

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

March 26, 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
6. ACCEPTANCE OF MINUTES: Special Board Meeting, February 18, 2009
Special Board Meeting, February 23, 2009
Special Board Meeting, February 23, 2009, Closed Session
Regular Board Meeting, February 26, 2009
Regular Board Meeting, February 26, 2009, 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. COMMUNICATIONS
 - A. Faculty Report
 - B. Staff Council Report
 - C. Student Trustee Report
- *RC 13. VOUCHER #1000 - \$60.00, Board Report #09-50
- *RC 14. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary, Board Report #09-51
 - B. Financial Statements
 1. Treasurer's Report, Board Report #09-52
 2. Voucher #1001 - \$1,512,723.53, Board Report #09-53
 3. Voucher #1002 - \$329,169.10, Board Report #09-54
 - C. Requests to Purchase
 1. Bottomline Technologies Annual License and Software Support Agreement, Board Report #09-55

*Roll Call

2. Research Library Database (ProQuest), Board Report #09-56
3. Digital Media Software License, Board Report #09-57
4. Windows Compatible & Apple Computers (Purchase Financed through Lease), Bd. Rpt. #09-58
5. Contract Training, Board Report #09-59
6. ALEKS Remediation Software Codes, Board Report #09-60
7. Illinois Community College Trustee Association Dues, Board Report #09-61
8. ACT WorkKeys License and Scoring Agreement, Board Report #09-62
9. Server Replacement Hardware, Board Report #09-63
10. Virtual Servers for Ad Astra, Board Report #09-64
11. Virtual Server, Board Report #09-65
12. Greenhouse Roof Repairs, Board Report #09-66
13. Classroom Furniture, Board Report #09-67
- D. Destruction of Audio Tape Recording of the Closed Session of the August 23, 2007 Regular Board Meeting, Board Report #09-68
- E. ICCTA Faculty of the Year Award, Board Report #09-69
- F. Personnel
 1. Personnel Adjustments for Spring 2009 Transfer and Occupational Courses, Board Report #08-260, Addendum
 2. Appointment of Replacement Coordinator of Adult Education and Literacy Supportive Services, Board Report #09-70
 3. Request for Retirement, Board Report #09-71

15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

16. FOR INFORMATION

- A. Resignation
- B. Snow Removal and Ice Control
- C. ICCTA Paul Simon Student Essay Contest
- D. ERP Project Update

17. OPEN FOR BOARD MEMBERS

18. FUTURE AGENDA ITEMS

19. CLOSED SESSION

20. ADJOURNMENT



George Lowe
Chair

FRIENDS OF M · C · C FOUNDATION

Foundation Update for the March 26, 2009 Board of Trustees Meeting

Promise Committee and Annual Fund Committee

We are just five months away from having the first Promise scholarship recipients attend MCC. Over \$30,000 has been received by Promise in just two short weeks, including a \$25,000 pledge from Crystal Lake Bank & Trust. Both committees continue to be present at local, civic and high school functions in order to educate and inform the community about the Promise program.

Know of an event that needs a Promise speaker? Please contact Maureen Coates at 815-479-7880.

Recent Promise Press Coverage

- March 13, Dick Johnson from NBC5 News was at MCC. The footage aired Friday afternoon, Friday evening and Saturday morning. Here is the link on NBC5's website: http://www.nbcchicago.com/news/local/Free_College_Tuition_Chicago.html
- March 21 and 22 the Friends of MCC Foundation had a booth at the Crystal Lake Expo. The primary focus of the booth was to distribute information about the MCC Promise Program, distribute information about other scholarships available for Fall 2009, and promote the activities of the College and the Foundation.

Scholarships

Fall 2009 scholarships are currently online. The Foundation will offer 38 scholarships to 70 students (several scholarships are given to more than one student). Over \$57,000 is available to be awarded for the Fall 2009 semester. The Foundation is currently working with two donors to set up one College program-specific fund and a scholarship in memory of loved ones.

Nominating Committee

The Foundation Board is reconvening its nominating committee in preparation for the annual meeting in June. Currently, eight board members' terms expire on June 30. Only one of those terms is not renewable according to the Foundation's by-laws.

Gala Committee

The Foundation's gala committee will begin meeting in April to start planning for an event in the fall. We are currently recruiting committee members to assist with the planning efforts of this event. Names of potential committee members or potential site locations can be forwarded to Kathrine Pfister at 815-479-7529.

Save the Date

2009 MCC Golf Invitational – Friday, June 5, 2009 – Hawk's View Golf Club, Lake Geneva WI

Student Trustee Report

On behalf of McHenry County College, I attended the ICCB-Student Advisory Committee meetings held in Oak Brook on March 13th and 14th. During my time in Oak Brook, I was successful in appealing the Government Relations Committee of the ICCTA to eliminate the passage of language in bill SR 15-80 which would have limited Student Trustees from running for more than one term. The creators of the Student Trustee position had not intended for the position to be limited to one term per person, nor had there been support by the current Student Trustees in Illinois.

I had the honor of receiving one of the two Outstanding Leader recognition awards during the Oak Brook meetings. The award was based upon overall leadership in the ICCB-Student Advisory Committee during the last year. It was voted upon by the Student Trustees in Illinois.

In an effort to reduce or eliminate textbook costs for the students of MCC, I will be holding an action forum on April 22nd regarding the benefits of using professionally written and professionally reviewed textbooks offered at no cost online and at only a small price for print versions. This innovative business model would allow profits for the authors and the publisher while providing high quality textbooks to students at little or no cost. It is my hope that some faculty will consider this option in the near future.

The MCC Student Senate has been charged with the task of surveying the students regarding having an MCC email account. Student Senate is working with the Office of Institutional Research and obtaining faculty assistance to distribute this survey in classes. Implementing an MCC student email account is an important decision and student input is needed to determine if this would be desired. Student Senate would like the surveys to start being distributed beginning March 30 through the first week of April.



Thomas Kendzie
Student Trustee

Authorize Payment of Voucher #1000

Information:

500- Auxiliary Enterprises Fund	<u>\$60.00</u>
Total	\$ 60.00

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #1000 dated March 26, 2009, totaling \$60.00.



Brian Sager, Ph.D.
Acting President

Executive Summary

Information:

Attached is the Executive Summary of financial information with year-to-date results for FY 2009 through the month of February. This Summary includes an explanation for significant changes as compared with the same time last year, financial comparisons for the Operating Funds, and a summary for all funds.

Recommendation:

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

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

Brian Sager, Ph.D.
Acting President

Executive Summary

Fiscal Year 2009 is currently 66% complete with the year-to-date results for February 2009 being reported. In the Operating Funds, total revenue is 62% of budget, as compared with 63% at the same time last year. Total expenditures are 51% of budget, as compared with 61% 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 34% of budget as compared to 97% at the same time last year. \$360,470 less revenue has been received through February 2009 than the prior year. This decrease is due to lower interest rates.
- Other revenue is currently 20% of budget as compared to 45% last year. \$12,325 less revenue has been received through February 2009 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 55% of budget as compared to 60% last year. \$610,956 more in expenditures have been recorded through February 2009 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 42% of budget as compared to 57% last year. \$781,213 more in expenditures have been recorded through February 2009 than the previous year. This increased cost is due to expenses associated with the ERP project and was included in the FY 2009 budget.
- Fixed charges expenditures are currently 90% of budget as compared to 61% last year. \$254,047 more in expenditures have been recorded through February 2009 than the prior year. This increase is due primarily to debt certificate payments for the 2008 land purchase which were included in the FY 2009 budget.
- Utilities expenditures are currently 59% of budget as compared to 57% last year. \$84,347 more in expenditures have been recorded through February 2009 than the prior year. This increase is primarily due to increased rates which were anticipated in the FY 2009 budget.
- Capital outlay expenditures are currently 16% of budget as compared to 46% last year. \$35,564 less in expenditures have been recorded through February 2009 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 71% of budget as compared to 9% last year. \$66,619 more in expenditures have been recorded through February 2009 than the prior year. This increase is primarily due to improved timing of processing tuition waivers during FY 2009 as compared to FY 2008.



Brian Sager, Ph.D.
Acting President

McHenry County College
 Operating Funds Financial Comparison
 Eight Months Actual Ended February 29, 2008 and February 28, 2009

	FY2008 Actual to February 29, 2008				FY2009 Actual to February 29, 2009				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%	\$ 10,293,578	\$ 1,150,502	\$ 11,444,080	45%	\$ 567,812
State	1,078,288	388,697	1,466,985	49%	1,060,895	377,652	1,438,547	51%	(28,438)
Federal	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	8,628,892	2,053,612	10,682,504	101%	9,174,273	2,227,669	11,401,942	104%	719,438
Sales & Service Fees	17,332	-	17,332	68%	15,175	-	15,175	60%	(2,157)
Facilities	18,614	4,098	22,712	151%	12,334	11,259	23,593	74%	881
Interest	581,234	-	581,234	97%	220,764	-	220,764	34%	(360,470)
Non-Govt Gifts, Grants	-	-	-	-	63,539	-	-	-	-
Other	38,860	-	38,860	45%	26,260	275	26,535	20%	(12,325)
Total Revenue	20,149,956	3,535,939	23,685,895	63%	20,866,818	3,767,357	24,634,175	62%	884,741
Expenditures									
Salaries	12,229,710	760,318	12,990,028	61%	11,937,576	752,109	12,689,685	57%	(300,343)
Employee Benefits	2,603,509	200,187	2,803,696	60%	3,211,743	202,909	3,414,652	55%	610,956
Contractual Services	1,207,526	149,942	1,357,468	79%	1,293,894	180,799	1,474,693	31%	117,225
General Materials & Supplies	1,065,048	81,459	1,146,507	57%	1,844,660	83,060	1,927,720	42%	781,213
Conference and Meeting	216,907	8,189	225,096	41%	193,772	12,121	205,893	30%	(19,203)
Fixed Charges	823,989	45	824,034	61%	1,078,081	-	1,078,081	90%	254,047
Utilities	6,603	525,271	531,874	57%	8,476	607,745	616,221	59%	84,347
Capital Outlay	326,717	37,917	364,634	46%	298,254	30,816	329,070	16%	(35,564)
Other Expenditures	258,936	-	258,936	9%	325,555	-	325,555	71%	66,619
Total Expenditures	18,738,945	1,763,328	20,502,273	61%	20,192,011	1,869,559	22,061,570	51%	1,559,297
Excess (deficiency) of revenues over expenditures	1,411,011	1,772,611	3,183,622		674,807	1,897,798	2,572,605		(674,556)
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	\$ 1,411,011	\$ (227,389)	\$ 1,183,622		\$ 674,807	\$ (102,202)	\$ 572,605		\$ (674,556)

McHenry County College
 Operating Funds Financial Summary
 Eight Months ended February 28, 2009

	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%	\$ 10,293,578	\$ 1,150,502	\$ 11,444,080	45%	\$ (13,799,624)	46%
State	2,082,566	724,189	2,806,755	7%	1,060,895	377,652	1,438,547	51%	(1,368,208)	51%
Federal	-	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	8,936,185	2,030,292	10,966,477	28%	9,174,273	2,227,669	11,401,942	104%	435,465	100%
Sales & Service Fees	25,400	-	25,400	-	15,175	-	15,175	60%	(10,225)	65%
Facilities	26,000	6,000	32,000	-	12,334	11,259	23,593	74%	(8,407)	88%
Interest	650,000	-	650,000	2%	220,764	-	220,764	34%	(429,236)	101%
Non-Govt Gifts, Grants	-	-	-	-	63,539	-	63,539	-	63,539	236%
Other	131,000	-	131,000	-	26,260	275	26,535	20%	(104,465)	43%
Total Revenue	34,347,281	5,508,055	39,855,336	100%	20,866,818	3,767,357	24,634,175	62%	(15,221,161)	62%
Expenditures										
Salaries	21,085,325	1,186,253	22,271,578	49%	11,937,576	752,109	12,689,685	57%	(9,581,893)	61%
Employee Benefits	5,915,624	313,078	6,228,702	14%	3,211,743	202,909	3,414,652	55%	(2,814,050)	59%
Contractual Services	4,472,810	222,000	4,694,810	11%	1,293,894	180,799	1,474,693	31%	(3,220,117)	46%
General Materials & Supplies	4,504,975	136,240	4,641,215	10%	1,844,660	83,060	1,927,720	42%	(2,713,495)	48%
Conference and Meeting	665,116	26,500	691,616	2%	193,772	12,121	205,893	30%	(485,723)	41%
Fixed Charges	1,191,892	800	1,192,692	3%	1,078,081	-	1,078,081	90%	(114,611)	71%
Utilities	13,940	1,024,275	1,038,215	2%	8,476	607,745	616,221	59%	(421,994)	59%
Capital Outlay	2,050,000	60,003	2,110,003	5%	298,254	30,816	329,070	16%	(1,780,933)	31%
Other Expenditures	458,060	-	458,060	1%	325,555	-	325,555	71%	(132,505)	49%
Contingency	1,041,322	136,269	1,177,591	3%	-	-	-	n/a	(1,177,591)	n/a
Total Expenditures	41,399,064	3,105,418	44,504,482	100%	20,192,011	1,869,559	22,061,570	50%	(22,442,912)	57%
Excess (deficiency) of revenues over expenditures	(7,051,783)	2,402,637	(4,649,146)		674,807	1,897,798	2,572,605		7,221,751	
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)		\$ 674,807	\$ (102,202)	\$ 572,605		\$ 7,221,751	

McHenry County College
All Funds Financial Summary
Eight Months ended February 28, 2009

	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
Revenue											
Local	\$ 10,293,578	\$ 1,150,502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,054	\$ 415,231	\$ -	\$ 11,886,365
State	1,060,895	377,652	-	-	270,471	-	-	-	-	-	1,709,018
Federal	-	-	-	-	280,173	-	994,088	-	-	-	1,274,261
Tuition & Fees	9,174,273	2,227,669	-	1,111,020	-	-	-	-	-	-	12,512,962
Sales & Service Fees	15,175	-	-	2,613,642	-	-	-	-	-	-	2,628,817
Facilities	12,334	11,259	-	-	-	-	-	-	-	-	23,593
Interest	220,764	-	64,603	-	-	5,268	-	-	3,004	-	293,639
Non-Govt Gifts, Grants	63,539	-	-	115,837	10,611	-	-	-	-	-	189,987
Other	26,260	275	-	-	-	-	-	-	-	2,662,329	2,688,864
Total Revenue	20,866,818	3,767,357	64,603	3,840,499	561,255	5,268	994,088	27,054	418,235	2,662,329	33,207,506
Expenditures											
Instruction	8,245,991	-	-	-	255,914	-	-	-	-	-	8,501,905
Academic Support	824,349	-	-	-	26,990	-	-	-	-	-	851,339
Student Services	1,650,934	-	-	-	198,506	-	-	-	-	-	1,849,440
Public Service	1,025,191	-	-	906,965	15,798	-	-	-	-	-	1,947,954
Auxiliary Services	-	-	-	2,674,803	-	-	-	-	-	-	2,674,803
Operations & Maintenance	-	1,869,559	-	-	-	-	-	-	199,765	-	2,069,324
Institutional Support	8,445,546	-	75,662	-	82,535	-	994,466	68,987	511,308	2,566,959	12,745,463
Total Expenditures	20,192,011	1,869,559	75,662	3,581,768	579,743	-	994,466	68,987	711,073	2,566,959	30,640,228
Excess (deficiency) of revenues over expenditures	674,807	1,897,798	(11,059)	258,731	(18,488)	5,268	(378)	(41,933)	(292,838)	95,370	2,567,278
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	674,807	(102,202)	1,988,941	258,731	(18,488)	5,268	(378)	(41,933)	(292,838)	95,370	2,567,278
Beginning Fund Balance	13,626,176	1,275,072	4,610,581	310,800	51,681	2,804,810	48,557	283,234	3,756,219	750,591	27,517,721
Ending Fund Balance	\$ 14,300,983	\$ 1,172,870	\$ 6,599,522	\$ 569,531	\$ 33,193	\$ 2,810,078	\$ 48,179	\$ 241,301	\$ 3,463,381	\$ 845,961	\$ 30,084,999

Treasurer's Report

Information:

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

Recommendation:

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

A handwritten signature in black ink that reads "Brian Sager". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Brian Sager, Ph.D.
Acting President

**McHenry County College
Treasurer's Report
For the Month of February 2009**

Bank Name Location / Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Home State Bank Crystal Lake Imprest	\$2,891,176.56	\$4,675,399.11	\$5,941,437.92	\$1,625,137.75
Harvard State Bank Harvard Imprest - VISA / MC / Discover	\$142,075.14	\$112,401.79	\$15,621.36	\$238,855.57
Home State Bank Crystal Lake Online	\$9,660.29	\$866.91	\$0	\$10,527.20
Home State Bank Crystal Lake Flexible Spending	\$0	\$17,830.67	\$17,830.67	\$0
Home State Bank Crystal Lake Health Care Claims	(\$7,586.95)	\$12,854.20	\$9,146.75	(\$3,879.50)
Amcore Bank Woodstock Payroll	\$0	\$18,374.07	\$18,374.07	\$0
Harvard State Bank Harvard Operations	\$0	\$344,295.21	\$344,295.21	\$0
First Midwest Bank McHenry Student Grant & Loan	\$1,066.23	\$164,814.52	\$164,916.14	\$964.61

McHenry County College
March 26, 2009

Investments

College Fund	Financial Institution	February 28, 2009	January 31, 2009	Interest	No. of Days	Maturity
		Investments	Investments			
Education	Illinois Funds	\$ 5,179,024.24	\$ 8,588,478.61	see below	N/A	On Demand
Education	Illinois Funds - Prime Fund	12,114,877.41	12,110,113.33	see below	30	On Demand
Education	CDARS via Home State Bank *	1,000,000.00	-	1.390%	360	2/11/2010
Education	CDARS via Home State Bank *	1,000,000.00	-	0.995%	180	8/13/2009
Operations & Maintenance (Restricted)	Illinois Funds	1,745.82	1,745.20	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds - Prime Fund	6,147,341.27	6,144,923.88	see below	30	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds	917,947.36	917,569.81	see below	N/A	On Demand
Working Cash	Illinois Funds	615,663.52	615,410.30	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	351,063.49	350,919.10	see below	N/A	On Demand
Total		\$ 27,327,663.11	\$ 28,729,160.23			

Illinois Fund Rates - February 2009

Annualized rate - Money Mkt	
Low	0.440%
High	0.508%
Average	0.464%
Annualized rate - Prime Fund	
Low	0.470%
High	0.625%
Average	0.513%

Interest Revenue

College Fund	February 2009	Fiscal YTD
Education	\$ 9,264.79	\$ 220,764.91
Operations & Maintenance (Restricted)	2,795.56	64,603.37
Working Cash	253.22	5,267.69
Liability, Protection and Settlement	144.39	3,003.75
Total	\$ 12,457.96	\$ 293,639.72

* CDARS stands for Certificates of Deposit Account Registry Service. This program allows the College to purchase fully FDIC covered Certificates of Deposit from multiple institutions through Home State Bank. All CD's are purchased in increments of less than the FDIC insurance maximum to ensure that both principal and interest are eligible for full FDIC insurance.

Authorize Payment of Voucher #1001

Information:

100- Education Fund	\$577,037.36
200- Operations & Maintenance Fund	77,204.79
300- Operations & Maintenance (Restricted) Fund	0.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	153,856.56
600- Restricted Purposes Fund	9,721.05
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	1,432.92
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	14,421.12
1700-Employee Health Insurance	<u>679,049.73</u>
Total	\$1,512,723.53

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #1001 dated March 26, 2009, totaling \$1,512,723.53.



Brian Sager, Ph.D.
Acting President

Authorize Payment of Voucher #1002

Information:

100- Education Fund	\$203,548.74
200- Operations & Maintenance Fund	26,962.88
300- Operations & Maintenance (Restricted) Fund	0.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	89,426.53
600- Restricted Purposes Fund	6,315.66
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	2,915.29
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	<u>0.00</u>
Total:	\$329,169.10

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #1002 dated March 26, 2009 totaling \$329,169.10.



Brian Sager, Ph.D.
Acting President

Request to Purchase
Bottomline Technologies Annual License and Software Support Agreement

Information:

The College uses software from Bottomline Technologies in order to print student schedules and invoices, purchase orders, and all checks (financial aid, student refunds, vendor payments, etc.). Renewal is required to update the software, maintain the College's access to new releases issued by the vendor, and to access customer service. The cost of the annual license and software support agreement is \$7,313.92.

This expense is budgeted in the Business Office Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the renewal of the annual license and software support agreement for \$7,313.92 with Bottomline Technologies, Woburn, MA.

A handwritten signature in black ink, appearing to read "Brian Sager". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Brian Sager, Ph.D.
Acting President

Request to Purchase
Research Library Database (ProQuest)

Information:

The Research Library Database (ProQuest) annual subscription is due for renewal at the end of March. This is the library database that provides over one million full-text articles in journals, magazines and newspapers that are searchable on or off-campus; results can be printed, e-mailed, or downloaded. Subjects searchable in this database include: general interest, arts, business, education, health, humanities, literature, international, legal, military, multicultural, psychology, sciences, social sciences, and women's studies. MCC students, faculty, staff, and community members perform thousands of searches each year using this database.

The subscription through the Network of Illinois Learning Resources for Community Colleges (NILRC) Consortium is for April 1, 2009 through March 31, 2010, and costs \$5,659.50.

This expense is budgeted in the Library Support Services Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of a one-year subscription of the Research Library Database (ProQuest) for \$5,659.50 from the NILRC Consortium, Blanchardville, WI.



Brian Sager, Ph.D.
Acting President

Request to Purchase
Digital Media Software License

Information

The Digital Media software, 3ds Studio Max, is one of the most-used animation programs in the video game, film and television industry. This software will allow the College to train digital media students with the leading 3d development software used by animation and game development employers all over the country, especially in our local region. This license includes twenty-five concurrent seats for the entire suite of software. This software can be used in both the Mac and PC classrooms and runs equally well within both operating platforms. In addition to the twenty-five seat license, a one year software maintenance agreement is included.

	<u>Master Graphics</u>	<u>Imaginit Technologies</u>
3ds Studio Max Digital Media Software with one-year software maintenance	\$12,395.84	\$12,400.00

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

This expense is budgeted in the Digital Media Account in the Education Fund and the Perkins Title II Grant in the Restricted Purposes Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of Digital Media software, 3ds Studio Max license, including a one-year software maintenance agreement, for \$12,395.84 from Master Graphics, Rolling Meadows, IL.



Brian Sager, Ph.D.
Acting President

Request to Purchase
 Windows Compatible and Apple Computers
 (Purchase Financed through Lease)

Information:

The number of Windows compatible computers required to replace those going off lease on June 30, 2009, as well as to meet new equipment requests accommodating growth, has been determined. Specifications for the Windows compatible computers were sent to several vendors for quotes. Value-added services designed to minimize the total cost of initial deployment and ongoing maintenance were requested as part of the quote process. Application of best discounted pricing available through the consortiums in which the College participates was specified.

The number of Apple computers required to replace those going off lease June 30, 2009, 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, therefore multiple quotes are not required.

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

Windows Compatible Computers

<u>Quantity</u>	<u>Description</u>	<u>Ace Computer</u>	<u>CDWG</u>	<u>Dell, Inc.</u>	<u>Lenovo</u>
360	Windows Desktop Computers	\$189,990.00	\$182,639.00	\$164,910.85	\$187,535.00

Apple Computers

<u>Quantity</u>	<u>Description</u>	<u>Apple Computer, Inc.</u>
30	iMac Desktop Computers	\$62,970.00
<u>1</u>	Mac Mini Desktop Computer	<u>815.75</u>
<u>31</u>		<u>\$63,785.75</u>

The purchase value of the computers to be leased for three years totals \$228,696.60.

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

<u>Description</u>	<u>American Capital Financial Services</u>	<u>Apple Financial Services</u>	<u>Medical & Municipal Funding</u>	<u>Orlan Capital</u>	<u>University Lease</u>
Annual Payments for three years	\$ 73,172.00 <u> x3</u>	\$ 76,919.81 <u> x3</u>	\$ 70,282.00 <u> x3</u>	\$ 70,127.00 <u> x3</u>	\$ 73,485.73 <u> x3</u>
Subtotal	<u>219,516.00</u>	<u>230,759.43</u>	<u>210,846.00</u>	<u>210,381.00</u>	<u>220,457.19</u>
Interim Rent for Period from April 15, 2009 to June 30, 2009	0	not listed	0	0	0
End of Lease Equipment Return Costs	0	not listed	0	0	0
Total 3 Year Expense	<u>\$219,516.00</u>	<u>\$230,759.43</u>	<u>\$210,846.00</u>	<u>\$210,381.00</u>	<u>\$220,457.19</u>

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

Recommendation:

It is recommended that the Board of Trustees approves the acquisition of 360 Windows desktop computers from Dell, Inc., Round Rock, TX, and 31 computers from Apple Computer, Inc., Cupertino, CA. It is further recommended that financing for these computers be obtained through Orlan Capital, Schaumburg, IL, for a total three year expense of \$210,381.00.



Brian Sager, Ph.D.
Acting President

Request to Purchase
Contract Training

Information:

The following is a training program contracted by the McHenry County College Shah Center. The sources 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
Precision Twist Maintenance	30	4/15/2009-7/15/2009	\$6,300.00	IndustriTek	Chicago	IL

Reco
mme
ndati
on:

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



Brian Sager, Ph.D.
Acting President

Request to Purchase
ALEKS Remediation Software Codes

Information:

The Supplemental Instruction Lab provides Math and English students with supplemental instruction using tutors and remediation software. Elementary Algebra students use McGraw-Hill's ALEKS remediation software both in the Supplemental Instruction Lab, and through 24 hour-a-day, seven-day-per week, off-campus access.

The cost for the Fall and Spring 2010 semesters for 1,232 codes is \$61,000.00. These codes are required for the anticipated enrollment in the Fall and Spring 2010 semesters, and would be made available for purchase in the Bookstore. The codes consist of a software disk which includes a numeric code to access assistance as needed.

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

This expense is budgeted in the Assessment Account in the Education Fund and the Bookstore Account in the Auxiliary Enterprises Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of 1,232 ALEKS remediation software codes for \$61,000.00 from McGraw-Hill, Dubuque, IA.



Brian Sager, Ph.D.
Acting President

Request to Purchase
Illinois Community College Trustees Association Dues

Information:

The Illinois Community College Trustees Association (ICCTA) was created in 1970 with a dual mission: to provide community college advocacy, and to provide trustee development opportunities to the board members of the state's public community colleges. McHenry County College has been a member of the ICCTA since its conception in 1970-71. The College's membership in the ICCTA provides an opportunity to affiliate with one of Illinois' most reputable and experienced educational organizations. The ICCTA monitors the Illinois Community College Board, the Illinois Board of Higher Education, the Illinois Student Assistance Commission, the Illinois State Board of Education, the Joint Education Committee, the U.S. Department of Education, and other government agencies.

This expense is budgeted in the Institutional Account in the Education Fund. Total membership dues cost, which is billed semi-annually, is \$6,747.00.

Recommendation:

It is recommended that the Board of Trustees approves the expenditure for the semi-annual payment in the amount of \$6,747.00 for membership in the Illinois Community College Trustees Association, Springfield, IL.



Brian Sager, Ph.D.
Acting President

Request to Purchase
ACT WorkKeys License and Scoring Agreement

Information

McHenry County College has had a license to offer the ACT WorkKeys Assessment Test for close to 10 years. The license is set to expire at the end of this month. WorkKeys testing helps individuals and businesses discover career skill levels for both potential and incumbent workers. WorkKeys is also used to provide an avenue for Paraprofessionals in Education to become certified by the State of Illinois as a highly qualified paraprofessional according to the No Child Left Behind Act of 2002.

ACT has recently transitioned from one-year licenses to five-year licenses. The College was able to negotiate a three-year license at a cost of \$3,000.00 per year. In addition, a fee is paid for every test that WorkKeys scores. This would be an additional cost of approximately \$16,000.00 per year. In FY2008 there were nearly 1,700 tests administered. The cost to the College is offset by revenue received from examinees, which exceeded \$27,000.00 for the last fiscal year.

WorkKeys License per year	\$ 3,000.00
WorkKeys Scoring per year	<u>16,000.00*</u>
SubTotal per year	19,000.00
Three-Year Agreement	<u>x3</u>
Total	<u>\$57,000.00</u>

*Approximate

WorkKeys is continuing to grow with the National Career Readiness Certificate. More than 27 states use this certificate at a state-wide level. Illinois is beginning to see the importance of this certification and local awareness of this tool is increasing. The demand for WorkKeys testing is expected to continue to increase over the next several years.

The purchase of this license is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (1) which reads, "contracts for goods and services which are economically procurable from only one source."

The expense is budgeted in the WorkKeys Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of the WorkKeys License and Scoring agreement for approximately \$19,000.00 annually for three years from ACT, Iowa City, IA.



Brian Sager, Ph.D.
Acting President

Request to Purchase
 Server Replacement Hardware

Information:

This request is part of the server replacement plan. A typical server lasts from three to five years. The two servers that are being replaced are critical systems at the end of their useful lives. One server is nearing the end of its fourth year, and the other is in its seventh year.

<u>Item</u>	<u>CDWG</u>	<u>Dell, Inc.</u>	<u>GovConnect</u>
Dual Processor/Quad Core Xeon Server 6-750 Gb Hard drive	\$ 9,143.16	\$ 7,686.38	\$ 9,192.86
Dual Processor/Quad Core Xeon Server 6-146 Gb Hard drive	<u>5,981.76</u>	<u>5,181.00</u>	<u>5,950.43</u>
Total	<u>\$15,124.92</u>	<u>\$12,867.38</u>	<u>\$15,143.29</u>

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

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

Recommendation:

It is recommended that the Board of Trustees approves purchasing the replacement servers for \$12,867.38 from Dell, Inc., Round Rock, TX.



Brian Sager, Ph.D.
 Acting President

Request to Purchase
Virtual Servers for Ad Astra

Information:

As part of the ERP project, the College has purchased Astra Schedule Suite Version VII, Board Report #09-25. Two servers are required to support this software. One is for Ad Astra Schedule software and consists of a Dual Processor/Quad Core Xeon Server with ESX Server 3.5 license. The other is for the SQL server to support the database, and consists of Quad Processor/Quad Core Xeon Server.

<u>Item</u>	<u>CDWG</u>	<u>Dell, Inc.</u>	<u>GovConnect</u>
Server for Ad Astra Schedule software	\$17,405.00	\$14,059.29	\$18,863.86
Server for SQL to support database	<u>\$18,620.00</u>	<u>\$16,146.64</u>	<u>\$19,111.18</u>
Total	<u>\$36,025.00</u>	<u>\$30,205.93</u>	<u>\$37,957.04</u>

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

This expense is budgeted in the ERP System Implementation Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of the two servers as described above for \$30,205.93 from Dell, Inc., Round Rock, TX.



Brian Sager, Ph.D.
Acting President

Request to Purchase
Virtual Server

Information:

This purchase is part of an infrastructure upgrade needed in order to support the growing services the Shah Center provides to businesses and the community. In order for staff to provide the services required, it is necessary to establish a virtual server environment that is integrated into the network at the Shah Center. This virtual server environment would allow us to quickly respond to the highly dynamic needs of the training programs now available at the Shah Center, and will allow the ability to expand their offerings. The virtual server consists of a Dual Processor/Quad Core Xeon Server with a VmWare ESX 3.5 Software License.

<u>Item</u>	<u>CDWG</u>	<u>Dell, Inc.</u>	<u>GovConnect</u>
Virtual Server	\$17,405.00	\$14,059.29	\$18,863.86

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

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

Recommendation:

It is recommended that the Board of Trustees approves purchasing the virtual server for \$14,059.29 from Dell, Inc., Round Rock, TX.



Brian Sager, Ph.D.
Acting President

Request to Purchase
Greenhouse Roof Repairs

Information:

The Board of Trustees approved repairs to the greenhouse roof at the February Board Meeting, Board Report #09-24, for \$8,400.00. Wayne Benson Construction, who was recommended last month, has since gone out of business. The supplier to Wayne Benson Construction has formed a new company, Greenhouse A-Fex, to handle this type of work, and has contacted the College to follow up on the project.

The owner of Greenhouse-A-Fex met with College personnel to assess the repairs needed. Two other contractors in the northern Illinois area were contacted to provide a quote and have not responded.

Greenhouse-A-Fex provided a quote of \$9,185.00 for the work required on the Greenhouse. This price is slightly higher than the previous quote of \$8,420.00 due to an increase in glass prices and an increase in the number of glass panels that need replacing, based upon their inspection.

	<u>Al Schnor Company</u>	<u>Hummert International</u>	<u>Greenhouse-A-Fex</u>
Greenhouse Roof Repairs	No Proposal	No Proposal	\$9,185.00

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

Recommendation:

It is recommended that the Board of Trustees approves the Greenhouse Roof Repair, for \$9,185.00, from Greenhouse-A-Fex, Round Lake Beach, IL.



Brian Sager, Ph.D.
Acting President

Request to Purchase
 Classroom Furniture

Information:

The classroom furniture in room D152 is being replaced with tables and chairs to accommodate the requests from adult students and faculty. Currently, room D152 has an assortment of old tablet arm chairs. Because of the size of the room and number of tablet arm chairs (35) in the classroom, working in small groups and rearranging furniture is a challenge. The Career and Technical Education division uses this classroom to teach construction management and electrical codes classes. At times throughout the semester, large pieces of equipment are brought into the classroom for demonstration purposes. Students and faculty have requested to have tables and chairs to better accommodate their learning needs and the classroom materials.

<u>Quantity</u>	<u>Description</u>	<u>Interiors for Business, Inc.</u>	<u>Applied Ergonomics</u>	<u>Kreuger International</u>	<u>Hendricksen</u>
12	Student Tables - Folding Trapezoid with Casters	\$ 8,217.00	\$5,256.00	\$2,599.92* *Does not fold	\$ 5,860.80
25	Student Chairs with Padded seat and Casters	\$ 3,987.50	\$3,650.00	\$5,957.00	\$ 4,554.00
	Installation	\$ 965.00	\$ 892.50	\$1,000.00	\$ 1,100.00
	Total	<u>\$13,169.50</u>	<u>\$9,798.50</u>	<u>\$9,556.92</u>	<u>\$11,514.80</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 furniture with installation as noted above, for \$9,798.50 from Applied Ergonomics, Skokie, IL.



Brian Sager, Ph.D.
 Acting President

Destruction of Audio Tape Recording of the Closed Session
of the August 23, 2007 Regular Board Meeting

Information:

Public Act 93-523 amended the Open Meetings Act to require public bodies in Illinois to keep “verbatim records” of their closed (executive) sessions. The verbatim record needs to be in the form of an audio or video recording. The law provides for the following regarding destruction of the 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 tape will be physically destroyed.

Recommendation:

It is recommended that the Board of Trustees approves the destruction on March 27, 2009, of the audio recording of the Closed Session of the August 23, 2007 Regular Board Meeting.

A handwritten signature in cursive script, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

Brian Sager Ph.D.
Acting President

ICCTA Faculty of the Year Award

Information:

Since 1986, the College has participated in a statewide recognition program sponsored by the Illinois Community College Trustees Association (ICCTA). The Board of Trustees has taken this occasion to honor, in a public way, the outstanding faculty members of McHenry County College and provide an incentive for excellence for all instructional staff.

For the 2009 selection process, the Selection Committee was comprised of four faculty members chosen by Cynthia Van Sickle, President of the Faculty Association, and myself, serving in the capacity of Interim Vice President for Academic and Student Affairs. Eight nominations were received for consideration by the committee.

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

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

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

- A. Mark Arctander – Instructor of Art
- B. David Elder - Instructor of Earth Science
- C. Jay Geller - Instructor of Theatre and Speech
- D. Rose Marie Janowiak – Instructor of Administrative Office Management
- E. Luisa Lauf – Counselor
- F. Katherine Middy – Instructor of English
- G. Janet Scott – Reference Librarian

Sandy Vitale – Instructor of Computer Information Systems

By virtue of this nomination, each of these individuals has been acknowledged by their colleagues for excellence and service to students. The nominee from McHenry County College will be identified at the Board meeting. All of the nominees will be recognized at a special luncheon and will again be applauded for their achievements at the annual President's Reception this Spring.

Recommendation:

It is recommended that the Board of Trustees approves the nomination of the faculty member identified at the Board meeting to represent McHenry County College in the 2009 ICCTA competition and to attend the ICCTA awards banquet on June 5, 2009 in Chicago.



Brian Sager, Ph.D.
Acting President

Personnel Adjustments for Spring 2009
Transfer and Occupational CoursesInformation:

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>
Hamill, V	HHP 120 201	2	0	961.33
Howard, D	CIS 132 201	2	0	1,115.83
Jackson, B	CIS 110 202	2	0	1,115.83
Johnson, H	CJS 101 205	3	0	1,596.50
Keyzer, D	MCC 101 055	1	0	557.92
Keyzer, D	MCC 101 058	1	0	557.92
Kleisch, E	RDG 110 001	3	0	1,442.00
Krahn, T	CIS 110 203	2	0	1,115.83
Kropp, M	MCC 101 053	1	0	557.92
Rasmussen, G	CIS 110 606	2	0	961.33
Rasmussen, G	CIS 110 607	2	0	961.33
Ridge, S	BUS 299 002	3	0	1,442.00
Ridings, J	PHI 251 302	3	0	1,442.00
Scott, G	CIS 110 052	2	0	961.33
Scott, G	CIS 110 608	2	0	961.33
Westerhof, S	MCC 101 056	1	0	557.92
Westerhof, S	MCC 101 057	1	0	557.92
Wittkamp, R	AOM 122 201	2	0	961.33

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Bruce, R	Proficiency Project for Business Dept.	0	50.00
Clark, K	Reference Librarian (24 additional hrs. @ \$27.21/hr.)	0	653.04
Cook, L	Mentee	0	90.00
Geller, J	Theatre Production Producer	0	1,000.00
Hovious, A	Reference Librarian (16 additional hrs. @ \$28.67/hr.)	0	458.72
Niemi, E	Reading Research	0	120.00
Ochwat, M	Adjunct Counselor (7 additional hrs. @ \$28.67/hr.)	0	200.69
Poe, K	Reading Research	0	120.00
Richards, C	Mentor	0	105.00
Smith, R	Lead Instructor – Biology	0	2,500.00
Socol, S	Lead Instructor – Chemistry	0	2,500.00
Spangenberg, B	Lead Instructor – Horticulture	0	2,500.00
Straw, K	Reading Research	0	120.00
VanSickle, C	Reading Research	0	120.00

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Wittkamp, R	Faculty Development Tutorials	0	500.00
Zimmerman, E	Adjunct Counselor (7 additional hrs. @ \$27.21/hr.)	0	190.47

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>
Esarco, A	ACC 240 601	1	1	0	75.00
Gaughan, P	MUS 213 001	2	3	0	836.88
Geller, J	IND 160 001	3	1	0	225.00
Kostova, Z	FRE 251 001	4	1	0	300.00
Szalaj, S	MUS 104 001	3	3	0	675.00
Tetreault, M	CIS 250 001	2	1	0	150.00
Thomas, T	RDG 089 001	3	2	0	450.00
Valverde, O	DGM 200 001	3	1	0	225.00
Vician, T	ART 299 001	3	2	0	450.00
Wagner, D	MKT 248 001	3	2	0	450.00

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albright, M	DGM 100 101	20.000	0	1,910.25
Albright, M	DGM 259 001	13.333	0	1,273.46
Countryman, A	ENG 152 007	20.000	0	1,910.25
Vitale, S	CIS 110 206	13.333	0	1,273.46
Zopp, M	MCC 101 054	6.666	0	636.68

Recommendation:

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



Brian Sager, Ph.D.
Acting President

Appointment of Replacement
Coordinator of Adult Education and Literacy Supportive Services

Information:

The retirement of Jane Brehm, effective March 31, 2009, will create a vacancy for the full-time professional position of Coordinator of Adult Education and Literacy Supportive Services. Jane Brehm's FY 2010 salary under the collective bargaining agreement, if not retiring, would be \$55,484.09. Marie Day 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 Marie Day to the professional position of Coordinator of Adult Education and Literacy Supportive Services, effective April 1, 2009, at a salary of \$9,139.65 (based on a 12-month salary of \$36,700.00).

A handwritten signature in black ink that reads "Brian Sager". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Brian Sager, Ph.D.
Acting President

Marie Day
Harvard, IL

Position: Coordinator of Adult Education and Literacy Supportive Services

Education: Bachelor of Fine Arts
Florida Atlantic University, Boca Raton, FL

Experience:
1998 – Present
Coordinator of Shifting Gears Grant (2008 – Present)
Adjunct Instructor (1998 – Present)
McHenry County College, Crystal Lake, IL

1996 – 1998
Manager of Receiving
Wal-Mart Corporation, Harvard, IL

Summary of Recruitment Efforts:
Number of Applications Received: 79
Number of Interviews: 2

Members of Search Committee:
R. Clute, J. Hoffmann, M. Huseby, S. Moll,
M. Spengel, P. Stejskal

POSITION: **COORDINATOR OF ADULT EDUCATION AND LITERACY SUPPORTIVE SERVICES**

CLASSIFICATION: Professional

WORK YEAR: 12 Months

PRIMARY PURPOSE: Coordinate, develop, implement, and monitor the volunteer-based literacy-tutoring program; adult education student recruitment, retention and assessment related projects, student supportive services, and marketing.

ESSENTIAL JOB FUNCTIONS:

- Recruitment, Retention, and Assessment
 - Recruit and hire volunteers, childcare workers and placement clerks.
 - Facilitate orientations and training of childcare workers and placement clerks.
 - Oversee daily activities of childcare workers and placement clerks.
- Planning and coordination
 - Plan annual activities calendar.
 - Schedule and place volunteers, childcare workers, and placement clerks in conjunction with course schedule.
 - Coordinate student registration, testing, and placement processes (i.e. orders testing materials, assures pre-and post-test completion, monitors grant record keeping processes).
 - Coordinate special events such as volunteer recognition and graduation ceremony.
 - Coordinate recruitment events and marketing.
- Coordinate Volunteer Program
 - Administer volunteer project grants.
 - Assure compliance with grant guidelines and meet grant objectives.
 - Prepare volunteer program grant applications and reports.
 - Select off-campus locations and coordinate off-site tutoring.
 - Coordinate volunteer training sessions.
 - Evaluate and select training materials.
 - Recommend training program revisions.
- Reporting/Communicating
 - Assure accurate and timely submission of records and reports.
 - Maintain records related to volunteers and student recruitment, retention, and assessment.
 - Assist Dean with grant proposals, data collection, and reports.
 - Prepare and distribute information for instructors, volunteers, childcare workers, and placement clerks as related to recruitment, retention, and assessment issues.
 - Act as communication link between the college, off-site locations, and the community.

**COORDINATOR OF ADULT EDUCATION AND LITERACY SUPPORTIVE
SERVICES – Page 2**

ESSENTIAL JOB FUNCTIONS:

- Coordinate publicity, brochures, and marketing of adult education services and events.
- Work closely with and maintain strong communication link with instructional coordinator (especially regarding scheduling tasks).
- Additional duties as assigned by immediate supervisor.

SUPERVISION: Reports to Dean of Adult Education and Workforce Services. Provides daily direction to volunteer tutors, trainers, childcare workers and, placement clerks.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Master's Degree in Adult Education or related area

EXPERIENCE:

- Two years direct experience with instruction of adult students.
- Experience in grant writing and grant administration preferred.
- Experience in supervision of staff required.
- Experience in a volunteer literacy management program. Certification in volunteer management preferred.

SKILLS AND ABILITIES:

- Understanding of childcare issues.
- Knowledge of educational support services.
- Office computer skills and knowledge of educational technology.
- Ability to work flexible hours.

REVIEWED: January 2009

Request for Retirement

Information:

Sandra Vitale, Instructor of Computer Information Systems, has submitted her request for retirement effective May 31, 2011, in accordance with the 2008-2013 Faculty Agreement – Appendix C, Retirement Policy. She has been a valuable member of the College community. At her retirement, she will have 11 years of full-time service at MCC. (See reverse side.)

Recommendation:

It is recommended that the Board of Trustees approves Sandra Vitale's request for retirement effective May 31, 2011, 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 increases to her current nine-month contract as well as the nine-month contracts for her final two years be limited to the lower of the amount per the faculty contract, or an amount 6% more than the nine-month contract for the previous year. The amounts that exceed 6% will be paid in a lump sum subsequent to retirement, in accordance with the faculty contract.

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

Brian Sager, Ph.D.
Acting President

Resignation

Information:

Sally Selcke, Director of Academy for High Performance, has submitted her resignation effective May 31, 2009.
(See reverse side.)

A handwritten signature in black ink that reads "Brian Sager". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Brian Sager, Ph.D.
Acting President

Snow Removal and Ice Control

Information:

The cost for snow removal and ice control by Campobello Landscaping for the month of February, 2009 was \$10,150.00. 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 Information Reports may be required during the winter months. Due to the unusually large amount of snowfall this season, the cost of snow removal has exceeded what was budgeted.

A handwritten signature in black ink, appearing to read "Brian Sager", with a long horizontal flourish extending to the right.

Brian Sager, Ph.D.
Acting President

ICCTA Paul Simon Student Essay Contest

Information:

The Illinois Community College Trustee Association's Paul Simon Student Essay Contest provides a \$500 scholarship to the student who best describes "*How My Community College Has Changed My Life.*"

All currently enrolled students at ICCTA member colleges are eligible to participate in the contest at the local level. However, each ICCTA member college may enter only one student essay in the statewide competition each year. The winner of the statewide competition will receive a \$500 cash stipend for educational expenses during the fall 2008 semester. In addition, ICCTA will invite the winner to attend the association's June awards banquet in Chicago.

Promotion of the competition began in November. English instructors were given the flyer announcing the contest, it was discussed in their classes, and 39 individuals completed the process. All essays were reviewed by the Chair of the English department. A committee of English instructors judged the entries and selected the essay written by Tanya Dutko who will represent McHenry County College in the ICCTA's statewide competition.

A handwritten signature in black ink that reads "Brian Sager". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Brian Sager, Ph.D.
Acting President