questions from the Trustees and heard positive comments Trustees have received from those who have patronized the restaurant.
- Future agenda items include information on the requested dashboard and a question about whether a landscaping design concept for the campus has ever been considered.
- During summary comments, Ms. Walsh initiated discussion on whether programs might be discontinued, to which Dr. Gabbard responded that any decisions would be part of the budgeting process. Mr. Sacramento commented that students have contacted him about the lack of quiet study space. Ms. Liddell attended the spring musical at the Black Box Theater and offered her praise for a job well done.
- A closed session was held under Open Meetings Act exception #1, personnel, and exception #2, negotiations.



Clinton E. Gabbard
President

Spring 2016 Scholarships

The Friends of MCC Foundation posted scholarship for Fall 2016—98 individual scholarship awards are available. The Foundation will be providing scholarships in numerous areas including business, community services, manufacturing, engineering, culinary, cultural diversity, special needs, nursing and veterans. Please visit www.mchenry.edu/scholarships for a complete listing of scholarships.

2016 Distinguished Alumni Award “Call for Nominations”

McHenry County College is proud of its graduates 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 one of our MCC Distinguished Alumni can be made by visiting www.mchenry.edu/alumni. Deadline for nominations is April 1, 2016. The reception and ceremony will be held in the evening on Thursday, May 19, 2016 at McHenry County College.

2016 Golf Invitational

The annual golf event will be held at Whisper Creek Golf Club in Huntley on Friday, June 17, 2016.

Education to Empowerment

In celebration of Women’s History Month, the committee hosted a special presentation of the Portrait in Print collection on March 10, 2016. Guests enjoyed a presentation by MCC art curator, Sandra Lang and Reference Librarian, Cynthia Letteri. They shared insights on how the prints were made and information about the artists and subject of the prints.

The Education to Empowerment Committee will host a dinner in the student-run restaurant, Slàinte, on April 21, 2016. The event’s guest speaker will be Erica Borggren, a McHenry County resident, Rhodes Scholar, and West Point graduate. Erica currently serves as the Vice President of Communications at ComEd. She previously served as the Director of the Illinois Department of Veterans’ Affairs (IDVA). Under Erica’s leadership, IDVA has also created a very successful Women Veterans Program and Veteran Entrepreneurship Program. Prior to her leadership in Governor Quinn’s Administration, Erica served as a speechwriter for General David Petraeus in Iraq and as a company commander in Korea.

Scholarship Highlight

Steve and Maria Theofanous established a culinary scholarship with the Friends of MCC Foundation in 2011. The Spring 2016 recipient is Amy J. Amy is a returning adult student with two daughters. After working in the hospitality industry she realized that she wanted to work in the kitchen. Amy stated that the education that MCC has already provided and continues to provide is nothing short of excellent. Attending MCC and getting an associates in Culinary Management and a Baking and Pastry Certificate will show her family how important it is to have a dream and a goal to reach that dream. Reaching this goal will show her daughters that they can do anything they set out to do.

ICCTA Paul Simon Student Essay Contest

Information

The Illinois Community College Trustee Association's Paul Simon Student Essay Contest provides a \$500.00 scholarship to the student who best describes "*How My Community College Has Changed My Life.*"

All currently enrolled students at ICCTA member colleges are eligible to participate in the contest at the local level. However, each ICCTA member college may enter only one student essay in the statewide competition each year. The winner of the statewide competition will receive a \$500.00 cash stipend for educational expenses during the Fall 2016 semester. In addition, ICCTA will invite the winner to attend the association's awards luncheon in June. The McHenry County College (MCC) student selected for the ICCTA statewide competition will be awarded \$250.00 by MCC and will be recognized at the MCC Student Awards Ceremony on May 4, 2016.

Promotion of the competition began in December. English instructors were given the flyer announcing the contest, it was discussed in their classes, and eight individuals completed the process. All essays were reviewed by the Chair of the English department. A committee of English instructors judged the entries and selected the essay written by Melissa Ward, who will represent McHenry County College in the ICCTA's statewide competition.

Attached is Ms. Ward's essay entry.

Part of a Community

I forgot how to breathe; I stood in frozen horror as I watched a fellow sailor, the ship's conveyor-man violently die. Time slowed to a crawl, then altogether stopped. I could see every drop of blood suspended in air. The soul piercing scream wrenched from him was deafening.

That was the first time I witnessed a tragic accident, and it would not be the last. I used to think my life as a merchant sailor was one filled with adventure and excitement. It wasn't until I took a few classes at McHenry County College (MCC) that I realized just how wrong I was. My time as a merchant sailor had actually been filled with constant danger, isolation, and fear.

It wasn't long after I started to attend MCC when I realized I was rested and relaxed. I never realized how much energy being on constant alert takes out of you. On the ships I worked, we had to always be on high alert. Accidents, fires, explosions, and death were all a part of daily life. There was always a constant fear that this day may be my last; danger was always around me. If I was not always on edge, even in sleep, I could have died. I lost count of all the times I was almost killed while at sea. At the time, my greatest fear was dying in isolation, far away from all of the people I love. Now that I am at MCC I'm not alone in a dangerous place, and I don't have this fear any longer. In its place I have been filled with a sense of safety, friendship, and most important, community.

My community college helped me realize that I was not living the kind of life worth having. Once I enrolled at MCC, I truly realized just how isolated I had been. It was night and day. On most ships I was on, I only had human contact for about 30 minutes a day. While at MCC I was able to mix more with those around me through clubs and volunteering. I soon

Melissa Ward

found myself enriched just from the mere presence of my peers and instructors. If I needed help with a class or finding a new career path, I found that I was rich with people willing to help me find solutions, and find a career in pathology I could be passionate about.

Choosing to enroll at MCC was a defining life moment for me. It enabled me to leave a dangerous life behind, and has given me the tools to pursue a career in the medical field.

Without the support, guidance, and wisdom imparted to me from everyone I've met at McHenry County College, I would still be a merchant sailor trapped in fear on an isolated ship full of danger at sea.

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:
 - MCC 2016-2017 Course Catalog
 - *Catalyst*—Workforce, Community and Business Programs at Shah Center
 - Annual Report 2015-2016
 - Noncredit Schedule—Summer 2016
 - College View Book—updates
 - MCC Fast Facts—updates
- *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
 - 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
 - VITA Tax Clinic promotions
 - Occupational Therapist Assistant program promotions
 - Physical Therapist Assistant program materials
 - CNC Machining and Industrial Maintenance Technician program promotions
 - Health Information Technology program and information session promotions
 - Spring musical materials and promotion
 - 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-Fall 2016 Digital and Cable Campaign
 - 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:
 - 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
 - Internal signage (directional and wayfinding) audit
 - Submission of branded work and materials to national award competitions
 - Updates to brand standards manual and style guide (ongoing)
- *Outreach Efforts:* These efforts specifically focus on community outreach and collaborative partnerships:
 - Event planning for MCC 50th Anniversary (for 2017)
 - Layout and printing of updated *Portrait in Print Collection* book
 - Design of materials to communicate health careers and science project
 - 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 February 16—March 11, 2016.

- Friends of McHenry County College Foundation Seeks Distinguished Alumni Nominations
- McHenry County College Forensics Team Wins Top Honors in Tournament
- Become a Literacy Volunteer to Help Make a Difference in Someone's Life
- McHenry County College to Present Music Faculty Recital February 28
- McHenry County College to Offer Aromatherapy Courses
- McHenry County College to offer ECG Training
- Cook up Decadent Meal with New Noncredit Culinary Class
- Learn Healthy Cooking in McHenry County College's Culinary Lab
- Sustainability Classes Offered at McHenry County College
- McHenry County College to Present Music Faculty Recital February 28
- McHenry County College's Manufacturing Management Program Trains Leaders for Area Industries
- Workplace Bullying Prevention Training Available at MCC Shah Center
- MCC Adult Education Receives \$500 Grant
- McHenry County College Forensics Team Places Third in Overall Team Sweepstakes
- McHenry County Gardenfest 2016 to Feature Garden Kerry Ann Mendez
- McHenry County College Introduces Two New "Twofer" Classes for Fall Semester
- Backyard Livestock Classes Offered at McHenry County College
- McHenry County College Offers Welding Classes in Woodstock
- McHenry County College to Host St. Patrick's Concert to Feature Irish Music and Dance
- Accounting for the Non-Accountant Class Available at MCC Shah Center
- McHenry County College Wins Top Awards in Statewide Film Competition
- McHenry County College Graphic Design Students' Artwork Recognized
- McHenry County College Shah Center Offers Introductory Level Computer Training
- "Taking the Heat" Customer Service Training Offered at Shah Center
- Forklift Programs Available Through McHenry County College
- Project Management Professional (PMP®) Certification Prep Series Offered at MCC Shah Center
- Supervisory Leadership Series Available at MCC Shah Center
- Quickbooks® Accounting Software Training Available at MCC Shah Center
- Instructor-Led Online Administrative Assistant Series Offered Through MCC Shah Center
- McHenry County College Student Wins Award at Skyway Juried Art Competition
- McHenry County College to Offer College Fair Featuring Flexible Delivery Options
- McHenry County College to Offer Energy Medicine Training
- McHenry County College to Offer Bike Maintenance, Motorcycle Custom Design Workshops
- McHenry County College to Host Woodwinds Concert March 13
- McHenry County College to Offer Spring Personal Enrichment Classes
- Learn How to Update Your Home's Interior This Spring with Classes at McHenry County College
- Expand Your Technology Knowledge at McHenry County College
- McHenry County College to Offer Solar Energy Certification Classes
- Nine High Schools to Compete at Inaugural Robotic VEX Challenge at MCC
- McHenry County College EMS and Nursing Department to Conduct Simulation

**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.*

Christina M. Haggerty
Interim Vice President, Institutional Advancement

Story of the Month

Focus on...Award-Winning MCC Graphic Design Students

Three MCC graphic arts students had their artwork recently selected for a statewide display and/or national publication. All three students are returning adult students and are attending school around their busy family lives—two are parents of college-age students and one has grade school students. While they have different backgrounds and abilities, they have one thing in common—earning an Associate in Applied Science degree in graphic arts and applying their skills in the workplace.

Rosemary Edwards of Wonder Lake had one of her digital photographs selected to appear in the March issue of *Deaf Life*. Edwards is deaf and attends classes with the aid of a sign language interpreter. Her scanner-created photo shows her hands clasped together with a chain around the wrists to symbolize the struggle against audism, a coined term for discrimination against deaf persons. She plans to pursue a career in freelance photography and graphic design after she graduates in December.

Two other students, **Ryan Grandinetti of Woodstock** and **Denise Steinlauf of Crystal Lake**, both had their digital illustrations and photography, respectively, selected for a student art exhibition at the Illinois Board of Higher Education (IBHE) offices in Springfield. IBHE selected 62 pieces from 42 student artists from public and private colleges and universities and vocational schools throughout the state. Steinlauf will graduate from MCC in May and plans to do freelance photography for a graphic design company or ad agency. Grandinetti plans to graduate next year and pursue a career in graphic design or web design.

“I’m very proud of these graphic design students,” said Thomm Beggs, graphic design instructor. “They are serious about learning new techniques and have the abilities to create quality projects. It’s a great honor to have these two MCC students’ work recognized at a state level and one student’s work published in a national magazine.”

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:

Funding Source	Brief Description	Amount Funded	Project Director
National Endowment for the Humanities, Humanities Initiatives at Community Colleges Grant	<p>The project will involve creating a series of courses, written and oral histories, and educational partnerships 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 & 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>	\$99,926	Dr. Todd Culp, History and Dr. Mark Waters, English
McHenry County Regional Office of Education	The 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 the number of students successfully completing their HSE exams.	\$20,000	Jill McDonald, Coordinator of Testing Center
McHenry County Community Foundation	This award will 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	Sandra Lang, Art Gallery Curator

Funding Source	Brief Description	Amount Funded	Project Director
McHenry County Community Foundation	This award will also provide continued support for 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	Tony Capalbo, Associate Dean for College and Career Readiness

PENDING APPLICATIONS:

Funding Source	Brief Description	Amount Requested	Status	Expected Notification Date
Dollar General Literacy Foundation	ORD and the Adult Education department developed 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	Pending	May 2016
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.	\$1.1 million	Pending	July 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.	\$80,000	Pending	April 2016
			\$20,000 has been awarded, the balance is scheduled to be awarded quarterly	

Funding Source	Brief Description	Amount Requested	Status	Expected Notification Date
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> <p>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.</p>	\$19,173	Pending	March 2016
Illinois Community College Board	<p>Proposed renewal of MCC's Adult Education and Family Literacy Programs:</p> <p style="text-align: right;">State Basic Adult Education State Performance Total</p>	<p>\$169,000 <u>\$110,000</u> \$279,000</p>	Pending	Soon after the State approves the budget
Illinois Secretary of State, Adult Volunteer Literacy Grant	<p>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.</p>	\$47,566	Pending	Soon after the State approves the budget

APPLICATIONS DENIED:

Funding Source	Brief Description	Amount Requested	Reason/follow-up
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	Adriane Hutchinson, Dean of Academic Development, is planning to move forward with this initiative in spite of the grant denial.
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	The proposal received strong reviews from the NSF review panel. We will be resubmitting for the next round in May.

APPLICATIONS IN DEVELOPMENT:

Funding Source	Brief Description	Estimated Amount	Status	Submission Date
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

Office of Sustainability Update

Monthly Highlight – Bioneers Speaker Series 2016

The 2016 Bioneers Speaker Series was held at MCC on February 9, 16, and 23. Peter Annin, noted journalist and author of *The Great Lakes Water Wars*, kicked off the series with an excellent explanation of great lakes water rights, users, conflicts, and what it means for McHenry County. On the 16, MCC hosted Danielle Nierenberg, founder of the Food Tank, Inc. Ms. Nierenberg provided a global view of the areas currently in food crisis, the role of women farmers, and innovations in sustainable agriculture. Finally, Dr. Robert Michael Pyle, spent the day at MCC on February 23. He met with several students, discussing careers in entomology, biology, and writing. His evening presentation was well attended by approximately 200 people. Dr. Pyle focused his speech on how, in some cases, pollinators are adapting to new environments and how careful land management can play a key role in the success of these important species.

Speakers toured the MCC campus, visited the Horticulture greenhouse and hydroponics program and visited the Loyola Retreat and Ecology Center in Woodstock. Prior to and immediately following each evening presentation, local organizations working on the evening's topic provided displays and were available for conversation. Participating groups included: the Food Shed Coop; the Northern IL Beekeepers Association; McHenry County Planning and Development; Environmental Defenders of McHenry County; Loyola University; and the McHenry County Conservation District.

Ongoing Initiatives*Green Community:*

- The Office of Sustainability received the second half of its Green Genome award from the American Association of Community Colleges, originally awarded in January 2015. A complete set of green tools and a large tool cabinet was donated by Snap-On Tools. The green tools will be used by the College's Horticulture Department. The Physical Facilities Department will house the remaining tools and cabinet at the Shah Center in McHenry, IL.
- The Office of Sustainability's director was asked to join the Hackmatack National Wildlife Refuge Monarch Committee and attended a meeting on February 19, 2016 at the Loyola Retreat and Ecology Center in Woodstock, IL. Plans for spring and summer plantings and educational events were discussed with committee members from the US Fish and Wildlife Service, McHenry County Conservation District, and Environmental Defenders of McHenry County. Possible plantings of pollinator plants on MCC's campus is also being considered.

Green Campus:

- At the request of MCC's Student Trustee, the Office of Sustainability's director met with the Student Government and the student environmental club, Down to Earth, to discuss sustainability efforts at the College. Several students had excellent suggestions, including information sessions in the MCC Commons on topics such as climate change, carbon footprint, and recycling.

- The Office of Sustainability fielded 62 calls from the public for assistance recycling and properly disposing of various items during the month of January 2016. *Note: televisions remain a big concern for the community. The monthly Defenders recycling drives will resume in March and they will collect TVs at those monthly events for a donation. For more information about future drives and any legislative updates regarding e-waste recycling, please visit www.mcdef.org.*

Green Curriculum:

- The Illinois Green Economy Network (IGEN) has released the IGEN Career Pathways Green Certificate and Degree Program Resource Guide. The Career Pathways effort created curriculum for 39 degree and certificate programs in sustainability-related occupational fields, including: agriculture; food and natural resources; architecture and construction; manufacturing; energy; and transportation, distribution and logistics. Each program's courses have been developed using open-source materials that can be used by any college. Team members have met with leadership from Academic Affairs to start discussions on what can be implemented at MCC.
- Magitek Energy Solutions founder and CEO, Paul LaBarbera, has kindly donated three solar panels to MCC for use in the classroom and as education exhibits. MCC faculty member, Ted Erski, took one to dismantle and use in his Energy Resources class and lab. The Office of Sustainability will work with Mr. LaBarbera to create an educational display for use both on and off campus.