

REVISED
BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

May 22, 2008
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: Closed Session, March 27, 2008
Final Meeting of the Retiring Board April 24, 2008
Closed Session, April 24, 2008
Organizational Meeting April 24, 2008
First Meeting of the Newly Organized Board April 24, 2008
Special Board Meeting, May 7, 2008
Closed Session, May 7, 2008
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. PRESENTATION
 - A. Phi Theta Kappa Awards, David Elder and Diane Terlep
 - B. Forensics, Bonnie Gabel
13. COMMUNICATIONS
 - A. Faculty Report
 - B. Staff Council Report
 - C. Student Trustee Report
- *RC 14. VOUCHER 970 - \$20,500.00, Board Report #08-102
- *RC 15. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary
 - B. Financial Statements
 - a. Treasurer's Report
 - b. Voucher 971 - \$1,071,510.89, Board Report #08-103
 - c. Voucher 972 - \$235,602.56, Board Report #08-104

REVISED

- C. Requests to Purchase/Lease
 - a. Printing for Voices Literary Magazine, Board Report #08-105
 - b. Printing for Summer 2008 Issue of Connections, Board Report #08-106
 - c. Appraisal and Inventory Services, Board Report #08-107
 - d. Contract Training, Board Report #08-108
 - e. Renew Microsoft Campus Agreement, Board Report #08-109
 - f. Network Infrastructure Upgrade – Network Fiber Cabling and Installation, Board Report #08-110
- D. ~~Easement Access, Board Report #08-111~~ (removed from May 22, 2008 agenda)
- E. Resolution to Adopt Unincorporated Association Account Agreement with A.G. Edwards/Wachovia Securities, Board Report #08-112
- F. Personnel
 - a. Personnel Adjustments for Spring 2008 Transfer and Occupational Courses, Board Report #07-275 Addendum
 - b. Personnel Adjustments for Summer 2008 Transfer and Occupational Courses, Board Report #08-113
 - c. Adult Education Personnel Considerations for Spring 2008, Board Report #08-86, Addendum
 - d. Continuing and Professional Education Personnel Considerations for Summer 2008, Board Report #08-114
 - e. Appointment of Interim Assignments, Board Report #08-115
 - f. Appointment of Replacement Bursar, Board Report #08-116
 - g. Appointment of Replacement Coordinator of Advising and Transfer Center, Board Report #08-117
 - h. Approval of Revised, Deleted, and New Positions for FY 2009, Board Report #08-118
 - i. Request for Unpaid Leave of Absence, Board Report #08-119
 - j. Request for Retirement, Board Report #08-120
 - k. Request for Retirement, Board Report #08-121
 - l. Salary/Advanced Placement Adjustments, Board Report #08-122

16. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

17. FOR INFORMATION

- A. Resignation
- B. Resignation
- C. ERP Project Status Update
- D. Program Articulation Agreement with Southern Illinois University Carbondale
- E. Culinary Arts Programming
- F. SURS 6% Billing

18. OPEN FOR BOARD MEMBERS

Board Calendar

19. FUTURE AGENDA ITEMS

20. CLOSED SESSION

21. ADJOURNMENT



Chair

*Roll Call

FRIENDS OF M · C · C FOUNDATION

Foundation Update May 22, 2008

Prepared by Friends of MCC Foundation Staff

Monthly Update

- ✓ **Annual Sponsorship Program** – The Foundation staff is currently preparing the fulfillment reports for the FY08 Annual Sponsorship opportunities corporate donors supported. During the month of June, donors will be given the reports as a stewardship of their FY08 support and they will be provided with an opportunity to participate in the Annual Sponsorship Program for the FY09 year.
- ✓ **MCC Promise** – The committee continues to meet and make plans for the campaign. One major gift donor has put his pledge in writing. Two other major gift donors will be meeting with Walt Packard and/or Ron Parrish in the next two weeks.
- ✓ **Scholarships** – Scholarships for Fall 2008 are currently being awarded. The Foundation will be awarding at least 46 scholarships to 70 students for an amount of over \$44,000.
- ✓ **Golf Outing** – This year's outing is scheduled for Wednesday, June 4th at the Grand Geneva Resort & Spa. The committee is seeking event sponsors, especially hole sponsors. If you know of anyone who would be interested in sponsoring or attending the event, please contact Kathrine Pfister at 815-479-7529.

2008 Sponsorship Update – May 15, 2008

Sponsor Level	Goal	Achieved	Need
Celebrity Sponsor	1	1	0
Platinum Sponsor	1	1	0
Food Sponsors	2	2	0
Cocktail Sponsor	1	0	1
Gold Sponsor	10	9	1
Silver Sponsor	7	5	2
Hole Sponsor	18	10	8
Cooler Sponsor	4	4	0
Driving Range Sponsor	2	2	0

To Date Golfer Count

of Golfers (including sponsors) 65 (sponsors) + 21= 86

- ✓ **Highlights of Fund Activity** –
 - Nancy Mattison Memorial Scholarship has reached the endowment level thanks primarily to the efforts of Bev Albright and Joe Blanco.

Other Information

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

Student Trustee

Information:

Student Senate organized its final official meeting of the year on May 1st. On May 16th, Student Senate gathered and made adaptations/revisions to the Student Senate Constitution.

The new Student Senate President's Cabinet are now being coached into their positions by the talented 2008 President's Cabinet. Our new Coordinator of Student Life and Campus Activities, Talia, will be working closely with Student Senate going into next year.

President Packard, Chairman Lowe, and I attended the Illinois Community College Trustees Association Lobby Day in Springfield on April 30th. We lobbied for the ICCTA in the offices of Senator Althoff and Representative Tryon, both of who seemed to be supportive of our cause. Two of the main lobby points were: 1) to prevent what could be a \$20 million cut to Illinois community college funding, which would hit others more dramatically than us but still is of our interest and 2) to pass the Ethics Bill.

Latinos Unidos club of MCC has created two scholarships which will be awarded in the upcoming Fall semester. One \$500 scholarship is for a continuing student and one \$250 for an incoming freshman. Both have requirements of a 2.5 GPA, nine semester hours, and Hispanic heritage. The applications are due June 1st.

On April 30th the Student Awards Ceremony was conducted. It encompassed both Academic Awards as well as Student Life and Athletics Awards.



Thomas Kendzie
Student Trustee

Authorize Payment of Voucher #970

Information:

100- Education Fund		<u>\$20,500.00</u>
	Total	\$20,500.00

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #970 dated May 22, 2008, totaling \$20,500.00.



Walter J. Packard
President

Executive Summary

Fiscal Year 2008 is currently 83% complete with the year-to-date results for April 2008 being reported. In the Operating Funds, total revenue is 65% of budget, as compared with 66% at the same time last year. Total expenditures are 75% of budget, as compared with 70% of budget at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College.

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

- Facilities revenue is currently 178% of budget as compared to 33% at the same time last year. \$19,757 more in revenues have been recorded through April 2008 than the prior year. This increase is due to the fact that seminar room rentals and catering are being separated from overall Shah Center training and seminar revenue in FY 2008; all Shah Center revenue was combined in FY 2007.
- Interest revenue is currently 107% of budget as compared to 207% at the same time last year. \$82,981 less in revenue has been recorded through April 2008 than the prior year. This decrease in revenues is due primarily to the reduction in interest rates in the economy over the last several months.
- Other revenue is currently 94% of budget as compared to 274% at the same time last year. \$43,795 more in revenue has been recorded through April 2008 than the prior year. This increase is primarily due to billing the Foundation for the salary and benefits of the Promise Director, and the salary of the Instructor of Nursing/Lab Coordinator.
- Contractual Services are currently 99% of budget as compared to 61% last year. \$606,410 more in expenditures have been recorded through April 2008 than the prior year. This increased cost is due to legal fees and timing of credits in the Shah Center budget from a State grant due to the State's current fiscal year budget difficulties.
- Conference and Meetings expenditures are currently 60% of budget as compared to 65% last year. \$44,890 less in expenditures have been recorded through April 2008 than the prior year. The decreased cost is a result of timing of conference and seminar registration and travel in FY 2008 as compared to FY 2007. Overall, Conference and Meetings Expenditures are anticipated to be slightly less in FY 2008 as compared to FY 2007.
- Capital Outlay expenditures are currently 49% of budget as compared to 26% last year. \$311,243 more in expenditures have been recorded through April 2008 than the prior year. This increase is primarily due to the budgeted increase in capital outlay expenditures for FY 2008 as compared to FY 2007.



Walter J. Packard
President

McHenry County College
 Operating Funds Financial Comparison
 Ten Months Actual Ended April 30, 2007 and April 30, 2008

	FY2007 Actual to April 30, 2007				FY2008 Actual to April 30, 2008				Variance Over (Under) Prior Year Actual
	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	
Revenue									
Local	\$ 9,190,260	\$ 1,019,322	\$ 10,209,582	47%	\$ 9,790,179	\$ 1,089,532	\$ 10,879,711	47%	\$ 670,129
State	1,346,209	837,850	2,184,059	76%	1,626,550	574,780	2,201,330	74%	17,271
Federal	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	9,342,285	762,157	10,104,442	102%	8,737,818	2,041,765	10,779,583	102%	675,141
Sales & Service Fees	22,777	-	22,777	83%	21,060	-	21,060	83%	(1,717)
Facilities	-	6,917	6,917	33%	22,317	4,357	26,674	178%	19,757
Interest	723,769	-	723,769	207%	640,788	-	640,788	107%	(82,981)
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	-	-
Other	34,134	2,908	37,042	274%	80,837	-	80,837	94%	43,795
Total Revenue	20,659,434	2,629,154	23,288,588	66%	20,919,549	3,710,434	24,629,983	65%	1,341,395
Expenditures									
Salaries	14,536,407	897,377	15,433,784	74%	15,267,051	930,860	16,197,911	77%	764,127
Employee Benefits	2,990,217	296,222	3,286,439	69%	3,152,315	254,882	3,407,197	73%	120,758
Contractual Services	913,613	196,307	1,109,920	61%	1,504,839	211,491	1,716,330	99%	606,410
General Materials & Supplies	1,171,163	96,119	1,267,282	66%	1,275,818	105,878	1,381,696	69%	114,414
Conference and Meeting	359,988	13,223	373,211	65%	316,791	11,530	328,321	60%	(44,890)
Fixed Charges	829,147	550	829,697	80%	863,709	45	863,754	64%	34,057
Utilities	9,186	669,525	678,711	80%	9,484	732,104	741,588	79%	62,877
Capital Outlay	47,740	23,422	71,162	26%	334,765	47,640	382,405	49%	311,243
Other Expenditures	265,631	-	265,631	10%	276,283	-	276,283	60%	10,652
Total Expenditures	21,123,092	2,192,745	23,315,837	70%	23,001,055	2,294,430	25,295,485	75%	1,979,648
Excess (deficiency) of revenues over expenditures	(463,658)	436,409	(27,249)		(2,081,506)	1,416,004	(665,502)		(638,253)
Other financing sources (uses) Operating transfers out	-	(1,000,000)	(1,000,000)		-	(2,000,000)	(2,000,000)		(1,000,000)
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	\$ (463,658)	\$ (563,591)	\$ (1,027,249)		\$ (2,081,506)	\$ (583,996)	\$ (2,665,502)		\$ (1,638,253)

McHenry County College
 Operating Funds Financial Summary
 Ten Months ended April 30, 2008

	FY2008 Budget				FY2008 Actual				Variance Over (Under) FY 2008 Budget	5 yr Avg Percent of Budget
	Education Fund	Operations & Maintenance Fund	Total	Percent to Total	Education Fund	Operations & Maintenance Fund	Total	Percent of Budget		
Revenue										
Local	\$ 21,029,591	\$ 2,341,648	\$ 23,371,239	62%	\$ 9,790,179	\$ 1,089,532	\$ 10,879,711	47%	\$ (12,491,528)	46%
State	2,210,066	766,689	2,976,755	8%	1,626,550	574,780	2,201,330	74%	(775,425)	78%
Federal	-	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	8,578,614	1,996,992	10,575,606	28%	8,737,818	2,041,765	10,779,583	102%	203,977	98%
Sales & Service Fees	25,400	-	25,400	-	21,060	-	21,060	83%	(4,340)	79%
Facilities	8,000	7,000	15,000	-	22,317	4,357	26,674	178%	11,674	112%
Interest	600,000	-	600,000	2%	640,788	-	640,788	107%	40,788	147%
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	-	-	-
Other	83,993	2,250	86,243	-	80,837	-	80,837	94%	(5,406)	103%
Total Revenue	32,535,664	5,114,579	37,650,243	100%	20,919,549	3,710,434	24,629,983	65%	(13,020,260)	65%
Expenditures										
Salaries	19,969,487	1,167,545	21,137,032	61%	15,267,051	930,860	16,197,911	77%	(4,939,121)	77%
Employee Benefits	4,386,527	293,675	4,680,202	13%	3,152,315	254,882	3,407,197	73%	(1,273,005)	75%
Contractual Services	1,511,920	213,500	1,725,420	5%	1,504,839	211,491	1,716,330	99%	(9,090)	75%
General Materials & Supplies	1,879,220	132,740	2,011,960	6%	1,275,818	105,878	1,381,696	69%	(630,264)	64%
Conference and Meeting	524,777	25,400	550,177	2%	316,791	11,530	328,321	60%	(221,856)	61%
Fixed Charges	1,349,415	800	1,350,215	4%	863,709	45	863,754	64%	(486,461)	78%
Utilities	14,940	923,250	938,190	3%	9,484	732,104	741,588	79%	(196,602)	78%
Capital Outlay	725,000	61,500	786,500	2%	334,765	47,640	382,405	49%	(404,095)	52%
Other Expenditures	460,525	-	460,525	1%	276,283	-	276,283	60%	(184,242)	47%
Contingency	1,070,848	119,252	1,190,100	3%	-	-	-	n/a	(1,190,100)	n/a
Total Expenditures	31,892,659	2,937,662	34,830,321	100%	23,001,055	2,294,430	25,295,485	73%	(9,534,836)	73%
Excess (deficiency) of revenues over expenditures	643,005	2,176,917	2,819,922		(2,081,506)	1,416,004	(665,502)		(3,485,424)	
Other financing sources (uses): Operating transfers (out)	(475,000)	(2,000,000)	(2,475,000)		-	(2,000,000)	(2,000,000)		-	
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ 168,005	\$ 176,917	\$ 344,922		\$ (2,081,506)	\$ (583,996)	\$ (2,665,502)		\$ (3,485,424)	

McHenry County College
All Funds Financial Summary
Ten Months ended April 30, 2008

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
Revenue												
Local	\$ 9,790,179	\$ 1,089,532	\$ -	\$ 146,732	\$ -	\$ -	\$ -	\$ -	\$ 20,994	\$ 444,402	\$ -	\$ 11,491,839
State	1,626,550	574,780	157,223	-	-	480,003	-	-	-	-	-	2,838,556
Federal	-	-	-	-	-	379,146	-	1,363,085	-	-	-	1,742,231
Tuition & Fees	8,737,818	2,041,765	-	-	1,280,394	-	-	-	-	-	-	12,059,977
Sales & Service Fees	21,060	-	-	-	2,610,089	-	-	-	-	-	-	2,631,149
Facilities	22,317	4,357	-	-	-	-	-	-	-	-	-	26,674
Interest	640,788	-	235,042	-	-	-	18,600	-	-	10,606	-	905,036
Non-Govt Gifts, Grants	-	-	12,000	-	147,067	33,190	-	-	-	-	-	192,257
Other	80,837	-	-	-	5,262	-	-	-	-	22,824	2,996,357	3,105,280
Total Revenue	20,919,549	3,710,434	404,265	146,732	4,042,812	892,339	18,600	1,363,085	20,994	477,832	2,996,357	34,992,999
Expenditures												
Instruction	10,490,989	-	-	-	-	292,297	-	-	-	-	-	10,783,286
Academic Support	1,270,715	-	-	-	-	40,518	-	-	-	-	-	1,311,233
Student Services	2,027,113	-	-	-	-	283,985	-	1,349,217	-	-	-	3,660,315
Public Service	1,492,090	-	-	-	1,190,733	36,312	-	-	-	-	-	2,719,135
Auxiliary Services	-	-	-	-	3,053,022	-	-	-	-	-	-	3,053,022
Operations & Maintenance	-	2,294,430	-	-	-	-	-	-	-	227,978	-	2,522,408
Institutional Support	7,720,148	-	4,398,410	284,694	58,631	112,426	-	-	66,654	541,470	2,598,196	15,780,629
Total Expenditures	23,001,055	2,294,430	4,398,410	284,694	4,302,386	765,538	-	1,349,217	66,654	769,448	2,598,196	39,830,028
Excess (deficiency) of revenues over expenditures	(2,081,506)	1,416,004	(3,994,145)	(137,962)	(259,574)	126,801	18,600	13,868	(45,660)	(291,616)	398,161	(4,837,029)
Other financing sources (uses):												
Debt certificates issued	-	-	3,800,000	-	-	-	-	-	-	-	-	3,800,000
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)	5,800,000	-	-	-	-	-	-	-	-	3,800,000
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	(2,081,506)	(583,996)	1,805,855	(137,962)	(259,574)	126,801	18,600	13,868	(45,660)	(291,616)	398,161	(1,037,029)
Beginning Fund Balance	10,647,853	1,047,328	2,794,045	283,054	527,104	51,681	2,784,368	48,557	301,788	3,749,350	530,423	22,765,551
Ending Fund Balance	\$ 8,566,347	\$ 463,332	\$ 4,599,900	\$ 145,092	\$ 267,530	\$ 178,482	\$ 2,802,968	\$ 62,425	\$ 256,128	\$ 3,457,734	\$ 928,584	\$ 21,728,522

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

Bank Name Location / Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Home State Bank Crystal Lake Imprest	\$2,341,221.79	\$7,390,119.77	\$6,663,200.35	\$3,068,141.21
Harvard State Bank Harvard Imprest - VISA / MC / Discover / Am Expr	\$373,527.71	\$469,699.41	\$683,311.77	\$159,915.35
Home State Bank Crystal Lake Online	\$14,401.84	\$442.81	\$0	\$14,844.65
Home State Bank Crystal Lake Flexible Spending	\$0	\$15,561.30	\$15,561.30	\$0
Home State Bank Crystal Lake Health Care Claims	(\$4,709.10)	\$10,154.59	\$12,435.69	(\$6,990.20)
Amcore Bank Woodstock Payroll	\$0	\$12,781.57	\$12,781.57	\$0
Harvard State Bank Harvard Operations	\$0	\$262,701.05	\$262,381.15	\$319.90
First Midwest Bank McHenry Student Grant & Loan	\$6,400.37	\$153,664.00	\$144,854.28	\$15,210.09

McHenry County College
May 22, 2008

Investments

College Fund	Financial Institution	April 30, 2008 Investments	March 31, 2008 Investments	Interest	No. of Days	Maturity
Education	Illinois Fund	\$ 11,539,977.54	\$ 13,207,023.89	see below	N/A	On Demand
Operations & Maintenance (Restricted)	Illinois Fund	889,483.78	887,972.78	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Fund - Prime Fund	5,179,879.08	5,169,517.31	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Fund	907,346.06	905,747.74	see below	N/A	On Demand
Working Cash	Illinois Fund	608,553.29	607,481.30	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Fund	347,009.09	346,397.82	see below	N/A	On Demand
	Total	\$ 19,472,248.84	\$ 21,124,140.84			

Illinois Fund Rates - April 2008

	<u>Annualized rate - Money Mkt</u>
Low	1.837%
High	2.258%
Average	2.076%
	<u>Annualized rate - Prime Fund</u>
Low	2.283%
High	2.643%
Average	2.445%

Interest Revenue

College Fund	April 2008	Fiscal YTD
Education	\$ 24,813.08	\$ 640,788.48
Operations & Maintenance (Restricted)	13,471.09	235,042.17
Working Cash	1,071.99	18,599.47
Liability, Protection and Settlement	611.27	10,605.78
	Total	\$ 39,967.43 \$ 905,035.90

Authorize Payment of Voucher #971

Information:

100- Education Fund	\$469,541.56
200- Operations & Maintenance Fund	87,693.70
300- Operations & Maintenance (Restricted) Fund	1,255.76
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	232,606.90
600- Restricted Purposes Fund	10,394.61
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	8,628.82
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	3,436.84
1700-Employee Health Insurance	<u>257,952.70</u>
Total	\$1,071,510.89

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #971 dated May 22, 2008, totaling \$1,071,510.89.



Walter J. Packard
President

Authorize Payment of Voucher #972

Information:

100- Education Fund	\$85,767.80
200- Operations & Maintenance Fund	34,676.23
300- Operations & Maintenance (Restricted) Fund	10,200.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	84,320.58
600- Restricted Purposes Fund	18,205.39
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	2,432.56
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	<u>0.00</u>
Total:	\$235,602.56

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #972 dated May 22, 2008, totaling \$235,602.56.



Walter J. Packard
President

Request to Purchase
Printing for *Voices* Literary Magazine

Information:

MCC's student literary and arts magazine, *Voices*, is preparing for its 2008 edition to be released this fall. The last few editions of the magazine have received several national honors, including a Silver Crown Certificate Award in 2005 and a Gold Medalist Certificate Award in 2007, from the Columbia Scholastic Press Association. *Voices* 2008 hopes to continue in this tradition of excellence in showcasing the talent of MCC's students. Crystal Lake Graphics has provided printing services for the magazine the last few years.

<u>Quantity</u>	<u>Description</u>	<u>Crystal Lake Graphics</u>	<u>Eagle Press</u>	<u>Carlith Printing</u>	<u>McGrath Printing</u>
700 copies	Printing of <i>Voices</i> Literary Magazine	\$8,204.00	\$9,000.00-\$10,000.00	No proposal	No proposal

This expense is budgeted in the Literary Magazine Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of printing for *Voices* Literary Magazine for \$8,204.00 from Crystal Lake Graphics, Crystal Lake, IL.



Walter J. Packard
President

Request to Purchase
Printing for Summer 2008 Issue of *Connections*

Information:

Each quarter, the College works with Carlith Printing to produce the latest issue of the McHenry County College and MCC Foundation publication, *Connections*. This publication is a primary communication tool for the College and the Foundation, highlighting programming and upcoming events with a primary purpose of driving both event registration and donations. Each year, four issues of *Connections* are printed, with two paid for by the Foundation and two paid for by the College. This specific issue will also feature a supplement for Alumni relations.

The production of this Summer issue begins in May 2008, with an anticipated completion date by July. A printing quote for this job was requested from the Carlith Printing, Inc., because the layout of the print job has been used in years past and requires no additional cost.

<u>Quantity</u>	<u>Description</u>	<u>Carlith Printing, Inc.</u>
28,500	Printing for <i>Connections</i> Summer 2008 Issue	\$8,850.00

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 for the Summer 2008 Issue of *Connections* for \$8,850.00 from Carlith Printing, Inc., Carpentersville, IL.



Walter J. Packard
President

Request to Purchase
Appraisal and Inventory Services

Information:

As part of the College’s June 30, 2007, Management Letter from Sikich, it was noted that “the College does not have a detailed listing of all capital assets owned by the College that can be reconciled to or support the amounts reported in the financial statements.” The College’s current capital asset balances recorded in the general ledger have recorded capital asset additions and disposals in total, but have not maintained the individual additions and deletions. Therefore, in an effort to resolve this management letter point and to ensure that an accurate accounting of all capital assets is available for conversion to the College’s new ERP system, RFP’s were solicited to provide the College with a complete capital asset inventory listing, as well as an up-to-date listing of insurable values for the College’s insurance carrier.

The capital asset inventory and insurable values update report will be completed by July 31, 2008, for inclusion in the College’s fiscal year 2008 financial statements. The RFP was distributed to eight vendors with two vendors submitting proposals.

	<u>Maximus</u>	<u>Industrial Appraisal Company</u>
Base Proposal (including software to record updates to the College’s capital assets)	\$7,650.00	\$13,995.00

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 services as outlined above for \$7,650.00 from Maximus, Charlotte, NC.



Walter J. Packard
President

Request to Purchase
 Contract Training

Information:

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

Company Training Program (Source of Funds)	Hours	Timeframe	Expenditure Amount	Vendor/Facilitator	City	State
Intermatic, Inc.	20	5/23/08 – 7/10/08	\$22,000	Centegra	McHenry	IL
Seaquist Perfect	10	6/20/08 and 6/23/08	13,750	Centegra	McHenry	IL
Wells Manufacturing	21.5	6/4/08 – 6/14/08	23,925	Centegra	McHenry	IL
Coilcraft	9	5/29/08 5/30/08 and 6/3/08	5,250	Centegra	McHenry	IL
Miceli Drapery	120	5/23/08 – 9/27/08	6,600	Darlene Muldonado	Poplar Grove	IL
Miceli Drapery	150	5/23/08 – 9/27/08	8,250	Darlene Muldonado	Poplar Grove	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 Renew
Microsoft Campus Agreement

Information:

The College has determined the quantity of Microsoft desktop and server licenses required for FY 2009 based on the current employee Full Time Equivalent (FTE) of 435 and the number of operational servers projected to be in use during the upcoming year. Microsoft offers single-year and three-year Campus Agreement options. The College has exercised single-year contracts for more than ten years. However, it is more beneficial to take advantage of the three-year option. The agreement may be canceled at any annual renewal date without penalty.

The Illinois Community College Systems Procurement Consortium (ICCSPC) has negotiated a contract with Microsoft, naming CDW-G, Inc., as the sole source provider for all qualifying institutions within the State of Illinois. MCC's current annual agreement terminates July 31, 2008, while the ICCSPC contract goes into effect September 1, 2008, leaving a one-month gap between the two contract periods. Microsoft has authorized CDW-G, Inc., to offer an initial 13-month term at the ICCSPC contract pricing level in order to cover the one-month gap.

The following software licenses and software assurance are covered by the Microsoft Campus Agreement:

- Work at Home for Desktop Campus includes:
Office, Expression Web, Project Professional, Visio Professional, Visual Studio Professional
- Exchange Server-Enterprise
- Office SharePoint Server
- Project Server
- SQL Server Enterprise
- Windows Server 2003 R2 Datacenter Edition
- Windows Server Enterprise

The cost for this is \$49,911.46.

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

Recommendation:

It is recommended that the Board of Trustees approves the three-year Microsoft Campus Agreement as outlined above for \$49,911.46 from CDW-G, Inc., Vernon Hills, IL.



Walter J. Packard
President

Request to Purchase
Network Infrastructure Upgrade – Network Fiber Cabling and Installation

Information:

Last month, the Board approved the purchase of new switches as part of the network infrastructure upgrade, Board Report #08-73. In order to take full advantage of the speed and capacity of the new equipment, it is necessary to install new enhanced fiber to our furthest network closet in E Building. Quotes were received for the installation, termination and testing of new fiber to the E Building. The following quotes were received from two wiring contractors very familiar with our campus.

<u>Description</u>	<u>Rex Electric</u>	<u>Applied Communications Group</u>
Laser Optimized 10 gram fiber installed	\$6,980.00	\$6,063.86

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase and installation of Laser Optimized 10 gram fiber for \$6,036.86 from Applied Communications Group, Roselle, IL.



Walter J. Packard
President

Easement Access

This Board Report will be forthcoming after the Committee of the Whole meeting on May 19, 2008.

REMOVED FROM AGENDA

Resolution to Adopt
Unincorporated Association Account Agreement
with A.G. Edwards/Wachovia Securities

Information:

A resolution is required to establish an account with A.G. Edwards/Wachovia Securities to complete the sale of Prudential Financial Inc. stock that the College formerly owned. The College's ownership of the stock resulted from the demutualization process that Prudential Insurance went through in 2000-2001 when it became a publicly traded company. In years prior to 2000, the College had used Prudential Insurance to provide life insurance for employees, and as a result, was allocated 3,413 shares of stock through the demutualization process.

The College recently became aware of its ownership of the stock and as the College's Investment Policy precludes the ownership of individual equities, the stock has been sold. The net proceeds from the sale of the stock was \$264,380.34. The account agreement form serves to establish an account with A.G. Edwards/Wachovia Securities to hold the proceeds from the sale and remit the funds to the College.

Recommendation:

It is recommended that the Board of Trustees approves the attached resolution.



Walter J. Packard
President

Personnel Adjustments for Spring 2008
 Transfer and Occupational Courses

Information:

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

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Bazan, M	Concert Director	0	750.00
Hamill, P	Assessment Liaison - TracDat	0	1,841.12
Lozier, C	Adjunct Counselor (11 additional hours @ \$30.12)	5,233.35	5,564.67
Szalaj, S	Concert Director	0	450.00
Takayama, T	Second Sunday Concerts Set-Up	0	500.00

Independent/Individualized/Internships

<u>Name</u>	<u>Course</u>	<u>Credit Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Arctander, M	ART 299 002	1	1	0	71.00
Blanco, J	IND 170 003	1	1	0	71.00
Dvonch, W	DRT 299 001	3	1	0	213.00
Hand, A	ART 299 001	1	3	0	213.00
Hand, A	IND 160 001	2	3	0	426.00
Young, S	PHI 290 001	3	1	0	213.00

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Goostree, D	FRS 250 001	13.333	0	1,227.38

Recommendation:

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



Walter J. Packard
 President

Personnel Adjustments for Summer 2008
Transfer and Occupational CoursesInformation:

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


<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Gabel, B	SPE 151 004	3	0	1,841.12
Gabel, B	SPE 155 601	3	0	1,841.12
Geller, J	SPE 151 001	3	0	1,841.12
Geller, J	SPE 151 002	3	0	1,841.12
Gowans, M	PHI 151 001	3	0	1,519.25
Gowans, M	PHI 251 001	3	0	1,519.25
Hoffmann, J	MCC 101 101	1	0	557.92
Manley, D	ART 151 001	3	0	1,673.75
Niemi, E	JRN 180 001	3	0	1,519.25
Perry, L	SPE 151 003	3	0	1,673.75
Poe, K	ENG 151 001	3	0	1,841.12
Sergey, T	MUS 154 001	3	0	1,673.75
Sobolak, C	MCC 101 601	1	0	557.92

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Hovious, A	Adjunct Reference Librarian (8.5 hrs. @ \$28.67)	0	243.70
Hovious, A	Adjunct Reference Librarian (94 hrs. @ \$28.67)	0	2,694.98
Kapstein, J	Adjunct Reference Librarian (147.50 hrs. @ \$31.58)	0	4,658.05
Kapstein, J	Adjunct Reference Librarian (8.5 hrs. @ \$31.58)	0	268.43
Lauf, L	Counselor (23 days @ \$440.68/day)	0	10,135.64
Letteri, C	Reference Librarian (10 days @ \$303.35/day)	0	3,033.35
Letteri, C	Reference Librarian (4 days @ \$303.35/day = \$1,213.40 and 15 days @ \$283.13/day = \$4,246.95)	0	5,460.35
Lozier, C	Adjunct Counselor (28 hrs. @ \$31.58/hr.)	0	884.24
Messling, M	Counselor (35 days @ \$550.28/day)	0	19,259.80
Perlman, J	Cataloging/Collection Development Librarian (10 days @ \$339.44/day)	0	3,394.40
Scott, J	Reference Librarian (4 days @ \$477.06/day = 1,908.24 and 9 days @ \$445.25/day = \$4,007.25)	0	5,915.49
Scott, J	Reference Librarian (7 days @ \$477.06/day)	0	3,339.42
Wallace, D	Adjunct Counselor (10.5 hrs. @ \$27.21/hr.)	0	285.70
Weimer, M	Counselor (22 days @ \$522.88/day)	0	11,503.36

Recommendation:

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


Walter J. Packard
President

Adult Education Personnel Considerations for Spring 2008

Information:

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

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid as a flat rate:</u>	<u>\$ Amount</u>
Barroso, P	SHIFTDVL	Shifting Gears Curriculum Development	1,450.00
Barroso, P	ABE 021 050	Blue Print Reading and Technical Math	418.25
Barroso, P	ABE 031 050	Blue Print Reading and Technical Math	418.25
Barroso, P	ASE 022 050	Blue Print Reading and Technical Math	418.25
Barroso, P	ASE 023 050	Blue Print Reading and Technical Math	418.25
Roth, K	ABE 021 055	Blue Print Reading and Technical Math	418.25
Roth, K	ABE 031 055	Blue Print Reading and Technical Math	418.25
Roth, K	ASE 022 055	Blue Print Reading and Technical Math	418.25
Roth, K	ASE 023 055	Blue Print Reading and Technical Math	418.25

Recommendation:

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



Walter J. Packard
President

Continuing and Professional Education Personnel Considerations for Summer 2008

Information:

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

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$</u>
<u>Amount</u>			
Baia, D	NRE S03 006	Fencing	65.00
Westerhof, S	NPH S02 006	Digital Photography	75.00
Westerhof, S	NPH S07 007	Digital Darkroom	75.00

<u>Part-time Personnel</u>	<u>Music</u>	<u>These are paid on a per-student basis:</u>	<u>\$</u>	<u>Amount</u>
Bazan, M	NMU C16 006	Private Music Flute	250.00	
Bazan, M	NMU C17 006	Private Music Oboe	250.00	
Bazan, M	NMU C18 006	Private Music Saxophone	250.00	
Freedland, D	NMU C11 006	Private Music Voice	250.00	
Freedland, D	NMU C17 006	Private Music Oboe	250.00	
Gaughan, P	NMU C08 006	Private Music Guitar	250.00	
Gaughan, P	NMU S02 006	Guitar I Beginners	25.00	
Gaughan, P	NMU S07 006	Guitar II - Advanced Beginners	25.00	
Kang, K	NMU C05 006	Private Music Cello	250.00	
Kvam-Holub, J	NMU C10 006	Private Music Violin	250.00	
Lange-Connelly, P	NMU C01 006	Private Music Pipe Organ	250.00	
Ray, C	NMU C07 006	Private Music Electric Bass	250.00	
Reupert, R	NMU C13 006	Private Music Trumpet	250.00	
Sergey, T	NMU C06 006	Private Music Classical Guitar	250.00	
Shaw, N	NMU C11 007	Private Music Voice	250.00	
Singer, T	NMU C02 006	Private Music Jazz Piano	250.00	
Singer, T	NMU C04 006	Private Music Piano	250.00	

<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$</u>
<u>Amount</u>			
Johnson, H	NPL S14 006	Women's Self-Defense	5.00
Johnson, H	NPL S14 008	Women's Self-Defense	5.00
Neef, W	NPH S01 006	Open Photography Lab	50.00
Neef, W	NPH S05 006	Photography Lab Combo: Print and Digital	60.00
Neef, W	NPH S06 006	Open Digital Photography Lab	50.00

Recommendation:

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



Walter J. Packard
 President

Appointment of Interim Assignments

Information:

At the April 24, 2008 Board Meeting, the Board of Trustees accepted the resignation of Diane Nyhammer, Executive Dean of Humanities, Distance Education and Professional Development effective May 30, 2008. The following interim assignments are being made to cover the duties currently assigned to that position until completion of the organizational review process and positions are permanently filled:

Interim Executive Dean of Humanities - Jay Geller, Instructor of Theatre and Speech/Department Chair of Communication Studies, has been selected to serve as the Interim Executive Dean of Humanities, effective June 1, 2008. Responsibilities will include those identified in the Executive Dean's job description. The interim assignment includes a stipend for the additional responsibilities of \$600.00 per month for June through August and \$700.00 per month during the regular academic year.

Interim Director of Distance Education and Professional Development – Pat Stejskal, Coordinator of Employee Training and Development/Trainer, has been selected to serve as the Interim Director of Distance Education and Professional Development, effective June 1, 2008. This interim assignment is in addition to her regular duties. Responsibilities include providing leadership and oversight for the overall coordination and administration of the Distance Education and Professional Development programs, manage the budget for the area, and supervise the employees. Since this is an interim position, Ms. Stejskal shall remain in the Staff Council, and receive salary and benefits of the Staff Council. Since Ms. Stejskal will remain in the Staff Council, she will not do employee evaluations. This interim assignment includes a stipend of \$500.00 per month for the additional responsibilities.

Joseph Like, Executive Director, Friends of MCC Foundation, submitted his resignation effective May 23, 2008. Effective immediately, Todd McDonald, Assistant Vice President of Finance, has been selected to serve as Interim Executive Director of the Foundation until a search process can take place and the position is permanently filled. The interim assignment includes a stipend for the additional responsibilities of \$500.00 per month.

The amount of all stipends is consistent with what has been paid to others assuming similar additional roles and functions.

Recommendation:

It is recommended that the Board of Trustees approves the identified interim assignments and stipends.



Walter J. Packard
President

Appointment of Replacement
Bursar

Information:

The retirement of Barbara Cunningham, effective May 2, 2008, created a vacancy for the full-time professional position of Bursar. Mary Kossow 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 Mary Kossow to the professional position of Bursar, effective May 5, 2008, at a salary of \$6,440.69 (based on a 12-month salary of \$41,000.00).



Walter J. Packard
President

Mary Kossow
Crystal Lake, IL

Position: Bursar

Education: Bachelor of Arts, General Studies
Columbia College, Crystal Lake, IL

Experience:
1992 – Present
Assistant Bursar (2000 – Present)
Secretary, Academic Success Center (1994 – 2000)
Registration Processor (1992 – 1994)

Summary of Recruitment Efforts:
Number of Applications Received: 22
Number of Interviews: 3

Members of Search Committee: V. Brennan, M. Devenny, T. McDonald, S. Moll

Appointment of Replacement
Coordinator of Advising and Transfer Center

Information:

The resignation of Sharon Archacki, effective April 25, 2008, created a vacancy for the full-time professional position of Coordinator of Advising and Transfer Center. Elisabeth Sherwood 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 Elisabeth Sherwood to the professional position of Coordinator of Advising and Transfer Center, effective May 27, 2008, at a salary of \$3,544.00 (based on a 12-month salary of \$37,000.00).



Walter J. Packard
President

Elisabeth Sherwood
McHenry, IL

Position: Coordinator of Advising and Transfer Center

Education: Bachelor of Arts, Spanish Education
Illinois State University, Normal, IL

Experience:

2002 – Present	Student Development Advisor McHenry County College, Crystal Lake, IL
2001 – 2002	Spanish Teacher – 6 th Grade, Computer Lab Aide Huntley Middle School, Huntley, IL
1999 – 2001	Educational Sales Support Representative and Editor Rigby Education, Crystal Lake, IL

Summary of Recruitment Efforts:

Number of Applications Received:	18
Number of Interviews:	4

Members of Search Committee: V. Brennan, J. Falco, L. Frederick, S. Moll,
R. Monday, R. Schutz

Approval of Revised, Deleted, and New Positions for FY 2009

Information:

Due to continued strong enrollment growth and the desire to continue to provide excellent service to our community, the following is recommended for FY 2009:

<u>Positions as Revised</u>	<u>FTE</u>	<u>Offset</u>
Dean of Student Success	1.000	(A)
Secretary – Dean of Academic Support Services	1.000	(B)
Dean of Academic Support Services	1.000	(C)
Secretary – Dean of Health Sciences	1.000	(D)*
Faculty – English	1.000	(E)
<u>Positions Deleted</u>		
Director of Student Success	(1.000)	(A)
Secretary – Dean of Library	(1.000)	(B)
Dean of Library and Academic Services	(1.000)	(C)
Secretary Faculty Office E	(1.000)	(D)
Faculty – CIS	(1.000)	(E)

It is recommended the following positions are added contingent upon funding being available in the FY 2009 Budget:

<u>New Positions</u>		
Athletics Assistant for Event Management and Special Projects	.277	
Art Studio Assistant - Increase hours – remains part-time	.375	
Employment Services Assistant – PT to FT	.250	
Secretary/Assistant Data Entry Adult Education – PT to FT	.250	
Help Desk Operations Specialist	1.000	(F)
Help Desk Operator	<u>(0.750)</u>	(F)
Total change	<u>1.402</u>	

* For this position, it is recommended the position be filled prior to the beginning of FY 2009 if it can be filled in that timeframe.

Recommendation:

It is recommended that the Board of Trustees approves the revised, deleted, and new positions as listed above.



Walter J. Packard
 President

Request for Unpaid Leave of Absence

Information:

Christina Haggerty, Director of Marketing and Public Relations, has requested an unpaid leave of absence for 12 weeks beginning on or about July 23, 2008.

Recommendation:

It is recommended that the Board of Trustees approves the request for an unpaid leave of absence from Christina Haggerty for 12 weeks, beginning on or about July 23, 2008.

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

Walter J. Packard
President

Request for Retirement

Information:

Gregory Dubas, Maintenance Technician, has submitted his request for retirement effective June 30, 2009, under the MCC Retirement Incentive Program. He has been a valuable member of the College community. At his retirement, he will have 11 years of full-time service at MCC. (See reverse side.)

Recommendation:

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

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

Walter J. Packard
President

Request for Retirement

Information:

Rose Marie Janowiak, Instructor of Business and Administrative Office Management, has submitted her request for retirement effective May 31, 2009, under the MCC Retirement Incentive Program. She has been a valuable member of the College community. At her retirement, she will have 16 years of full-time service at MCC. (See reverse side.)

Recommendation:

It is recommended that the Board of Trustees approves Rose Marie Janowiak's request for retirement effective May 31, 2009, with appreciation for her many contributions to the College and that she be granted the title and benefits of Instructor Emeritus.



Walter J. Packard
President

Salary/Advanced Placement Adjustments

Information:

- I. The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College 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, Patricia Stejskal qualifies for her first adjustment 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. James Falco qualifies for such an adjustment at this time.

Recommendation:

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



Walter J. Packard
President

McHenry County College

Information Report
May 22, 2008

Resignation

Information:

Joseph Like, Executive Director of the Friends of McHenry County College Foundation, has submitted his resignation effective May 23, 2008. (See reverse side.)

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

Walter J. Packard
President

Resignation

Information:

Diane Hellyer, Coordinator of Distance Education, has submitted her resignation effective May 28, 2008.
(See reverse side.)

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

Walter J. Packard
President

ERP Project Status Update

Information:

A project is currently underway to select and implement a new ERP system for McHenry County College. Based on Board of Trustees approval in April, 2008, we are moving forward with the implementation phase. The following is an update on the progress of the project:

- Contracts are being finalized.
- A kickoff meeting will be scheduled shortly after the contracts are finalized. This will lay the ground work for the project and begin the detailed project planning for the remainder of the project.
- We anticipate a request for an initial hardware purchase will be presented for approval at the June Board of Trustees Meeting.
- A complete project budget will be developed during the next month.



Walter J. Packard
President

Program Articulation Agreement
with Southern Illinois University Carbondale

Information:

McHenry County College and Southern Illinois University Carbondale have established a Program Articulation Agreement formally recognizing that the two institutions agree to work together to provide a Baccalaureate Degree opportunity for McHenry County College students who are enrolled in the Associate in Applied Science in Horticulture.

The agreement allows for all graduates of McHenry County College, with a major in the program listed above and meeting Southern Illinois University Carbondale entrance requirements, to be granted admission, based on space availability and selective admission criteria, into the Bachelor of Science in Plant and Soil Science, Landscape Horticulture specialization in the College of Agricultural Sciences. The agreement includes specific course recommendations to ensure a smooth transfer into the College of Agricultural Sciences program and eligibility for the Capstone Option.

The Capstone Option at Southern Illinois University Carbondale recognizes the value of a career-oriented Associate's Degree. It allows for the student who has earned an Associate in Applied Science degree the opportunity to earn a Bachelor of Science degree in 60 additional credits.

McHenry County College's obligation in the agreement is to notify Southern Illinois University Carbondale of any course or program content change within 45 days prior to the beginning of the semester when the change is to be implemented. Either institution may terminate the agreement at any time by providing not less than 90 days written notice.



Walter J. Packard
President

Culinary Arts Programming

McHenry County College has been presented with the opportunity to offer a Culinary Arts curriculum through a unique partnership with District 200 (Woodstock). Over a year ago, District 200 administrators approached the Vice President for Learning and Student Support Services (then Jim Gray) to explore the possibility of a programming partnership in culinary arts. District 200 is building a new high school scheduled to open in the fall of 2008. The new school will have a fully-equipped culinary kitchen and a culinary classroom to be used for instruction. District 200 asked MCC to offer high school tech prep courses in the new school for their students during the day and in return will allow MCC to use the kitchen and classroom in the late afternoons and evenings to offer MCC credit courses in Culinary Arts.

The Business and Technology division contracted with the Strategic Performance Group, LLC to undertake a feasibility study of offering a Culinary Arts program at the College. Upon completion of the report, faculty from the division reviewed it and presented their appraisal of the report to the Curriculum and Academic Policy Council (CAPC). The faculty found that a Culinary Arts program in partnership with the Woodstock school district has potential long-term benefits with little upfront risk to the College. Some of the findings in the report are as follows:

- In 2007, 70 McHenry County College District students enrolled in culinary classes at two other community colleges in the area. 593.5 credits were earned by these students. This number does not include those who enrolled in private culinary programs/schools.
- Twenty-five restaurateurs were contacted throughout the district and 100% support a culinary arts program at MCC. 79% are willing to offer internships for our students in their establishments.
- Thirteen high school directors of guidance were contacted and 100% said that they support MCC establishing a culinary arts program.
- The population of McHenry County is expected to increase 11.1% by 2012 from 2007 levels.
- Job growth in this field is expected to increase 33% in McHenry County during this same period and 90% of students found jobs in the field within one year.

Because the upfront facility costs are being covered by District 200, MCC will cover the costs of the feasibility study, curriculum development and eventually the cost of a faculty member. It is expected that in 2009 MCC could offer two to three sections of tech prep culinary arts courses and a minimum of two to three traditional credit sections per semester for college students eventually leading to a certificate(s). In addition to these course offerings, the Business and Technology faculty who reviewed the feasibility study see the long-term potential of business courses being added to the programs of study to offer complete degree programs. Similarly, a hospitality program could be an additional complimentary program that could become part of a larger Culinary Arts program which would also include other business and marketing related courses.

Finally, with this exceptional opportunity, MCC will be able to launch a Culinary Arts program with a minimum of risk associated with starting any new program. Because of our long standing partnership with District 200 in such areas as the *Teaching American History* grant and the *High Schools That Work* initiative, the College is pleased to continue and deepen our relationship with the district. Our combined educational commitments to offer quality academic programs have the potential to not only enhance the MCC academic curricula but also further the educational offerings available to district residents.



Walter J. Packard
President

SURS 6% Billing

Information:

Due to a change in state law effective June 1, 2005, if a SURS participant's earnings for any academic year used to determine their final rate of earnings exceeds the amount of their earnings for the previous year by more than 6%, the State Universities Retirement System is required to bill the employer for the present value of the increase in their benefits. While MCC's Board Policy 3.1.5 was revised on March 23, 2006 to address this change, three individuals retired after the law was effective but before the MCC Board Policy was changed. We have received a bill for \$13,198.56 for the last one of these three individuals which must be paid.

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

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

Walter J. Packard
President