

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

Thursday, January 26, 2017
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, December 15, 2016
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
8. PRESIDENT'S REPORT: Dr. Clinton Gabbard
9. CAPITAL CAMPAIGN UPDATE: Dr. Clinton Gabbard and Ms. Christina Haggerty, Interim Vice President of Institutional Advancement
10. PRESENTATION
Lady Macbeth and Murdering Ministers - A Humanities Lesson Plan for Teaching Shakespeare
Presenter: Mr. Ted Hazelgrove, Instructor of English
11. COMMUNICATIONS
 - A. Faculty Report: Ms. Anne Humphrey and Ms. Elaine Whalen
 - B. Adjunct Faculty Report: Ms. Karen Shuman
 - C. Staff Council Report: Ms. Tawnja Trimble
 - D. Student Trustee Report: Mr. Colin Worden
 - E. Attorney Report
12. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary, Board Report #17-1
 - B. Financial Statements
 1. Treasurer's Report, Board Report #17-2
 2. Ratification for Accounts Payable Check Register, Board Report #17-3
 - C. Destruction of Closed Session Recordings, Board Report #17-4
 - D. WIOA/WIB In-District Tuition for Workforce Program Students, Board Report #17-5
13. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
14. BOARD TRAVEL REQUESTS AND ESTIMATED COSTS, Board Report #17-6
15. FINANCING OF THE LIEBMAN SCIENCE CENTER: Ms. Tammie Beckworth Schallmo, PMA, Dr. Clint Gabbard, and Mr. Bob Tenuta, Chief Financial Officer

16. REVISE COMMITTEE MEETING SCHEDULE FOR REMAINDER OF 2016-2017 BOARD YEAR, Bd Rpt #17-7
17. FOR INFORMATION
 - A. New Employees
 - B. Resignations
 - C. Partnership Agreements with Southern Illinois University at Carbondale and Arizona State University
 - D. January 2017 Committee Meeting Summary
 - E. Friends of McHenry County College Foundation Report
 - F. Office of Marketing and Public Relations Update
 - G. Office of Resource Development Update
 - H. Office of Sustainability Center Update
18. SUMMARY COMMENTS BY BOARD MEMBERS
19. FUTURE AGENDA ITEMS
20. CLOSED SESSION
 - A. 120/2(c), Exception #21, Review of Closed Session Minutes
 - B. Other matters as pertain to the exceptions of the Open Meetings Act
21. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, December 15, 2016
22. ADJOURNMENT



Michael Smith
Chair

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2017 through the month of December.

Recommendation

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



Clinton E. Gabbard
President

Executive Summary

Fiscal Year 2017 is currently 50.0% complete with the year-to-date results ending December 31, 2016 being reported. In the Operating Funds, total revenue is 43.8% of budget, as compared with 48.4% at the same time last year. Total expenditures are 36.9% of budget, as compared with 36.6% 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 49.9% of budget and down \$6,654 (0.0%) from last year at this time. FY17 revenue is \$13,385,792 vs. FY16 revenue of \$13,392,446. For FY17, this revenue is derived from 50% of the 2015 tax levy (as approved by the Board in December 2015) and 50% of the 2016 tax levy (as approved by the Board in December 2016).
- State government is 53.5% of budget and up \$130,396 (10.1%) from last year at this time. FY17 revenue is \$1,419,207 vs. FY16 revenue of \$1,288,811. *At this time it should be noted that the College has only received partial funds from the State for FY16 and partial stop gap funding approval from the State for FY17 as well.*
- Federal government is 0.0% of budget and even \$0 (0.0%) from last year at this time. FY17 revenue is \$0 vs. FY16 revenue \$0.
- Student tuition and fees is 58.1% of budget and down \$220,278 (-2.6%) from last year at this time. FY17 revenue is \$8,264,956 vs. FY16 revenue of \$8,485,234.
- Sales and service fee is 79.5% of budget and up \$9,438 (8.6%) from last year at this time. FY17 revenue is \$119,547 vs. FY16 revenue of \$110,109. This revenue is comprised of the activity, Kids at College primarily.
- Facilities is 100.0% of budget and even \$0 (0.0%) from last year at this time. FY17 revenue is \$11,000 vs. FY16 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 0.9% of budget and down \$24,389 (-93.3%) from last year at this time. FY17 revenue is \$1,742 vs. FY16 revenue of \$26,131. 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.
- Nongovernmental gifts, scholarships, grants & bequests is 0.0% of budget and up \$9,278 (0.0%) from last year at this time. FY17 revenue is \$9,278 vs. FY16 revenue of \$0.
- Other is 18.0% of budget and down \$2,504,643 (-48.0%) from last year at this time. FY17 revenue is \$2,712,283 vs. FY16 revenue of \$5,216,926. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$2,566,800, Retiree Health contributions, which account for \$34,379, Retiree Drug Subsidy, which account for \$29,516, and Other Misc. Income, which account for \$44,345 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$37,242. 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 FY17. For FY16 that "On-Behalf Payment" was \$11,916,720.

Expenditures

- Salaries expenditures are currently 46.8% of budget and down \$78,335 (-0.6%) from last year at this time. FY17 expenditures are \$12,420,795 vs. FY16 expenditures of \$12,499,130.
- Employee benefit expenditures are currently 25.7% of budget and up \$474,424 (10.7%) from last year at this time. FY17 expenditures are \$4,916,732 vs. FY16 expenditures of \$4,442,308. 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 \$10-11 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 28.9% of budget and down \$145,437 (-9.8%) from last year at this time. FY17 expenditures are \$1,344,766 vs. FY16 expenditures of \$1,490,203. 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 33.2% of budget and up \$5,322 (0.6%) from last year at this time. FY17 expenditures are \$957,315 vs. FY16 expenditures of \$951,993.
- Travel and meeting expenditures are currently 24.3% of budget and down \$95,202 (-37.2%) from last year at this time. FY17 expenditures are \$160,380 vs. FY16 expenditures of \$255,581.
- Fixed charge expenditures are currently 20.5% of budget and down \$34,634 (-8.4%) from last year at this time. FY17 expenditures are \$379,551 vs. FY16 expenditures of \$414,185. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are currently 31.8% of budget and up \$1,719 (0.5%) from last year at this time. FY17 expenditures are \$327,205 vs. FY16 expenditures of \$325,486.
- Capital Outlay expenditures are currently 51.0% of budget and up \$1,571,960 (358.6%) from last year at this time. FY17 expenditures are \$2,010,372 vs. FY16 expenditures of \$438,413.
- Other expenditures are currently 40.0% of budget and down \$2,501,360 (-87.6%) from last year at this time. FY17 expenditures are \$352,821 vs. FY16 expenditures of \$2,854,180. The main category of expenses include tuition waivers, tuition related refunds, and miscellaneous expense. The significant variance to last year was due to the refunding of debt certificates last year for \$2,536,686 in payments.
- Contingency expenditures are currently 0.0% of budget and even \$0 (0.0%) from last year at this time. FY17 expenditures are \$0 vs. FY16 expenditures of \$0.

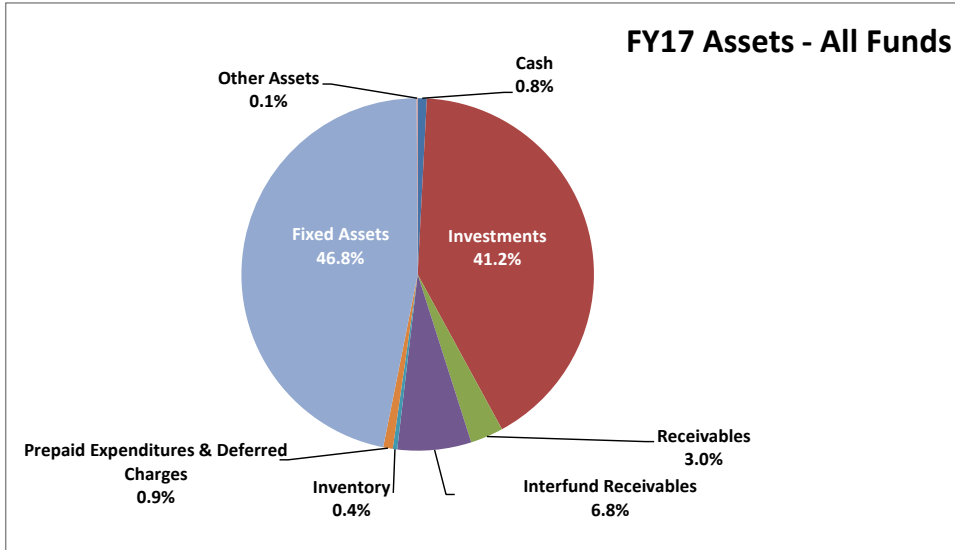
Clinton Gabbard
President

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

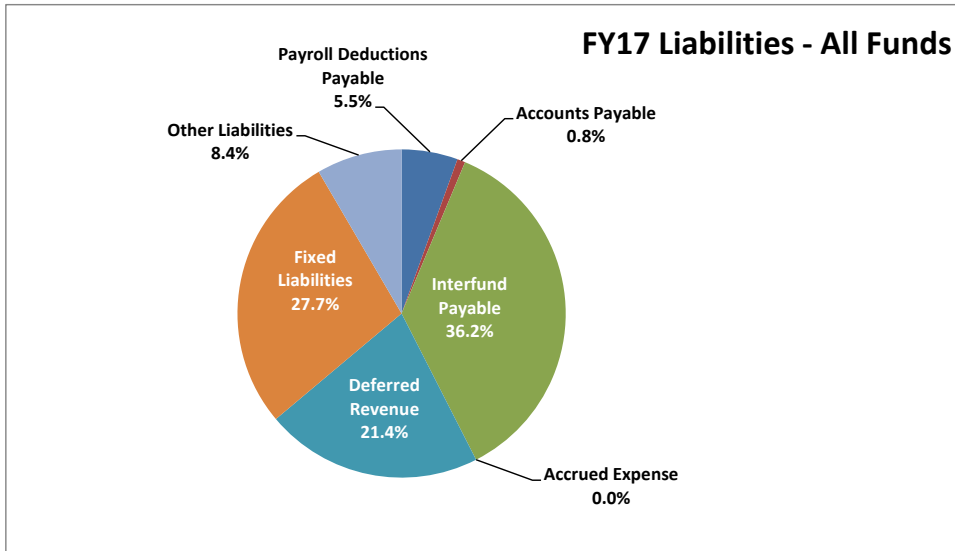
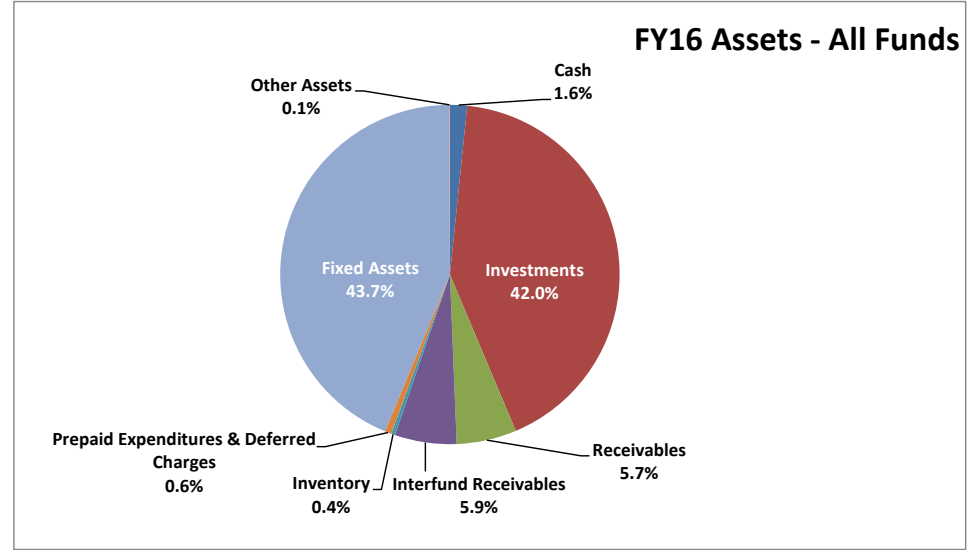
	01	02	03	05	06	07	08	09	10	11	12	
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxilliary Entrerprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	
Assets												
Cash	857,194	-	-	-	1,577	294,981	95,646	-	-	396,551	68,439	-
Investments	42,626,247	25,015,197	939,271	11,978,947	-	-	2,755,943	-	-	-	-	1,936,889
Receivables	3,127,068	3,085,544	5,962	-	20,658	11,684	-	-	-	162	-	3,057
Accrued Revenue	161,973	77,961	5,045	59,957	-	-	10,358	-	-	-	-	8,651
Interfund Receivables	6,996,625	676,603	6,735,028	-	-	(415,006)	-	-	-	-	-	-
Inventory	423,521	-	-	-	423,521	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	901,471	679,345	24,060	-	7,706	18,333	-	-	34,875	-	-	137,152
Fixed Assets	48,345,538	-	-	-	-	-	-	48,345,538	-	-	-	-
Other Assets	99,509	-	-	-	-	-	-	99,509	-	-	-	-
Total Assets	103,539,146	29,534,650	7,709,365	12,038,904	453,462	(90,007)	2,861,948	48,345,538	134,384	396,551	68,601	2,085,750
Liabilities												
Payroll Deductions Payable	1,070,497	871,165	42,396	-	100,296	306	-	-	-	33,535	-	22,799
Accounts Payable	152,848	158,554	-	-	6,116	(11,822)	-	-	-	-	-	-
Interfund Payable	6,996,625	4,495,557	-	1,292,248	-	-	-	-	-	-	-	1,208,820
Accrued Expense	(0)	(0)	-	-	-	-	-	-	-	-	-	-
Deferred Revenue	4,135,935	4,094,470	-	-	258	41,206	-	-	-	-	-	-
Fixed Liabilities	5,357,464	-	-	-	-	-	-	-	5,357,464	-	-	-
Other Liabilities	1,628,764	69,284	-	-	9,453	-	-	-	1,187,011	363,016	-	-
Total Liabilities	19,342,133	9,689,030	42,396	1,292,248	116,123	29,691	-	-	6,544,475	396,551	-	1,231,619
Designated Fund Balance	84,197,013	19,845,619	7,666,970	10,746,656	337,339	(119,698)	2,861,948	48,345,538	(6,410,091)	-	68,601	854,131
Assigned Fund Balance												
33% Unassigned for annual budgeted expenditures	17,260,902	14,922,205	2,338,697	-	-	-	-	-	-	-	-	-
Other Designated Reserves	0	-	-	-	-	-	-	-	-	-	-	-
Capital Improvement/Investment in Capital Assets	59,092,195	-	-	10,746,656	-	-	-	48,345,538	-	0	-	-
Liabilities, Protection, and Settlement	-4,503,333	-	-	-	-	-	-	-5,357,464	-	-	-	854,131
Working Cash/Other Restricted	1,698,903	-	-	-	-	-119,698	1,750,000	-	-	68,601	-	-
Remaining Unassigned Balance	10,648,347	4,923,415	5,328,273	0	337,339	0	1,111,948	0	-1,052,627	0	0	0

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

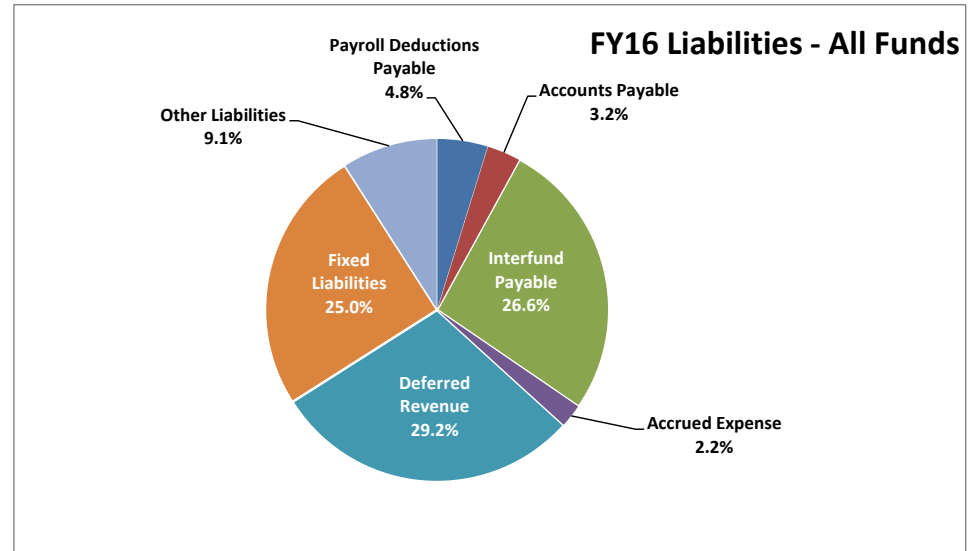
Total Assets = \$ 103,539,146



Total Assets = \$ 108,621,087



Total Liabilities = \$ 19,342,133



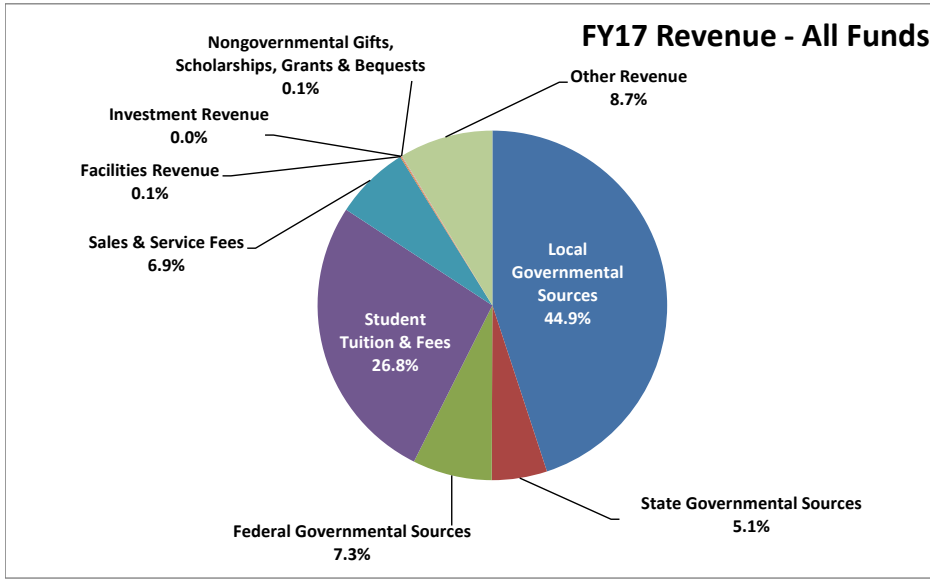
Total Liabilities = \$ 24,035,055

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

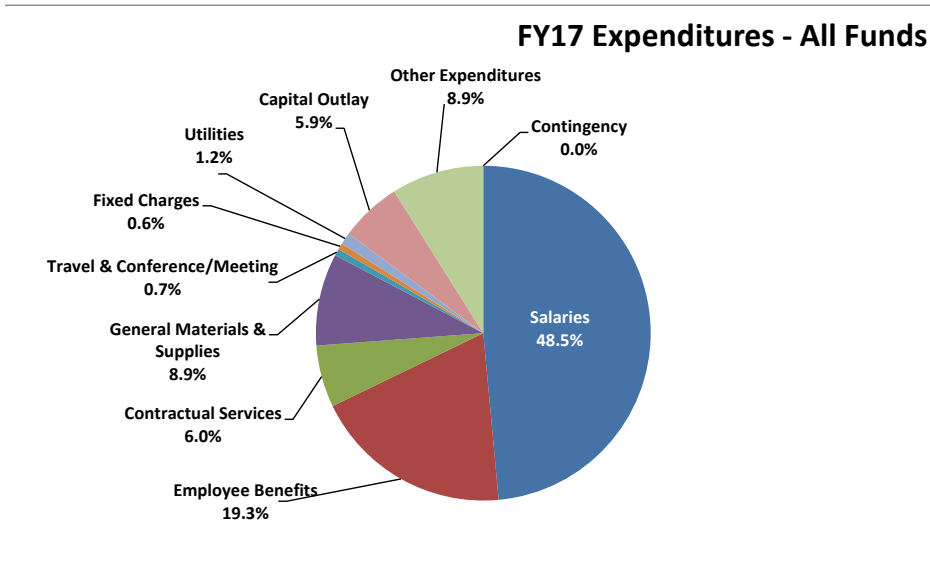
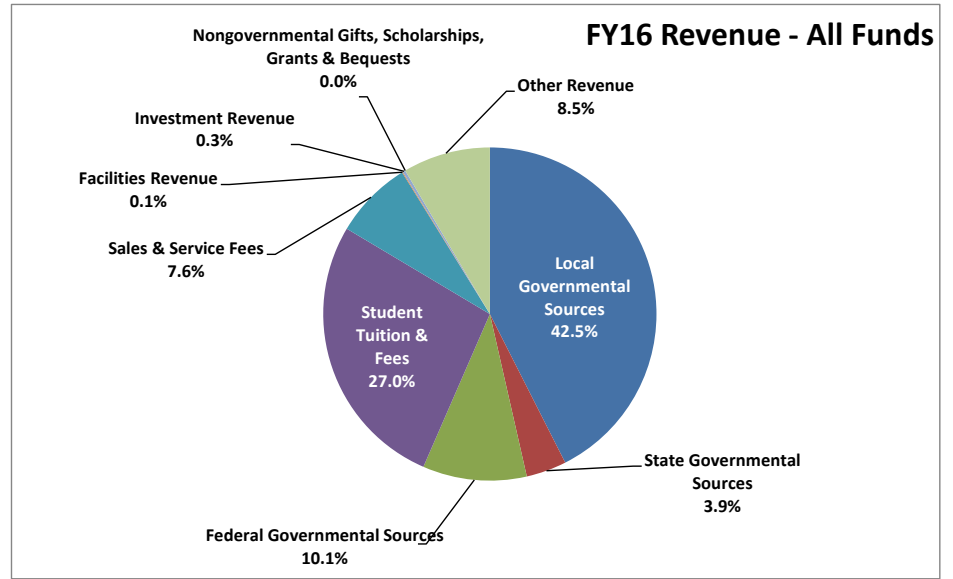
	01	02	03	05	06	07	08	09	11	12	
	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Audit Fund	Liability Protection & Settlement Fund	
All Funds											
Revenue											
Local Governmental Sources	14,113,693	11,991,742	1,394,050	-	-	-	-	-	37,503	690,398	
State Governmental Sources	1,607,062	1,097,378	321,830	-	-	187,854	-	-	-	-	
Federal Governmental Sources	2,307,020	-	-	-	-	2,307,020	-	-	-	-	
Student Tuition & Fees	8,421,111	6,919,184	1,345,772	-	156,155	-	-	-	-	-	
Sales & Service Fees	2,177,550	119,547	-	-	2,058,003	-	-	-	-	-	
Facilities Revenue	31,818	11,000	-	-	20,818	-	-	-	-	-	
Investment Revenue	2,285	1,707	36	414	-	-	70	-	-	58	
Nongovernmental Gifts, Scholarships, Grants & Bequests	25,811	9,278	-	-	-	16,533	-	-	-	-	
Other Revenue	2,716,383	2,701,423	10,860	-	4,100	-	-	-	-	-	
Total Revenue	31,402,731	22,851,259	3,072,547	414	2,239,075	2,511,407	70	-	37,503	690,456	
Expenditures											
Salaries	13,869,102	12,158,077	262,717	-	857,866	380,071	-	-	-	210,371	
Employee Benefits	5,514,125	4,861,678	55,053	-	133,457	26,639	-	-	-	437,297	
Contractual Services	1,712,451	946,901	397,864	-	267,081	30,547	-	-	55,900	14,157	
General Materials & Supplies	2,539,953	861,893	95,422	-	1,546,397	30,154	-	-	-	6,087	
Travel & Conference/Meeting	190,905	143,500	16,880	-	24,677	4,749	-	-	-	1,100	
Fixed Charges	173,406	370,274	9,277	-	18,094	-	-	(252,712)	-	28,473	
Utilities	329,932	70,684	256,521	-	1,461	-	-	-	-	1,266	
Capital Outlay	1,693,662	109,035	1,901,337	1,705	-	-	(318,416)	-	-	-	
Other Expenditures	2,554,021	352,821	-	-	(7)	2,201,208	-	-	-	-	
Contingency	-	-	-	-	-	-	-	-	-	-	
Total Expenditures	28,577,557	19,874,864	2,995,072	1,705	2,849,025	2,673,368	-	(318,416)	(252,712)	698,750	
Excess/(deficit) of revenues over expenditures	2,825,174	2,976,394	77,475	(1,291)	(609,950)	(161,961)	70	318,416	252,712	(18,397)	(8,294)
Operating transfers in	-	-	-	-	-	-	-	-	-	-	
Operating transfers out	-	-	-	-	-	-	-	-	-	-	
Beginning Fund Balance	81,371,841	16,869,224	7,589,495	10,747,947	947,291	42,263	2,861,877	48,027,123	(6,662,802)	86,998	862,425
Ending Fund Balance	84,197,015	19,845,618	7,666,970	10,746,656	337,341	(119,698)	2,861,947	48,345,539	(6,410,090)	68,601	854,131

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

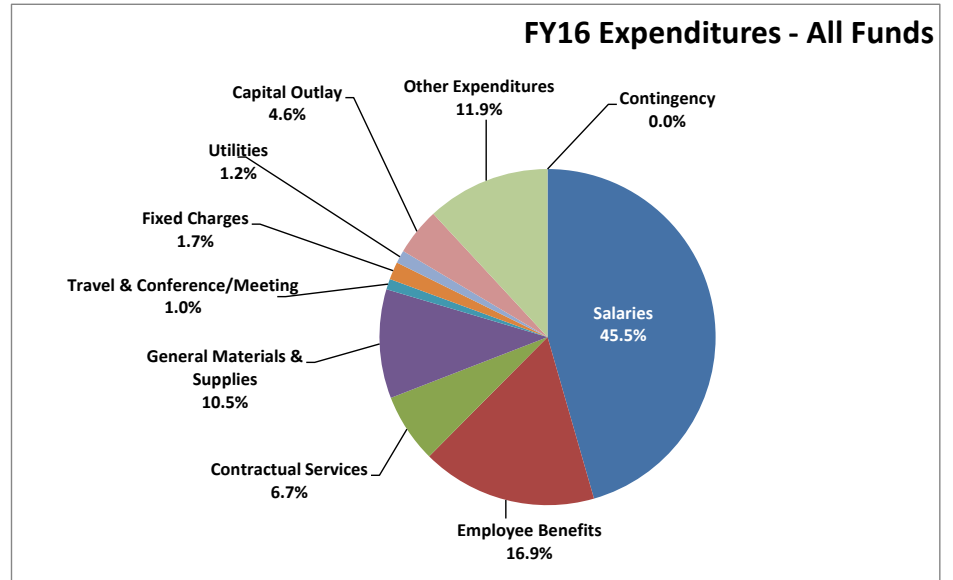
Total Revenue = \$ 31,402,731



Total Revenue = \$ 27,688,142



Total Expense = \$ 28,577,557



Total Expense = \$ 24,893,448

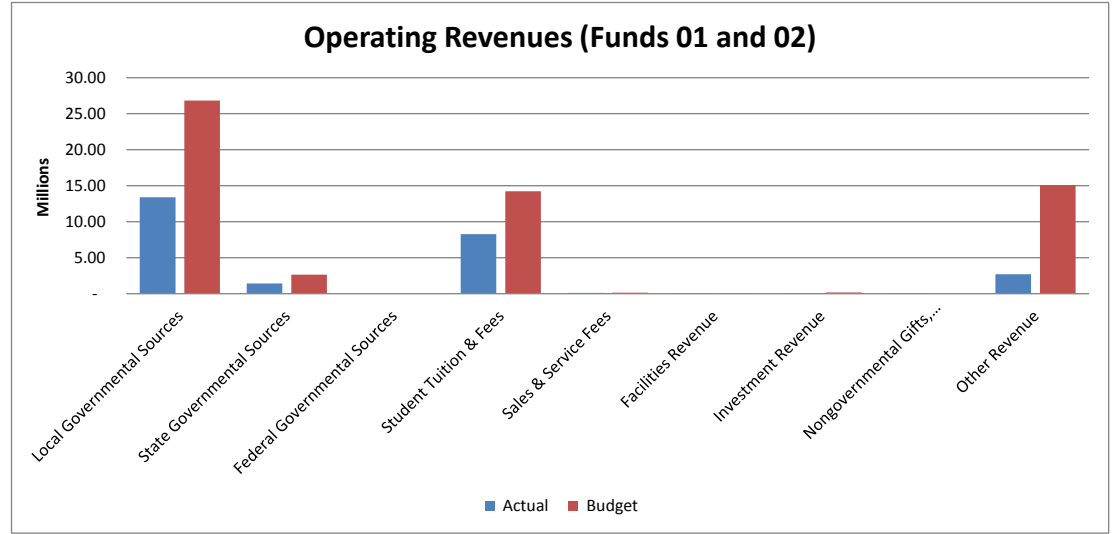
Operating (Funds 01 & 02) Statement of Activities
December 31, 2016

	FY17			FY16			FY17	%
	Actual	Budget		Actual	Budget		Change Over FY16	Change
Revenue								
Local Governmental Sources	\$ 13,385,792	\$ 26,818,195	49.9%	\$ 13,392,446	\$ 26,879,739	49.8%	\$ (6,654)	0.0%
State Governmental Sources	1,419,207	2,654,715	53.5%	1,288,811	2,705,892	47.6%	\$ 130,396	10.1%
Federal Governmental Sources	-	-	0.0%	-	-	0.0%	\$ -	0.0%
Student Tuition & Fees	8,264,956	14,229,788	58.1%	8,485,234	14,589,696	58.2%	\$ (220,278)	-2.6%
Sales & Service Fees	119,547	150,400	79.5%	110,109	170,000	64.8%	\$ 9,438	8.6%
Facilities Revenue	11,000	11,000	100.0%	11,000	18,000	61.1%	\$ -	0.0%
Investment Revenue	1,742	185,712	0.9%	26,131	243,487	10.7%	\$ (24,389)	-93.3%
Nongovernmental Gifts, Scholarships, Grants & Bequests	9,278	-	0.0%	-	-	0.0%	\$ 9,278	0.0%
Other Revenue	2,712,283	15,102,534	18.0%	5,216,926	14,380,465	36.3%	\$ (2,504,643)	-48.0%
Total Revenue	\$ 25,923,806	\$ 59,152,344	43.8%	\$ 28,530,658	\$ 58,987,279	48.4%	\$ (2,606,852)	-9.1%
Expenditures								
Salaries	\$ 12,420,795	\$ 26,514,982	46.8%	\$ 12,499,130	\$ 27,545,553	45.4%	\$ (78,335)	-0.6%
Employee Benefits	4,916,732	19,113,381	25.7%	4,442,308	17,723,016	25.1%	\$ 474,424	10.7%
Contractual Services	1,344,766	4,659,397	28.9%	1,490,203	4,803,313	31.0%	\$ (145,437)	-9.8%
General Materials & Supplies	957,315	2,885,162	33.2%	951,993	2,883,307	33.0%	\$ 5,322	0.6%
Travel & Conference/Meeting	160,380	660,484	24.3%	255,581	877,477	29.1%	\$ (95,202)	-37.2%
Fixed Charges	379,551	1,849,310	20.5%	414,185	1,834,662	22.6%	\$ (34,634)	-8.4%
Utilities	327,205	1,027,945	31.8%	325,486	1,032,670	31.5%	\$ 1,719	0.5%
Capital Outlay	2,010,372	3,939,844	51.0%	438,413	5,698,522	7.7%	\$ 1,571,960	358.6%
Other Expenditures	352,821	882,200	40.0%	2,854,180	854,700	333.9%	\$ (2,501,360)	-87.6%
Contingency	-	500,000	0.0%	-	1,450,000	0.0%	\$ -	0.0%
Total Expenditures	\$ 22,869,936	\$ 62,032,705	36.9%	\$ 23,671,478	\$ 64,703,220	36.6%	\$ (801,542)	-3.4%
Excess/(deficit) of revenues over expenditures	\$ 3,053,870	\$ (2,880,361)		\$ 4,859,180	\$ (5,715,941)		\$ (1,805,310)	-37.2%
Net Transfers Out/(In)	\$ -	\$ -		\$ -	\$ 1,429,000		\$ -	0.0%
Net Operating Funds Surplus/(Deficit)	\$ 3,053,870	\$ (2,880,361)		\$ 4,859,180	\$ (7,144,941)		\$ (1,805,310)	-37.2%
Operating Fund Balance Unassigned @33% based on Total Budgeted Expenditures*		20,677,568		21,567,740				
Less : Adj. for budgeted SURS Pass Thru (\$9.75m & \$9.00m, respectively) *.3334		3,250,000		3,000,000				
Adj. for Contingency (\$0.5m & \$1.45m, respectively) x .3334		166,667		483,333				
Unassigned Fund Balance needed @ 33% of adjusted budgeted expenditures (a)		17,260,902		18,084,407				
Unaudited Beginning Fund Balance		24,458,719		25,479,514		25,479,514		
Net Operating Funds Surplus/(Deficit)		3,053,870		4,859,180		(7,144,941)		
Add back Contingency (assumption is it is not used)		500,000		1,450,000				
Calculated YTD Ending Fund Balance (budget estimate) (b)		\$ 27,512,589		\$ 22,078,358		\$ 30,338,694		\$ 19,784,573
Amount Over/(Under) Fund balance reserve (b)-(a)		4,817,456.33		1,700,166				

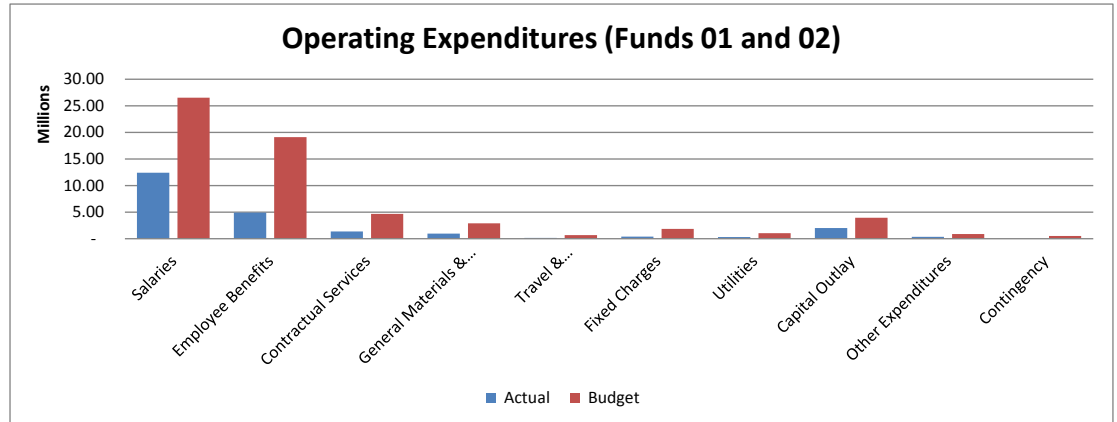
*Net of Transfers Out/(In) and contingency

Operating Funds - Statement of Activities
December 31, 2016

	Actual	Budget
Revenue		
Local Governmental Sources	13,385,791.80	26,818,195.00
State Governmental Sources	1,419,207.37	2,654,715.00
Federal Governmental Sources	-	-
Student Tuition & Fees	8,264,955.83	14,229,788.00
Sales & Service Fees	119,547.00	150,400.00
Facilities Revenue	11,000.00	11,000.00
Investment Revenue	1,742.31	185,712.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	9,278.19	-
Other Revenue	2,712,283.31	15,102,534.00
Total Revenue	25,923,805.81	59,152,344.00



Expenditures		
Salaries	12,420,794.63	26,514,982.00
Employee Benefits	4,916,731.71	19,113,381.00
Contractual Services	1,344,765.85	4,659,397.00
General Materials & Supplies	957,315.40	2,885,162.00
Travel & Conference/Meeting	160,379.56	660,484.00
Fixed Charges	379,551.05	1,849,310.00
Utilities	327,204.91	1,027,945.00
Capital Outlay	2,010,372.30	3,939,844.00
Other Expenditures	352,820.65	882,200.00
Contingency	-	500,000.00
Total Expenditures	22,869,936.06	62,032,705.00
Excess/(deficit) of revenues over expenditures	3,053,869.75	(2,880,361.00)



Treasurer's Report

Information

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

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Operating	\$2,636,811.17	\$4,263,777.53	\$6,241,190.30	\$659,398.40
Crystal Lake Bank & Trust Credit Card	\$180,013.72	\$1,429,219.25	\$1,465,928.80	\$143,304.17
Crystal Lake Bank & Trust Employee Benefits	\$0	\$9,047.13	\$9,047.13	\$0
Crystal Lake Bank & Trust Payroll	\$13,003.83	\$2,950,920.35	\$2,924,477.16	\$39,447.02
Crystal Lake Bank & Trust Federal Student Loan	\$13,828.25	\$75,620.28	\$75,620.28	\$13,828.25

McHenry County College
December 31, 2016

Investments

College Fund	Financial Institution	12/31/16	11/30/16	12/31/16			
		Investments	Investments	% of Total Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$24,859	\$10,957	0%	see below	N/A	On Demand
Education	JPMorgan Chase	81,145	81,140	0%	0.08%	N/A	On Demand
Education	PFM Investments	24,987,154	26,475,679	58%	see below	N/A	Various
Operations & Maintenance	Illinois Funds	0	0	0%	see below	N/A	On Demand
Operations & Maintenance	PFM Investments	944,316	943,661	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	12,038,897	12,031,112	28%	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	2,766,301	2,764,956	6%	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	1,945,541	1,944,417	5%	see below	N/A	Various
	Total	\$42,788,220	\$44,251,929	100%			

Interest Revenue

Interest Revenue

College Fund	Dec-16	Fiscal YTD
Education	\$12,845	\$10,840
Operations & Maintenance	733	579
Operations & Maintenance (Restricted)	8,705	6,871
Working Cash	1,504	1,188
Liability, Protection and Settlement	1,256	992
Total	\$25,043	\$20,470

Illinois Fund Rates - December 31, 2016

Annualized rate - Money Market	
Low	0.454%
High	0.571%
Average	0.510%

PFM Investment Rates - December 31, 2016

Range of CD Rates		
	Short Term	Long Term
Low	0.800%	1.000%
High	0.800%	1.250%
Yield to Maturity of Notes		
	Short Term	Long Term
At Cost	1.050%	1.130%
At Market	0.840%	1.320%

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 \$1,763,123.14. Please note that the expenses are not segregated into the respective funds.

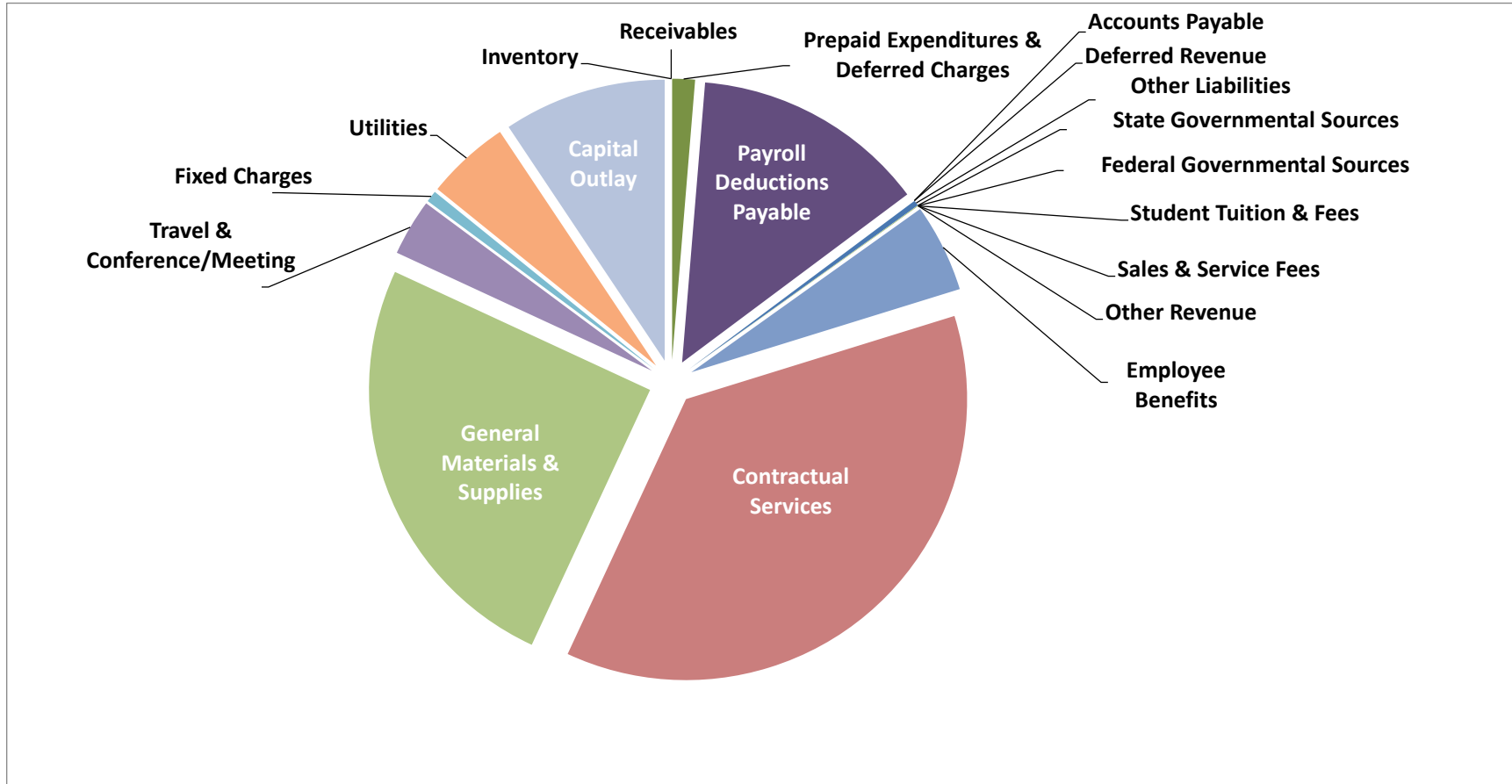
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of December 1- December 31, 2016 totaling \$1,763,123.14.



Clinton Gabbard
President

Distribution of Monthly Check Register Payments 12/1/16 through 12/31/16



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	0.00	0.00%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	89,490.49	5.08%
Prepaid Expenditures & Deferred Charges	23,013.25	1.31%	Contractual Services	646,618.54	36.67%
Payroll Deductions Payable	237,610.31	13.48%	General Materials & Supplies	440,108.04	24.96%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	57,438.64	3.26%
Deferred Revenue	0.00	0.00%	Fixed Charges	11,549.67	0.66%
Other Liabilities	5,545.98	0.31%	Utilities	84,866.74	4.81%
State Governmental Sources	0.00	0.00%	Capital Outlay	165,088.99	9.36%
Federal Governmental Sources	541.20	0.03%	Other Expenditures	1,260.12	0.07%
Student Tuition & Fees	0.00	0.00%	Total All Categories	1,763,131.97	100.00%

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 Meeting, March 17, 2015
- Committee of the Whole Meeting, April 13, 2015
- Final Meeting of the Retiring Board, April 23, 2015

Recommendation

It is recommended that the Board of Trustees approves the destruction on January 27, 2017 of the recordings of the following Closed Sessions: Special Board Meeting, April 13, 2015 and Regular Board Meeting, April 23, 2015.



Clinton E. Gabbard
President

Request to Approve Workforce Innovation and Opportunity Act (WIOA) Tuition Agreement

Information

The Workforce Innovation and Opportunity Act (WIOA) is a federally funded program that assists dislocated workers, low-income adults, Veterans, and disabled adults with training for high-demand occupations. Each year, approximately 25 students attend McHenry County College with these training vouchers. Of those students, a small number are out-of-district.

The Illinois Workforce Innovation Boards request that Illinois community colleges allow WIOA-funded students to attend community colleges at in-district rates regardless of residency in the district. By signing this agreement, the College agrees to this tuition arrangement which will create more opportunity for McHenry County and neighboring district residents.

Recommendation

It is recommended that the Board of Trustees approves Workforce Innovation and Opportunity Act Tuition Agreement.



Clinton E. Gabbard
President

*Illinois Community College
Workforce Innovation and Opportunity Act
Tuition Agreement*

THIS AGREEMENT is entered into by and among the **Board of Trustees** from each Participating Community College and the **Participating Workforce Investment Boards** for the express purpose of providing in-district resident tuition rates for all WIOA-funded students.

PARTICIPATING COLLEGES

**William Rainey Harper College
McHenry County College**

PARTICIPATING WORKFORCE INVESTMENT BOARDS

WITNESSETH:

WHEREAS, by means of this Agreement, the parties hereto desire to offer in-district tuition rates to students who are approved for study under the federal Workforce Innovation and Opportunity Act (WIOA) and who are residents of any of the signatory Illinois community college districts; and

WHEREAS, the parties hereto believe this Agreement should be one of the means to establish a viable method of cooperation between the parties hereto; and

WHEREAS, this Agreement supersedes and takes the place of any and all prior cooperative Agreements on this subject, and that all said prior Agreements are hereby terminated.

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree as follows:

1. Party Identification

For the purpose of this Agreement, “Participating College” refers to an Illinois Community College signatory of this Agreement. “Participating WIB” refers to a Workforce Investment Board and/or Local Chief Elected Official/Fiscal Officer (as required) signatory of this Agreement. “WIOA Approved Student” refers to a student who is eligible and approved for study at a Participating College by a Participating WIB under the Workforce Innovation and Opportunity Act (WIOA), and who is a resident of one of the Participating College districts.

2. Terms of Agreement

The educational programs offered by the Participating Colleges under this Agreement shall be classes and programs approved by the Illinois Community College Board and the Illinois Board of Higher Education. The Agreement applies only to classes and programs of study approved and paid for by WIOA funds through a local Workforce Investment Board (WIB) in Illinois.

3. Duration of Agreement; Termination of Agreement

This Agreement shall be in force upon adoption by at least one Participating Workforce Investment Board and by the Boards of Trustees of at least two Participating Colleges. The Agreement shall continue so long as there are at least two Participating Colleges and at least one Participating Workforce Investment Board that have not terminated their participation in the Agreement pursuant to Paragraph 4 below. In the event of termination of the Agreement, WIOA Approved Students who entered an educational program prior to termination of the Agreement will be allowed to complete the program under the terms of this Agreement which were in force at the time the Students entered the program.

4. Termination of Participation in Agreement

The President of a Participating College or the Chairperson of a Participating Workforce Investment Board which desires to terminate its participation in this Agreement shall give notice in writing on or before March 1 to each of the other signatories of this Agreement. Conditional upon the giving of such written notice, that Participating College's or Workforce Investment Board's participation shall terminate effective with the ensuing fall semester; provided, however that WIOA Approved Students of the terminating College or Workforce Investment Board who entered an educational program prior to such termination will be allowed to complete the program under the terms of this Agreement which were in force at the time the Students entered the program.

5. Amendments to Agreement

Amendments to this Agreement, other than the addition or the termination from participation of a Participating College or Participating Workforce Investment Board, may be made only by written consent of all parties. To be effective, such amendments shall be prepared in the form of an Addendum to this Agreement, and shall be approved in writing by each Participating Workforce Investment Board and by the Board of Trustees of each Participating College. In the event of amendments to this Agreement, WIOA Approved Students who entered an educational program prior to such amendments shall be allowed to complete the program under the terms of this Agreement which were in force at the time the Students entered the program.

6. Coordination and Distribution of Amendments to Agreement

The Illinois Community College Board, in consultation with Participating Colleges and Workforce Investment Boards, will coordinate and timely distribute amendments to this Agreement to Participating Colleges and Workforce Investment Boards.

7. Student Eligibility

Upon approval from the Workforce Investment Board providing the WIOA funding, a WIOA Approved Student may take advantage of the educational opportunity provided through this Agreement to apply for acceptance into classes or a program available at any of the Participating Colleges. A student who does not reside in a Participating College district is not eligible to become a WIOA Approved Student under this Agreement.

8. Registration

Upon written approval from the Participating Workforce Investment Board, a WIOA Approved Student shall register at the Participating College of choice, which shall be deemed to be the Student's home district for the period of the Student's enrollment. Under the terms of this Agreement, WIOA Approved Students may take courses approved by the Participating WIB at any Participating College.

9. Additional Educational Services

The Participating College shall provide WIOA Approved Students with access to its Learning Resources Center and other instructional resources, equal to the access provided for any other students at its campus. The Participating College shall also provide counseling/guidance and other services to facilitate the learning process for WIOA Approved Students.

10. Records and Recognition of Completion

The Participating College shall maintain admissions records and transcripts and issue any and all degrees or certificates to WIOA Approved Students completing the educational program.

11. Scholarships and Student Activities

The Participating College shall be considered the home district for athletic eligibility and/or any activity in which the WIOA Approved Student officially represents an institution, as well as for military and Illinois State Student Assistance Commission Scholarships. Athletic eligibility will be determined by the rules of the Participating College's athletic conference. A WIOA Approved Student may be eligible at the Participating College for any of its other extracurricular activities, scholarships, or other recognition of excellence in the program in which the WIOA Approved Student is enrolled.

12. Communication of Agreement

The Participating WIB shall communicate the terms of this Agreement to WIOA Approved Students attending a Participating College, who will be responsible to comply with all conduct and operating rules and conditions of the campus they are attending.

13. Reimbursement

The Participating College which enrolls a WIOA Approved Student shall be entitled to file all claims for state apportionment with respect to that WIOA Approved Student, as to programs covered by this Agreement.

14. Transportation

WIOA Approved Students shall be responsible for their own transportation to and from Participating Colleges.

15. Tuition and Fees

A WIOA Approved Student will pay the in-district resident tuition and fees of the Participating College which enrolls the Student. WIOA Approved Students seeking state or federal financial assistance are required to apply for such assistance through the Participating College which has enrolled them.

16. FTE Reporting

For purposes of capital development (construction space) funding, FTE enrollment in the classes taken by WIOA Approved Students shall be reported by the Participating College which has enrolled them.

17. Student Enrollments

The Participating Colleges shall be treated as one community college district for purposes of admission to programs covered by this Agreement. However, when program space is limited, a Participating College may give priority consideration for enrollment in that program to individuals who reside in that Participating College district.

18. No Chargebacks

Participating Colleges will not pay chargebacks to one another with respect to WIOA Approved Students.

19. Principal and Agent

Nothing contained in this Agreement shall be interpreted to or shall operate to create a relationship of Principal and Agent between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

PARTICIPATING COLLEGES

**William Rainey Harper College
McHenry County College**

PARTICIPATING WORKFORCE INVESTMENT BOARDS

Illinois Community College Signature Page

College District Number: _____528_____

College Designee for Agreement: _____

Contact Information: _____

Chair of the Board of Trustees Date

President Date

Illinois WIB Signature Page

Workforce Investment Board Number: _____

WIB Designee for Agreement: _____

Contact Information: _____

Chair of the Board

Date

Executive Director

Date

Board Travel Requests and Estimated Costs

Information

Per Local Government Travel Expense Control Act P.A. 99-604 and Board Policy 1.9, Reimbursement for Expenses, "All Board travel, meals, and/or lodging, subject to reimbursement or paid for by the College on behalf of a Board member(s), shall be preapproved by the Board of Trustees and in accordance with the Reimbursement of Travel, Meals, and Lodging Expenses policy."

The following Trustee(s) is/are requesting approval to travel:

Name of Traveler	Linda Liddell
Conference	2017 Association of Community College Trustees National Legislative Summit in Washington, DC, February 13-16, 2017
Purpose of trip	<p>The National Legislative Summit is the premier community college advocacy event in Washington, DC, bringing together more than 1,000 community college leaders. The event shines a spotlight on the importance of our nation’s community colleges for Congress and the Administration.</p> <p>Participants also have the opportunity to network with fellow community college leaders and meet with their U.S. representatives in Congress to advocate for their support for community colleges and their students. 2017 will be a critical year to build relationships with the new Congress and Administration.</p> <p>The National Legislative Summit is designed to inform and educate community college leaders on federal policy issues that impact postsecondary institutions and students. National Legislative Summit participants will hear from members of U.S. Congress, leading political analysts, and other high-profile speakers about the current climate in D.C., recent elections, and legislative issues impacting community colleges.</p>
Estimated cost of trip	\$ 2,856.00

This expense is budgeted in the Other Conference and Meeting account and the Out-of-District Travel account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the travel request from Linda Liddell to attend the 2017 Association of Community College Trustees National Legislative Summit in Washington, DC, for the estimated cost of \$2,856.00.

Revise Committee Meeting Schedule for the Remainder of 2016-2017 Board Year

Information

At the January 17, 2017 Committee of the Whole meeting, the Board discussed holding the Committee of the Whole meeting and the Evaluation and Policies Committee meeting on the same evening through April, 2017. If a Finance and Audit Committee meeting is to be held, it might also be held on the same evening.

Recommendation

It is recommended that the Board of Trustees approves making this change to the Committee meeting schedule.



Clinton Gabbard
President

New Employees

Information

The following lists new employees at McHenry County College. This list includes information from December 1, 2016 through January 17, 2017.

Classification	Start Date	Employee Name	Primary Position	Position Status
Adjunct	Spring 2017	Denise Andresen	Tutor Access and Disabilities	N/A
Adjunct	Spring 2017	Noelle Butski	ECTE	N/A
Adjunct	Spring 2017	Sandra Dunker	ECTE	N/A
Adjunct	Spring 2017	Arthur Gooding	MSHP	N/A
Adjunct	Spring 2017	Sarah Holtz	MSHP	N/A
Adjunct	Spring 2017	Stephanie Hovick	MSHP	N/A
Adjunct	Spring 2017	Amanda Keen	Reference Librarian	N/A
Adjunct	Spring 2017	Brittany Ladaa	Coach	N/A
Adjunct	Spring 2017	Joo Lee	HSS	N/A
Adjunct	Spring 2017	Mircea Leu	MSHP	N/A
Adjunct	Spring 2017	Rita Mcdade	ECTE	N/A
Adjunct	Spring 2017	Suzanne Oban	MSHP	N/A
Adjunct	Spring 2017	Jaime Reed	MSHP	N/A
Adjunct	Spring 2017	Jennifer Seffernick	MSHP	N/A
Adjunct	Spring 2017	Michael Sitko Jr.	ECTE	N/A
Adjunct	Spring 2017	James Smith	MSHP	N/A
Adjunct	Spring 2017	Susan Stefan	MSHP	N/A
Adjunct	Spring 2017	Abigail Swidergal	MSHP	N/A
Adjunct	Spring 2017	Sherry Umlah	ECTE	N/A
Administrator	1/9/2017	Christopher Gray	Vice President of Academic and Student Affairs	R
Faculty	Spring 2017	Rebecca Smith*	Instructor, Occupational Therapy Assistant Program	R
Staff	1/4/2017	Abigail Alegre	Office Assistant/Corp Training & Business Dev Ctr	R
Staff	1/17/2017	Maria Tejada-Madera*	Adult Educ Enrollment & Assessment Processor	N
Staff	1/17/2017	W. Helena Tomkiewicz*	Adult Educ Enrollment & Assessment Processor	N

Primary Position Key = ECTE – Education, Career & Technical Education, HSS – Humanities and Social Sciences, MSHP - Mathematics, Sciences & Health Professions

Position Status Key - R=Replacement, N=New

*Denotes current employees who have accepted a new or additional position.

Resignations

Information

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

<u>Employee</u>	<u>Position Held</u>	<u>Effective Date</u>
Jacque Campbell	Dishwasher/Warewashing and Sanitation	12/16/2016
Liliana Linares	Admissions Processor	12/22/2016
Lina O'Brien	Accountant	1/6/2017

January 2017 Committee Meeting Summary

January 17, 2017 Committee of the Whole

- **President's Report:** Dr. Gabbard introduced Dr. Chris Gray, who began work at MCC last week as Vice President of Academic and Student Affairs. Information was spotlighted on transfer opportunities, and Dr. Gabbard noted that MCC must create multiple pathways for students to obtain the bachelor's degree in nursing, as by 2020 80% of the nursing workforce will have bachelor's degrees. Dr. Gabbard noted that this semester's nursing class is full, and shared stories about two of the students in this cohort. He noted that the semester began with a very positive Faculty Development Day on January 12, during which time the new MCC mascot, Roary, was introduced. The mascot will begin going out into the community to tell the story of McHenry County College.
- **Capital Campaign Update:** Dr. Gabbard noted that as some things are being worked on now, this report will be given at the January 26 Board meeting to provide a fuller discussion.
- **Preliminary December Financial Statements:** Mr. Tenuta stated that the preliminary forecast is based on November numbers, and the College is still looking at finishing with an \$800,000 deficit. He noted that revenues look good with the exception of state government and declining enrollments. He informed the Board that MCC is facing difficult news from the state.
- **Discussion of WIOA (Workforce Innovation and Opportunity Act):** Dr. Berryman reported that McHenry County College was approached by the local workforce board to enter into an agreement whereby students from College of Lake County and Elgin Community College could attend here at in-district rates, with a reciprocal agreement for McHenry County College students to attend those schools at in-district tuition. Brief discussion followed.
- **Future Agenda Items:** The Board will discuss revising the Committee of the Whole and Evaluation and Policies Committee meeting schedule to hold both meetings on the same night for the rest of the meeting year, with the possibility of incorporating the quarterly Finance and Audit Committee meeting. Ms. Walsh spoke about the enrollment dashboard and inquired when the student success dashboard would be available. Dr. Gabbard noted this is nearing availability; he would like to add several key performance indicators to that dashboard to make it more meaningful. Discussion followed about enrollment and programs.
- **Summary Comments by Board Members:** During summary comments, Ms. Tirio spoke about the solar sign, Mr. Parrish asked to hear more about the Shah Center and what it is doing for the College, and Ms. Liddell noted that a recent headline announced that McHenry County College was the sixth most affordable college in the nation for online courses.
- **A closed session was held** under exception #1, Personnel.

January 17, 2017 Evaluation and Policies Committee

- **Discussion of Trustee Professional Development:** Training requirements which apply to trustees after January 1, 2017 were discussed. Trustees will complete training in the first, third, and fifth years of their six-year term. Discussion followed on how this training would be obtained; Attorney Cavnar will provide information on training opportunities.
- **Discussion of Board Self-Evaluation and Board Retreat:** It was decided that the Board self-evaluation should be done each year in March. A timetable was composed with review of the form in January, approval of form in mid-February, form will be completed by March 1, with results compiled and

distributed in early March. The Board would conduct its evaluation at the March Committee of the Whole or Board Meeting. Mr. Jenner and Ms. Walsh volunteered to be a subcommittee charged with developing an agenda for the Board Retreat; Trustees will send them to Ms. Walsh and/or Mr. Jenner. The suggested retreat timetable would have a tentative agenda presented in May, Board retreat agenda approved in June, with a retreat held in July or August.

- **Summary Comments by Board Members:** During summary comments, it was noted that the Internal Board Policy Manual Review Committee has been replaced with a policy review by the President's Cabinet members. There are two policy revisions outstanding, one in Ms. Patrick's area, and another in Mr. Tenuta's area.
- **Set Agenda for Next Meeting:** Future agenda items include discussion of new trustee orientation, discussion of Board self-evaluation, discussion of Board retreat, discussion of sustainability policy, discussion of whistleblower policy.
- **No closed session was held.**

Partnership Agreements
Southern Illinois University at Carbondale
And
Arizona State University

Information

McHenry County College (MCC) has partnership agreements with numerous four-year institutions across the country. The purpose of these agreements is to provide students with a clear pathway to baccalaureate degree completion. MCC recently entered into program articulation agreements with Southern Illinois University at Carbondale (SIUC) and the Guaranteed Program for Admission opportunity with Arizona State University (ASU).

The following program articulation agreements were recently signed with SIUC:

- Associate in Applied Science (AAS) in Network Security to the Bachelor of Science (BS) in Information Systems Technologies
- Associate in Applied Science in Emergency Medical Technician-Paramedic to Bachelor of Science in Public Safety Management

Both agreements establish pathways that provide a smooth transition for MCC graduates under SIUC's Capstone Option, which recognizes the value of a career-oriented AAS degree and reduces the SIUC Core Curriculum from 41 semester hours to 30 semester hours. Both SIUC programs are offered through online course delivery, and a student-friendly transfer guide accompanies each agreement. The articulated coursework in the addendum of each agreement will be reviewed and updated annually. The agreements became effective in January 2017.

Arizona State University is a top choice for Illinois college students who transfer out of state to complete their undergraduate degrees. As a result, ASU offers its Guaranteed Program for Admission (GPA) opportunity to students in the district served by MCC, as well as to students attending other participating Illinois community colleges. General admission to ASU is guaranteed as long as all requirements are met. Some ASU colleges and schools have additional or higher admission requirements. ASU not only offers the guaranteed admission opportunity to Illinois community college students, but also accepts the Illinois Articulation Initiative General Education Core Curriculum (IAI GECC) package in lieu of the ASU university-wide lower-division general studies requirements. Additional benefits include dedicated ASU transfer support staff, a clear path to degree program requirements, and the option to use ASU catalog requirements in effect when the participation form is signed. The ASU Guaranteed Program for Admission opportunity became effective in December 2016.

Foundation Year-End Appeal

To date, the Foundation has received over \$35,000 through various year-end appeal efforts. Donations and new scholarships continue to arrive daily. Making a donation or establishing a scholarship helps the College achieve its mission of student success. Every contribution helps change the lives of our students. All faculty, staff, administrators, and trustees are encouraged to make a contribution to the Foundation. Our team is happy to meet and discuss various options, and how your donation will make an impact.

Foundation Receives Anonymous Donation

A local resident who learned about MCC's veterans' programming through Illinois Joining Forces, recently made a significant donation to the Foundation. The donation is to be shared between funding the veterans' book grant and the veteran's laptop grant. The donor indicated that she returned to MCC as an adult student some time ago and appreciated her experience here. The Foundation thanks this generous donor for supporting MCC and our student veterans.

Special Thanks

The Foundation thanks Lisa O'Neil for her four years of leadership, dedication, and commitment to the Friends of MCC Foundation Board. Ms. O'Neil resigned from the Board in December due to a job change that will require significant time out of the area. The Foundation will miss Lisa's positive attitude, and we wish her the very best with her new responsibilities. Lisa will continue to be an advocate for the College and Foundation, and we look forward to seeing her at future events.

Foundation Support for Education to Empowerment

In late 2016, the Foundation began working on new ideas for its Education to Empowerment (E2E) program. One of the most important components to ensure this program's ongoing success is to have a point person on the team who acts as the liaison with the program's executive committee. Bev Thomas began serving in this role on an interim basis in early January. Due to her knowledge of and involvement with E2E from its start, Bev will help continue program growth. During the coming few months, Bev will continue to balance her People in Need and Family Violence Coordinating Council efforts with these Education to Empowerment efforts. She also will spend some of her time on the Crystal Lake campus.

New Foundation Scholarships – Access and Disabilities Scholarship

The Access and Disabilities Scholarship was established by an MCC employee to support an MCC student who is currently participating in MCC's Access and Disabilities Service Program. Applicants must provide proof of a 2.5+ GPA and a letter of recommendation from a teacher, instructor, or supervisor. The scholarship fund will provide a \$500 award to the recipient to be used towards tuition, books, and fees for the semester awarded.

Spring 2017 Scholarships

To date, the Foundation has awarded 72 scholarships to MCC students and provided over \$52,800 in scholarship funding for the Spring 2017 semester. The Foundation is currently in the process of working with scholarship donors to review additional applications and determine the recipients. There are still 16 scholarships available for Spring 2017. Scholarship categories include: Athletics, Business, Criminal Justice/Public Safety/Fire Science/EMT, Culinary, Diversity, Fire Science/EMT, General, Graphic Arts, Humanities, Journalism/Writing, Manufacturing or Manufacturing Engineering and Nursing.

Call for Nominations—2017 Distinguished Alumni Awards

The Friends of McHenry County College Foundation seeks nominations for the 2017 MCC Distinguished Alumni Awards in order to recognize MCC alumni who are making their communities a better place in which to live and work. The Distinguished Alumni Awards recognize the accomplishments of notable McHenry County College alumni who have demonstrated exceptional achievement in their chosen profession and have made a positive impact on their community. The award winners will be recognized at the MCC Distinguished Alumni Ceremony at McHenry County College on May 4, 2017.

Visit www.mchenry.edu/alumni/awards to view the award criteria, nominating instructions, and the application. Please contact Dane Walkington at (815) 455-8556 or dwalkington@mchenry.edu with questions.

Save the Date—2017 Golf Invitational

The annual Friends of MCC Foundation Golf Invitational will be held on Monday, June 5, 2017 at Bull Valley Golf Club in Woodstock, Illinois. This event provides an important opportunity for us to raise funds to further the Foundation's mission of providing financial support to McHenry County College students, making education accessible for area residents. Bull Valley Golf Club, known to offer a challenging experience, is consistently ranked among the top golf courses in America.

For more information or to view sponsorship opportunities, please visit www.mchenry.edu/supportmcc/golf or contact Dane Walkington at (815) 455-8556 or dwalkington@mchenry.edu.

Office of Marketing and Public Relations Update

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

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

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

- *Publications:* OMPR is currently working on these important publications:
 - *Catalyst*—Workforce, Community, and Business Programs at Shah Center
 - MCC Fast Facts—updates
 - 2016 Annual Report
 - MCC View Book
 - Capital Campaign Materials Packet
- *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:
 - 50th Anniversary marketing efforts, including: walking timeline, environmental graphics, logo/identity completion, and promotional production
 - Spring 2017 general registration push for adult learners
 - College and Career Readiness awareness and promotions
 - Continuing Education program publicity
 - Workforce, Community, and Business Programs business testimonial campaign
 - Mascot completion and appearance scheduling
 - Promotional and signage support for Food Services
 - Gift card promotion and planning for MCC Café Card

- Green Restaurant Certification promotions
 - New transfer agreement promotions
 - Transfer Guides—new templates/updates
 - MCC Athletics promotional support
 - Service Excellence promotional support and video for launch
 - Interactive content for specific target programs
 - Movie theatre promotional advertisements
 - 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)
 - 2017 Print and Outdoor Media/Billboard Campaign
 - Spring 2017 Digital and Cable Campaign
 - Development of text/email marketing solution for promotional messages to students and prospects
 - Twofer promotions
 - Second Sunday Concert marketing efforts
 - Friends of MCC Foundation Promotional Support
 - MCC alumni efforts (in conjunction with the Friends of MCC Foundation)
 - Education to Empowerment promotional support
 - Distinguished Alumni efforts
 - 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:
 - MCC website development project
 - Collection of success stories of MCC alumni to be used in “your success continues” campaign
 - Video series to showcase alumni and MCC’s connections throughout the community
 - Exterior directional and wayfinding signage planning for Spring 2017 installation
 - 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:
 - Science Center Capital Campaign materials and messaging
 - 50th Anniversary event and planning efforts
 - 2016-2017 expo preparations – county-wide chambers
 - MCC Story Search Committee – internal committee to gather “hot topics” and story ideas from faculty and staff across the College
 - Development/dissemination of talking points for initiatives at the College (ongoing)
 - Coordination of community outreach discussion and tours—legislative officials, local/regional officials

Monthly Releases and Features

The following releases and feature stories were submitted to local and regional media outlets from December 7, 2016—January 11, 2017.

- McHenry County College to Host Photos with Santa, Movie Showing December 15
- Learn a New Trade with Welding Classes Offered by McHenry County College
- Lottery and Objection Update for McHenry County College Trustee Election
- McHenry County College to Offer Trip to Mama Mia the Musical
- McHenry County College to Offer ECG Training
- Pharmacy Technician Training at McHenry County College
- McHenry County College to Offer New Noncredit Piano, Guitar, Voice Lessons
- MCC Fall Commencement Set on December 17
- McHenry County College to Offer Construction Zone Flagger Training Course
- McHenry County College President Receives Two-Year Contract Extension
- Friends of McHenry County College Foundation Board Member Named LGMC Distinguished Alumni
- People in Need Forum to Offer Valuable Social Service Resources for Everyone
- Give the Gift of Literacy in the New Year; Learn How to Become a Literacy Volunteer
- Lottery and Objection Update for McHenry County College Trustee Election
- ScrumMaster Informational Session Offered in January at MCC Shah Center
- McHenry County College to Honor Five New Athletics Hall of Fame Inductees
- February Sky Folksingers Begin the 2017 Second Sunday Concert Series at McHenry County College
- McHenry County College to Offer Veterinary Assistant Course
- McHenry County College to Offer Pavement Management Engineering Courses
- McHenry County College to Host Presentation of 2017 McHenry County Healthy Community Study Results
- McHenry County College Announces First Graduates of Paralegal Degree Program
- McHenry County College Offers Free Tax Preparation Help at Three Locations
- Real Estate Classes Begin February 1 at McHenry County College
- McHenry County College to Offer New Retired Adult Program Classes
- McHenry County College to Offer Five Language Classes for Noncredit
- Friends of McHenry County College Foundation Seeks Distinguished Alumni Nominations
- McHenry County College to Host Lecture by Antarctica Explorer Betty Trummel
- Quickbooks® Accounting Software Training Available at MCC Shah Center
- McHenry County College Shah Center to Offer Microsoft Excel Training Classes
- McHenry County College to Offer OSHA Update Seminar for Employers

**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...

MCC Art Instructor, Mark Arctander

When a student says, “I’m not artistic; I can’t draw anything,” MCC art instructor Mark Arctander is quick to respond that there’s no such word as “can’t” in any of his classes, including painting, drawing, sculpture or 3D design. Instead, he brings his 30-plus years of professional art experience to show students how they can make good art—whether they are aspiring artists or retirees who want to express their creativity.



After he guides their skills in whatever medium they are working in, he watches their confidence soar when they see their work displayed in the art hallway galleries, win awards at the Skyway Conference competitions or exhibited at MCC’s new Satellite Gallery at the Woodstock Courthouse, which opened last September. Arctander thought of the idea to open a student gallery in the community as a way to showcase MCC student painting, ceramics, photography and sculpture to the public.

“It’s great to showcase our students work in the community so more people can see the exceptional work being made in the MCC Art Department,” said Arctander, who served as art department chair from 2003 to 2010.

Arctander joined MCC in 1996 as a part-time art appreciation instructor and became full-time in 2001. Throughout his tenure, he has maintained a loyal following of returning students—some who have been taking his classes for up to 10 years.

“I love teaching. I guarantee my Painting I students four good paintings when they leave here, including a still life, a collage, an abstraction and the final project, which is the student’s choice,” he said.

“I feel lucky that I teach at a community college, because of the diverse student body. I have traditional-age students sitting next to someone in their 70s. It’s nice when we’re doing critiques, because students can see a variety of types of work.”

Arctander earned his bachelor’s degree in art from Western Illinois University and his MFA from Northern Illinois University, where he also earned a fellowship to teach art for one year. He also taught at DePaul University for several years. He also was the recipient of a \$7,000 Illinois Arts Council Artist Fellowship Grant in 2001, a highly competitive grant for artists to use in personal art-making. Arctander has earned more than 60 graduate credits beyond his MFA through advanced placement and professional development programs at MCC.

“There is no place better than academia,” he said.

Arctander’s advanced students will be showcased beginning Thursday, January 26 in MCC’s Satellite Gallery on the Woodstock Square, with a new exhibit called “Flares.”

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
Illinois Department of Commerce and Economic Opportunity	MCC received continued funding to support the Illinois Small Business Development Center.	\$20,000 (final installment for CY 2016) + \$80,000 for CY 2017	Kristi Patterson, Manager of the Illinois Small Business Development Center
First Midwest Bank	MCC received support for the IL Small Business Development Center and the Friends of McHenry County College Foundation’s Education to Empowerment (E2E) scholarship.	\$2,000 to the SBDC and \$1,000 to Education to Empowerment	Kristi Patterson, Manager of the Illinois Small Business Development Center (SBDC) and Brian DiBona, Interim Executive Director of the FMCCF (E2E)

APPLICATIONS DENIED:

Funding Source	Brief Description	Amount Requested	Follow-up
ICCB – Bridging the Gap	This grant would have supported secondary to postsecondary curriculum alignment activities, a summer bridge program in math, and co-requisite remediation courses in English, allowing students to complete developmental and credit-bearing coursework simultaneously and shortening the time to degree completion.	\$10,000	Funding was extremely limited. The ICCB encouraged MCC to apply again the next time the grant is announced.

PENDING APPLICATIONS:

Funding Source	Brief Description	Amount Requested	Status	Expected Notification Date
Upward Bound, U.S. Dept. of Education	The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. The program serves high school students from low-income families and high school students from families in which neither parent holds a bachelor’s degree.	\$1,300,000 over five years	Pending	April 2017
McHenry County Community Foundation	MCC was invited to submit a full application for continued support of the Summer Math Academy.	\$13,310	Pending	March 2017
National Endowment for the Humanities – Humanities Connections	This proposal will focus on the intersection of feminism and sexuality, and will overlay research in psychology, ethics, sociology, history, and art onto the exploration of the female voice and body. Through significant revisions of existing MCC Learning Communities, the Intersections project will focus on voices that have not previously been widely investigated at MCC, and specifically on sex and gender.	\$99,972	Pending	April 2017
McHenry County Board	MCC partnered with the McHenry County Workforce Network and the Illinois Department of Employment Security to submit an application to be the One-Stop Operator for McHenry County, providing assistance to job seekers and support for employers in the county.	\$309,435	Pending	February 2017

APPLICATIONS IN DEVELOPMENT:

Funding Source	Brief Description	Estimated Amount	Status	Submission Date
U.S. Department of Education – Title III	The program supports the efforts of Institutions of Higher Education to expand their capacity to serve low-income	\$2 million over five years	Under review	Projected for June 2017

Funding Source	Brief Description	Estimated Amount	Status	Submission Date
Strengthening Institutions Program	students by providing funds to improve the academic quality, institutional management, and fiscal stability of eligible institutions.			
U.S. Department of Agriculture - Secondary Education, Two-Year Postsecondary Education, and Agriculture in the K-12 Classroom (SPECA) Challenge Grants Program	The purpose of this grant program is to increase the number and diversity of students who will pursue and complete a two- or four-year degree in the food, agricultural, natural resources and human sciences.	Up to \$300,000	Under review	Projected for March 2017
National Science Foundation, Scholarships in STEM	The goal of this federal grant is to provide scholarships for academically talented but financially needy students pursuing STEM disciplines, with emphasis on recruiting and retaining women, first generation college students, veterans, persons with disabilities, and underrepresented minorities.	\$650,000	In development	April 2017
Illinois Secretary of State, Adult Volunteer Literacy	The Adult Volunteer Literacy (AVL) program provides high-quality literacy services to students throughout the county. Volunteer tutors assist approximately 400 students each year with their English, reading, or math skills, positively impacting their quality of life and ability to find gainful employment.	\$48,000	In development	March 2017

Sustainability Center Update

Monthly Highlight—Solar Installation

The solar installation at the Shah Center produced 106,052 kilowatt hours of energy in 2016. This is equivalent to powering 3,029,917 hours of laptop computers and keeping 224,831 pounds of carbon out of the atmosphere. The highest producing month was June at 14,169 kilowatt hours. The 336 panels are operating well and currently exceeding energy production expectations.

Ongoing Initiatives*Green Community:*

- The Sustainability Center, McHenry County Chapter of Citizens' Climate Lobby, the Environmental Defenders of McHenry County, and the McHenry County League of Women Voters sponsored a showing of the an episode of the acclaimed National Geographic Series *Years of Living Dangerously* which featured the work of Citizens' Climate Lobby volunteers. The episode was preceded by a video introduction from *Years* cast members, Bradley Whitford and Don Cheadle, and climatologist, Katharine Hayhoe. Over 80 people attended the video screening and discussion.
- As a direct result of the Illinois Solar Energy Association Solar Open House held the Shah Center in October, the director of Sustainability was invited to meet with Sun City Community Association of Huntley Executive Director, Deanna Loughran, and Operations Director, Chris Leuck. They are interested in learning more about using solar energy in their common areas. Costs, processes, economic benefits, and environmental benefits of converting to solar energy were discussed.
- The Environmental Defenders of McHenry County recycling program is on winter hiatus January and February 2017. Drives will resume in March 2017. For more information about future drives, visit www.mcdef.org.

Green Curriculum:

- Sustainability Specialist Tish Powell provided the final presentation on the Smart Grid at the Harvard Library on December 8, 2017. Ivonne Ortiz from Citizens Utility Board (CUB) was invited to join Ms. Powell to provide additional information and translation into Spanish if needed. CUB also has informational materials available in Spanish and English, which were provided to the library for their patrons. The programs have been very well received with good attendance and discussion at all the events. These efforts were funded by a grant from the IL Clean Energy Innovation Fund through the IL Green Economy Network. The MCC Sustainability Center will receive a minimum of \$5,000 for all the workshops offered. These funds will be used to support the *Greening Your Curriculum* programs for full-time and part-time MCC faculty.

Green Campus:

- The Student Environmental Action Club and the Sustainability Center co-sponsored a showing of
- the documentary, *Cowspiracy*. This film looks at the environmental impact of large-scale factory farming and offers sustainable choices for a growing population.
- The Sustainability Center fielded 31 calls from the public for assistance recycling and properly disposing of various items during December 2016.