

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

January 22, 2009  
Regular Board Meeting  
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
- \*RC 6. ACCEPTANCE OF MINUTES: Special Board Meeting, December 15, 2008  
Special Board Meeting, December 15, 2008 Closed Session  
Regular Board Meeting December 18, 2008  
Special Board Meeting, January 6, 2009
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. COMMUNICATIONS
  - A. Faculty Report
  - B. Staff Council Report
  - C. Student Trustee Report
- \*RC 13. VOUCHER #995 - \$25,970.00, Board Report #09-1
- \*RC 14. APPROVAL OF CONSENT AGENDA  
**For Approval**
  - A. Executive Summary
  - B. Financial Statements
    - a. Treasurer's Report
    - b. Voucher #996 - \$2,036,803.30, Board Report #09-2
    - c. Voucher #997 - \$930,179.97, Board Report #09-3

\*Roll Call

- C. Requests to Purchase
  - a. Contract Training, Board Report #09-4
  - b. Cleaning Contract Renewal for Satellite Sites, Board Report #09-5
  - c. IT Infrastructure Upgrade – Shah Center, Board Report #09-6
  - d. McHenry County Economic Development Corporation Annual Membership, Board Report #09-7
  - e. Printing Services for College Course Catalog, Board Report #09-8
  - f. Services for ERP Implementation and Integration, Board Report #09-9
  - g. President’s Reception Banquet Services, Board Report #08-274, Postponed
- D. Destruction of Audio Tape Recording of the Closed Sessions of the June 28, 2007 Regular Board Meeting, the May 22, 2006 Committee of the Whole Meeting, and the May 25, 2006 Regular Board Meeting, Board Report #09-10
- E. Board Policy Revision, Policy 1.8.4.4.5, Telephonic Voting, Board Report #08-281 Postponed
- F. Deferred Compensation Provider, Board Report #09-11
- G. Personnel
  - a. Personnel Adjustments for Fall 2008 Transfer and Occupational Courses, Board Report #08-200 Addendum
  - b. Personnel Adjustments for Spring 2009 Transfer and Occupational Courses, Board Report #08-260 Addendum
  - c. Continuing and Professional Education Personnel Considerations for Spring 2009, Board Report #09-12
  - d. Appointment of New Director of Continuing Education, Board Report #09-13
  - e. Appointment of New Financial Aid and MCC Promise Specialist, Board Report #09-14
  - f. Appointment of Replacement Asst. Vice President of Buildings and Grounds, Bd. Rpt. #09-15
  - g. Approval of Additional Position Changes from the Organizational Review, Bd. Rpt. #09-16
  - h. Request for Cancellation of Sponsored Leave, Board Report #09-17
  - i. Administrators’ Salary Increase for FY 2009, Board Report #09-18
  - j. Contract Extension and Compensation Adjustment for the President, Board Report #09-19
  - k. Salary/Advanced Placement Adjustments, Board Report #09-20

15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

16. INFORMATION REPORTS

- A. December 31, 2008 Accrued Financial Statements
- B. Quarterly Report on Grants
- C. Chargeback and Joint Agreement Summary Report for Fiscal Year 2008
- D. Snow Removal and Ice Control
- E. Open-Access Wireless Network on Campus
- F. Timeline for Community Engagement and Strategic Planning Efforts
- G. Status of Upper Level Administrative Searches
- H. ERP Update
- I. Requests from Trustees

17. OPEN FOR BOARD MEMBERS

18. CLOSED SESSION

19. FUTURE AGENDA ITEMS

20. ADJOURNMENT



George Lowe  
Chair

# FRIENDS OF M · C · C FOUNDATION

## Foundation Update for the January 22, 2009 Board of Trustees Meeting

### **MCC Promise Committee**

Committee members continue to work to meet with major donors to secure additional gifts to complete funding for the core fund.

### **The Promise PR Task Force**

Working with the Office of Marketing and Public Relations, the Promise PR Task Force has made contacts with the Chicago Tribune and with two Chicago TV stations that have expressed interest in a story. A Tribune reporter is now working on a Promise feature that should be out soon.

### **Annual Fund**

The Annual Fund Committee continues to recruit members from each community in the district to broaden outreach. The committee has begun monthly meetings and is working toward the goal of raising \$300,000 annually for the MCC Promise through personal visits, presentations, and mailings.

The first annual fund mailing – focusing on the MCC Promise -- was sent in mid-December. To date 34 donors responded with Promise gifts, 4 with gifts for other projects. The response totals \$11,000 so far. One donor enclosed a note saying: “What MCC is offering falls in the ‘miracle’ category for us.....I would like to offer my services as a volunteer in this campaign.”

### **Gifts of Note**

A new \$50,000 scholarship has been established for nursing and CNA students. Two other endowed scholarships were received recently and are highlighted in the issue of *Connections* sent out this month.

### **Golf Invitational**

Mark this date on your calendar – Friday, June 5, 2009 – as the MCC Golf Invitational event date. The second round of sponsorship solicitation letters will go out at the end of January. The committee is also working on obtaining prizes, auction items and donated goods and services.

### **Gala Committee**

The gala committee is in formation. Past attendees and volunteers are being encouraged to assist with this year’s planning efforts which will be the culminating event of the Promise Campaign. The gala event is slated to take place this fall.

### **Mini Grants**

The Scholarship/Mini Grant Committee meets to review proposals this week and will announce winners soon. **All are invited to join the Foundation Board in congratulating faculty and staff who are awarded mini grants. The awards ceremony will take place on February 4 beginning at 8:30 am in the Employee Dining Room.**

Student Trustee Report

The Student Trustee outreach initiative is now in full force with the use of posters, Student Trustee Tartan articles, and The Flush. I have created an e-mail address specifically meant to receive feedback from the students for the Student Trustee. I will continue to update the Board of Trustees as information is collected.

In accordance with my position as ICCB Finance Advisory Committee Student Advisor and as a member of the ICCB Student Advisory Committee, I will be in Springfield from January 21<sup>st</sup> to the 24<sup>th</sup>. The ICCB Finance Advisory Committee meeting will pertain to the 2010 budget, as well as legislative matters.

Student Senate will begin this semester with a well-planned itinerary including student sporting activities, meet and greets, a talent show, and the promotion of elections for the 2009-2010 Student Senate.



Thomas Kendzie  
Student Trustee

Authorize Payment of Voucher #995

Information:

100- Education Fund	<u>\$25,970.00</u>
Total	\$ 25,970.00

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #995 dated January 22, 2009, totaling \$25,970.00.



Walter J. Packard  
President

Executive Summary

Fiscal Year 2009 is currently 50% complete with the year-to-date results for December 2008 being reported. In the Operating Funds, total revenue is 60% of budget, as compared with 60% at the same time last year. Total expenditures are 38% of budget, as compared with 45% 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:

- Interest revenue is currently 30% of budget as compared to 78% at the same time last year. \$269,733 less revenue has been received through December 2008 than the prior year. This decrease is due to lower interest rates.
- Other revenue is currently 4% of budget as compared to 25% last year. \$16,006 less revenue has been received through December 2008 than the prior year. This is due to recording Foundation support for the Promise Director and Nursing Instructor positions in the Non-Government Gifts, Grants revenue line in FY 2009 as compared to FY 2008.
- Employee benefit expenditures are currently 33% of budget as compared to 36% last year. \$403,694 more in expenditures have been recorded through December 2008 than the prior year. This increased cost is the result of payments to retirees under the College's early retirement program and was included in the FY 2009 budget.
- Materials and supplies are currently 41% of budget as compared to 58% last year. \$735,126 more in expenditures have been recorded through December 2008 than the previous year. This increased cost is due to expenses associated with the ERP project and was included in the FY 2009 budget.
- Utilities expenditures are currently 43% of budget as compared to 34% last year. \$135,520 more in expenditures have been recorded through December 2008 than the prior year. This increase is primarily due to increased rates.
- Capital outlay expenditures are currently 12% of budget as compared to 36% last year. \$28,580 less in expenditures have been recorded through December 2008 than the prior year. This decrease is due to the timing of approved capital equipment expenditures in FY 2009 as compared to FY 2008.
- Other expenditures are currently 40% of budget as compared to 4% last year. \$72,957 more in expenditures have been recorded through December 2008 than the prior year. This increase is primarily due to the timing of processing tuition waivers during FY 2009 as compared to FY 2008.



Walter J. Packard  
President

McHenry County College  
 Operating Funds Financial Comparison  
 Six Months Actual Ended December 31, 2007 and December 31, 2008

	FY2008 Actual to December 31, 2007				FY2009 Actual to December 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	\$ 9,786,736	\$ 1,089,532	\$ 10,876,268	47%	\$ 10,195,320	\$ 1,139,903	\$ 11,335,223	45%	\$ 458,955
State	1,048,429	368,792	1,417,221	48%	1,039,098	363,121	1,402,219	50%	(15,002)
Federal	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	7,891,208	1,935,153	9,826,361	93%	8,591,131	2,145,161	10,736,292	98%	909,931
Sales & Service Fees	11,917	-	11,917	47%	11,724	-	11,724	46%	(193)
Facilities	12,426	3,975	16,401	109%	9,036	11,051	20,087	63%	3,686
Interest	466,653	-	466,653	78%	196,920	-	196,920	30%	(269,733)
Non-Govt Gifts, Grants	-	-	-	-	34,759	-	-	-	-
Other	21,311	-	21,311	25%	5,305	-	5,305	4%	(16,006)
<b>Total Revenue</b>	<b>19,238,680</b>	<b>3,397,452</b>	<b>22,636,132</b>	<b>60%</b>	<b>20,083,293</b>	<b>3,659,236</b>	<b>23,742,529</b>	<b>60%</b>	<b>1,071,638</b>
Expenditures									
Salaries	9,430,236	597,045	10,027,281	47%	9,172,082	594,168	9,766,250	44%	(261,031)
Employee Benefits	1,521,913	148,682	1,670,595	36%	1,920,349	153,940	2,074,289	33%	403,694
Contractual Services	889,546	74,325	963,871	56%	917,166	93,122	1,010,288	22%	46,417
General Materials & Supplies	1,029,521	138,984	1,168,505	58%	1,733,582	170,049	1,903,631	41%	735,126
Conference and Meeting	167,321	6,181	173,502	32%	153,030	10,342	163,372	24%	(10,130)
Fixed Charges	568,063	45	568,108	42%	524,629	-	524,629	44%	(43,479)
Utilities	4,659	310,692	315,351	34%	6,535	444,336	450,871	43%	135,520
Capital Outlay	258,830	21,019	279,849	36%	225,966	25,303	251,269	12%	(28,580)
Other Expenditures	109,978	-	109,978	4%	182,935	-	182,935	40%	72,957
<b>Total Expenditures</b>	<b>13,980,067</b>	<b>1,296,973</b>	<b>15,277,040</b>	<b>45%</b>	<b>14,836,274</b>	<b>1,491,260</b>	<b>16,327,534</b>	<b>38%</b>	<b>1,050,494</b>
Excess (deficiency) of revenues over expenditures	5,258,613	2,100,479	7,359,092		5,247,019	2,167,976	7,414,995		21,144
Other financing sources (uses) Operating transfers out	-	(2,000,000)	(2,000,000)		-	(2,000,000)	(2,000,000)		-
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	\$ 5,258,613	\$ 100,479	\$ 5,359,092		\$ 5,247,019	\$ 167,976	\$ 5,414,995		\$ 21,144

McHenry County College  
 Operating Funds Financial Summary  
 Six Months ended December 31, 2008

	FY2009 Budget				FY2009 Actual				Variance Over (Under) FY 2009 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	\$ 22,496,130	\$ 2,747,574	\$ 25,243,704	63%	\$ 10,195,320	\$ 1,139,903	\$ 11,335,223	45%	\$ (13,908,481)	45%
State	2,082,566	724,189	2,806,755	7%	1,039,098	363,121	1,402,219	50%	(1,404,536)	49%
Federal	-	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	8,936,185	2,030,292	10,966,477	28%	8,591,131	2,145,161	10,736,292	98%	(230,185)	93%
Sales & Service Fees	25,400	-	25,400	-	11,724	-	11,724	46%	(13,676)	48%
Facilities	26,000	6,000	32,000	-	9,036	11,051	20,087	63%	(11,913)	73%
Interest	650,000	-	650,000	2%	196,920	-	196,920	30%	(453,080)	79%
Non-Govt Gifts, Grants	-	-	-	-	34,759	-	34,759	-	34,759	317%
Other	131,000	-	131,000	-	5,305	-	5,305	4%	(125,695)	18%
<b>Total Revenue</b>	<b>34,347,281</b>	<b>5,508,055</b>	<b>39,855,336</b>	<b>100%</b>	<b>20,083,293</b>	<b>3,659,236</b>	<b>23,742,529</b>	<b>60%</b>	<b>(16,112,807)</b>	<b>59%</b>
Expenditures										
Salaries	21,085,325	1,186,253	22,271,578	49%	9,172,082	594,168	9,766,250	44%	(12,505,328)	47%
Employee Benefits	5,915,624	313,078	6,228,702	14%	1,920,349	153,940	2,074,289	33%	(4,154,413)	38%
Contractual Services	4,472,810	222,000	4,694,810	11%	917,166	93,122	1,010,288	22%	(3,684,522)	32%
General Materials & Supplies	4,504,975	136,240	4,641,215	10%	1,733,582	170,049	1,903,631	41%	(2,737,584)	44%
Conference and Meeting	665,116	26,500	691,616	2%	153,030	10,342	163,372	24%	(528,244)	32%
Fixed Charges	1,191,892	800	1,192,692	3%	524,629	-	524,629	44%	(668,063)	46%
Utilities	13,940	1,024,275	1,038,215	2%	6,535	444,336	450,871	43%	(587,344)	42%
Capital Outlay	2,050,000	60,003	2,110,003	5%	225,966	25,303	251,269	12%	(1,858,734)	22%
Other Expenditures	458,060	-	458,060	1%	182,935	-	182,935	40%	(275,125)	44%
Contingency	1,041,322	136,269	1,177,591	3%	-	-	-	n/a	(1,177,591)	-
<b>Total Expenditures</b>	<b>41,399,064</b>	<b>3,105,418</b>	<b>44,504,482</b>	<b>100%</b>	<b>14,836,274</b>	<b>1,491,260</b>	<b>16,327,534</b>	<b>37%</b>	<b>(28,176,948)</b>	<b>43%</b>
Excess (deficiency) of revenues over expenditures	(7,051,783)	2,402,637	(4,649,146)		5,247,019	2,167,976	7,414,995		12,064,141	
Other financing sources (uses): Operating transfers (out)	(625,000)	(2,000,000)	(2,625,000)		-	(2,000,000)	(2,000,000)		-	
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ (7,676,783)	\$ 402,637	\$ (7,274,146)		\$ 5,247,019	\$ 167,976	\$ 5,414,995		\$ 12,064,141	



McHenry County College  
All Funds Financial Summary  
Six Months ended December 31, 2008

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) 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
<b>Revenue</b>											
Local	\$ 10,195,320	\$ 1,139,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,802	\$ 411,405	\$ -	\$ 11,773,430
State	1,039,098	363,121	-	-	212,053	-	-	-	-	-	1,614,272
Federal	-	-	-	-	193,485	-	812,840	-	-	-	1,006,325
Tuition & Fees	8,591,131	2,145,161	-	794,259	-	-	-	-	-	-	11,530,551
Sales & Service Fees	11,724	-	-	1,623,373	-	-	-	-	-	-	1,635,097
Facilities	9,036	11,051	-	-	-	-	-	-	-	-	20,087
Interest	196,920	-	57,769	-	-	4,705	-	-	2,683	-	262,077
Non-Govt Gifts, Grants	34,759	-	-	85,404	10,611	-	-	-	-	-	130,774
Other	5,305	-	-	-	-	-	-	-	-	1,993,809	1,999,114
<b>Total Revenue</b>	<b>20,083,293</b>	<b>3,659,236</b>	<b>57,769</b>	<b>2,503,036</b>	<b>416,149</b>	<b>4,705</b>	<b>812,840</b>	<b>26,802</b>	<b>414,088</b>	<b>1,993,809</b>	<b>29,971,727</b>
<b>Expenditures</b>											
Instruction	6,127,112	-	-	-	159,753	-	-	-	-	-	6,286,865
Academic Support	650,249	-	-	-	21,096	-	-	-	-	-	671,345
Student Services	1,263,488	-	-	-	123,506	-	-	-	-	-	1,386,994
Public Service	820,440	-	-	713,537	11,305	-	-	-	-	-	1,545,282
Auxiliary Services	-	-	-	2,386,951	-	-	-	-	-	-	2,386,951
Operations & Maintenance	-	1,491,260	-	-	-	-	-	-	152,910	-	1,644,170
Institutional Support	5,974,985	-	57,698	6,240	106,172	-	812,840	65,000	402,585	1,865,483	9,291,003
<b>Total Expenditures</b>	<b>14,836,274</b>	<b>1,491,260</b>	<b>57,698</b>	<b>3,106,728</b>	<b>421,832</b>	<b>-</b>	<b>812,840</b>	<b>65,000</b>	<b>555,495</b>	<b>1,865,483</b>	<b>23,212,610</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>5,247,019</b>	<b>2,167,976</b>	<b>71</b>	<b>(603,692)</b>	<b>(5,683)</b>	<b>4,705</b>	<b>-</b>	<b>(38,198)</b>	<b>(141,407)</b>	<b>128,326</b>	<b>6,759,117</b>
<b>Other financing sources (uses):</b>											
Operating transfers in	-	-	2,000,000	-	-	-	-	-	-	-	2,000,000
Operating transfers (out)	-	(2,000,000)	-	-	-	-	-	-	-	-	(2,000,000)
<b>Total Other financing sources (uses)</b>	<b>-</b>	<b>(2,000,000)</b>	<b>2,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses</b>	<b>5,247,019</b>	<b>167,976</b>	<b>2,000,071</b>	<b>(603,692)</b>	<b>(5,683)</b>	<b>4,705</b>	<b>-</b>	<b>(38,198)</b>	<b>(141,407)</b>	<b>128,326</b>	<b>6,759,117</b>
<b>Beginning Fund Balance</b>	<b>13,626,176</b>	<b>1,275,072</b>	<b>4,610,581</b>	<b>310,800</b>	<b>51,681</b>	<b>2,804,810</b>	<b>48,557</b>	<b>283,234</b>	<b>3,756,219</b>	<b>750,591</b>	<b>27,517,721</b>
<b>Ending Fund Balance</b>	<b>\$ 18,873,195</b>	<b>\$ 1,443,048</b>	<b>\$ 6,610,652</b>	<b>\$ (292,892)</b>	<b>\$ 45,998</b>	<b>\$ 2,809,515</b>	<b>\$ 48,557</b>	<b>\$ 245,036</b>	<b>\$ 3,614,812</b>	<b>\$ 878,917</b>	<b>\$ 34,276,838</b>

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

<b>Bank Name Location / Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
Home State Bank Crystal Lake <b>Imprest</b>	\$3,219,855.80	\$2,851,792.63	\$4,088,039.03	\$1,983,609.40
Harvard State Bank Harvard <b>Imprest - VISA / MC / Discover</b>	\$565,457.53	\$385,152.97	\$704,201.48	\$246,409.02
Home State Bank Crystal Lake <b>Online</b>	\$5,595.27	\$762.63	\$0	\$6,357.90
Home State Bank Crystal Lake <b>Flexible Spending</b>	\$0	\$17,793.45	\$17,793.45	\$0
Home State Bank Crystal Lake <b>Health Care Claims</b>	(\$3,948.10)	\$8,945.30	\$9,486.00	(\$4,488.80)
Amcore Bank Woodstock <b>Payroll</b>	\$0	\$16,606.45	\$16,606.45	\$0
Harvard State Bank Harvard <b>Operations</b>	\$203.78	\$427,549.27	\$427,753.05	\$0
First Midwest Bank McHenry <b>Student Grant &amp; Loan</b>	\$1,342.23	\$28,472.26	\$28,472.26	\$1,342.23

McHenry County College  
January 22, 2009

Investments

College Fund	Financial Institution	December 31, 2008	November 30, 2008	Interest	No. of Days	Maturity
		Investments	Investments			
Education	Illinois Funds	\$ 10,444,695.04	\$ 11,383,833.32	see below	N/A	On Demand
Education	Illinois Funds - Prime Fund	12,103,065.04	12,093,159.23	see below	30	On Demand
Operations & Maintenance (Restricted)	Illinois Funds	1,744.53	1,743.79	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds - Prime Fund	6,141,347.43	6,136,321.02	see below	30	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds	917,107.89	916,523.06	see below	N/A	On Demand
Working Cash	Illinois Funds	615,100.50	614,708.26	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	350,742.44	350,518.77	see below	N/A	On Demand
<b>Total</b>		<b>\$ 30,573,802.87</b>	<b>\$ 31,496,807.45</b>			

Illinois Fund Rates - December 2008

Annualized rate - Money Mkt	
Low	0.450%
High	0.658%
Average	0.505%

Interest Revenue

College Fund	December 2008	Fiscal YTD
Education	\$ 16,737.46	\$ 196,920.85
Operations & Maintenance (Restricted)	5,611.98	57,768.77
Working Cash	392.24	4,704.67
Liability, Protection and Settlement	223.67	2,682.70
<b>Total</b>	<b>\$ 22,965.35</b>	<b>\$ 262,076.99</b>

Annualized rate - Prime Fund

Low	0.891%
High	1.136%
Average	0.967%

Authorize Payment of Voucher #996

Information:

100- Education Fund	\$476,881.29
200- Operations & Maintenance Fund	54,581.37
300- Operations & Maintenance (Restricted) Fund	10,125.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	642,518.77
600- Restricted Purposes Fund	23,485.76
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	2,983.26
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	193.50
1700-Employee Health Insurance	<u>826,034.35</u>
Total	\$2,036,803.30

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #996 dated January 22, 2009, totaling \$2,036,803.30.



Walter J. Packard  
President

Authorize Payment of Voucher #997

Information:

100- Education Fund	\$762,768.72
200- Operations & Maintenance Fund	55,869.36
300- Operations & Maintenance (Restricted) Fund	16,298.98
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	67,447.28
600- Restricted Purposes Fund	22,390.77
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	1,243.00
1100- Audit Fund	3,987.00
1200- Liability Protection & Settlement Fund	<u>174.86</u>
Total:	\$930,179.97

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #997 dated January 22, 2009 totaling \$930,179.97.



Walter J. Packard  
President

Request to Purchase  
Contract Training

Information:

The following is a training program contracted by the McHenry County College Shah Center. The source of funds to pay for trainers and materials for this program are from customer billing and grant funds.

Company Training Program (Source of Funds)	Hours	Timeframe	Expenditure Amount	Vendor/ Facilitator	City	State
TC Industries	432	1/22/09-4/30/09	\$74,580.00	IndustriTek	Chicago	IL

Recommendation:

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



Walter J. Packard  
President

Request to Purchase  
Cleaning Contract Renewal for Satellite Sites

Information:

In January 2007, the Board of Trustees approved Board Report #07-3, a one-year contract from ServiceMaster Commercial Cleaning by Pletz for cleaning services of the satellite sites: University Center, Shah Center, and the Welding Center. The original Request for Proposals (RFP) requested a one-year agreement with two possible one-year extensions, contingent upon Board of Trustees approval. This request is the second of the two one-year extensions as contemplated in the original RFP.

The cleaning company has provided excellent service with friendly and professional employees. It is the intent to exercise the second of two one-year extensions of this contract based on the vendor providing the same monthly costs as last year. All cleaning supplies are included in the contract; however, paper and sanitary supplies are extra and will be invoiced by the vendor based on usage. The pricing for this final one year extension is listed below:

	ServiceMaster Commercial <u>Cleaning by Pletz</u>
Cleaning Services:	
Shah Center	1,953.00
Welding Center	<u>947.44</u>
Subtotal	2,900.44
Number of months	<u>x 12</u>
Monthly Subtotal	<u>34,805.28</u>
University Center	987.23
Number of months	<u>x 6</u>
Monthly Subtotal	<u>5,923.38</u>
Total excluding supplies	<u><u>\$40,728.66</u></u>

This expense is budgeted in the University Center Account in the Auxiliary Enterprises Fund, and the Corporate Center Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the renewal of the contract cleaning services as outlined above beginning February 1, 2009, for \$40,728.66 from ServiceMaster Commercial Cleaning by Pletz, Crystal Lake, IL.

  
Walter J. Packard  
President

Request to Purchase  
IT Infrastructure Upgrade – Shah Center

All current voice and data services that connect the main campus to the Shah Center are through a dedicated communications link known as a T-1. This link provides basic connectivity at a 1.5 Megabit (Mb) bandwidth. This link is inadequate for Shah Center operations. A bandwidth link of at least 50 Mb is essential and would provide the ability for the Shah Center to offer competitive programs, and will also supply the College with resources to run backup data to an off-site location. This will be essential to all systems including the ERP.

A consultant from the Northern Illinois Broadband Initiative was hired to investigate the feasibility of a microwave link between the campuses. Due to the terrain in Bull Valley, the microwave would require multiple repeaters and additional expense. It was determined that fiber would be the best solution. Comcast and AT&T were consulted to provide the essential services. Due to statewide negotiated contracts with Illinois Century Network and AT&T, an affordable solution was found.

Current contracts for \$1,872.00 per month with AT&T would be eliminated, and a new contract for \$2,176.90 with a five-year term would replace it. This would provide a 50 Mb link between campuses. The additional cost of \$304.90 per month would also provide MCC the ability to run backup data to an off-site location. AT&T has provided a 16-week implementation timeframe for installation.

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

Recommendation:

It is recommended that the Board of Trustees approves the cancellation of the existing broadband contracts with AT&T, which will save \$1,872.00 per month, and enter into a new agreement for \$2,176.90 per month from AT&T, Aurora, IL.



Walter J. Packard  
President



Request to Purchase  
McHenry County Economic Development Corporation Annual Membership

Information:

McHenry County College has been a member of the McHenry County Economic Development Corporation (MCEDC) since its inception in 1991. The mission of the MCEDC is to encourage and develop the economic health of McHenry County through the retention, expansion and attraction of commerce and industry which is conducive to an optimal quality of life for its citizens. The College's membership in the MCEDC provides a vital partnership which supports the district's economic development and the mission and goals of the College.

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase of an annual membership for \$5,000.00 from the McHenry County Economic Development Corporation, McHenry, IL.



Walter J. Packard  
President

Request to Purchase  
Printing Services for College Course Catalog

Information:

The College currently publishes an annual College Course Catalog to share admission and registration information, as well as course-related information. The publication is an essential part of MCC recruitment and admissions strategies, acting as a key reference for students. To ensure both legibility and cost-effectiveness, the catalog should be printed on high-opacity offset paper utilizing a heat-set web printing process.

Because of the regular adjustments in course information, the need for dependability and a timely production is critical. The College solicited bids for printing of the 2009-2010 catalogs according to standard procedures.

<u>Description</u>	<u>Creasey Printing</u>	<u>D.B. Hess</u>	<u>L&amp;L Graphic Solutions, Inc.</u>	<u>Moor Print Group</u>
Printing services for 5,000 copies of MCC College Course Catalog (includes pre-press, proofs, printing, bindery and shipping)	No Bid	\$6,154.00	\$14,535.00	No Bid

This expense is budgeted in the Public Information Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of printing services for the 2009-2010 College Course Catalog for \$6,154.00 from D.B. Hess, Woodstock, IL.



Walter J. Packard  
President

Request to Purchase  
Services for ERP Implementation and Integration

Information:

In April 2008, the Board of Trustees approved the initial expenditure of \$1,552,146 to Campus Management Corporation for basic software and implementation services for a new Enterprise Resource Planning (ERP) system.

Over the past several months, Campus Management has conducted numerous Business Requirements Review (BRR) sessions with many College employees to document MCC's specific needs for a new ERP system. As the result these BRR sessions, MCC has identified several requirements that are beyond the scope of the original Professional Services Agreement including:

- Integrations and custom processes
  - Compliance with ICCB reporting requirements
  - Additional time for data validation
  - Business process documentation
  - Post go-live support and system audit
- **Integrations and Custom Processes**  
The following integrations and custom processes are necessary to maintain MCC's current level of service to our students and community as well as establish a strong foundation for future enhancements:
    - a. Integration with Nelnet to interface with student payment plans
    - b. Processes to automatically drop students for non-payment and automatically post grades for non-credit courses
    - c. Automated import of SAT & ACT scores
    - d. Integration with Credentials, Inc. to allow students to request a transcript online
    - e. Integration with Nebraska Bookstore Systems online interface
    - f. Process to develop faculty contracts based on course contact hours
    - g. Customized online application and web portal interface
- **Compliance with ICCB Reporting Requirements**  
The Illinois Community College Board outlines reporting requirements that are unique to community colleges within the state of Illinois. The functionality to collect the data and create the reports required by the ICCB is not a standard feature of any ERP software, and requires a custom application.
- **Additional Time for Data Validation**  
The original Professional Services Agreement with Campus Management allocated two weeks for data validation between each of the conversion iterations. Because of the amount and complexity of the data that MCC is converting, it has been determined that an additional week of data validation is required after each of the conversion iterations. This additional time is necessary to

allow College employees to compare student information in MCC's legacy system and the new ERP system to ensure the accuracy of the conversion process.

- **Business Process Documentation**  
In order to ensure continuity in MCC's business processes during and after the conversion, the College will work with Campus Management to identify and document standard processes and procedures for admissions, advising, academic records, financial aid, student accounts, and career services.
- **Post Go-Live Support and System Audit**  
Campus Management will provide on-site support for one month after MCC's go-live date, including hands-on training, technical assistance, and troubleshooting as needed. This post go-live support will allow the College to immediately identify and address issues that may arise to ensure a successful implementation.

The total cost for the professional services and associated travel required for these additional requirements is projected at \$1,550,000.00.

This expense is budgeted in the ERP System Implementation Account in the Education Fund. The planned budget for the overall project implementation is \$7,000,000.00.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of additional professional services for the projected cost of \$1,550,000.00 from Campus Management Corporation, Boca Raton, FL.



Walter J. Packard  
President

Request to Purchase  
President's Reception Banquet Services

Information:

The 2009 President's Reception will be held at Boulder Ridge Country Club on April 24, 2009. The estimated cost for Boulder Ridge Country Club for this year's reception is \$9,500.00, based upon last year's attendance. A deposit of \$500.00 is due at this time. This expense is budgeted in the Institutional Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the estimated expenditure of \$9,500.00 to Boulder Ridge Country Club, Lake in the Hills, IL.



Walter J. Packard  
President

Destruction of Audio Tape Recordings of the Closed Sessions of the  
June 28, 2007 Regular Board Meeting, the May 22, 2006 Committee of the Whole Meeting,  
and the May 25, 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 tapes from the Closed Sessions on May 22, 2006 and May 25, 2006 were not destroyed after 18 months had passed since the date of the meetings due to a pending Freedom of Information Act request. The College's attorneys indicate that the additional time frame that could apply to possible litigation regarding these two tapes has passed and it is now appropriate to destroy them.

The identified tapes will be physically destroyed.

Recommendation:

It is recommended that the Board of Trustees approves the destruction on January 23, 2009, of the audio recordings of the Closed Session of the June 28, 2007 Regular Board Meeting, the May 22, 2006 Committee of the Whole Meeting, and the May 25, 2006 Regular Board Meeting.



Walter J. Packard  
President

Board Policy Revision  
Policy 1.8.4.4.5 – Telephonic Voting

Information:

Based upon advice from attorneys presenting at a recent ICCTA meeting, revisions have been suggested to Board Policy 1.8.4.4.5, Telephonic Voting. These revisions, including a change to the name of the policy, were discussed at the Committee of the Whole meeting on December 15, 2008 (revisions are in bold below).

1.8.4.4.5

TELEPHONIC ~~VOTING~~ PARTICIPATION

A Board member not physically present at a meeting may participate and vote in accordance with the *Illinois Open Meetings Act*. **Board members may not participate in Closed Sessions via telephone.**

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Board Policy 1.8.4.4.5.



Walter J. Packard  
President

## Deferred Compensation Provider

Information:

The IRS has issued new regulations that govern the 403(b) and 457 deferred compensation benefit plans that the College offers to its employees. Among other things, these new regulations require a formal written plan document and increased record-keeping responsibilities and coordination across all plan offerings. In order to comply with new IRS regulations, the College issued a Request for Proposals (RFP) to identify providers that would meet new plan document requirements and provide an investment platform with best in class investment performance, lower than average expenses, and quality service and education to plan participants. The College also reviewed its 457 deferred compensation plan providers as part of this process. The College used an independent third-party, Crossroads Advisory Group, to facilitate the RFP process.

A committee was formed consisting of six employees, two representatives from each of the College's employee groups (faculty, administration, and staff) to evaluate proposals and select a plan vendor(s). The RFP was sent to nineteen providers which included all current providers. Five proposals were received that fully complied with the requirements of the RFP. When analyzing the RFP responses, two proposals were eliminated from further consideration due to having no experience providing 403(b) plans, or the company being new and having a short track record with limited references. Therefore, the proposals received from AIG Retirement, AXA Equitable, and Security Benefit were thoroughly reviewed for possible selection.

Although a 403(b) plan is considered a non-ERISA (**Employee Retirement Income Security Act**) plan and, therefore, exempt from the more stringent regulations to which private business defined contribution plans are subject, the College and its consultant employed best practice models for analyzing the responses received as outlined in ERISA, UPIA (Uniform Prudent Investors Act), and MPERS (Management of Public Employee Retirement Systems Act). The Committee reviewed the RFP criteria and prioritized the following three characteristics of the plan to be most important:

- Providing a 403(b) and 457 plan that complies with new regulations
- The investment platform provides a wide investment selection with offerings that exhibit strong past performance with a low cost structure
- A service model to participants that would provide online tools, group education, and campus presence every quarter during the calendar year

The Committee reviewed data related to the specific funds that were offered in the investment platform put forward by the three providers in their RFP response. The following data were reviewed:

- Fund track record and manager tenure of at least 3 years
- Fund performance meets or exceeds that of peers over 1, 3, and 5 years
- Fund performance meets or exceeds the relevant index over 1, 3, and 5 years
- Risk analysis reviewing alpha, standard deviations, and style consistency of investments within the fund
- Investment management fees, account fees, 12b1 (marketing) fees and other fees



All fees are paid by plan participants; there is no cost to the College to offer this benefit to its employees. Information regarding account and investment fees as well as the investment returns of the proposed fund offerings in the investment platforms is presented in the tables below for the three proposals considered by the committee.

Fees and Expenses

<u>Provider</u>	<u>Platform</u>	<u>Annual Fee</u>	<u>Total Fees</u>	<u>Surrender Charges</u>
AIG Retirement	Annuity	\$25.00	2.00 – 2.30 %	5%
AXA Equitable	Annuity	\$30.00	2.49 – 2.65 %	6%
Security Benefit	Mutual Fund	none	1.40 – 1.48 %	none

Investment Fund Performance

<u>Provider</u>	<u>Track Record/Tenure</u>	<u>Performance vs. Peers</u>	<u>Performance vs. Index</u>	<u>Risk Analysis</u>
AIG Retirement	35% Pass	22% Pass	12% Pass	Above
	65% Fail	78% Fail	88% Fail	Average
AXA Equitable	56% Pass	39% Pass	34% Pass	Above
	44% Fail	61% Fail	66% Fail	Average
Security Benefit	89% Pass	76% Pass	65% Pass	Below
	11% Fail	24% Fail	35% Fail	Average

Based on the above analysis of the investment platform offered in the responses, Security Benefit best meets all of the criteria the Committee deemed critical in a provider. Included in the investment management fees, Security Benefit has proposed an open model to allow the College to choose its own fiduciary service and participant advisor to be assigned to the plan. The other providers would simply assign a fiduciary and advisor to service the plan. The fiduciary’s responsibility will be to review the plan on a periodic basis to ensure that high quality funds are being offered to plan participants. Best practices suggest that the plan sponsor (the College) have the ability to separately appoint the parties to serve those functions to avoid conflicts of interest.

In an effort to provide appropriate investment options for all plan participants, the College desired that each plan provider offer both a mutual fund and an annuity investment platform. Security Benefit will provide both platforms to plan participants. Both AIG Retirement and AXA Equitable report that they will have mutual fund platforms available later this year, but currently do not provide that option.

Based upon the investment options offered, low fees, below average risk, and the ability to select a fiduciary and advisor of the College’s choosing, it is the unanimous recommendation of the Committee that Security Benefit be selected as the College’s 403(b) and 457 deferred compensation plan benefit provider.

Recommendation:

It is recommended that the Board of Trustees approves the selection of Security Benefit of Topeka, KS to provide 403(b) and 457 deferred compensation plan services for McHenry County College.



Walter J. Packard  
President

Personnel Adjustments for Fall 2008  
Transfer and Occupational Courses

Information:

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

Independent/Individualized/Internships

<u>Name</u>	<u>Course</u>	<u>Credit_</u> <u>Hours</u>	<u>Number of</u> <u>Students</u>	<u>Previously</u> <u>Approved \$</u>	<u>\$ Amount</u>
Albamonte, M	AMT 250 001	3	4	0	900.00

Recommendation:

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



Walter J. Packard  
President

Personnel Adjustments for Spring 2009  
 Transfer and Occupational Courses

Information:

Listed below are adjustments for Spring 2009 Transfer and Occupational courses and program development:

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albright, B	MAT 079 001	3	0	1,673.75
Arnold, M	GEG 220 002	3	0	1,442.00
Barnard, A	SPA 101 001	3	0	1,442.00
Barski, S	ENG 152 019	3	0	1,519.25
Beruscha, M	MAT 095 012	4	0	1,922.67
Blanco, J	MAT 120 002	3	0	1,673.75
Bretz, J	MAT 095 001	4	0	2,128.67
Buckler, A	ENG 095 004	3	0	1,442.00
Burks, S	CHM 115 001	5	0	2,532.08
Burks, S	CHM 266 001	8	0	4,051.33
Butterly, T	ENG 151 019	3	0	1,596.50
Button, S	MAT 099 010	4	0	2,231.67
Button, S	MAT 099 011	4	0	2,231.67
Campbell, J	PHI 261 001	3	0	1,673.75
Campbell, J	PHI 261 002	3	0	1,673.75
Cano, G	SPE 151 001	3	0	1,596.50
Cano, G	SPE 151 003	3	0	1,596.50
Cofield, J	PHI 261 004	3	0	1,596.50
Compton, R	SPE 151 023	3	0	1,673.75
Compton, T	SPE 151 024	3	0	1,673.75
Davis, D	MCC 101 108	1	278.96	0.00
Davis, D	MAT 095 004	4	0	2,231.67
Davis, D	MAT 170 001	3	0	1,673.75
DeGross, H	SPE 151 016	3	0	1,596.50
DeGross, H	SPE 151 017	3	0	1,596.50
Del Giudice, F	SPE 151 002	3	0	1,442.00
Del Giudice, F	THE 151 001	3	0	1,442.00
Devadas, C	BIO 110 007	6	0	3,347.50
Dittus, M	ENG 152 021	3	0	1,596.50
Dittus, M	ENG 152 022	3	0	1,596.50
Douglas, J	ENG 152 001	3	0	1,442.00
Douglas, J	ENG 152 002	3	0	1,442.00
Dzike, L	ENG 151 020	3	0	1,442.00
Evans, A	ENG 152 023	3	0	1,442.00
Flashing, S	PHI 251 006	3	0	1,442.00
Fox, J	ENG 151 013	3	0	1,442.00
Fox, J	ENG 151 015	3	0	1,442.00
Gaughan, P	MUS 153 001	3	0	1,673.75
Gaughan, P	MUS 154 001	3	0	1,673.75

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Gaughan, P	MUS 154 002	3	0	1,673.75
Gordon, J	ART 151 601	3	0	1,519.25
Gordon, J	ART 151 602	3	0	1,519.25
Gordon, J	ART 151 603	3	0	1,519.25
Gowans, M	PHI 151 004	3	0	1,596.50
Gowans, M	PHI 151 005	3	0	1,596.50
Graziano, J	MAT 090 001	3	0	1,519.25
Graziano, J	MAT 090 003	3	0	1,519.25
Gregor, C	ART 156 001	6	0	2,884.00
Gregor, C	ART 156 003	6	0	2,884.00
Griffith, C	ENG 151 018	3	0	1,519.25
Hageman, J	MAT 095 008	4	0	2,025.67
Hageman, J	MAT 095 009	4	0	2,025.67
Healy, J	ENG 151 008	3	0	1,673.75
Healy, J	ENG 151 301	3	0	1,673.75
Helm, C	MAT 201 001	3	0	1,673.75
Henry, M	MAT 095 002	4	0	1,922.67
Henry, M	MAT 095 003	4	0	1,922.67
Howland, J	BIO 110 005	6	0	3,193.00
Hunt, J	HRT 221 001	4	0	2,231.67
Hunt, J	HRT 222 001	3	0	1,673.75
Jagielski, R	SPE 151 011	3	0	1,673.75
Jagielski, R	SPE 151 012	3	0	1,673.75
Jost, H	PHI 251 301	3	0	1,673.75
Kamarajan, S	MAT 099 001	4	0	2,128.67
Kamarajan, S	MAT 099 005	4	0	2,128.67
Khan, R	ENG 152 010	3	0	1,519.25
Khan, R	ENG 152 012	3	0	1,519.25
Kleisch, E	RDG 110 003	3	0	1,442.00
Kostova, Z	FRE 151 001	4	0	2,025.67
Lech, I	GER 151 001	4	0	1,922.67
Lee, R	CHM 165 A01	3	0	1,673.75
Lee, R	CHM 165 A02	3	0	1,673.75
Lee, R	CHM 166 A01	3	0	1,673.75
Lee, S	CHM 164 A01	3	0	1,442.00
Lee, S	CHM 164 A02	3	0	1,442.00
Linse-Zurio, M	BIO 110 006	6	0	3,347.50
Mack, S	FRE 252 001	4	0	2,231.67
Manley, D	ART 151 004	3	0	1,673.75
Manley, D	ART 175 601	3	0	1,673.75
Manley, D	ART 250 001	6	0	3,347.50
Marquardt-Casper, L	CHM 164 003	6	0	3,347.50
McCrea, P	BIO 110 008	6	0	2,884.00
McLaughlin, T	ENG 151 021	3	0	1,673.75
McSherry, D	SPE 151 018	3	0	1,442.00
McSherry, D	SPE 151 022	3	0	1,442.00
Merrell, A	MAT 095 006	4	0	2,231.67
Moeller, V	ENG 152 003	3	0	1,519.25
Moeller, V	ENG 152 016	3	0	1,519.25
Moore, S	MAT 072 001	2	0	1,115.83
Moore, S	MAT 075 001	3	0	1,673.75
Moore, S	MAT 099 002	4	0	2,231.67
Nemunaitis, R	ENG 152 009	3	0	1,673.75

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Nemunaitis, R	ENG 152 011	3	0	1,673.75
Neumann, C	MAT 096 001	4	0	2,231.67
Niemi, E	ENG 151 010	3	0	1,519.25
Niemi, E	ENG 151 014	3	0	1,519.25
Niemi, E	ENG 152 017	3	0	1,519.25
Nothnagel, J	CHM 170 001	7	0	3,905.42
O'Meara, L	ENG 090 001	2	0	1,064.33
Perry, L	SPE 151 004	3	0	1,673.75
Perry, L	SPE 151 007	3	0	1,673.75
Perry, L	SPE 151 021	3	0	1,673.75
Peterson, A	BIO 157 006	6	0	2,884.00
Peterson, C	ENG 152 013	3	0	1,442.00
Plinske, K	SPA 152 050	4	0	2,231.67
Poliakon, E	EAS 170 002	3	0	2,403.33
Pomili, M	MAT 202 001	3	0	1,673.75
Pomili, M	MAT 202 002	3	0	1,673.75
Rademaker, D	SPE 151 020	3	0	1,442.00
Rawal, M	PHI 151 001	3	0	1,442.00
Rawal, M	PHI 151 002	3	0	1,442.00
Reass, R	MAT 150 002	3	0	1,673.75
Reynolds, J	MAT 095 007	4	0	1,922.67
Riggin, L	ART 155 001	3	0	1,442.00
Rosenfield, L	ENG 152 008	3	0	1,596.50
Rover, G	ENG 152 015	3	0	1,442.00
Sachs, N	GEG 203 099	3	0	1,673.75
Schopen, T	ENG 151 002	3	0	1,519.25
Schopen, T	ENG 151 003	3	0	1,519.25
Skozek, D	ENG 151 001	3	0	1,673.75
Stalker, R	PHY 281 001	6	0	3,038.50
Stanton, L	ART 155 601	3	0	1,673.75
Stanton, L	HUM 150 601	3	0	1,673.75
Stanton, L	HUM 150 602	3	0	1,673.75
Stockwell, J	JRN 180 005	3	0	1,673.75
Stockwell, J	JRN 180 006	3	0	1,673.75
Stone, P	MAT 161 007	3	0	1,673.75
Strang, D	PHI 261 003	3	0	1,673.75
Straw, K	ENG 152 020	3	0	1,442.00
Szalaj, S	MUS 100 001	2	0	1,115.83
Tambellini, L	BIO 157 004	6	0	2,884.00
Taylor, D	CHM 164 004	6	0	3,038.50
Thillens, M	SPE 151 025	3	0	1,673.75
Thillens, M	SPE 151 050	3	0	1,673.75
Thomas, T	RDG 090 001	3	0	1,673.75
Uhwat, R	PHI 155 001	3	0	1,673.75
Uhwat, R	PHI 155 002	3	0	1,673.75
Valdes Rivera, A	SPA 151 003	4	0	2,128.67
Vician, T	ART 271 003	6	0	3,347.50
Vician, T	ART 272 003	6	0	3,347.50
Vorel, K	ART 184 001	6	0	3,193.00
Vorel, K	ART 184 002	6	0	3,193.00
Vorel, K	ART 186 001	6	0	3,193.00
Wallen, T	BIO 110 C02	3	0	1,596.50
Wallen, T	BIO 110 003	6	0	3,193.00

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Weber, W	ART 241 001	6	0	3,347.50
Wedoff, B	ART 151 002	3	0	1,442.00
White, R	MAT 095 010	4	0	2,231.67
Williams, L	ART 182 001	4	0	2,025.67
Wojtas, M	SPE 151 302	3	0	1,442.00
Wylie, K	MAT 090 002	3	0	1,519.25

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Chamberlain, K	Chair – Assessment	0	3,000.00
Clark, K	Adjunct Reference Librarian (260 hrs. @ \$27.21/hr.)	0	7,074.60
Hovious, A	Adjunct Reference Librarian (240 hrs. @ \$28.67/hr.)	0	6,880.80
Lauf, M	Counselor (42 hrs. @ \$35.66/hr.)	0	1,497.72
Lozier, C	Adjunct Counselor (60.5 hrs. @ \$31.58/hr.)	0	1,910.59
Lozier, C	Adjunct Counselor (240 hrs. @ \$31.58/hr.)	0	7,579.20
Nelson, E	Adjunct Reference Librarian (196 hrs. @ \$27.21/hr.)	0	5,333.16
Ochwat, M	Adjunct Counselor (24.5 hrs. @ \$28.67/hr.)	0	702.41
Ochwat, M	Adjunct Counselor (104 hrs. @ \$28.67/hr.)	0	2,981.68
Reass, R	Math Review for College Algebra	0	252.64
Weimer, M	Counselor (21 hrs. @ \$35.66/hr.)	0	748.86

Recommendation:

It is recommended that the Board of Trustees approves the personnel adjustments for Spring 2009, as listed above.



Walter J. Packard  
President

## Continuing and Professional Education Personnel Considerations for Spring 2009

Information:

Listed below are instructors to be hired for the Spring 2009 Semester:

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Baia, D	NRE S03 002	Fencing	65.00
Lemay-Strass, C	NAN S08 003	Therapy Dogs	29.00
Lemay-Strass, C	NAN S08 004	Therapy Dogs	29.00
Westerhof, S	NPH S02 002	Digital Photography	75.00
Westerhof, S	NPH S07 004	Digital Darkroom	75.00
Westerhof, S	NPH S09 004	Digital Photography – Part 2	75.00
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Barroso, P	NSG S01 001	Shifting Gears, Module 1	3,346.00
Roth, K	NSG S01 002	Shifting Gears, Module 1	3,346.00
<u>Part-time Personnel</u>	<u>Music</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Bazan, M	NMU C15 001	Private Music – Clarinet	275.00
Bazan, M	NMU C16 001	Private Music – Flute	275.00
Bazan, M	NMU C18 001	Private Music – Saxophone	275.00
Fagiano, S	NMU C03 001	Private Music – Percussion	275.00
Freedland, D	NMU C11 001	Private Music – Voice	275.00
Freedland, D	NMU C17 001	Private Music – Oboe (1 hour)	550.00
Gaughan, P	NMU S02 002	Guitar I – Beginners	25.00
Gaughan, P	NMU S07 003	Guitar II– Advanced Beginners	25.00
Gaughan, P	NMU S06 002	Tabulature for R&B Guitar	25.00
Gaughan, P	NMU C08 001	Private Music – Guitar	275.00
Halinski, M	NMU C14 001	Private Music – Bassoon	275.00
Halinski, M	NMU C15 002	Private Music – Clarinet	275.00
Halinski, M	NMU C16 002	Private Music – Flute	275.00
Halinski, M	NMU C18 002	Private Music – Saxophone	275.00
Henning, R	NMU C12 002	Private Music – French Horn	275.00
Kang, K	NMU C05 001	Private Music – Cello	275.00
Kvam-Holub, J	NMU C09 001	Private Music – Viola	275.00
Kvam-Holub, J	NMU C10 001	Private Music – Violin	275.00
Kvam-Holub, J	NMU C10 002	Private Music – Violin (1 hour)	550.00
Kvam-Holub, J	NMU S14 001	String Orchestra	150.00
Lange-Connelly, P	NMU C01 001	Private Music – Pipe Organ	275.00
Ray, C	NMU C07 001	Private Music – Electric Bass	275.00
Reupert, R	NMU C13 001	Private Music – Trumpet	275.00
Sergey, T	NMU C06 001	Private Music – Classical Guitar	275.00
Shaw, N	NMU C11 002	Private Music – Voice	275.00
Singer, T	NMU C02 001	Private Music – Jazz Piano	275.00
Singer, T	NMU C04 001	Private Music – Piano	275.00

Szalaj, S	NMU C11 003	Private Music – Voice	275.00
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<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Johnson, H	NPL S14 002	Women’s Self-Defense	5.00
Johnson, H	NPL S31 004	Women’s Self-Defense – Advanced	5.00
Kuhlin, W	NSD S10 002	Rock the Reception	35.00
Kuhlin, W	NSD S10 004	Rock the Reception	35.00
Neef, W	NPH S01 001	Open Photography Lab	50.00
Neef, W	NPH S01 003	Open Photography Lab	50.00
Neef, W	NPH S06 001	Open Digital Photography Lab	50.00
Neef, W	NPH S06 003	Open Digital Photography Lab	50.00
Neef, W	NPH S05 001	Photo Lab Combination	60.00
Neef, W	NPH S05 003	Photo Lab Combination	60.00
Valdes-Wagner, D	NAN S08 004	Therapy Dogs	29.00
Valdes-Wagner, D	NAN S08 004	Therapy Dogs	29.00

<u>Full-time Personnel</u>	<u>Music</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Takayama, T	NMU C12 001	Private Music – French Horn	275.00

Recommendation:

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



Walter J. Packard  
President



Appointment of New  
Director of Continuing Education

Information:

At the October 2008 Board Meeting, the Board of Trustees approved the new full-time administrative position of Director of Continuing Education. Doralee 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 Doralee Smith to the administrative position of Director of Continuing Education, effective January 26, 2009 at a salary of \$24,846.08 (based on the 12-month salary of \$57,900.00).



Walter J. Packard  
President

Doralee Smith  
Marengo, IL

Position: Director of Continuing Education

Education: Master of Arts, Human Resources Development  
Webster University, Crystal Lake, IL

Bachelor of Arts, Communication  
University of Northern Iowa, Cedar Falls, IA

Experience:

1994 – Present Coordinator of Community and Continuing Education  
McHenry County College, Crystal Lake, IL

1992 – 1993 Employment Counselor  
Staff Associates, Des Moines, IA

1989 – 1992 Family Services/Employment Consultant  
Army Community Services, Munich, Germany

Summary of Recruitment Efforts: Number of Applications Received: 7  
Number of Interviews: 4

Members of Search Committee: G. Koehler, W. Lauen, L. Linder, C. Meschini,  
S. Moll, M. Tonyan

Appointment of New  
Financial Aid and MCC Promise Specialist

Information:

At the October 2008 Board Meeting, the Board of Trustees approved the new full-time professional position of Financial Aid and MCC Promise Specialist. Maria Tech 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 Tech to the professional position of Financial Aid and MCC Promise Specialist, effective January 26, 2009, at a salary of \$13,173.44 (based on the 12-month salary of \$30,700.00).



Walter J. Packard  
President

Maria Tech  
Crystal Lake, IL

Position: Financial Aid and MCC Promise Specialist

Education: Bachelor of Science, Environmental Planning  
Maryknoll College, Manila, Phillipines

Experience:

2004 – Present	Financial Aid Assistant McHenry County College, Crystal Lake, IL
2003	Optician Sam’s Club, Crystal Lake, IL
1988 – 1991	Insurance Filing Clerk CNA Insurance, Chicago, IL

Summary of Recruitment Efforts: Number of Applications Received: 35  
Number of Interviews: 5

Members of Search Committee: M. Coates, M. Devenny, L. McCabe,  
L. McGee, S. Moll

Appointment of Replacement  
Assistant Vice President of Buildings and Grounds

Information:

Scott Selcke, Assistant Vice President of Buildings and Grounds, has submitted his retirement effective February 28, 2009. The College is currently involved in the hiring process for a replacement Assistant Vice President, but the process is not yet complete. The College would like to fill this position prior to the February Board meeting to allow the replacement Assistant Vice President to start before Mr. Selcke's retirement date for purposes of continuity.

Recommendation:

It is recommended that the Board of Trustees authorizes Dr. Packard, President, to approve the personnel appointment of a replacement Assistant Vice President of Buildings and Grounds, that will occur following the January, 2009 Regular Board Meeting and prior to the February, 2009 Regular Board Meeting.



Walter J. Packard  
President

Approval of Additional Position Changes from the Organizational Review

Information:

Following are additional position changes as recommended by the Academic Organizational Review Committee. These are consistent with previous updates provided to the Board. Board action approving these position changes is requested at this time. The net impact of these changes is an increase in staffing of one-half of a full-time equivalent position.

New Staff Council Positions

<u>Title</u>	<u>Salary Range</u>	<u>Effective Date</u>	<u>FTE</u>	<u>Offset</u>
Admission Specialist	*	Begin 7/1/09	1.0	(A)
Coordinator of Career Services	*	Begin 7/1/09	1.0	(B)
Coordinator of Fitness Center **	*	Begin 7/1/09	1.0	(C)
Coordinator of Personal Development Programs	*	Begin 7/1/09	1.0	(D)
Automotive Clerk	*	Begin 7/1/09	0.5	(E)
Horticulture Lab Assistant	*	Begin 7/1/09	0.5	(E)
Coordinator of Registration and Records	*	Begin 7/1/09	1.0	(F)
Academic Audit Specialist	*	Begin 7/1/09	1.0	(F)
Fitness Specialist	*	Begin 7/1/09	1.0	(G)
Health and Wellness Specialist	*	Begin 7/1/09	1.0	(H)
Secretary to Dean of Education	*	Begin 7/1/09	<u>1.0</u>	N/A
<b>Total</b>			<u>10.0</u>	

\* Salary range to be determined by Classification Committee per contract.

\*\* Since the person currently in the Fitness/Wellness Specialist position is currently performing more than 50% of the duties of the Coordinator of Fitness Center, that individual would move directly into the position.

New Administrative Positions

<u>Title</u>	<u>Salary Range</u>	<u>Effective Date</u>	<u>FTE</u>	<u>Offset</u>
Director of Financial Aid	Three	Begin 7/1/09	1.0	(I)
Director of Professional Development	Three	ASAP	<u>1.0</u>	(J)
<b>Total</b>			<u>2.0</u>	

Eliminated Staff Council Positions

<u>Title</u>	<u>Status</u>	<u>FTE</u>	<u>Offset</u>
Coordinator of Admissions	Retires 6/30/09	1.0	(A)
Career Services Assistant	Retires 6/30/09	1.0	(B)
Coordinator of Trips and Tours	Retires 6/30/09	1.0	(D)
Technical Assistant/Mathematics and Sciences Division	Retires 6/30/09	1.0	(E)
Coordinator of Records	Retires 6/30/09	1.0	(F)
Coordinator of Registration	Currently vacant	1.0	(F)
Transcript Evaluator	Eliminate 6/30/09	0.5	(F)
Fitness/Wellness Specialist	**	1.0	(G)
Health Promotion Specialist	Retires 6/30/09	1.0	(H)
Coordinator of Financial Aid and Veteran Services	Eliminate 6/30/09	1.0	(I)
Coordinator of Employee Training and Development/Trainer	***	<u>1.0</u>	(J)
 Total		 <u>10.5</u>	

\*\* Since the person currently in the Fitness/Wellness Specialist position is currently performing more than 50% of the duties of the Coordinator of Fitness Center, that individual would move directly into the position.

\*\*\* This position will be eliminated when the Director of Professional Development position is filled.

Eliminated Administrative Position

<u>Title</u>	<u>Status</u>	<u>FTE</u>	<u>Offset</u>
Director of Fitness Center	Retires 6/30/09	<u>1.0</u>	(C)

Recommendation:

It is recommended that the Board of Trustees approves the position changes as listed.



Walter J. Packard  
President

Request for Cancellation of Sponsored Leave

Information:

At the July 2008 meeting, the Board of Trustees approved a sponsored leave for Art Hand, Instructor of Art, for the Spring 2009 semester. Due to extenuating circumstances, he will not be taking a sponsored leave during that time.

Recommendation:

It is recommended that the Board of Trustees approves the cancellation of the sponsored leave for Art Hand during the Spring 2009 semester with the understanding that he may resubmit an application for a sponsored leave at a later date.

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

Walter J. Packard  
President



McHenry County College

Board Report #09-18  
January 22, 2009

Administrators' Salary Increase for FY 2009

The Board report will be developed after the Committee of the Whole meeting on Monday, January 19, 2009.

McHenry County College

Board Report #09-19  
January 22, 2009

Contract Extension and Compensation Adjustment for the President

This Board report will be developed after the Committee of the Whole meeting on Monday, January 19, 2009.

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 allows individuals in Lane VII who continue to advance professionally under the guidelines of the contract to be rewarded for such advancement with a bonus equal to \$3,500.00. Mark Kuhlman qualifies for such a bonus at this time.
- II. Administrative Advanced Placement – The Administrative Advanced Placement Program includes a salary adjustment of \$1,400.00 for full-time administrative staff members upon completion of 15 credit hours of pre-approved course work. Wendy Moylan qualifies for such an adjustment at this time.
- III. 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, Helen Jost qualifies for her fourth adjustment at this time.

Recommendation:

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



Walter J. Packard  
President

# Memorandum

To: Ron Ally  
From: Todd McDonald, AVP of Finance  
Date: January 12, 2009  
Re: December 31, 2008 Accrued Financial Statements

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In preparing the accrued financial statements for December 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. Compensated absences liability adjusted for employee vacation balances at December 31, 2008.
2. Accounts Payable recorded for invoices processed and/or paid through January 9, 2008.
3. Retirement incentive liability and health insurance liability have both been adjusted for employee retirement incentive and healthcare premiums paid through December 31, 2008.
4. 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.
5. Financial aid received on behalf of students has been removed from federal revenues and student services expenses.
6. Capital lease principal payments have been removed from institutional support expenditures.
7. Interest has been accrued for the debt certificates through December 31, 2008.
8. Depreciation through December 31, 2008 has been recorded.
9. Payroll through December 31, 2008 has been accrued.
10. A receivable has been recorded for the second quarter of the operating grant allocation from ICCB as the funds were not received prior to December 31, 2008.

## 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.
4. A new accrual for incurred but not reported health care claims has not been recorded as the College's third party administrator does not provide this calculation on a quarterly basis. Therefore, the accrual for incurred but not reported health care claims has been maintained at the same amount that existed on June 30, 2008 to ensure that we have accounted for this estimated liability.

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

**ASSETS**

Current Assets	
Cash and cash equivalents	\$ 2,237,002
Short-term investments	30,571,169
Property tax receivable	446,876
Tuition and fees receivable	1,966,947
Other accounts receivable	1,148,683
Inventory	523,059
Prepaid items	47,785
Total Current Assets	<u>36,941,521</u>
Non-current Assets	
Land	5,478,070
Capital assets, net of accumulated depreciation	<u>29,086,025</u>
Total Non-current Assets	<u>34,564,095</u>
Total Assets	<u>71,505,616</u>

**LIABILITIES**

Current Liabilities	
Accounts payable	1,025,336
Accrued payroll	310,709
Accrued compensated absences	830,379
Accrued interest payable	143,419
Deferred tuition and fees	-
Deferred property taxes	173,160
Deposits held in custody for others	248,697
Other deferred revenue	12,560
Current portion of long-term obligations	4,410,282
Other current liabilities	63,848
Total Current Liabilities	<u>7,218,390</u>
Non-current Liabilities	
Debt certificates payable	6,475,000
Other obligations	<u>5,418,021</u>
Total Non-current Liabilities	<u>11,893,021</u>
Total Liabilities	<u>19,111,411</u>

**NET ASSETS**

Invested in capital assets, net of related debt	27,690,350
Restricted for:	
Liability, protection, and settlement	3,614,812
Working cash	1,750,000
Debt service	-
Other restricted	339,388
Unrestricted	<u>18,999,655</u>
Total Net Assets	<u>\$ 52,394,205</u>

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

**REVENUES**

Operating Revenues	
Tuition and fees, net of scholarship allowances	\$ 10,598,375
Auxiliary enterprises revenue	2,470,299
Total operating revenues	<u>13,068,674</u>

**EXPENSES**

Operating Expenses	
Instruction	6,286,866
Academic support	671,346
Student services	1,361,743
Public services	831,745
Operations and maintenance	1,644,173
Auxiliary enterprises	3,098,292
Depreciation	520,224
Institutional support	7,789,582
Total operating expenses	<u>22,203,971</u>
Operating Income (Loss)	<u>(9,135,297)</u>

**NON-OPERATING REVENUES (EXPENSES)**

State sources	1,614,273
Property taxes	11,773,431
Federal grants and contracts	193,485
Investment income	262,077
Interest expense	(128,886)
Other non-operating items	2,076,297
Net non-operating revenues	<u>15,790,677</u>
Net income (loss) before capital contributions	<u>6,655,380</u>
 Increase in net assets	 <u>6,655,380</u>

**NET ASSETS**

Net Assets - beginning of year	<u>45,738,825</u>
Net Assets - end of period	<u>\$ 52,394,205</u>

McHenry County College

Information Report  
January 22, 2009

Quarterly Report on Grants

Attached is a detailed quarterly report of FY 2009 Federal, State and Private Grants as of December 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 2009

		Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2008	Unexpended Balance
<b>FEDERAL</b>							
<b>CWS 2009</b>	CFDA # 84.033	Fund 8	Devenny	\$ 29,794	N/A	\$ 29,794	-
Source: Department of Education Purpose: To provide funds to students by providing employment opportunities on campus.							
<b>PELL 2009</b>	CFDA #84.063	Fund 8	Devenny	1,343,400	N/A	1,343,400	-
Source: Department of Education Purpose: To provide funds to full and part time students enrolled in credit programs.							
<b>SEOG 2009</b>	CFDA #84.007	Fund 8	Devenny	31,970	N/A	31,970	-
Source: Department of Education Purpose: To provide funds to students enrolled in credit programs with the highest need.							
<b>Workforce Investment Act</b>							
Source: ICCB	CFDA #17.255	0613-613	Capalbo	54,378	N/A	54,378	-
Purpose: To provide unemployed individuals with funds to assist in obtaining vocational training.							
<b>Perkins IV Postsecondary Basic</b>							
Source: ICCB	CFDA #84.048	0634-634	Capalbo	143,359	N/A	68,779	74,580
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.							
<b>Federal Basic Adult Education</b>							
Source: ICCB	CFDA #84.002A	0619-660	Clute	132,497	N/A	52,543	79,954
Purpose: To support instruction of Adult Education and Literacy.							
<b>English Literacy/Civics</b>							
Source: ICCB	CFDA #84.002A	0619-665	Clute	22,964	N/A	20,340	2,624
Purpose: To support instruction of Adult Education regarding the United States and local government systems.							



## Grants - Fiscal Year 2009

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2008	Unexpended Balance
<b>Small Business Development Center</b>						
Source: (DCEO) Department of Commerce and Economic Opportunity Purpose: To provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training. * Grant Period: Jan. 08 - Dec. 08	CFDA #59.037 0631-631	Jones	55,173 36,000	N/A N/A	55,173 36,000	- -
<b>COPS Technology Program Grant</b>						
Source: U.S. Department of Justice Purpose: To provide funding for security enhancements on MCC's Campus. Grant Period December 26, 2007 - December 25, 2010	CFDA #16.710 618-620	Plinske	49,750	N/A	-	49,750
<b>Perkins Continuous Quality Improvement</b>						
Source: ICCB Purpose: To develop and implement a process or system that provides regular evaluation and improvement related to career and technical education services.	CFDA #84.048 0635-637	Capalbo	10,000	N/A	-	10,000
<b>CEE Tech Prep Transit Grant</b>						
Source: McHenry County Cooperative for Employment Education Purpose: To provide viable alternatives to students through partnering with employers, marketing of programs, integrated course sequences and work-based learning.	CFDA #84.243 0638-638	Capalbo	42,000	N/A	12,342	29,658
<b>CTE Innovation Grant</b>						
Source: ICCB Purpose: To provide resources to help enhance innovative Career and Technical Education programs within the community college system.	CFDA #84.048 0635-636	Capalbo	15,509	N/A	1,135	14,374
<b>CTE Regional Collaborative</b>						
Source: ICCB Purpose: To support regional collaboratives and support the creation and steering of new Regional Collaboratives.	CFDA #84.048 0635-632	Capalbo	2,000	N/A	-	2,000
<b>SUBTOTAL Federal Grants - December 31, 2008</b>			<b>\$ 1,968,794</b>		<b>\$ 1,705,854</b>	<b>\$ 262,940</b>

## Grants - Fiscal Year 2009

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2008	Unexpended Balance
Fiscal Year 2008 Federal Grants - December 31, 2007		\$ 1,537,300		\$ 1,273,336	\$ 263,964

## Grants - Fiscal Year 2009

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2008	Unexpended Balance	
<b>STATE</b>						
<b>MAP 2009</b>						
Source: Illinois Student Assistance Commission Purpose: To provide funds to Illinois students enrolled in credit programs with financial need.	Fund 1	Devenny	310,961	N/A	310,961	-
<b>P-16 Initiative Grant</b>						
Source: ICCB Purpose: To assist high school students desiring to enroll in college-level classes to accelerate their college coursework.	0616-616	Capalbo	52,920	N/A	-	52,920
<b>Workforce Preparation Grant</b>						
Source: ICCB Purpose: To provide funding for employment training services and assistance in commercial and industrial expansion and/or retention through various activities.	0630-630	Jones	50,000	N/A	2,954	47,046
<b>State Basic Adult Education 54V</b>						
Source: ICCB Purpose: To support instruction of Adult Education and Literacy.	0619-662	Clute	130,230	N/A	46,428	83,802
<b>State Performance</b>						
Source: ICCB Purpose: To help meet performance standards in Adult Education programs.	0657-657	Clute	82,000	N/A	40,653	41,347
<b>Community Literacy Program</b>						
Source: Secretary of State Purpose: To develop a full-time literacy program and train and support volunteer literacy tutors.	0621-621	Clute	48,000	N/A	22,327	25,673
<b>Illinois Incentive for Access</b>						
Source: Illinois Student Assistance Commission Purpose: To provide up to \$500 to freshmen students who have a zero expected family contribution.	0631-601	Devenny	250	N/A	250	-

## Grants - Fiscal Year 2009

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2008	Unexpended Balance
<b>CTE Program Improvement</b>					
Source: ICCB					
Purpose: To purchase instructional equipment for vocational education programs.					
0645-645	Capalbo	11,302	N/A	-	11,302
<b>Gateways to Opportunity Grant</b>					
Source: Illinois Department of Human Services					
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 - November 30, 2008					
0669-672	Linder	4,000	N/A	3,637	363
<b>Illinois Cooperative Work Study Grant</b>					
Source: IBHE <span style="float: right;">SG52808</span>					
Purpose: To strengthen ties to industry partners while expanding internship and employment opportunities for students in the automotive program.					
*Grant Period: June 3, 2008 - June 30, 2009					
0615-614	Falco	10,500	N/A	2,994	7,506
<b>Family Violence Grant</b>					
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	22,224	N/A	22,224	-
		11,541	N/A	11,541	-
<b>SUBTOTAL State Grants - December 31, 2008</b>		<b>\$ 733,928</b>		<b>\$ 463,969</b>	269,959
Fiscal Year 2008 State Grants -December 31, 2007		\$ 699,853		\$ 402,453	297,400

## Grants - Fiscal Year 2009

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2008	Unexpended Balance		
<b>PRIVATE</b>							
<b>McCormick Tribune Grant</b>							
Source: Chicago Tribune Charities	0675-160	Clute	10,000	N/A	5,036	4,964	
Purpose: To pay a program assistant to recruit and organize 25-30 volunteer adult literacy tutors and coordinate other support services such as day care for the additional ESL and ABE/GED.							
<b>Shifting Gears Grant</b>							
Source: ICCB/Joyce Foundation	SG52808	0619-640	Koehler	125,000	N/A	82,811	42,189
Purpose: To test pilot an innovative bridge program to prepare aspiring workers for a career in manufacturing.							
<b>SUBTOTAL Private Grants - December 31, 2008</b>			<b>\$ 135,000</b>	<b>\$ 87,847</b>	<b>\$ 47,153</b>		
Fiscal Year 2008 Private Grants - December 31, 2007			\$ 18,282	\$ 16,356	\$ 1,926		
<b>TOTAL ALL GRANTS - December 31, 2008</b>			<b>\$ 2,837,722</b>	<b>\$ 2,257,670</b>	<b>\$ 580,052</b>		

\* Grant period differs from McHenry County College fiscal year.

Chargeback and Joint Agreement Summary Report  
For Fiscal Year 2008

Area community college students sometimes find that the college in their district does not offer the program in which they wish to enroll. The community college system provides such students the opportunity to enroll in a college outside the student’s resident district under chargeback and joint agreement provisions.

A joint agreement is an agreement between McHenry County College and other institutions to allow students to enroll in an approved occupational degree or certificate program not offered at MCC. The student attends at another college and is charged at that institution’s in-district rate. Under this arrangement, no money is exchanged or reimbursed between the institutions.

A chargeback is an approved contractual agreement issued by a student’s in-district community college allowing the student to participate in a program at another institution when no joint agreement exists. The student attends the college offering the program at the in-district rate of that college. The student’s in-district college then reimburses the out-of-district institution the difference between the in-district rate and the out-of-district rate on a credit hour basis.

The following report summarizes chargeback and joint agreement activity for the 2008 fiscal year.

McHenry County College district students attending other colleges on Chargeback:

Number of students	Number of Credit Hours	Total Paid
18	272	\$38,064.91

Out-of-district students attending McHenry County College on Chargeback:

Number of students	Number of Credit Hours	Total Received
6	33	\$6,363.37

McHenry County College district students attending other colleges on Joint Agreement:

Semester	Number of students	Number of Credit Hours
Summer 2007	112	537.00
Fall 2007	417	3707.00
Spring 2008	<u>401</u>	<u>3,497.50</u>
Total	930	7741.50

Out-of-district students attending McHenry County College on Joint Agreement:

Semester	Number of students	Number of Credit Hours
Summer 2007	7	30.00
Fall 2007	15	110.65
Spring 2008	6	<u>25.00</u>
Total	28	165.65



Walter J. Packard  
President

Snow Removal and Ice Control

Information:

The cost for snow removal and ice control by Campobello Landscaping at McHenry County College for December, 2008, was \$34,810.00. This information is being provided to the Board since the cost exceeds \$5,000.00 in one month. Snow removal and ice control are unpredictable so other informational reports may be required during the winter months.

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

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

Walter J. Packard  
President



### Open-Access Wireless Network on Campus

In December 2008, members of the Board of Trustees inquired about the possibility of providing students with open-access to the wireless network without the necessity of establishing individual user accounts. While this is an attractive goal for student-friendly institutions, there are two primary reasons that preclude the provision of such service.

First is the College's status with the Commission on Accreditation for Law Enforcement Agencies (CALEA). CALEA was created in 1979 as a credentialing authority to improve the delivery of public safety services by establishing and administering an accreditation process and associated standards.

CALEA accreditation standards apply to all institutions with public network access and require traffic access points (TAPS) be installed throughout the network. The TAPS provide law enforcement agencies, with legally obtained requests, full access to all information traversed within the network. Private networks are exempt from CALEA and are defined as those not offering a service to the public, whether profit or not for profit. By offering uniquely identifiable user accounts, the College maintains a private status and is, therefore, exempt from CALEA requirements.

The second is compliance with federal regulations pertaining to the library and copyright materials. Federal regulations mandate that all financial aid receiving institutions have established plans to prevent the distribution of copyright materials. One element of the College's plan is the prevention of illegal downloading of music and videos. Identifiable user accounts provide the College the ability to monitor and track such illegal activity and verify compliance. Open access would create an inability to conduct such monitoring and tracking and place the College in non-compliance with our accepted prevention plan. Such non-compliance could potentially jeopardize the College's eligibility to participate in federal financial aid programs for students.

For these reasons, it would not be advisable or appropriate for McHenry County College to eliminate the establishment of individual user accounts for student access to the wireless network.



Walter J. Packard  
President

### Timeline for Community Engagement and Strategic Planning Efforts

At the December Board meeting, the Board of Trustees approved the purchase of community engagement services over a period of 14 months from Unicom-ARC. The following is a high-level timeline of activities planned over the next 14 months leading to the adoption of a new Strategic Plan in April, 2010.

#### January, 2009

- Identification of potential Facilitating Team members

#### February, 2009

- Establishment of Facilitating Team
- Initial planning meetings of Facilitating Team

#### March, 2009 – August, 2009

- Host seven Community Engagement Sessions to:
  - foster greater awareness within the community of the College's programs and services
  - present the Board's Strategic Questions to the community
  - solicit the community's input and feedback on each of the Strategic Questions
- Host Town Hall meetings with MCC employees to:
  - present an overview of Community Engagement Sessions
  - solicit input and feedback on each of the Strategic Questions

#### September, 2009 – December, 2009

- Development of Strategic Plan utilizing:
  - Board's Strategic Questions
  - input collected via Community Engagement Sessions and Town Hall meetings
  - MCC's AQIP Systems Portfolio
  - MCC's Key Performance Indicators

#### January, 2010 – March, 2010

- Host additional Community Engagement Sessions to:
  - present MCC's Strategic Plan
  - solicit the community's input and feedback on the Strategic Plan
- Present draft of Strategic Plan to Board of Trustees and employees for review
- Review and revise Strategic Plan based on input from Board of Trustees, community, and employees

#### April, 2010

- Present Strategic Plan to Board of Trustees for adoption



Walter J. Packard  
President

Status of Upper Level Administrative Searches

Information:

Following is the status of filling upper level administrative positions:

Vice President of Academic and Student Affairs  
(formerly Vice President for Learning and Student Support Services)

- Jim Gray retired December 31, 2007.
- Brian Sager appointed as Interim Vice President for the period from December 14, 2007 until his retirement on June 30, 2009.
- A search committee has been formed.
- The position has been advertised.
- The initial closing date for applications was January 12, 2009. The position is open until filled.
- An appointment is planned for the April 2009 Board Meeting, with a July 2009 start date.

Executive Dean of Humanities  
(formerly Executive Dean of Humanities, Distance Education, and Professional Development)

- Diane Nyhammer resigned on May 30, 2008.
- Jay Geller was appointed as Interim Executive Dean of Humanities beginning June 1, 2008. This appointment is through May 31, 2009.
- A search committee is being formed.
- The position has been advertised.
- The initial closing date for applications was January 12, 2009. The position is open until filled.
- An appointment is planned for the April or May 2009 Board Meeting.

Executive Dean of Education and Social Sciences  
(formerly Executive Dean of Human and Public Services and Social Sciences)

- Sue Maifield is retiring April 30, 2009.
- A search committee is being formed.
- The position has been advertised.
- The initial closing date for applications is January 12, 2009. The position is open until filled.
- An appointment is planned for the March or April 2009 Board Meeting.

#### Assistant Vice President for Human Resources

- Shenethia Manuel resigned on March 20, 2008.
- Ron Ally was appointed as Interim Assistant Vice President from that time until the position is filled. (This is in addition to his regular duties.)
- A search committee has been formed.
- The position has been advertised.
- The first round of the search was not successful. Due to the unsuccessful search and previous difficulties with filling the position, an Executive Search firm was retained to assist with the search.
- Interviews are currently in process.
- It is hopeful that an appointment will be made at the February 2009 Board Meeting, with a start date as soon as possible.

#### Assistant Vice President for Buildings and Grounds

- Scott Selcke is retiring February 28, 2009.
- A search committee has been formed.
- The position has been advertised.
- The initial closing date for applications was November 3, 2008. The position is open until filled.
- Interviews are currently in process.
- An appointment is planned for the January or February 2009 Board Meeting, with a start date to overlap with Mr. Selcke's employment for a few weeks, if possible.



Walter J. Packard  
President

Requests from Trustees

Included is an updated "Requests from Trustees" list which reflects:

- updates from the December Committee of the Whole and Regular Board meetings;
- items completed since the December Committee of the Whole meeting;
- items scheduled for future meetings;
- items in progress.

This list should be helpful while considering future agenda items for the Committee of the Whole and Regular Board meetings in February.

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

Walter J. Packard  
President

Requests from Trustees

#	Requested	Requestor	Consensus		Item	Status	Date Addressed	Scheduled
			Yes	No				
35	5/19/08	Summers	•		Present "big picture" of Bridger report	Completed	December 2008 COTW	
46	6/24/08	Kurtz	•		Organize legislative breakfast meeting to discuss visioning, funding, pending legislation	Completed	January 6, 2009	
53	6/24/08	Kurtz	•		Conduct user testing of website	Scheduled		Fall, 2008
60	8/25/2008	Kurtz	•		Presentation of merit-based system for employee rewards/recognition	Postponed		October 2008 COTW (PPD) December 2008 COTW (PPD)
61	8/28/2008	Kurtz	•		Update from Organizational Review Committee in 6-12 months	Scheduled		February 2009 COTW
62	8/28/2008	Kurtz	•		Plan/Timeline for visioning and involving the community	Scheduled		January 2009 BOT
64	11/18/2008	Lowe	•		Change policy/procedure regarding telephonic participation in Closed Session	Scheduled		January 2009 BOT
65	11/18/2008	Packard	•		Renew Board Ethics Ordinance	Completed	December 2008 BOT	
66	11/20/2008	Lowe	•		Presentation about wind energy	Scheduled		April 2009 BOT
67	11/20/2008	Glosson	•		Review components of community engagement that could be led by internal staff	Completed	December 2008 COTW	
68	11/20/2008	All	•		Review proposals from legal and audit firms	Scheduled		January 2009 COTW
69	12/15/2008	Kurtz	•		Provide a copy of full-time faculty contract to Board	Scheduled		February 2009
70	12/15/2008	Summers	•		Update on efficiency/productivity of custodial and food services	Scheduled		March 2009 COTW
71	12/15/2008	Summers	•		Report on need for College vehicles and how often they are used	Scheduled		March 2009 COTW
72	12/15/2008	Summers	•		Update on hiring process for replacement vice president and assistant vice presidents	Scheduled		January 2009 BOT
73	12/15/2008	Kendzie	•		Update on status of providing open-access wireless network on campus	Scheduled		January 2009 BOT
74	12/15/2008	Larson	•		Update on College services to veterans	Scheduled		May 2009 COTW
75	12/15/2008	Kurtz	•		Discussion of possibility of binding Board packets	Scheduled		March 2009 COTW
76	12/15/2008	Kurtz	•		Update on potential federal grant funding related to planned infrastructure improvements	In Progress		
77	12/15/2008	Walters	•		Update on timeline for security enhancements	Scheduled		April 2009 COTW
78	12/19/2008	Larson	•		Develop talking points for legislative breakfast	Completed	January 2, 2009	
79	12/19/2008	Kurtz	•		Investigate Lakeside Legacy as potential location for President's Reception	Completed	January 14, 2009	
<b>Ongoing Requests</b>								
#	Requested	Requestor	Consensus		Item	Status	Date Addressed	Scheduled
10	2/28/08	Glosson	•		Review of Key Performance Indicators	Scheduled		March/October
48	6/24/08	Kurtz	•		ERP Updates (mission, roles, project status, etc.)	Scheduled		Monthly
<b>Glossary:</b>								
COTW = Committee of the Whole Meeting								
BOT = Board of Trustees Meeting								
CS = Closed Session								
PPD = Postponed								
ERP = Enterprise Resource Planning								
RFP = Request for Proposals								