

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

April 24, 2008
Final Meeting of the Retiring Board
7 p.m.

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

AGENDA

1. CALL TO ORDER
- *RC 2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board Meeting, March 27, 2008
 Regular Board Meeting, March 27, 2008, Closed Session
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
8. BOARD COMMITTEE REPORTS
 Committee of the Whole
9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT
12. PRESENTATIONS
 Phi Theta Kappa Awards, Professors David Elder and Diane Terlep
13. COMMUNICATIONS
 - A. Faculty Report
 - B. Staff Council Report
 - C. Student Trustee Report
- *RC 14. VOUCHER 967 - \$4,075.00, Board Report #08-65
- *RC 15. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary
 - B. Financial Statements
 - a. Treasurer's Report
 - b. Voucher 968 - \$1,396,202.04, Board Report #08-66
 - c. Voucher 969 - \$262,381.15, Board Report #08-67
 - C. Requests to Purchase/Lease/Finance
 - a. Service Contract for the HVAC Maintenance Program, Board Report #08-68
 - b. Contract Training, Board Report #08-69
 - c. Collegiate Assessment of Academic Proficiency (CAAP) Instruments, Board Report #08-70
 - d. Online Training Program for Preventing Sexual Harassment, Board Report #08-71
 - e. ERP System and Related Implementation Services, Board Report #08-72
 - f. Network Infrastructure Upgrade, Board Report #08-73
 - g. Computer LCD Monitors, Board Report #08-74
 - h. Renewal of Symantec Anti-Virus Licenses, Board Report #08-75

- i. Apple Computers via Lease, Board Report #08-76
- j. Windows Compatible Laptop Computers via Lease, Board Report #08-77
- k. Windows Compatible Desktop Computers via Lease, Board Report #08-78
- l. Computer Lease, Board Report #08-79
- m. Creative Development Services for an Annual Report, Board Report #07-80
- D. Board Policy Revision, Board Report #08-81
- E. U.S. Route 14 Improvement Program and Traffic Signal, Board Report #08-82
- F. Termination of Health, Wellness and Athletic Complex (HWAC) and Stadium Project, Board Report #08-83
- G. Destruction of Audio Tape Recording of the October 26, 2006 Regular Board Meeting, Board Report #08-84
- H. Mutual Release of Gilger Access Easement, Board Report #08-85
- I. Personnel
 - a. Personnel Adjustments for Spring 2008 Transfer and Occupational Courses, Board Report #07-275, Addendum
 - b. Adult Education Personnel Considerations for Spring 2008, Board Report #08-86
 - c. Sponsored Leave Recommendation for Spring 2009, Board Report #08-87
 - d. Appointment of New Secretary, Office of Learning & Student Support Svcs., Bd. Rpt #08-88
 - e. Appointment of Replacement Instructor of Psychology, Board Report #08-89
 - f. Appointment of Replacement Instructor of Mathematics, Board Report #08-90
 - g. Appointment of Replacement Associate Director of End User Services, Board Report #08-91
 - h. Appointment of Replacement Assistant Vice President of Information Technology, Bd. Rpt #08-92
 - i. Appointment of Replacement Student Development Advisor - Special Needs, Board Report #08-93
 - j. Administrative Contracts for FY 2009, Board Report #08-94
 - k. Request for Retirement, Board Report #08-95
 - l. Request for Retirement, Board Report #08-96
 - m. Request for Retirement, Board Report #08-97
 - n. Request for Retirement, Board Report #08-98
 - o. Request for Retirement, Board Report #08-99
 - p. Request for Retirement, Board Report #08-100
 - q. Salary/Advanced Placement Adjustments, Board Report #08-101

16. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

17. FOR INFORMATION

- A. Resignation
- B. Quarterly Report on Grants
- C. Quarterly Accrued Financial Statements
- D. President's Reception Service Awards
- E. SURS 6% Billing

18. OPEN FOR BOARD MEMBERS

Board Calendar

19. FUTURE AGENDA ITEMS

20. CLOSED SESSION

21. ADJOURNMENT



George Lowe
Chair

*Roll Call

FRIENDS OF M · C · C FOUNDATION

Foundation Update April 24, 2008

Prepared by Joseph Like, Executive Director, Friends of MCC Foundation

Monthly Update

- ✓ **ABC Breakfast** – John Cronin spoke to almost 200 people on April 23. His talk was followed by a workshop, "Be an Environmental Hero in Your own Backyard." There was also a green fair of eco-friendly services and products that were on display before and after the breakfast. Sponsors for this year's series have been: Centegra Health System, Home State Bank, Medela, Northwest Herald, and the Friends of MCC Foundation.
- ✓ **The Green Guide** -- The Lou Marchi Center for Total Recycling worked with the Northwest Herald to update their annual green guide, which lists eco-friendly products and services within the McHenry County area. Through sponsorships, advertising, and donations, the guide has raised about \$12,000 toward the operation of the Marchi Center. The guide will be distributed throughout the County in the Northwest Herald.
- ✓ **MCC Promise**– The committee continues to meet and make plans for the campaign. They are currently working on defining the student qualification criteria.
- ✓ **Golf Outing**– This year's outing is scheduled for Wednesday, June 4th at the Grand Geneva Resort & Spa. The committee is seeking event sponsors, especially hole sponsors. If you know of anyone who would be interested in sponsoring or attending the event, please contact Kathrine Pfister at 815-479-7529.
- ✓ **Highlights of New Gifts** –
 - ✓ New Donors: Conscious Cup, The Zurich US Foundation, Harvard Lion's Club
 - ✓ Repeat Donors: Knaack Manufacturing, Golf Sponsors (see sheet)
 - ✓ Significant new gifts:
 - Jodi Retzlaff Memorial Scholarship -- \$3,200
 - Welding Program -- \$12,000

Other Information

- ✓ **Upcoming Foundation events:**
 - **Golf Outing**, June 4, 2008 at Grand Geneva Resort & Spa.
 - **ABC Breakfast** – Sept. 17, 2008
 - Tierney Cahill, Topic: "Living without Fear"
As a teacher, Cahill promised her students that they could become anything they dreamed, as long as they took responsibility for their lives. When her students challenged her to run for Congress, they forced Cahill to take responsibility for her life, and to make changes that would forever change her.

MCC Foundation Golf Sponsors 08

Name	Sponsorship
Ace Coffee Bar, Inc.	Lunch Sponsor
Alliance Contractors, Inc.	Hole Sponsor
Althoff Industries, Inc.	Cooler Sponsor
AptarGroup	Platinum Sponsor
Caldwell, Berner, and Caldwell	Hole Sponsor
Carey Electric Contracting, Inc.	Hole Sponsor
Centegra Health System	Gold Sponsor
Crystal Lake Bank & Trust Company, N.A.	Putting Contest Sponsor
Home State Bank, N.A.	Celebrity Sponsor
John C. Pruehs & Associates, LLC	Hole Sponsor
Legat Architects	Gold Sponsor
McHenry Savings Bank	Driving Range Sponsor
Medela, Inc.	Gold Sponsor
Northwest Herald	Reception Sponsor
PaveLoc Industries, LLC	Driving Range Sponsor
Scot Forge	Gold Sponsor
Scot Forge	Golfer
ServiceMaster by Pletz	Donation

Student Trustee

Information:

On April 5 and 6, the Student Senate sponsored My Sister's Dress. Big Brother Big Sister sold prom-like dresses for \$20 to raise money for the organizations. There were about 150 dresses sold and over \$3,000 raised for Big Brother Big Sister.

On April 9-11, the Student Senate held the MCC Olympics. The purpose for this event was to promote club activity on campus. One sport was devoted to each day; soccer, flag football, and dodge ball. There were six clubs that participated in the Olympics and they are as follows: OAR Club, Latinos Unidos, Black Student Union (BSU), Campus Christian Fellowship (CCF), Club Concordia, and Cheshire Cheese and Tartan combined. The winners were OAR Club, Latinos Unidos, and Club Concordia, and they received cash prizes for their respective club.

On April 21-24, the Student Senate and the Student Trustee held a Fun Week. This is purely designed to be a stress reliever because finals week is coming soon. Pajama day, bad hair day, mis-match day, and school spirit day were the week's fun days.

A handwritten signature in black ink, appearing to read "Katie Claypool". The signature is written in a cursive style with a large, sweeping flourish at the end.

Katie Claypool
Student Trustee

Authorize Payment of Voucher #967

Information:

100- Education Fund	\$4,075.00
Total	\$4,075.00

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #967 dated April 24, 2008, totaling \$4,075.00.



Walter J. Packard
President

Executive Summary

Fiscal Year 2008 is currently 75% complete with the year-to-date results for March 2008 being reported. In the Operating Funds, total revenue is 65% of budget, as compared with 66% at the same time last year. Total expenditures are 71% of budget, as compared with 65% of budget at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College.

The following items relate to the Operating Funds as a whole:

- Facilities revenue is currently 160% of budget as compared to 32% at the same time last year. \$17,311 more in revenues have been recorded through March 2008 than the prior year. This increase is due to the fact that seminar room rentals and catering are being separated from overall Shah Center training and seminar revenue in FY 2008; all Shah Center revenue was combined in FY 2007.
- Other revenue is currently 54% of budget as compared to 245% at the same time last year. \$13,197 more in revenue has been recorded through March 2008 than the prior year. This increase is primarily due to billing the Foundation for the salary and benefits of the Promise Director.
- Contractual Services are currently 89% of budget as compared to 50% last year. \$634,583 more in expenditures have been recorded through March 2008 than the prior year. This increased cost is due to legal fees and timing of credits in the Shah Center budget from a State grant due to the State's current fiscal year budget difficulties.
- Conference and Meetings expenditures are currently 49% of budget as compared to 55% last year. \$50,604 less in expenditures have been recorded through March 2008 than the prior year. The decreased cost is a result of timing of conference and seminar registration and travel in FY 2008 as compared to FY 2007. Overall, Conference and Meetings Expenditures are anticipated to be slightly less in FY 2008 as compared to FY 2007.
- Utilities expenditures are currently 71% of budget as compared to 67% at the same time last year. \$98,646 more in expenditures have been recorded through March 2008 than the prior year. This increase is primarily due to increased rates for electricity over the previous year. Increased utility expenditures were anticipated and included in the FY 2008 budget.
- Capital Outlay expenditures are currently 47% of budget as compared to 18% last year. \$324,836 more in expenditures have been recorded through March 2008 than the prior year. This increase is primarily due to the budgeted increase in capital outlay expenditures for FY 2008 as compared to FY 2007.



Walter J. Packard
President

McHenry County College
 Operating Funds Financial Comparison
 Nine Months Actual Ended March 31, 2007 and March 31, 2008

	FY2007 Actual to March 31, 2007				FY2008 Actual to March 31, 2008				Variance Over (Under) Prior Year Actual
	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	
Revenue									
Local	\$ 9,190,260	\$ 1,019,322	\$ 10,209,582	47%	\$ 9,786,736	\$ 1,089,532	\$ 10,876,268	47%	\$ 666,686
State	1,301,821	808,258	2,110,079	73%	1,587,346	548,644	2,135,990	72%	25,911
Federal	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	9,300,309	761,761	10,062,070	101%	8,697,231	2,040,977	10,738,208	102%	676,138
Sales & Service Fees	20,421	-	20,421	75%	18,592	-	18,592	73%	(1,829)
Facilities	-	6,665	6,665	32%	19,699	4,277	23,976	160%	17,311
Interest	673,638	-	673,638	192%	615,975	-	615,975	103%	(57,663)
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	-	-
Other	30,169	2,935	33,104	245%	46,301	-	46,301	54%	13,197
Total Revenue	20,516,618	2,598,941	23,115,559	66%	20,771,880	3,683,430	24,455,310	65%	1,339,751
Expenditures									
Salaries	13,514,642	836,225	14,350,867	69%	14,301,677	876,081	15,177,758	72%	826,891
Employee Benefits	2,708,090	267,790	2,975,880	62%	2,862,089	230,123	3,092,212	66%	116,332
Contractual Services	760,964	147,597	908,561	50%	1,349,401	193,743	1,543,144	89%	634,583
General Materials & Supplies	1,279,855	253,656	1,533,511	80%	1,351,248	133,403	1,484,651	74%	(48,860)
Conference and Meeting	306,397	11,997	318,394	55%	257,949	9,841	267,790	49%	(50,604)
Fixed Charges	839,691	550	840,241	81%	862,455	45	862,500	64%	22,259
Utilities	8,403	555,039	563,442	67%	7,290	654,798	662,088	71%	98,646
Capital Outlay	27,102	20,492	47,594	18%	331,786	40,644	372,430	47%	324,836
Other Expenditures	243,966	-	243,966	9%	265,057	-	265,057	58%	21,091
Total Expenditures	19,689,110	2,093,346	21,782,456	65%	21,588,952	2,138,678	23,727,630	71%	1,945,174
Excess (deficiency) of revenues over expenditures	827,508	505,595	1,333,103		(817,072)	1,544,752	727,680		(605,423)
Other financing sources (uses) Operating transfers out	-	(1,000,000)	(1,000,000)		-	(2,000,000)	(2,000,000)		(1,000,000)
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	\$ 827,508	\$ (494,405)	\$ 333,103		\$ (817,072)	\$ (455,248)	\$ (1,272,320)		\$ (1,605,423)

McHenry County College
 Operating Funds Financial Summary
 Nine Months ended March 31, 2008

	FY2008 Budget				FY2008 Actual				Variance Over (Under) FY 2008 Budget	5 yr Avg Percent of Budget
	Education Fund	Operations & Maintenance Fund	Total	Percent to Total	Education Fund	Operations & Maintenance Fund	Total	Percent of Budget		
Revenue										
Local	\$ 21,029,591	\$ 2,341,648	\$ 23,371,239	62%	\$ 9,786,736	\$ 1,089,532	\$ 10,876,268	47%	\$ (12,494,971)	46%
State	2,210,066	766,689	2,976,755	8%	1,587,346	548,644	2,135,990	72%	(840,765)	75%
Federal	-	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	8,578,614	1,996,992	10,575,606	28%	8,697,231	2,040,977	10,738,208	102%	162,602	98%
Sales & Service Fees	25,400	-	25,400	-	18,592	-	18,592	73%	(6,808)	72%
Facilities	8,000	7,000	15,000	-	19,699	4,277	23,976	160%	8,976	103%
Interest	600,000	-	600,000	2%	615,975	-	615,975	103%	15,975	138%
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	-	-	-
Other	83,993	2,250	86,243	-	46,301	-	46,301	54%	(39,942)	76%
Total Revenue	32,535,664	5,114,579	37,650,243	100%	20,771,880	3,683,430	24,455,310	65%	(13,194,933)	64%
Expenditures										
Salaries	19,969,487	1,167,545	21,137,032	61%	14,301,677	876,081	15,177,758	72%	(5,959,274)	71%
Employee Benefits	4,386,527	293,675	4,680,202	13%	2,862,089	230,123	3,092,212	66%	(1,587,990)	68%
Contractual Services	1,511,920	213,500	1,725,420	5%	1,349,401	193,743	1,543,144	89%	(182,276)	64%
General Materials & Supplies	1,879,220	132,740	2,011,960	6%	1,351,248	133,403	1,484,651	74%	(527,309)	65%
Conference and Meeting	524,777	25,400	550,177	2%	257,949	9,841	267,790	49%	(282,387)	52%
Fixed Charges	1,349,415	800	1,350,215	4%	862,455	45	862,500	64%	(487,715)	74%
Utilities	14,940	923,250	938,190	3%	7,290	654,798	662,088	71%	(276,102)	68%
Capital Outlay	725,000	61,500	786,500	2%	331,786	40,644	372,430	47%	(414,070)	49%
Other Expenditures	460,525	-	460,525	1%	265,057	-	265,057	58%	(195,468)	46%
Contingency	1,070,848	119,252	1,190,100	3%	-	-	-	n/a	(1,190,100)	n/a
Total Expenditures	31,892,659	2,937,662	34,830,321	100%	21,588,952	2,138,678	23,727,630	68%	(11,102,691)	67%
Excess (deficiency) of revenues over expenditures	643,005	2,176,917	2,819,922		(817,072)	1,544,752	727,680		(2,092,242)	
Other financing sources (uses): Operating transfers (out)	(475,000)	(2,000,000)	(2,475,000)		-	(2,000,000)	(2,000,000)		-	
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ 168,005	\$ 176,917	\$ 344,922		\$ (817,072)	\$ (455,248)	\$ (1,272,320)		\$ (2,092,242)	

McHenry County College
All Funds Financial Summary
Nine Months ended March 31, 2008

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
Revenue												
Local	\$ 9,786,736	\$ 1,089,532	\$ -	\$ 146,732	\$ -	\$ -	\$ -	\$ -	\$ 20,994	\$ 444,402	\$ -	\$ 11,488,396
State	1,587,346	548,644	155,794	-	-	397,668	-	-	-	-	-	2,689,452
Federal	-	-	-	-	-	320,186	-	1,209,421	-	-	-	1,529,607
Tuition & Fees	8,697,231	2,040,977	-	-	1,163,078	-	-	-	-	-	-	11,901,286
Sales & Service Fees	18,592	-	-	-	2,526,934	-	-	-	-	-	-	2,545,526
Facilities	19,699	4,277	-	-	-	-	-	-	-	-	-	23,976
Interest	615,975	-	221,571	-	-	-	17,527	-	-	9,995	-	865,068
Non-Govt Gifts, Grants	-	-	-	-	131,757	28,583	-	-	-	-	-	160,340
Other	46,301	-	-	-	5,262	-	-	-	-	22,824	2,415,912	2,490,299
Total Revenue	20,771,880	3,683,430	377,365	146,732	3,827,031	746,437	17,527	1,209,421	20,994	477,221	2,710,727	33,693,950
Expenditures												
Instruction	9,462,877	-	-	-	-	255,341	-	-	-	-	-	9,718,218
Academic Support	1,200,732	-	-	-	-	34,656	-	-	-	-	-	1,235,388
Student Services	1,838,710	-	-	-	-	247,136	-	1,204,363	-	-	-	3,290,209
Public Service	1,371,393	-	-	-	1,050,127	29,474	-	-	-	-	-	2,450,994
Auxiliary Services	-	-	-	-	2,957,486	-	-	-	-	-	-	2,957,486
Operations & Maintenance	-	2,138,678	-	-	-	-	-	-	-	214,012	-	2,352,690
Institutional Support	7,715,240	-	670,162	284,694	58,357	138,138	-	-	66,654	525,351	2,327,808	11,786,404
Total Expenditures	21,588,952	2,138,678	670,162	284,694	4,065,970	704,745	-	1,204,363	66,654	739,363	2,327,808	33,791,389
Excess (deficiency) of revenues over expenditures	(817,072)	1,544,752	(292,797)	(137,962)	(238,939)	41,692	17,527	5,058	(45,660)	(262,142)	382,919	(97,439)
Other financing sources (uses):												
Operating transfers in	-	-	2,000,000	-	-	-	-	-	-	-	-	2,000,000
Operating transfers (out)	-	(2,000,000)	-	-	-	-	-	-	-	-	-	(2,000,000)
Total Other financing sources (uses)	-	(2,000,000)	2,000,000	-	-	-	-	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	(817,072)	(455,248)	1,707,203	(137,962)	(238,939)	41,692	17,527	5,058	(45,660)	(262,142)	382,919	(97,439)
Beginning Fund Balance	10,647,853	1,047,328	2,794,045	283,054	527,104	51,681	2,784,368	48,557	301,788	3,749,350	530,423	22,765,551
Ending Fund Balance	\$ 9,830,781	\$ 592,080	\$ 4,501,248	\$ 145,092	\$ 288,165	\$ 93,373	\$ 2,801,895	\$ 53,615	\$ 256,128	\$ 3,487,208	\$ 913,342	\$ 22,668,112

**McHenry County College
Treasurer's Report
For the Month of March 2008**

Bank Name Location / Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Home State Bank Crystal Lake Imprest	\$2,542,317.49	\$3,076,687.52	\$3,277,783.22	\$2,341,221.79
Harvard State Bank Harvard Imprest - VISA / MC / Discover / Am Expr	\$201,237.68	\$174,745.70	\$2,455.67	\$373,527.71
Home State Bank Crystal Lake Online	\$13,774.30	\$627.54	\$0	\$14,401.84
Home State Bank Crystal Lake Flexible Spending	\$0	\$12,473.58	\$12,473.58	\$0
Home State Bank Crystal Lake Health Care Claims	(\$4,645.30)	\$10,331.02	\$10,394.82	(\$4,709.10)
Amcore Bank Woodstock Payroll	\$0	\$13,604.49	\$13,604.49	\$0
Harvard State Bank Harvard Operations	\$0	\$267,434.81	\$267,434.81	\$0
First Midwest Bank McHenry Student Grant & Loan	\$6,400.37	\$380,637.90	\$380,637.90	\$6,400.37

McHenry County College
April 24, 2008

Investments

College Fund	Financial Institution	March 31, 2008 Investments	February 29, 2008 Investments	Interest	No. of Days	Maturity
Education	Illinois Fund	\$ 13,207,023.89	\$ 14,916,694.26	see below	N/A	On Demand
Operations & Maintenance (Restricted)	Illinois Fund	887,972.78	886,443.11	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Fund - Prime Fund	5,169,517.31	5,157,044.73	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Fund	905,747.74	904,109.98	see below	N/A	On Demand
Working Cash	Illinois Fund	607,481.30	606,382.86	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Fund	346,397.82	345,771.47	see below	N/A	On Demand
	Total	\$ 21,124,140.84	\$ 22,816,446.41			

Illinois Fund Rates - March 2008

<u>Annualized rate - Money Mkt</u>	
Low	0.759%
High	2.814%
Average	2.037%
<u>Annualized rate - Prime Fund</u>	
Low	2.070%
High	3.282%
Average	2.855%

Interest Revenue

College Fund	March 2008	Fiscal YTD
Education	\$ 34,740.54	\$ 615,975.40
Operations & Maintenance (Restricted)	15,640.01	221,571.08
Working Cash	1,098.44	17,527.48
Liability, Protection and Settlement	626.35	9,994.51
	Total	\$ 52,105.34 \$ 865,068.47

Authorize Payment of Voucher #968

Information:

100- Education Fund	\$491,128.59
200- Operations & Maintenance Fund	165,096.24
300- Operations & Maintenance (Restricted) Fund	465.08
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	107,560.49
600- Restricted Purposes Fund	15,699.16
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	20,763.51
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	24,794.35
1700-Employee Health Insurance	<u>570,694.62</u>
Total	\$1,396,202.04

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #968 dated April 24, 2008, totaling \$1,396,202.04.



Walter J. Packard
 President

Authorize Payment of Voucher #969

Information:

100- Education Fund	\$97,504.97
200- Operations & Maintenance Fund	26,289.10
300- Operations & Maintenance (Restricted) Fund	1,332.50
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	88,286.26
600- Restricted Purposes Fund	20,784.70
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	769.72
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	<u>27,413.90</u>
Total:	\$262,381.15

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #969 dated April 24, 2008 totaling \$262,381.15.



Walter J. Packard
President

Request to Purchase
Service Contract for the HVAC Maintenance Program

Information:

Althoff Industries Incorporated has provided for the maintenance and repairs of the College's HVAC systems for the past several years. Their work and response time have been outstanding compared to past service contracts with other companies. It is in the best interest of the College to continue with Althoff Industries as this service provider. The next service contract is from May 1, 2008 to April 30, 2009 at a cost of \$8,350.00.

This expense is budgeted in the Building Maintenance Account in the Operations and Maintenance Fund.

Recommendation:

It is recommended that the Board of Trustees approves the HVAC Maintenance Program Service Contract as described for \$8,350.00 from Althoff Industries Incorporated, Crystal Lake, Illinois.



Walter J. Packard
President

Request to Purchase
 Contract Training

Information:

The following are training programs contracted by the McHenry County College Shah Center. The sources of funds to pay for trainers and materials for these programs are from customer billing and grant funds.

Company Training Program (Source of Funds)	Hours	Timeframe	Expenditure Amount	Vendor/ Facilitator	City	State
Jessup Manufacturing	104	5/1/08-7/31/08	\$16,380	TQS Associates	Grayslake	IL
Kraft/Claussen Pickle Division	120	4/1/08-6/30/08	\$19,200	IndustriTek	Chicago	IL

Recommendation:

It is recommended that the Board of Trustees approves the expenditures for contract training as listed above.



Walter J. Packard
 President

Request to Purchase
Collegiate Assessment of Academic Proficiency (CAAP) Instruments

Information:

The American College Testing (ACT) program is an independent, not-for-profit organization that provides more than a hundred assessment, research, information, and program management services in the broad areas of education and workforce development. The College will use the Collegiate Assessment of Academic Proficiency (CAAP) assessments to assist in measuring our student's level of critical thinking as new students and as exiting students in the areas of critical thinking, mathematics, reading, writing, and science.

CAAP is the standardized, nationally normed assessment instrument from ACT that will enable the College to measure, evaluate, and enhance the outcomes of our general education program.

ACT is the sole provider of the CAAP. The annual participation fee for the three semesters of FY 2009 along with the cost of ordering CAAP tests, data CDs (each semester), and results reports, will not exceed \$27,000.00.

This expense is budgeted in the Assessment Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of Collegiate Assessment of Academic Proficiency (CAAP) assessment instruments from ACT, Iowa City, IA for a total cost not to exceed \$27,000.00.



Walter J. Packard
President

Request to Purchase
Online Training Program for Preventing Sexual Harassment

Information:

McHenry County College currently requires all employees to attend a 90-minute Professional Development workshop on "Sexual Harassment Education." Since May, 2004, forty-seven workshops have been conducted, with 742 individuals trained. Having this mandatory training in an online format will greatly improve access, provide assessment information, and give each employee the most up-to-date information specific to his or her role at the College. New Media was selected because of their work with several other Illinois community colleges.

The benefits of the New Media Learning online training program include:

- 24/7 availability. This is especially important for adjunct faculty members.
- Tracking of successful completion with monthly reports provided.
- Separate and specific training modules for administrators, faculty, and staff.
- Updated modules as laws change.
- Will use MCC's logo and policies.
- Provides the option of requiring an annual update.

The cost for a three-year contract is as follows:

Year One	\$ 4,995.00
Year Two	3,995.00
Year Three	<u>3,495.00</u>
Total	<u>\$12,485.00</u>

This expense is budgeted in the Staff Development Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of the Preventing Sexual Harassment online training program from New Media Learning, Napa, CA, at a cost of \$12,485.00 for a three year period.



Walter J. Packard
President

Recommendation for Purchase of an Enterprise Resource Planning System

Information:

A replacement of the present ERP system has been recommended for McHenry County College. An extensive selection process under the guidance of J. Rogers O'Neill, Ed.D., has been completed.

The need for a new ERP system is well known. During Spring 2007, a Continuous Improvement Action Team was formed to develop an action plan and timeline for addressing our ERP system needs. The plan to move forward with replacing our ERP system was recommended by the Continuous Improvement Steering Committee. The use of an outside consultant to assist with this task was approved by the Board in November 2007.

In January 2008, an RFP was generated to request proposals for an ERP system, including software and implementation services. The subsequent responses to the RFP were followed by an extensive evaluation process by which three final firms were identified. After additional evaluation of these three finalists, Campus Management Corp. of Boca Raton, FL was chosen for their comprehensive solution that will serve the diverse needs of our college and the learners we service.

Proposals from the three finalists:

<u>Item</u>	<u>Campus Management Campusvue</u>	<u>Datatel Colleague</u>	<u>Sungard Banner</u>
ERP Software and Implementation	\$1,552,146	\$1,737,650	\$3,308,916

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

Recommendation:

It is recommended that the Board of Trustees approves the contract with Campus Management Corp., Boca Raton, FL, for the purpose of providing software and implementation services for an Enterprise Resource Planning, system for a fee of \$1,552,146.



Walter J. Packard
 President

Request to Purchase
 Network Infrastructure Upgrade

Information:

Most of the College’s current network switching infrastructure components are seven to nine years old and must be upgraded to accomplish several goals. These goals include the following:

- insure continuity of classroom and administrative operations;
- adequately cover all network components through the appropriate combination of warranties and agreements;
- add security-related components that enhance the College’s abilities to protect against and respond to unauthorized access to the network in compliance with best practices and regulatory and industry requirements.

The network infrastructure upgrade will minimize the total cost of ownership by reducing labor-intensive operations through the acquisition of effective and efficient centralized management tools and the elimination of additional annual maintenance costs for three years.

A request for proposal (RFP) was provided to over twenty vendors for the purchase of network core and edge switches, security and management appliances, and related components, with a minimum of three years of warranty and maintenance and support, along with installation and training services. Eight responses were received.

Altura Communications <u>Solutions</u>	<u>AT&T</u>	<u>CDWG, Inc.</u>	<u>Juniper Networks, Inc.</u>
\$272,912.50*	\$383,795.00	\$332,684.84	\$367,705.33
<u>Konsultek</u>	Sentinel <u>Technologies, Inc.</u>	<u>Solunet</u>	Telcom Innovations <u>Group</u>
\$503,258.04	\$690,173.00	\$359,575.25	\$385,928.60

*Did not meet specifications.

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase of network core and edge switches, security and management appliances, and related components, with a minimum of three years of warranty and maintenance and support, along with installation and training services, for \$332,684.84 from CDWG, Inc., Vernon Hills, IL.


 Walter J. Packard
 President

Request to Purchase
 Computer LCD Monitors

Information:

In an attempt to conserve financial resources, the College has chosen to forego the lease or purchase of computer monitors as part of the annual computer lease since July, 2003. Though successful in reducing costs, the result is a large number of old and outmoded monitors currently in service across campus.

Modern applications and web content are best viewed at 1024 x 768 or higher resolution. While the existing monitors are capable of displaying this resolution, the physical size of images, menus, text, objects, etc. at this resolution on the small 13.5" to 15" viewable screens make it difficult for many students and staff to use their existing monitors at that resolution. The extreme age of the current monitors, which are not economical to cover under warranty, now makes failure and unplanned replacement of large numbers of monitors a significant risk.

Life expectancy of the new monitors would be between five and six years. It is advisable to perform this replacement at one time to ensure the best possible pricing and immediate productivity gains, as well as lowest total cost of ownership from a support standpoint. Specifications for the monitors were sent to several vendors for quotes along with a request for best discounted pricing available through the consortia in which the College participates. Disposal of the existing monitors will be done in an economically and environmentally sound manner comprised of free or nearly free availability to students, employees or community members, recycling, or other similar disposal methods.

<u>Quantity</u>	<u>Description</u>	<u>CDWG, Inc.</u>	<u>Dell, Inc.</u>	<u>MPC/ Gateway</u>	<u>Tech Depot</u>	<u>PC Mall/ Wareforce</u>
1175	19" Wide LCD Monitors	\$230,676.00	\$258,000.00	\$238,800.00*	\$226,800.00*	\$247,866.00*

* Did not meet specifications.

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase of 1175 monitors for \$230,676.00 from CDWG, Inc., Vernon Hills, IL.



Walter J. Packard
 President

Request to Renew
 Symantec Anti-Virus Licenses

Information:

The quantity of Symantec Anti-Virus licenses that will be required for FY 2009 based on the number of computers and servers in use over the upcoming year has been determined. The College requested best discounted pricing available through the consortia in which the College participates. Five vendors responded with competitive quotes.

<u>Quantity</u>	<u>Description</u>	<u>CDWG</u>	<u>Dell, Inc.</u>	<u>Diskovery</u>	<u>Tech Depot</u>	<u>Zones Corporate Solutions, Inc.</u>
1515	Win Multi-Tier v11.x	\$26,622.49	\$26,688.50	\$26,377.55	\$25,475.70	
		\$22,364.85				
85	Mac Anti-Virus v10.x	487.90	481.95	476.00	463.25	405.45
<u>1600</u>		<u>\$27,110.39</u>	<u>\$27,170.45</u>	<u>\$26,853.55</u>	<u>\$25,938.95</u>	<u>\$22,770.30</u>

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase of 1600 annual licenses of Symantec Anti-Virus software for a total cost of \$22,770.30 from Zones Corporate Solutions, Inc., Auburn, WA.



Walter J. Packard
 President

Request to Purchase
Apple Computers via Lease

Information:

The number of Apple computers required to replace those going off lease June 30, 2008, as well as to meet new equipment requests accommodating growth has been determined. Apple Computer, Inc. is a sole-source vendor for educational purchases, and is the only authorized provider for the educational market.

<u>Quantity</u>	<u>Description</u>	<u>Apple Computer, Inc.</u>
5	Laptop Computers	\$ 13,109.33
<u>47</u>	Desktop Computers	<u>106,337.03</u>
Total	<u>52</u>	<u>\$119,446.36</u>

The total price is \$119,446.36. Financing is presented on Board Report #08-79 for separate consideration.

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase of computers for \$119,446.36 from Apple Computer, Inc., Cupertino, CA. Financing for this purchase is presented on Board Report #08-79.



Walter J. Packard
President

Request to Purchase
Windows Compatible Laptop Computers via Lease

Information:

The number of Windows compatible laptop computers required to replace those going off lease on June 30, 2008, as well as to meet new equipment requests accommodating growth, has been determined. Specifications for the computers were sent to several vendors for quotes along with a request for best discounted pricing available through the consortia in which the College participates.

<u>Quantity</u>	<u>Description</u>	<u>CDWG, Inc.</u>	<u>Dell, Inc.</u>	<u>Lenovo</u>	<u>MCP/ Gateway</u>
68	Win Laptop Computers	\$91,800.00	\$60,567.60	\$76,976.00	\$82,008.00

The total price is \$60,567.60. Financing is presented on Board Report #08-79 for separate consideration.

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase of 68 Windows compatible laptop computers for \$60,567.60 from Dell, Inc., Round Rock, TX. Financing for this purchase is presented on Board Report #08-79.



Walter J. Packard
President

Request to Purchase
Windows Compatible Desktop Computers via Lease

Information:

The number of Windows compatible desktop computers required to replace those going off lease June 30, 2008, as well as to meet new equipment requests accommodating growth, has been determined. Specifications for the computers were sent to several vendors for quotes along with a request for best discounted pricing available through the consortia in which the College participates.

<u>Quantity</u>	<u>Description</u>	<u>Ace Computer</u>	<u>CDWG, Inc.</u>	<u>Dell, Inc.</u>	<u>Lenovo</u>	<u>MCP/ Gateway</u>
434	Win Desktop Computers	\$277,647.00	\$274,952.00	\$245,210.00	\$290,346.00	\$352,408.00

The total price is \$245,210.00. Financing is presented on Board Report #08-79 for separate consideration.

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase of 434 Windows compatible desktop computers for \$245,210.00 from Dell, Inc., Round Rock, TX. Financing for this purchase is presented on Board Report #08-79.



Walter J. Packard
President

Request to Finance
Computer Lease

Information:

In Board Reports #08-76, #08-77, and #08-78, the College is asking for the Board's approval to lease 434 Windows compatible desktop computers and 68 Windows compatible laptop computers from Dell, Inc., along with 47 Apple desktop computers and 5 Apple laptop computers from Apple Computer, Inc. The total purchase price of the computers to be leased for three years is \$425,223.96.

Request for financing through a three-year operating lease were sent to several leasing companies. The results are as follows:

	<u>American Capital Financial Services</u>	<u>Apple Financial Services</u>	<u>First American Equipment Finance</u>	<u>Government Leasing Company</u>	<u>Medical and Municipal Funding</u>	<u>Orlan Capital</u>	<u>University Lease</u>
Annual Payment for 3 Years x 3 Years	\$127,372.00 <u> x 3</u>	\$138,402.00 <u> x 3</u>	\$135,374.00 <u> x 3</u>	\$140,755.00 <u> x 3</u>	\$130,033.00 <u> x 3</u>	\$130,985.00 <u> x 3</u>	\$134,456.00 <u> x 3</u>
Subtotal	382,116.00	415,206.00	406,122.00	422,265.00	390,099.00	392,955.00	403,368.00
Interim Rent for Period from 4/15/08 to 6/3/08	0	Not listed	Not listed	Not listed	0	16,373.00	0
End of Lease/ Equipment Return Costs	<u>0</u>	<u>10,350.00</u>	<u>0</u>	<u>Not listed</u>	<u>13,850.00</u>	<u>0</u>	<u>0</u>
Total Three Year Expense	<u>\$382,116.00</u>	<u>\$425,556.00</u>	<u>\$406,122.00</u>	<u>\$422,265.00</u>	<u>\$403,949.00</u>	<u>\$409,328.00</u>	<u>\$403,368.00</u>

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

Recommendation:

It is recommended that the Board of Trustees approves the financing of computer purchases at an annual lease payment of \$127,372.00, for a total three-year expenditure of \$382,116.00 to American Capital Financial Services, Lisle, IL.



Walter J. Packard
President

Request to Purchase
Creative Development Services for an Annual Report

Information:

The College has an opportunity to highlight its new programs and services, financial status, and vision for the future in an annual report. The target audience for this annual report will include current students and their families, prospective students and their families, and district residents.

An annual report would serve as the launching point of a multi-tiered communication campaign, highlighting MCC's forward-thinking nature, fiscal responsibility, and high-quality yet affordable programs and services. Feature content in the annual report will include: financial results and budget, information on the campus facilities master plan and Gilger property purchase, information about the new ERP system, descriptions of new credit and non-credit programs, information about the MCC Promise, and information about MCC's crisis communications planning efforts, including the emergency mass notification system.

It is anticipated that production of the annual report will begin in May, 2008. Quotes were requested from the following agencies for creative development services for an annual report:

Description	<u>Glaoe Group</u>	<u>Handelan-Pedersen</u>	<u>Jacobs & Clevenger</u>
Creative development services for an annual report	\$6,500.00 - \$9,000.00	\$7,300.00 - \$9,125.00	\$19,920.00

It is estimated that creative development services for the annual report will cost between \$6,500.00 and \$9,000.00, and that printing costs for the project will be approximately \$30,000.00. It is not possible to calculate exact printing costs until creative development work is completed; the Board will be requested to approve the printing costs for the project at a later date.

The expenses for this project are budgeted in the Institutional Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of creative development services for an annual report for a total cost not to exceed \$9,000.00 from Glasoe Group, Evanston, IL.



Walter J. Packard
President

Board Policy Revision
Policy 2.4.3 – Use of Campus Facilities after Business Hours

Information:

Revisions are recommended to Board Policy 2.4.3, Use of Campus Facilities after Business Hours. These revisions (additions are in bold) were discussed at the Committee of the Whole meeting on April 21, 2008.

2.4.3

USE OF CAMPUS FACILITIES AFTER BUSINESS HOURS

It may be necessary, on occasion, for students to have access to College facilities and equipment for educational related purposes at times other than when the College is normally open for business. Such usage is permitted, provided an individual employed by the College is on hand in the location of the work being performed for supervisory purposes.

Furthermore, when a public meeting of the Board of Trustees is in progress, either in open or closed session, the public may remain on campus in proximity to the location of the meeting after normal business hours until the adjournment of the meeting.

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Board Policy 2.4.3 – Use of Campus Facilities after Business Hours.



Walter J. Packard
President

U.S. Route 14 Improvement Program and Traffic Signal

Information:

McHenry County College has received a letter from the Illinois Department of Transportation (IDOT) regarding the Proposed Highway Improvement Program. IDOT is requesting that the College concur with the project and the cost for the traffic signal. This is for the relocation and modernization for the traffic signal to be located at U.S. Route 14 and Lucas Road. IDOT estimates the traffic signal cost to MCC will be approximately \$230,000.00, which includes the engineering fees. Since this is a private benefit signal, the College is responsible for 100% of the signal costs.

IDOT is still projecting that the highway improvements will be completed by the end of Fiscal Year 2013. It is unknown at this time when construction will actually start.

Recommendation:

It is recommended that the Board of Trustees approves the concurrence letter from IDOT for the project and the cost for the traffic signal.



Walter J. Packard
President

Termination of Health, Wellness, and Athletic Complex (HWAC) and Stadium Project

Information:

At the April, 2007 Regular Board Meeting, the Board of Trustees approved the construction of a \$26,000,000 Health, Wellness, and Athletic Complex (HWAC) and stadium, and a "License Agreement for Baseball Stadium," pending successful completion of authorizations, Planned Unit Development (PUD) approval, zoning from the City of Crystal Lake, and approval by the Illinois Community College Board. The "License Agreement for Baseball Stadium" dated May 24, 2007, was contingent upon zoning approval by the City of Crystal Lake and construction of a stadium by MCC.

At the October 16, 2007, Crystal Lake City Council meeting, the College's zoning petition for PUD approval for the HWAC and baseball stadium facility was denied.

Recommendation:

It is recommended that the Board of Trustees terminates the HWAC and stadium project, as approved in Board Report #07-48, and declares the "License Agreement for Baseball Stadium" null and void with the other party, McHenry/Lake Professional Baseball Group, LLC. This should in no way be interpreted as terminating the Health, Wellness, and Athletic Complex (HWAC) as identified in the 2004 Facilities Master Plan.



Walter J. Packard
President

Destruction of Audio Tape Recording of the
October 26, 2006 Regular Board Meeting

Information:

Public Act 93-523, which began as Senate Bill 1586, 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 cassette recording:

- At least 18 months must have passed since the date of the meeting;
- The public body approves the destruction of the particular recording; and
- The public body approves properly detailed minutes of the closed session.

The identified tapes will be physically destroyed.

Recommendation:

It is recommended that the Board of Trustees approves the destruction on April 28, 2008, of the audio recordings of the October 26, 2006 Regular Board Meeting.



Walter J. Packard
President

Mutual Release of Gilger Access Easement

Information:

The College's purchase of the Gilger property is scheduled to close on Monday, April 28, 2008. There is an access easement on the title which allows MCC to use Tartan Drive on the Gilger property under certain circumstances. The easement has other terms which impose potential future obligations upon MCC in respect to the Gilger property.

To clear the easement from the title, legal counsel suggested to the attorney representing Mr. Gilger that as one of the closing documents, Mr. Gilger and MCC sign a mutual release of the access easement. Mr. Gilger's attorney has agreed.

Once MCC owns both properties at the same time, the easement would, under most circumstances, automatically terminate. Because this particular easement has future conditions for automatic termination and for performance of future tasks by MCC, for the purpose of clearing confusion from the record, legal counsel recommends canceling the easement. After closing, MCC will own Tartan Drive and will no longer need an easement.

Recommendation:

It is recommended that the Board of Trustees approves a mutual release of the Gilger property access easement, but only incident to MCC's acquisition of the Gilger property in the same transaction.



Walter J. Packard
President

Personnel Adjustments for Spring 2008
Transfer and Occupational CoursesInformation:

Listed below are adjustments for Spring 2008 Transfer and Occupational courses and program development:

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
White, S	BUS 155 076	3	0	540.75

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Allerheiligen, B	Lead Instructor HHP 120 and transition supervision of HHP 120 to HHP Department Chair	0	1,115.83
Ambrose-Gerak, M	Academy Integration Training	0	100.00
Baldwin, J	Academy Integration Training	0	100.00
Giandonato, A	Academy Integration Training	0	100.00
Hillstrom, M	Band Member for "Company"	0	500.00
Kafenshtok, A	Academy Integration Training	0	100.00
Krahn, T	Academy Integration Training	0	100.00
Lozier, C	Adjunct Counseling (42.5 additional hrs. @ \$30.12/hr.)	3,953.25	5,233.35
Ochwat, M	Adjunct Counseling (8.5 additional hrs. @ \$27.21/hr.)	1,047.58	1,278.87
Scherman, C	Academy Integration Training	0	100.00
Sullivan, S	Academy Integration Training	0	200.00
Takayama, T	Music Director for "Company"	0	1,200.00

Independent/Individualized/Internships

<u>Name</u>	<u>Course</u>	<u>Credit Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albamonte, M	AMT 250 001	3	6	0	1,278.00
Albright, M	CIS 275 001	3	1	0	213.00
Albright, M	DGM 250 002	3	1	0	213.00
Firak, D	IND 150 002	3	1	0	213.00
Firak, D	IND 170 002	1	1	0	71.00
Geller, J	THE 153 002	1	1	0	71.00
Geller, J	THE 159 001	3	2	0	426.00
Hamill, P	IND 170 001	4	1	0	284.00
Spangenberg, B	HRT 250 001	3	1	0	213.00
Spangenberg, B	HRT 263 001	3	2	0	426.00
Spangenberg, B	HRT 299 002	2	1	0	142.00
Swett, J	EGR 152 001	4	4	0	1,136.00
Tetreault, M	CIS 250 001	1	1	0	71.00
Valdes-Wagner, D	MKT 120 001	3	1	0	213.00

<u>Name</u>	<u>Course</u>	<u>Credit Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Young, C	CIS 216 001	4	1	0	284.00
Young, C	CIS 219 201	2	1	0	142.00

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albright M	Co-Chair – Digital Media	20.000	1,841.12	2,400.00

Recommendation:

It is recommended that the Board of Trustees approves the personnel adjustments for Spring 2008, as listed above.



Walter J. Packard
President

Adult Education Personnel Considerations for Spring 2008

Information:

Listed below are instructors to be hired for the Spring 2008 Semester:

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>This is paid as a flat rate:</u>	<u>\$ Amount</u>
Barroso, P.	SHIFTDVL	Shifting Gears Curriculum Development	\$1,400.00

Recommendation:

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



Walter J. Packard
President

Sponsored Leave Recommendation for Spring 2009

Information:

A faculty member has submitted a request for sponsored leave support for the Spring 2009 semester. In accordance with the guidelines in Section 13 of the Faculty Agreement, the request has been reviewed in the context of College and departmental needs and individual professional development plans.

Based upon the review, the following sponsored leave is recommended:

Luisa Lauf, Counselor, has requested a sponsored leave for Spring 2009. Ms. Lauf will be completing coursework and developing literature review that focuses on socio and cultural approaches of counseling for Latin/Hispanic populations outside of their native environment.

Recommendation:

It is recommended that the Board of Trustees approves the sponsored leave request listed above.



Walter J. Packard
President

Appointment of New Secretary
Office of Learning and Student Support Services

Information:

At the January 2008 Board Meeting, the Board of Trustees approved the new full-time professional position of Secretary, Office of Learning and Student Support Services. Rose Mikulski has been recommended to fill this position. (See reverse side for additional information.)

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Rose Mikulski to the professional position of Secretary, Office of Learning and Student Support Services, effective April 28, 2008, at a salary of \$5,640.06 (based on the 12-month salary of \$32,000.00).



Walter J. Packard
President

Rose Mikulski
Algonquin, IL

Position: Secretary/Office of Learning and Student Support Services

Education: Bachelor of Fine Arts, Art History
University of Illinois-Chicago, Chicago, IL

Experience:

2004 – Present	Secretary/Student Development McHenry County College, Crystal Lake, IL
1998 – 2003	Sales Associate A Touch of Amish, Barrington, IL
1984 – 1997	Administrative Assistant Comdisco Inc., Rosemont, IL

Summary of Recruitment Efforts: Number of Applications Received: 107
Number of Interviews: 7

Members of Search Committee: D. Gallo, S. Moll, B. Sager, N. Salleh-Barone

Appointment of Replacement
Instructor of Psychology

Information:

The retirement of Mary Moltmann, effective August 31, 2008, created a vacancy for the full-time faculty position of Instructor of Psychology. Maria-Magdalena Farc has been recommended to fill this position. (See reverse side for additional information.)

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Maria-Magdalena Farc to the faculty position of Instructor of Psychology, effective August 13, 2008, at a nine-month salary of \$51,375.00 (subject to adjustment upon completion of negotiations between the Faculty Association and the Board of Trustees).



Walter J. Packard
President

Maria-Magdalena Farc
Franklin Park, IL

Position:

Instructor of Psychology

Education:

Ph.D., Psychology
Northern Illinois University, DeKalb, IL

Master of Arts, Psychology
Northern Illinois University, DeKalb, IL

Bachelor of Arts, Psychology
William Tyndale College, Farmington Hills, MI

Experience:

2007 – Present

Assistant Professor of Psychology
North Central College, Naperville, IL

2005 – 2007

Adjunct Instructor
Waubensee Community College, Sugar Grove, IL

Summary of Recruitment Efforts:

Number of Applications Received: 57
Number of Interviews: 6

Members of Search Committee:

T. Bossert, C. Grela, L. Linder, S. Maifield,
S. Moll, M. Reagan, T. Seitz

Appointment of Replacement
Instructor of Mathematics

Information:

At the October 2007 Board Meeting, the Board of Trustees approved the separation agreement for an employee. This created a vacancy for a full-time faculty position of Instructor of Mathematics. Laura Middaugh has been recommended to fill this position. (See reverse side for additional information.)

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Laura Middaugh for the full-time faculty position of Instructor of Mathematics, effective August 13, 2008, at a nine-month salary of \$46,032.00 (subject to adjustment upon completion of negotiations between the Faculty Association and the Board of Trustees).



Walter J. Packard
President

Laura Middaugh
Crystal Lake, IL

Position:

Instructor of Mathematics

Education:

Master of Arts, Teaching
Rockford College, Rockford, IL

Bachelor of Science, Mathematical Sciences
Northern Illinois University, DeKalb, IL

Experience:

2000 – Present

Temporary Instructor of Mathematics (2008)
Adjunct Instructor (2000 – 2007)
Mathematics Tutor (2000 – 2007)
McHenry County College, Crystal Lake, IL

1996 – 1999

Mathematics Teacher
Belvidere Community Unit School District 100,
Belvidere, IL

1994 – 1996

Mathematics Teacher
Boylan Central Catholic High School, Rockford, IL

Summary of Recruitment Efforts:

Number of Applications Received: 49
Number of Interviews: 3

Members of Search Committee:

S. Moll, D. Ryan, S. Socol, D. Terlep,
R. Whittaker

Appointment of Replacement
Associate Director of End User Services

Information:

The retirement of Connie Burman, effective June 30, 2008, created a vacancy for the full-time administrative position of Associate Director of End User Services. Geary Smith has been recommended to fill this position. (See reverse side for additional information.)

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Geary Smith to the administrative position of Associate Director of End User Services, effective June 2, 2008, at a salary of \$5,471.34 (based on the 12-month salary of \$68,000.00), for the remainder of FY 2008, and a salary of \$68,000.00 for FY 2009.



Walter J. Packard
President

Geary Smith
Huntley, IL

Position: Associate Director of End User Services

Education: Associate in Science
McHenry County College, Crystal Lake, IL

Experience:
1996 – Present
Network Technician (2007 – Present)
Network Administrator (2001 – 2007)
Desktop Specialist (1999 – 2001)
Lead Custodian (1996 – 1999)
McHenry County College, Crystal Lake, IL

1990 – 1996
Chief Operations Officer
MTC Entertainment, Crystal Lake, IL

1987 – 1990
General Manager
Dollar Video, Crystal Lake, IL

Summary of Recruitment Efforts: Number of Applications Received: 25
Number of Interviews: 4

Members of Search Committee: J. Batson, G. Decio, J. Linehan, S. Moll, C. Terrones

Appointment of Replacement
Assistant Vice President of Information Technology

Information:

The retirement of John Linehan, effective June 30, 2008, created a vacancy for the full-time administrative position of Assistant Vice President of Information Technology. Diann Jabusch has been recommended to fill this position. (See reverse side for additional information.)

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Diann Jabusch to the administrative position of Assistant Vice President of Information Technology, effective June 2, 2008, at a salary of \$7,724.22 (based on the 12-month salary of \$96,000.00), for the remainder of FY 2008, and a salary of \$96,000.00 for FY 2009.



Walter J. Packard
President

Diann Jabusch
Mapleton, IL

Position: Assistant Vice President of Information Technology

Education: Master of Science, Instructional Technology and
Telecommunications
Western Illinois University, Macomb, IL

Bachelor of Science, Mathematics and Computer Science
University of Illinois Urbana-Champaign, Urbana, IL

Experience:
1997 – Present Chief Information Officer
Spoon River College, Canton, IL

1990 – 1997 Director of Computer Services
WILL AM-FM TV University of Illinois, Urbana, IL

1989 – 1990 Research Information Specialist
University of Illinois, Urbana, IL

Summary of Recruitment Efforts: Number of Applications Received: 48
Number of Interviews: 5

Members of Search Committee: R. Ally, T. McDonald, S. Moll, D. Naleway,
J. Samsa, G. Smith, S. Vitale

Appointment of Replacement
Student Development Advisor – Special Needs

Information:

The resignation of Joe Blanco, effective January 10, 2008, created a vacancy for the part-time professional position of Student Development Advisor – Special Needs. Rachel Najdzin has been recommended to fill this position. (See reverse side for additional information.)

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Rachel Najdzin to the professional position of Student Development Advisor – Special Needs, effective April 29, 2008, at a salary of \$2,745.00 (based on a 12-month salary of \$15,860.00 at 20 hours per week).



Walter J. Packard
President

Rachel Najdzin
West Dundee, IL

Position: Student Development Advisor – Special Needs

Education: Bachelor of Arts, English Literature and
Creative Writing
Purdue University, West Lafayette, IN

Experience:

2007

Manager Trainee
Ann Taylor Loft, Algonquin, IL

2005 – 2007

Medical Assistant
D Med Spa Wellness Care, Algonquin, IL

2005 – 2006

Key-Holder
Francesca's Collections, Geneva, IL

Summary of Recruitment Efforts:

Number of Applications Received: 11
Number of Interviews: 8

Members of Search Committee:

L. Frederick, S. Moll, N. Salleh-Barone

Administrative Contracts for FY 2009

Information:

The following information applies to all administrators excluding the College President:

- a. Provide a contract for FY 2009 to all administrators except for the one resigning as of May 30, 2008, the two who are retiring as of June 30, 2008, the five* who are retiring during FY 2009, and the Vice President who is not retiring;
- b. For the administrators retiring during FY 2009, issue a contract for the period of July 1, 2008, to their date of retirement;
- c. Extend the contract of the Vice President who is not retiring by an additional year.
- d. This recommendation does not include new administrators who will be hired, or administrators that will be retiring or resigning, after the April 2008 Board meeting, if any. Those individuals would be addressed on the appropriate Board Report(s).

A recommendation for compensation will be made at a later date.

Recommendation:

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



Walter J. Packard
President

Notes: Resigning May 30, 2008 – Diane Nyhammer
Retiring June 30, 2008 – John Linehan, Connie Burman
Retiring March 1, 2009 – Scott Selcke
Retiring April 30, 2009 – Donald Quirk*, Sue Maifield*
Retiring June 30, 2009 – Brian Sager, Dave Penoyer

* Pending approval of Board Reports #08-96 and #08-98.

Request for Retirement

Information:

Michael Weimer, Counselor, has submitted his request for retirement effective June 30, 2009, under the MCC Retirement Incentive Program. He has been a valuable member of the College community. At his retirement, he will have 20 years of full-time service at MCC. (See reverse side.)

Recommendation:

It is recommended that the Board of Trustees approves Michael Weimer's request for retirement effective June 30, 2009, with appreciation for his many contributions to the College and that he be granted the title and benefits of Instructor Emeritus. It is further recommended that his final contract be increased by up to 20% as part of the retirement incentive upon agreement to perform the Early Retirement Earned Compensation Project.



Walter J. Packard
President

Request for Retirement

Information:

Donald Quirk, Director of Institutional Research and Planning, has submitted his request for retirement effective April 30, 2009, under the MCC Retirement Incentive Program. He has been a valuable member of the College community. At his retirement, he will have 16 years of full-time service at MCC. (See reverse side.)

Recommendation:

It is recommended that the Board of Trustees approves Donald Quirk's request for retirement effective April 30, 2009, with appreciation for his many contributions to the College and that he be granted the title and benefits of Administrator Emeritus.

A handwritten signature in cursive script that reads "Walter J. Packard".

Walter J. Packard
President

Request for Retirement

Information:

Mary Kay Messling, Counselor, has submitted her request for retirement effective June 30, 2009, under the MCC Retirement Incentive Program. She has been a valuable member of the College community. At her retirement, she will have 32 years of full-time service at MCC. (See reverse side.)

Recommendation:

It is recommended that the Board of Trustees approves Mary Kay Messling's request for retirement effective June 30, 2009, with appreciation for her many contributions to the College and that she be granted the title and benefits of Instructor Emeritus. It is further recommended that her final contract be increased by up to 20% as part of the retirement incentive upon agreement to perform the Early Retirement Earned Compensation Project.



Walter J. Packard
President

Request for Retirement

Information:

Susan Maifield, Executive Dean of Human and Public Services and Social Sciences, has submitted her request for retirement effective April 30, 2009, under the MCC Retirement Incentive Program. She has been a valuable member of the College community. At her retirement, she will have 19 years of full-time service at MCC. (See reverse side.)

Recommendation:

It is recommended that the Board of Trustees approves Susan Maifield's request for retirement effective April 30, 2009, with appreciation for her many contributions to the College and that she be granted the title and benefits of Administrator Emeritus.

A handwritten signature in cursive script that reads "Walter J. Packard".

Walter J. Packard
President

Request for Retirement

Information:

Debra Gallo, Administrative Assistant to the Vice President and Assistant Vice President for Learning and Student Support Services, has submitted her request for retirement effective June 30, 2009, under the MCC Retirement Incentive Program. She has been a valuable member of the College community. At her retirement, she will have 13 years of full-time service at MCC. (See reverse side.)

Recommendation:

It is recommended that the Board of Trustees approves Debra Gallo's request for retirement effective June 30, 2009, with appreciation for her many contributions to the College.

A handwritten signature in cursive script that reads "Walter J. Packard".

Walter J. Packard
President

Request for Retirement

Information:

William Dvonch, Instructor of Manufacturing Technology, has submitted his request for retirement effective May 9, 2009, under the MCC Retirement Incentive Program. He has been a valuable member of the College community. At his retirement, he will have 20 years of full-time service at MCC. (See reverse side.)

Recommendation:

It is recommended that the Board of Trustees approves William Dvonch's request for retirement effective May 9, 2009, with appreciation for his many contributions to the College and that he be granted the title and benefits of Instructor Emeritus. It is further recommended that his final contract be increased by up to 20% as part of the retirement incentive upon agreement to perform the Early Retirement Earned Compensation Project.



Walter J. Packard
President

Salary/Advanced Placement Adjustments

Information:

- I. The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association includes an advanced placement adjustment each time a full-time faculty member obtains 15 additional hours of pre-approved course work. In accordance with this agreement, Heather Zaccagnini qualifies for such an adjustment at this time.

	<u>2007-2008 Placement and Salary</u>	<u>Adjusted 2007-2008 Placement and Salary</u>
Heather Zaccagnini	Lane 2, Step 10 \$64,116.00	Lane 3, Step 10 \$67,404.00

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

Recommendation:

It is recommended that the Board of Trustees approves the above salary adjustments.



Walter J. Packard
President

Resignation

Information:

Diane Nyhammer, Executive Dean of Humanities, Distance Education, and Professional Development, has submitted her resignation effective May 30, 2008. (See reverse side.)

A handwritten signature in cursive script that reads "Walter J. Packard".

Walter J. Packard
President

McHenry County College

Information Report
April 24, 2008

Quarterly Report on Grants

Attached is a detailed quarterly report of FY 2008 Federal, State and Private Grants as of March 31, 2008, with comparisons for the prior year.

A handwritten signature in cursive script that reads "Walter J. Packard".

Walter J. Packard
President

Grants - Fiscal Year 2008

		Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of March 31, 2008	Unexpended Balance
FEDERAL							
CWS 2008	CFDA # 84.033	Fund 8	Devenny	\$ 45,210	N/A	\$ 45,210	-
Source: Department of Education Purpose: To provide funds to students by providing employment opportunities on campus.							
PELL 2008	CFDA #84.063	Fund 8	Devenny	1,543,414	N/A	1,543,414	-
Source: Department of Education Purpose: To provide funds to full and part time students enrolled in credit programs.							
SEOG 2008	CFDA #84.007	Fund 8	Devenny	48,082	N/A	48,082	-
Source: Department of Education Purpose: To provide funds to students enrolled in credit programs with the highest need.							
Workforce Investment Act	CFDA #17.255	0613-613	Clute	24,640	N/A	24,427	213
Source: ICCB Purpose: To provide unemployed individuals with funds to assist in obtaining vocational training.							
Perkins IV Postsecondary Basic	CFDA #84.048	0634-634	Monday	137,859	N/A	100,368	37,491
Source: ICCB Purpose: To increase response to local programs, integrate academic and vocational skills development, support services for special populations and improve linkages between secondary and postsecondary institutions.							
CTE Performance Enhancement	CFDA #84.048	0635-635	Monday	5,000	N/A	-	5,000
Source: ICCB Purpose: To develop and implement a computerized automated degree and certificate audit system to recognize and promote student success.							

Grants - Fiscal Year 2008

CTE Regional Collaborative

Source: ICCB	CFDA #84.048	0635-632	Monday	4,000	N/A	-	4,000
Purpose: To support regional collaboratives and support the creation and steering of new Regional Collaboratives.							

Innovation Grant

Source: ICCB	CFDA #84.048	0635-636	Monday	5,000	N/A	5,000	-
Purpose: To provide resources to help enhance innovative Career and Technical Education programs within the community college system.							

Perkins Continuous Quality Improvement

Source: ICCB	CFDA #84.048	0635-637	Monday	10,000	N/A	-	10,000
Purpose: To develop and implement a process or system that provides regular evaluation and improvement related to career and technical education services.							

Tech Prep Support Grant

Source: ICCB	CFDA # 84.048	0636-636	Monday	12,402	N/A	565	11,837
Purpose: Assist community colleges in their efforts to provide innovative activities designed to improve and enhance local Tech Prep Consortium ventures.							

Federal Basic Adult Education

Source: ICCB	CFDA #84.002A	0619-660	Clute	133,957	N/A	88,789	45,168
Purpose: To support instruction of Adult Education and Literacy.							

English Literacy/Civics

Source: ICCB	CFDA #84.002A	0619-665	Clute	24,500	N/A	13,724	10,776
Purpose: To support instruction of Adult Education regarding the United States and local government systems.							

Small Business Development Center

Source: (DCEO) Department of Commerce and Economic Opportunity	CFDA #59.037	0631-631	Jones	32,500	32,500	32,500	-
				40,000	40,000	31,917	8,083
Purpose: To provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training.							

* Grant Period: Jan. 07 - Dec. 07

* Grant Period: Jan. 08 - Dec. 08

Grants - Fiscal Year 2008

Even Start Grant

Source: Woodstock School District 200	CFDA #84.213	0619-620	Clute	5,000	N/A	1,718	3,282
Purpose: To teach ESL, Adult Basic Education and GED to parents in the Special Family Literacy program funded by Even Start.							

CEE Tech Prep Transit Grant

Source: McHenry County Cooperative for Employment Education	CFDA #84.243	0638-638	Monday	36,000	N/A	26,084	9,916
Purpose: To provide viable alternatives to students through partnering with employers, marketing of programs, integrated course sequences and work-based learning.							

MentorLinks Grant

Source: National Science Foundation American Association of Community Colleges	CFDA #47.076	0619-678	Falco	15,000	N/A	11,847	3,153
To support efforts associated with program development for a Video Game Programming and Design Degree. * Grant Period: Oct. 1, 2005 - Oct. 31, 2007							

SUBTOTAL Federal Grants - March 31, 2008

	\$	2,122,564		\$	1,973,645	\$	148,919
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Fiscal Year 2007 Federal Grants - March 31, 2007

	\$	2,015,359		\$	1,880,110	\$	135,249
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STATE

MAP 2008

Source: Illinois Student Assistance Commission	Fund 8	Devenny	513,434	N/A	513,434	-
Purpose: To provide funds to Illinois students enrolled in credit programs with financial need.						

P-16 Initiative Grant

Source: ICCB	0616-616	Monday	52,915	N/A	13,230	39,685
Purpose: To assist high school students desiring to enroll in college-level classes to accelerate their college coursework.						

Workforce Preparation Grant

Source: ICCB	0630-630	Jones	54,041	N/A	17,102	36,939
Purpose: To provide funding for employment training services and assistance in commercial and industrial expansion and/or retention through various activities.						

Grants - Fiscal Year 2008

State Basic Adult Education

Source: ICCB	0619-662	Clute	127,489		N/A	80,257	47,232
Purpose: To support instruction of Adult Education and Literacy.							

State Performance

Source: ICCB	0657-657	Clute	131,971		N/A	78,855	53,116
Purpose: To help meet performance standards in Adult Education programs.							

Community Literacy Program

Source: Secretary of State	0621-621	Clute	48,000		N/A	34,588	13,412
Purpose: To develop a full-time literacy program and train and support volunteer literacy tutors.							

Illinois Incentive for Access

Source: Illinois Student Assistance Commission	0631-601	Devenny	22,250		N/A	22,250	-
Purpose: To provide up to \$500 to freshmen students who have a zero expected family contribution.							

MAP PLUS

Source: Illinois Student Assistance Commission	0631-622	Devenny	4,000		N/A	500	3,500
Purpose: To provide funds to Illinois residents who apply for financial aid and are not eligible for the MAP Grant							

CTE Program Improvement

Source: ICCB	0645-645	Monday	11,761		N/A	2,283	9,478
Purpose: To purchase instructional equipment for vocational education programs.							

Gateways to Opportunity Grant

Source: Illinois Department of Human Services	0669-672	Linder	\$ 4,000		N/A	-	4,000
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Purpose: To pilot the development and implementation of two new credentials in the field of early care and education: the Illinois Early Care & Education Core Credential and the Illinois Infant Toddler Credential.
 * Grant Period: January 1, 2007 - June 30, 2008

Grants - Fiscal Year 2008

Family Violence Grant Purpose: To set up the 22nd Circuit Family violence Coordinating Council and hire a part-time Local Council Coordinator. * Grant Period: April 20, 2007 - December 31, 2007 * Grant Period: January 1, 2008 - December 31, 2008	0644-648	Meschini	\$	21,905	N/A	21,905	-
			\$	19,500		2,963	
SUBTOTAL State Grants - March 31, 2008			\$	1,011,266		\$ 787,367	223,899
Fiscal Year 2007 State Grants -March 31, 2007			\$	1,355,304		\$ 1,129,704	225,600
PRIVATE							
Butterfly Restoration Grant Source: McHenry County Conservation Foundation Purpose: Restoration of Silver Bordered Fritillary to Glacial Park	0688-680	Young/Garrison		5,682	N/A	3,756	1,926
AT&T Exclerator - iPod Grant Source: AT&T Foundation Purpose: To support the purchase of 100 iPods for adjunct and fulltime faculty use to promote the integration of emerging educational technologies in the classroom. *Grant Period: December 2006 - December 2007	0619-674	Plinske	\$	12,600	N/A	12,600	-
Shifting Gears Grant Source: Joyce Foundation Purpose: To test pilot an innovative bridge program to prepare aspiring workers for a career in manufacturing. *Grant Period: July 1, 2007 - December 31, 2008	SG52808 0619-640	Koehler		125,000	N/A	-	125,000
SUBTOTAL Private Grants - March 31, 2008			\$	143,282		\$ 16,356	\$ 126,926
Fiscal Year 2007 Private Grants - March 31, 2007			\$	50,482		\$ 27,724	\$ 22,758
TOTAL ALL GRANTS - March 31, 2008			\$	3,277,112		\$ 2,777,368	\$ 499,744

* Grant period differs from McHenry County College fiscal year.

Memorandum

To: Ron Ally
From: Todd McDonald, AVP of Finance
Date: April 24, 2008
Re: March 31, 2008 Accrued Financial Statements

In preparing the accrued financial statements for March 31, 2008 there were multiple adjustments made and other adjustments not made due to either time limitations or immateriality. Some of these adjustments involved the elimination of certain transactions from the College's general ledger in order to comply with accrual financial statement presentation standards. For this reason, the All Funds Financial Summary report that is prepared monthly for the Board of Trustees cannot be tied directly to the accrual based financial statements.

Adjustments Made

1. The accrual for incurred but not reported healthcare claims and the accrual for the statistical lag report of healthcare claims at June 30, 2007 has not been reversed. Rather, this accrual will be reversed at June 30, 2008 when the new FY 2008 accrual is made.
2. Compensated absences liability adjusted for employee vacation balances at March 31, 2008.
3. Accounts Payable recorded for invoices processed and/or paid through April 11, 2008.
4. Retirement incentive liability and health insurance liability have both been adjusted for new employee retirements accepted, employee retirement incentive payments, and healthcare premiums paid through March 31, 2008.
5. Internal revenues have been removed from tuition and fees and auxiliary services revenues and the related internal expenses have been removed from institutional support and auxiliary service expenditures for student tuition waivers, employee and employee dependent tuition waivers, student financial aid, and catering.
6. Financial aid received on behalf of students has been removed from federal revenues and student services expenses.
7. General obligation bond, debt certificate, and capital lease principal payments have been removed from institutional support expenditures.
8. Interest has been accrued for the debt certificates.
9. Seventy-five percent (75%) of the estimated annual depreciation has been recorded.
10. Payroll for the time period of March 21-31 has been accrued.

Adjustments Not Made

1. Capital asset additions and deletions as the information is not readily available on a quarterly basis.
2. Bookstore and cafeteria inventory adjustments. A physical inventory is performed annually at the end of the fiscal year.
3. Bookstore internal sales were not removed as the information is not readily available in our system on a quarterly basis.

**MCHENRY COUNTY COLLEGE
COMMUNITY COLLEGE DISTRICT NUMBER 528
STATEMENT OF NET ASSETS
MARCH 31, 2008**

ASSETS

Current Assets	
Cash and cash equivalents	\$ 2,734,868
Short-term investments	21,124,141
Property tax receivable	45,285
Tuition and fees receivable	2,505,277
Other accounts receivable	390,379
Inventory	405,421
Prepaid items	83,652
Total Current Assets	<u>27,289,023</u>
Non-current Assets	
Land	1,773,816
Capital assets, net of accumulated depreciation	29,203,729
Total Non-current Assets	<u>30,977,545</u>
Total Assets	<u>58,266,568</u>

LIABILITIES

Current Liabilities	
Accounts payable	881,297
Accrued payroll	635,061
Accrued compensated absences	794,252
Accrued interest payable	18,953
Deferred tuition and fees	1,494,635
Deposits held in custody for others	275,689
Other deferred revenue	28,483
Current portion of long-term obligations	1,427,352
Other current liabilities	216,690
Total Current Liabilities	<u>5,772,412</u>
Non-current Liabilities	
Debt certificates payable	2,850,000
Other obligations	7,027,064
Total Non-current Liabilities	<u>9,877,064</u>
Total Liabilities	<u>15,649,476</u>

NET ASSETS

Invested in capital assets, net of related debt	27,875,927
Restricted for:	
Liability, protection, and settlement	3,487,208
Working cash	1,750,000
Debt service	145,092
Other restricted	403,117
Unrestricted	8,955,748
Total Net Assets	<u>\$ 42,617,092</u>

**MCHENRY COUNTY COLLEGE
COMMUNITY COLLEGE DISTRICT NUMBER 528
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
FOR THE NINE MONTHS ENDED MARCH 31, 2008**

REVENUES

Operating Revenues	
Tuition and fees, net of scholarship allowances	\$ 10,589,204
Auxiliary enterprises revenue	3,766,645
Total operating revenues	<u>14,355,849</u>

EXPENSES

Operating Expenses	
Instruction	9,718,219
Academic support	1,235,388
Student services	2,057,718
Public services	1,400,867
Operations and maintenance	2,352,694
Auxiliary enterprises	4,056,921
Depreciation	1,027,799
Institutional support	12,709,700
Total operating expenses	<u>34,559,306</u>
Operating Income (Loss)	<u>(20,203,457)</u>

NON-OPERATING REVENUES (EXPENSES)

State sources	2,689,453
Property taxes	11,488,397
Federal grants and contracts	320,186
Investment income	865,068
Interest expense	(119,565)
Other non-operating items	2,851,004
Net non-operating revenues	<u>18,094,543</u>
Net income (loss) before capital contributions	<u>(2,108,914)</u>
 Increase in net assets	 <u>(2,108,914)</u>

NET ASSETS

Net Assets - beginning of year	<u>44,726,006</u>
Net Assets - end of period	<u>\$ 42,617,092</u>

President's Reception Service Awards

Information:

At the 2008 President's Reception which will be held at Boulder Ridge Country Club, five, ten, fifteen, twenty, and twenty-five year service awards purchased from O. C. Tanner Recognition Company will be presented to recognized employees. In order to receive the awards in time for the reception, they have already been ordered. The cost for 54 of these employee recognition service awards is \$9,168.49.

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

A handwritten signature in cursive script that reads "Walter J. Packard".

Walter J. Packard
President

SURS 6% Billing

Information:

Due to a change in state law effective June 1, 2005, if a SURS participant's earnings for any academic year used to determine their final rate of earnings exceeds the amount of their earnings for the previous year by more than 6%, the State Universities Retirement System is required to bill the employer for the present value of the increase in their benefits. While MCC's Board Policy 3.1.5 was revised on March 23, 2006 to address this change, three individuals retired after the law was effective but before the MCC Board Policy was changed. We have received a bill for \$36,521.93 for one of these three individuals which must be paid.

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

A handwritten signature in cursive script that reads "Walter J. Packard".

Walter J. Packard
President

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

April 24, 2008
Organizational Meeting

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

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. AGENDA APPROVAL
4. INSTALLATIONS
 - A. Student Trustee
 - B. Student Senate Officers
5. ELECTION OF CHAIR, VICE CHAIR AND SECRETARY
6. RESOLUTION TO CONTINUE RULES, REGULATIONS AND POLICIES
7. APPOINTMENT OF TREASURER
8. APPOINTMENT OF BOARD ATTORNEY
9. APPOINTMENT OF LAW FIRM FOR PERSONNEL RELATIONS
10. APPOINTMENT OF COMMITTEES STRUCTURE
11. APPOINTMENT OF FOUNDATION LIAISON AND ALTERNATE
12. APPOINTMENT OF ICCTA REPRESENTATIVE AND ALTERNATE
13. SCHEDULE OF REGULAR MEETINGS
14. ADJOURNMENT

Chair

RESOLUTION

On a motion duly made and seconded, the following resolution was adopted:

IT IS HEREBY RESOLVED that all
rules, regulations and policies adopted
by the previous Board of McHenry County
College, District No. 528, remain in full
force and effect as intended in the past.

DATED this 24th day of April, 2008.

Chair of the Board

Secretary of the Board

RESOLUTION

IT IS HEREBY RESOLVED that the time, place and schedule of regular meetings of the Board of Trustees of McHenry County College, Crystal Lake, Illinois, Public Community College District No. 528, be in the Board Room of Building A, at McHenry County College, 8900 U.S. Highway 14, Crystal Lake, Illinois, at 7 p.m. The meetings will be held on the fourth Thursday of the month, with the exception of November and December, when the meetings will be on the third Thursday and June when the meeting will be held of the fourth Tuesday of the month.

DATED this 24th day of April, 2008.

Chair of the Board

Secretary of the Board

LIST OF REGULAR MEETINGS
OF THE McHENRY COLLEGE
BOARD OF TRUSTEES

2008

May 22

June 24 (Tuesday)

July 24

August 28

September 25

October 23

November 20

December 18

2009

January 22

February 26

March 26

April 23

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

April 24, 2008
First Meeting of the Newly Organized Board

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

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. AGENDA APPROVAL
4. OTHER BUSINESS
5. PRESENTATIONS
Katie Claypool, Student Trustee
6. OPEN FOR BOARD MEMBERS
7. CLOSED SESSION
8. ADJOURNMENT

Chair