

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

June 24, 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. MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board Meeting, May 22, 2008
 Closed Session, May 22, 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. PRESENTATIONS
 Pandemic Presentation, Dr. Plinske
13. COMMUNICATIONS
 - A. Faculty Report
 - B. Staff Council Report
 - C. Student Trustee Report
14. VOUCHERS 973 & 974, \$31,305.00, Board Report #08-123
15. REQUEST TO PURCHASE EMERGENCY MEDICAL TECHNICIAN (EMT) TRAINING , Bd. Rpt. #08-124
- *RC 16. APPROVAL OF CONSENT AGENDA
 - For Approval**
 - A. Executive Summary
 - B. Financial Statements
 - a. Treasurer's Report
 - b. Voucher 975 - \$1,303,140.88, Board Report #08-125
 - c. Voucher 976 - \$996,896.74, Board Report #08-126
 - C. Requests to Purchase/Lease
 - a. Library Books, Cataloging Records and Processing Supplies, Board Report #08-127
 - b. Services from Illinois Library Information Network & Online Computer Library Ctr., Bd. Rpt. #08-128
 - c. Library Database Subscription Renewals, Board Report #08-129
 - d. Online Database Services, Board Report #08-130
 - e. Telecourse Enrollment Fees and Course License Fee, Board Report #08-131
 - f. Network Server Expansion for ERP Development Environment, Board Report #08-132

*Roll Call

- g. Contract Training, Board Report #08-133
- h. Printing of MCC Annual Report, Board Report #08-134
- i. Property, Casualty and Worker's Compensation Insurance, Board Report #08-135
- j. Fire Alarm and Clock Systems Service Contract, Board Report #08-136
- D. Renewal of Treasurer's Bond, Board Report #08-137
- E. Renewal of Resolution for Prevailing Wage, Board Report #08-138
- F. New Board Policy – 2.7, Maintaining a Healthy College Environment, Board Report #08-140
- G. Approval of Payment for Legal Services, Board Report #08-141
- H. Children's Learning Center Fee Increases, Board Report #08-142
- I. Fiscal Year 2010 RAMP, Board Report #08-143
- J. Joint Educational Agreements Update, Board Report #08-144
- K. Review of Closed Session Minutes, Board Report #08-145
- L. 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 #08-115 Addendum
 - c. Continuing and Professional Education Personnel Considerations for Summer 2008, Board Report #08-114 Addendum
 - d. Adult Education Personnel Considerations for Summer 2008 , Board Report #08-146
 - e. Appointment of Replacement Assistant Bursar, Board Report #08-147
 - f. Appointment of Replacement Financial Aid and Scholarship Specialist, Board Report #08-148
 - g. Appointment of Replacement Lead Campus Safety & Security Officer/Nights, Board Report #08-149
 - h. Appointment of Replacement Student Development Advisor, Board Report #08-150
 - i. Request for Retirement, Board Report #08-151
 - j. Request for Retirement, Board Report #08-152
 - k. Request for Retirement, Board Report #08-153
 - l. Request for Retirement, Board Report #08-154
 - m. Request for Retirement, Board Report #08-155
 - n. Request for Retirement, Board Report #08-156
 - o. Salary/Advanced Placement Adjustments, Board Report #08-157

17. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

18. FOR INFORMATION

- A. Resignation
- B. Resignation
- C. Interim Assignment
- D. Transfer Partnership Agreement with Indiana University
- E. Contract Training
- F. ERP Project Status Update

19. OPEN MEETINGS ACT LITIGATION

20. CLOSED SESSION

21. OPEN FOR BOARD MEMBERS

22. FUTURE AGENDA ITEMS

23. ADJOURNMENT



George Lowe, Chair

Monthly Update

- ✓ **Annual Golf Outing** – The annual golf outing was held on Wednesday, June 4th at Grand Geneva in Lake Geneva, WI. This year, we welcomed 92 golfers! All feedback to date has been positive and early indications reflect the golfers are interested in holding next year's golf outing at this beautiful course. Thank you to all of our volunteers and to the Golf Committee for a wonderful event. Financial information will be available at the next meeting.
- ✓ **MCC Promise** – The committee continues to meet with Major Gift donors in the community. Having already secured a million dollar challenge gift from one donor, the committee is working on finalizing two more significant donations in early June.
- ✓ **Executive Director Search** – The search for the next executive director began in late May. The committee, which includes members of the Foundation Board of Directors, Foundation and MCC staff, has narrowed down the qualified candidates to five. Interviews are scheduled to begin in early July.

Student Trustee

From June 5-7, I attended, on behalf of MCC, the ICCTA Student Leadership Institute hosted by former Student Trustee and Trustee Nick Kachiroubas. The ability to connect with, and learn from, nearly fifteen other community college Student Trustees from around Illinois was an invaluable opportunity. With the connections I have gained, I look forward to transferring information and ideas between colleges.

Student Senate met on June 12th to discuss plans for the 2008/2009 year. The group is excited to make a positive impact on campus. Also, the position of Student Trustee will be adopted into a formal position on student government so that connection between the two can remain strong.

First-year speech team member Branden Dunlap took bronze in Dramatic Interpretation at the Phi Rho Pi National Tournament, this year hosted at College of DuPage.



Thomas Kendzie
Student Trustee

Authorize Payment of Voucher #973 & 974

Information:

100- Education Fund	31,095.00
500- Auxiliary Enterprises Fund	60.00
600- Restricted Purposes Fund	<u>150.00</u>
Total:	\$31,305.00

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher # 973 & 974 dated June 24, 2008 totaling \$31,305.00.



Walter J. Packard
President

Request to Purchase
Emergency Medical Technician (EMT) Training

Information:

Centegra-Northern Illinois Medical Center (NIMC) is approved by the Illinois Department of Public Health, Division of Emergency Medical Services (EMS) to provide EMT training. Each year Centegra-NIMC agrees to furnish instruction to students in EMT training and is willing to furnish such instruction and clinical training to students of McHenry County College on a contracted basis for a fee. The estimated fee for FY 2009 is \$71,200.00. Students pay their tuition and fees to MCC, and each semester Centegra-NIMC bills MCC for instructional services provided.

These services are exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (a) which reads, "Contracts for goods or services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part."

This expense is budgeted in the Emergency Medical Technician Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the estimated contract amount as noted above not to exceed \$71,200.00 to Centegra-NIMC Emergency Medical Services, McHenry, IL.



Walter J. Packard
President

Executive Summary

Fiscal Year 2008 is currently 92% complete with the year-to-date results for May 2008 being reported. In the Operating Funds, total revenue is 67% of budget, as compared with 69% at the same time last year. Total expenditures are 85% of budget, as compared with 79% 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:

- State revenue is currently 76% of budget as compared to 99% at the same time last year. \$579,217 less in revenue has been recorded through May 2008 than the prior year. This decrease in revenue is due to a timing delay in the distribution of the fourth quarter payment from the State.
- Facilities revenue is currently 188% of budget as compared to 34% at the same time last year. \$20,425 more in revenues have been recorded through May 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 111% of budget as compared to 222% at the same time last year. \$111,311 less in revenue has been recorded through May 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 400% of budget as compared to 409% at the same time last year. \$290,092 more in revenue has been recorded through May 2008 than the prior year. This increase is primarily due to billing the Foundation for the salary and benefits of the Promise Director, the salary of the Instructor of Nursing/Lab Coordinator, and the sale of Prudential Stock as reported last month.
- Contractual Services are currently 112% of budget as compared to 69% last year. \$668,455 more in expenditures have been recorded through May 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 69% of budget as compared to 75% last year. \$51,934 less in expenditures have been recorded through May 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.
- Fixed charges expenditures are currently 88% of budget as compared to 89% at the same time last year. \$100,239 more in expenditures have been recorded through May 2008 than the prior year. This increase is primarily due to the shift of annual computer leases from quarterly payments to up front annual payments.
- Capital Outlay expenditures are currently 49% of budget as compared to 35% last year. \$293,462 more in expenditures have been recorded through May 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
 Eleven Months Actual Ended May 31, 2007 and May 31, 2008

	FY2007 Actual to May 31, 2007				FY2008 Actual to May 31, 2008				Variance Over (Under) Prior Year Actual
	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	
Revenue									
Local	\$ 9,260,140	\$ 1,027,082	\$ 10,287,222	47%	\$ 9,790,179	\$ 1,089,532	\$ 10,879,711	47%	\$ 592,489
State	1,746,057	1,104,415	2,850,472	99%	1,668,505	602,750	2,271,255	76%	(579,217)
Federal	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	9,423,755	761,811	10,185,566	103%	8,845,967	2,041,036	10,887,003	103%	701,437
Sales & Service Fees	24,415	-	24,415	89%	22,993	-	22,993	91%	(1,422)
Facilities	-	7,089	7,089	34%	22,983	4,531	27,514	183%	20,425
Interest	775,808	-	775,808	222%	664,497	-	664,497	111%	(111,311)
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	-	-
Other	52,335	2,876	55,211	409%	345,303	-	345,303	400%	290,092
Total Revenue	21,282,510	2,903,273	24,185,783	69%	21,360,427	3,737,849	25,098,276	67%	912,493
Expenditures									
Salaries	16,687,931	1,027,433	17,715,364	85%	17,458,631	1,058,601	18,517,232	88%	801,868
Employee Benefits	3,262,714	323,708	3,586,422	75%	3,446,551	279,851	3,726,402	80%	139,980
Contractual Services	1,048,670	209,660	1,258,330	69%	1,691,183	235,602	1,926,785	112%	668,455
General Materials & Supplies	1,333,093	108,230	1,441,323	75%	1,351,598	117,338	1,468,936	73%	27,613
Conference and Meeting	416,053	14,912	430,965	75%	364,979	14,052	379,031	69%	(51,934)
Fixed Charges	830,280	550	830,830	80%	931,024	45	931,069	69%	100,239
Utilities	10,039	739,564	749,603	89%	10,532	816,019	826,551	88%	76,948
Capital Outlay	54,929	40,708	95,637	35%	335,289	53,810	389,099	49%	293,462
Other Expenditures	353,785	-	353,785	13%	364,412	-	364,412	79%	10,627
Total Expenditures	23,997,494	2,464,765	26,462,259	79%	25,954,199	2,575,318	28,529,517	85%	2,067,258
Excess (deficiency) of revenues over expenditures	(2,714,984)	438,508	(2,276,476)		(4,593,772)	1,162,531	(3,431,241)		(1,154,765)
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	\$ (2,714,984)	\$ (561,492)	\$ (3,276,476)		\$ (4,593,772)	\$ (837,469)	\$ (5,431,241)		\$ (2,154,765)

McHenry County College
 Operating Funds Financial Summary
 Eleven Months ended May 31, 2008

	FY2008 Budget				FY2008 Actual				Variance Over (Under) FY 2008 Budget	5 yr Avg Percent of Budget
	Education Fund	Operations & Maintenance Fund	Total	Percent to Total	Education Fund	Operations & Maintenance Fund	Total	Percent of Budget		
Revenue										
Local	\$ 21,029,591	\$ 2,341,648	\$ 23,371,239	62%	\$ 9,790,179	\$ 1,089,532	\$ 10,879,711	47%	\$ (12,491,528)	48%
State	2,210,066	766,689	2,976,755	8%	1,668,505	602,750	2,271,255	76%	(705,500)	88%
Federal	-	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	8,578,614	1,996,992	10,575,606	28%	8,845,967	2,041,036	10,887,003	103%	311,397	99%
Sales & Service Fees	25,400	-	25,400	-	22,993	-	22,993	91%	(2,407)	87%
Facilities	8,000	7,000	15,000	-	22,983	4,531	27,514	183%	12,514	116%
Interest	600,000	-	600,000	2%	664,497	-	664,497	111%	64,497	156%
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	-	-	-
Other	83,993	2,250	86,243	-	345,303	-	345,303	400%	259,060	266%
Total Revenue	<u>32,535,664</u>	<u>5,114,579</u>	<u>37,650,243</u>	<u>100%</u>	<u>21,360,427</u>	<u>3,737,849</u>	<u>25,098,276</u>	<u>67%</u>	<u>(12,551,967)</u>	<u>67%</u>
Expenditures										
Salaries	19,969,487	1,167,545	21,137,032	61%	17,458,631	1,058,601	18,517,232	88%	(2,619,800)	86%
Employee Benefits	4,386,527	293,675	4,680,202	13%	3,446,551	279,851	3,726,402	80%	(953,800)	81%
Contractual Services	1,511,920	213,500	1,725,420	5%	1,691,183	235,602	1,926,785	112%	201,365	85%
General Materials & Supplies	1,879,220	132,740	2,011,960	6%	1,351,598	117,338	1,468,936	73%	(543,024)	70%
Conference and Meeting	524,777	25,400	550,177	2%	364,979	14,052	379,031	69%	(171,146)	69%
Fixed Charges	1,349,415	800	1,350,215	4%	931,024	45	931,069	69%	(419,146)	82%
Utilities	14,940	923,250	938,190	3%	10,532	816,019	826,551	88%	(111,639)	86%
Capital Outlay	725,000	61,500	786,500	2%	335,289	53,810	389,099	49%	(397,401)	54%
Other Expenditures	460,525	-	460,525	1%	364,412	-	364,412	79%	(96,113)	50%
Contingency	1,070,848	119,252	1,190,100	3%	-	-	-	n/a	(1,190,100)	n/a
Total Expenditures	<u>31,892,659</u>	<u>2,937,662</u>	<u>34,830,321</u>	<u>100%</u>	<u>25,954,199</u>	<u>2,575,318</u>	<u>28,529,517</u>	<u>82%</u>	<u>(6,300,804)</u>	<u>81%</u>
Excess (deficiency) of revenues over expenditures	<u>643,005</u>	<u>2,176,917</u>	<u>2,819,922</u>		<u>(4,593,772)</u>	<u>1,162,531</u>	<u>(3,431,241)</u>		<u>(6,251,163)</u>	
Other financing sources (uses): Operating transfers (out)	<u>(475,000)</u>	<u>(2,000,000)</u>	<u>(2,475,000)</u>		<u>-</u>	<u>(2,000,000)</u>	<u>(2,000,000)</u>		<u>-</u>	
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	<u>\$ 168,005</u>	<u>\$ 176,917</u>	<u>\$ 344,922</u>		<u>\$ (4,593,772)</u>	<u>\$ (837,469)</u>	<u>\$ (5,431,241)</u>		<u>\$ (6,251,163)</u>	

McHenry County College
All Funds Financial Summary
Eleven Months ended May 31, 2008

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
Revenue												
Local	\$ 9,790,179	\$ 1,089,532	\$ -	\$ 146,732	\$ -	\$ -	\$ -	\$ -	\$ 20,994	\$ 444,402	\$ -	\$ 11,491,839
State	1,668,505	602,750	157,223	-	-	480,028	-	-	-	-	-	2,908,506
Federal	-	-	-	-	-	416,538	-	1,617,086	-	-	-	2,033,624
Tuition & Fees	8,845,967	2,041,036	-	-	1,359,696	-	-	-	-	-	-	12,246,699
Sales & Service Fees	22,993	-	-	-	2,757,074	-	-	-	-	-	-	2,780,067
Facilities	22,983	4,531	-	-	-	-	-	-	-	-	-	27,514
Interest	664,497	-	248,315	-	-	-	19,658	-	-	11,209	-	943,679
Non-Govt Gifts, Grants	-	-	12,000	-	170,303	33,190	-	-	-	-	-	215,493
Other	345,303	-	-	-	5,262	-	-	-	-	22,824	3,322,311	3,695,700
Total Revenue	21,360,427	3,737,849	417,538	146,732	4,292,335	929,756	19,658	1,617,086	20,994	478,435	3,322,311	36,343,121
Expenditures												
Instruction	11,966,851	-	-	-	-	360,590	-	-	-	-	-	12,327,441
Academic Support	1,390,113	-	-	-	-	45,994	-	-	-	-	-	1,436,107
Student Services	2,312,921	-	-	-	-	334,715	-	1,612,316	-	-	-	4,259,952
Public Service	1,694,125	-	-	-	1,303,840	38,098	-	-	-	-	-	3,036,063
Auxiliary Services	-	-	-	-	3,379,738	-	-	-	-	-	-	3,379,738
Operations & Maintenance	-	2,575,318	-	-	-	-	-	-	-	257,665	-	2,832,983
Institutional Support	8,590,189	-	4,408,610	284,694	61,371	139,812	-	-	66,654	577,563	2,886,131	17,015,024
Total Expenditures	25,954,199	2,575,318	4,408,610	284,694	4,744,949	919,209	-	1,612,316	66,654	835,228	2,886,131	44,287,308
Excess (deficiency) of revenues over expenditures	(4,593,772)	1,162,531	(3,991,072)	(137,962)	(452,614)	10,547	19,658	4,770	(45,660)	(356,793)	436,180	(7,944,187)
Other financing sources (uses):												
Debt certificate proceeds	-	-	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	(4,593,772)	(837,469)	1,808,928	(137,962)	(452,614)	10,547	19,658	4,770	(45,660)	(356,793)	436,180	(4,144,187)
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	\$ 6,054,081	\$ 209,859	\$ 4,602,973	\$ 145,092	\$ 74,490	\$ 62,228	\$ 2,804,026	\$ 53,327	\$ 256,128	\$ 3,392,557	\$ 966,603	\$ 18,621,364

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

Bank Name Location / Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Home State Bank Crystal Lake Imprest	\$3,068,141.21	\$3,857,978.23	\$3,828,408.66	\$3,097,710.78
Harvard State Bank Harvard Imprest - VISA / MC / Discover / Am Expr	\$159,915.35	\$315,017.13	\$9,349.58	\$465,582.90
Home State Bank Crystal Lake Online	\$14,844.65	\$310.51	\$14,000.00	\$1,155.16
Home State Bank Crystal Lake Flexible Spending	\$0	\$14,618.42	\$14,618.42	\$0
Home State Bank Crystal Lake Health Care Claims	(\$6,990.20)	\$13,906.89	\$10,316.89	(\$3,400.20)
Amcore Bank Woodstock Payroll	\$0	\$22,147.38	\$22,147.38	\$0
Harvard State Bank Harvard Operations	\$319.90	\$235,282.66	\$235,602.56	\$0
First Midwest Bank McHenry Student Grant & Loan	\$15,210.09	\$257,436.23	\$266,533.70	\$6,112.62

McHenry County College
June 22, 2008

Investments

College Fund	Financial Institution	May 31, 2008 Investments	April 30, 2008 Investments	Interest	No. of Days	Maturity
Education	Illinois Fund	\$ 9,765,965.43	\$ 11,539,977.54	see below	N/A	On Demand
Operations & Maintenance (Restricted)	Illinois Fund	890,980.00	889,483.78	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Fund - Prime Fund	5,190,078.34	5,179,879.08	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Fund	908,923.57	907,346.06	see below	N/A	On Demand
Working Cash	Illinois Fund	609,611.32	608,553.29	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Fund	347,612.40	347,009.09	see below	N/A	On Demand
	Total	\$ 17,713,171.06	\$ 19,472,248.84			

Illinois Fund Rates - May 2008

	<u>Annualized rate - Money Mkt</u>
Low	1.828%
High	2.216%
Average	1.986%
	<u>Annualized rate - Prime Fund</u>
Low	2.251%
High	2.493%
Average	2.325%

Interest Revenue

College Fund	May 2008	Fiscal YTD
Education	\$ 23,709.44	\$ 664,497.92
Operations & Maintenance (Restricted)	13,272.99	248,315.16
Working Cash	1,058.03	19,657.50
Liability, Protection and Settlement	603.31	11,209.09
	Total	\$ 38,643.77 \$ 943,679.67

Authorize Payment of Voucher #975

Information:

100- Education Fund	\$648,169.64
200- Operations & Maintenance Fund	93,105.97
300- Operations & Maintenance (Restricted) Fund	0.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	217,764.64
600- Restricted Purposes Fund	37,121.15
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	1,954.11
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	27,354.68
1700-Employee Health Insurance	<u>277,670.69</u>
Total	\$1,303,140.88

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #975 dated June 24, 2008, totaling \$1,303,140.88.



Walter J. Packard
President

Authorize Payment of Voucher #976

Information:

100- Education Fund	\$884,866.82
200- Operations & Maintenance Fund	21,116.86
300- Operations & Maintenance (Restricted) Fund	4,053.29
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	79,903.90
600- Restricted Purposes Fund	5,795.61
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	866.40
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	<u>293.75</u>
Total:	\$996,896.74

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher # 976 dated June 24, 2008 totaling \$996,896.74.



Walter J. Packard
President

Request to Purchase
Library Books, Cataloging Records and Processing Supplies

Information:

Yankee Book Peddler (YBP) is the library's primary book vendor. This company supplies books, both processed and ready for processing, automatic delivery of new editions, books and loose leaf services, on-site training, new book notifications and alert service for librarians and faculty, a purchasing history database download of official Library of Congress cataloging records, and processing supplies including attached barcodes and spine labels. The purchase of library books, cataloging records and processing supplies from Yankee Book Peddler for FY 2009 will be approximately \$97,000.00.

These services and supplies are exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (1) which reads, "contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books periodicals pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph."

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 as noted above not to exceed \$97,000.00 from Yankee Book Peddler, Contoocook, NH.



Walter J. Packard
President

Request to Purchase
Services from Illinois Library Information Network and
Online Computer Library Center

Information:

This is an annual renewal for services from the Illinois Library Information Network (ILLINET) and the Online Computer Library Center (OCLC) for the amount of \$6,228.00. ILLINET and OCLC have created a partnership to better serve libraries in Illinois. This is only available through the Lincoln Trails Library System.

The McHenry County College Library uses the services of the ILLINET and OCLC Services Contract Program from the Lincoln Trails Library System to provide:

- Access to the Statewide Illinois Library Catalog
- Resource sharing with other libraries
- Interlibrary Loan Services to student, faculty, staff, and community users
- Delivery of library materials through an intrastate van service
- Cataloging Services for the 3,500+ books and other materials added annually
- The FirstSearch Electronic Database

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 one-year contract for services for \$6,228.00 from Lincoln Trails Library System, Champaign, IL.



Walter J. Packard
President

Request to Purchase
Library Database Subscription Renewals

Information:

The databases listed below provide online library access to full text articles in journals, magazines and newspapers that are searchable on or off-campus. Results can also be printed, e-mailed, or downloaded. Subjects searchable in these databases include: general interest, art, music, health, business, education, humanities, international, military, multicultural, psychology, sciences, social sciences, and women's interest. MCC students, faculty, staff, and community members perform thousands of searches each year.

The McHenry County College Library uses the services of Network of Illinois Learning Resources for Community Colleges (NILRC) to provide the database services from:

Grove Art Database	\$1,244.25
Grove Music Database	1,244.25
Oxford Reference Premium Database	953.40
Serials Solutions-Misc Subjects Database	<u>2,805.60</u>
Total	<u>\$6,247.50</u>

These services are offered through NILRC at the best pricing available with governmental consortiums.

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 one-year subscription renewals for these databases for \$6,247.50 through the NILRC, Blanchardville, WI.



Walter J. Packard
President

Request to Purchase
Online Database Services

Information:

This is an annual renewal for online database services provided by the Consortium of Academic Research Libraries in Illinois (CARLI). CARLI was formed by consolidating three existing Illinois academic library consortia: the Illinois Cooperative Collection Management Program (ICCMP), the Illinois Digital Academic Library (IDAL), and the Illinois Library Computer Systems Organization (ILCSO). CARLI was formed to improve the efficiency and cost effectiveness of services, increase the effectiveness of consortia and member library staff efforts, and create opportunities to pursue new programs and services that the three constituent consortia would not have been able to provide on their own.

The McHenry County College Library uses the services of CARLI to provide online database services from:

• Chronicle of Higher Education		
	Chronicle of Higher Education	\$ 585.00
• EBSCO		
	CINAHL Plus with Full Text	3,619.00
	PsycArticles	2,640.00
	Literary Reference Center	<u>4,680.00</u>
	Total	<u>\$11,524.00</u>

These services and supplies are exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (k) which reads, "Contracts for goods or services procured from another governmental agency."

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 one-year contract for services for \$11,524.00 from CARLI, Champaign, IL.



Walter J. Packard
President

Request to Purchase
Telecourse Enrollment Fees and Course License Fee

Information:

MCC utilizes the services of the Network of Illinois Learning Resources for Community Colleges (NILRC) for telecourse materials. These services also require a one-year licensing fee for Nutrition Pathways. The other charges, based on spring 2008 head counts, are included below:

One-year License – Nutrition Pathways	\$ 1,120.00
Child Development: Stepping Stones	403.20
Exploring Society	1,331.10
Out of the Past	2,702.70
Shaping America	2,218.50
Transitions Throughout the Life Span	<u>1,612.80</u>
Total	<u>\$ 9,388.30</u>

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

Recommendation:

It is recommended that the Board of Trustees approves the payment of \$9,388.30 as outlined above for services from NILRC, Blanchardville, WI.



Walter J. Packard
President

Request to Purchase
Network Server Expansion for ERP Development Environment

Information:

A replacement of the present ERP system has been recommended for McHenry County College and in April 2008, Board Report #08-72, the Board of Trustees approved the purchase of an ERP product developed by Campus Management Corporation of Boca Raton, FL. In order to provide adequate space in our server environment, the first expansion needs to occur. This expansion will provide sufficient room for the testing and training environment necessary for the ERP project to move forward. A second, somewhat larger expansion will be necessary prior to the ERP system final implementation.

This purchase includes an expansion of our virtual server environment that is the equivalent to eight additional stand alone file server systems. It includes disk storage, rack equipment and uninterruptible power supplies to protect this equipment from power failures and surges. It also includes a separate expansion to the existing disk storage system to accommodate data backup and recovery for the test ERP environment. This configuration will provide the hardware required for the configuration, testing and training for the new ERP system, and will provide somewhat less than half of the eventual server and storage capacity required when the ERP system goes live. The remaining equipment will be purchased during FY 2009.

In order to maintain compatibility with our existing server environment, Dell Inc. was selected to provide this hardware expansion.

<u>Item</u>	<u>Dell Inc.</u>
ERP Hardware/Server Expansion	\$155,127.23

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 servers and related hardware for \$155,127.23 from Dell Inc., Round Rock, TX.



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
ConnectecRF	288	6/25-8/29/08	\$28,800	Tim Hawkins	Schaumburg	IL
Brown Printing	20	6/16-6/18/08	6,500	Nissan Forklift	Marengo	IL

Recommendation:

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



Walter J. Packard
President

Request to Purchase
Printing of MCC Annual Report

Information:

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

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

The Board approved the creative development and initial production of the annual report on April 24, 2008, Board Report #08-80. It is estimated that printing of this report will begin in August/September 2008. Proposals were received from the following agencies for printing services for an annual report:

<u>Description</u>	<u>eDOC Communications</u>	<u>Imagine Print Group</u>	<u>Corporate Graphics of America, Inc.</u>	<u>Chicago Press Corporation</u>
Printing services for an annual report	\$17,919.00 - \$31,654.00	\$19,477.00 - \$34,407.00	\$29,003.00 - \$45,350.00	\$21,270.00 - \$35,990.00

Because of two possible layouts (saddle-stitch or gate-fold) and several page-count options, ranging from 8 to 16, for this report, it is not possible to calculate exact printing costs until the creative concept is complete and all content is laid out. The overall printing cost will not exceed \$31,654.00 for 102,500 annual reports.

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 printing services for an annual report for a total cost not to exceed \$31,654.00 from eDOC Communications, Mount Prospect, IL.



Walter J. Packard
President

Request to Purchase
Property, Casualty and Worker’s Compensation Insurance

Information:

The College's Insurance Consultant, Dan Free, President and General Counsel of Insurance and Audit Inspection Company, coordinated a bid for the College for the Property, Casualty, and Workers’ Compensation insurance for FY 2009 with two subsequent year renewals. Premium adjustments for the subsequent fiscal years will be reviewed annually by the College’s Insurance Consultant to insure that the adjustments correlate with variations in coverage, e.g., payroll increases, property values and/or claims. If premium adjustments are not appropriate, the College will rebid the insurance.

The changes in insurance coverage for FY 2009 include the following:

- Increased property values including the recent property purchase
- The addition of violent event response insurance coverage
- Increase in extra expense insurance coverage from \$2 million to \$5 million
- Increased number of students, employees and payroll
- The addition of flood coverage at \$5,000,000 limit

Nonetheless, the total premiums for Property, Casualty and Workers’ Compensation for FY 2009 are approximately \$89,000.00 less than the FY 2008 premiums.

<u>Insurance Coverage</u>	<u>R.J. Galla Company, Inc.</u>	<u>Williams-Manny Insurance Agency</u>	<u>Market Financial</u>
Property and Casualty	\$155,057.00	*\$147,667.00	No bid
Workers’ Compensation	\$218,154.00	\$177,905.00	No bid

*Does not meet required limits. Expiring limits and bid specs are for umbrella coverage of \$5 million to cover school board liability limits of \$1 million; umbrella did not cover school board liability. Therefore, total school board liability coverage would be reduced from \$6 million to \$1 million.

These expenditures are budgeted in the Insurance Account in the Liability, Protection and Settlement Fund and in the General Institutional Expense Account in the Education fund.

Recommendation:

It is recommended that the Board of Trustees approves the Property and Casualty Insurance with premiums totaling \$155,057.00 for the period July 1, 2008 to July 1, 2009 with two years subsequent renewals through R. J. Galla Company, Inc., Grayslake, IL. It is also recommended that the Board of Trustees approves the Workers’ Compensation Insurance with premiums totaling \$177,905.00 for the period from July 1, 2008 to July 1, 2009 with two years subsequent renewals through Williams-Manny Insurance Agency, Rockford, IL.



Walter J. Packard
President

Request to Purchase
Fire Alarm and Clock Systems Service Contract

Information:

SimplexGrinnell has provided for the maintenance and repairs of the College's fire alarm and clock systems for most of the years the College has been in existence. This cost is over the \$5,000.00 threshold that requires Board approval. The new service contract is from July 1, 2008 to June 30, 2009 at a cost of \$13,215.50.

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

The College would like to continue to work with SimplexGrinnell because of the excellent service they have provided.

Recommendation:

It is recommended that the Board of Trustees approves the service contract with SimplexGrinnell, Palatine, IL, as described for \$13,215.50.



Walter J. Packard
President

Renewal of Treasurer's Bond

Information:

The statutory School Treasurer's bond lists the Board of Trustees of McHenry County College as obligees and covers the faithful performances and fidelity of the school treasurer in the amount of \$15 million. The total premium for the Treasurer's Bond for fiscal year 2007 and 2008 was \$11,785.00. Mr. Richard Galla, the College's current insurance agent, obtained quotes for coverage at a premium of \$11,786.00.

This expense is budgeted in the Insurance Account in the Liability, Protection and Settlement Fund.

Recommendation:

It is recommended that the Board of Trustees approves the renewal of the Treasurer's Bond for \$11,786.00 from R. J. Galla Company, Inc., Grayslake, IL.

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

Walter J. Packard
President

Renewal of Resolution for Prevailing Wage

Information:

The attached Resolution is required by State Statute to be approved annually by the Board of Trustees. The resolution states that it shall be mandatory for all contractors and subcontractors who are hired by the College to pay to all laborers, workmen and mechanics employed by them not less than the general prevailing rate of wages. The Department of Labor periodically determines what the prevailing wage rate is in various locales throughout the State. These rates are posted in the Business Services Office and are available for all interested persons to inspect. A certified copy of this Resolution will be mailed to the Secretary of State and the Department of Labor of the State of Illinois. Additionally, this Resolution will be published within thirty days in a newspaper with a general circulation in the College District.

Recommendation:

It is recommended that the Board of Trustees approves the renewal of the Resolution for Prevailing Wage.



Walter J. Packard
President

RESOLUTION FOR PREVAILING WAGE

WHEREAS, the State of Illinois has enacted “An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works,” approved June 26, 1941, as amended, 820 ILCS 130/1 et seq, and

WHEREAS, the aforesaid Act requires that McHenry County College in the City of Crystal Lake, County of McHenry investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said County of McHenry employed in performing construction of public works for said McHenry County College.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF McHENRY COUNTY COLLEGE:

SECTION 1: To the extent and as required by “An Act regulating wages of laborers, mechanics and other workmen employed in any public works by the State, county, city or any public body of an political subdivision or by anyone under contract for public works,” approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of McHenry County College is hereby ascertained to be the same as the prevailing rate of wages for construction work in the McHenry County area as determined by the Department of Labor of the State of Illinois as of June of the current year, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department’s June determination and apply to any and all public works construction undertaken by McHenry County College. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of McHenry County College to the extent required by the aforesaid Act.

SECTION 3: The McHenry County College Board Secretary shall publicly post or keep available for inspection by any interested party in the Business Office of McHenry County College this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The McHenry County College Secretary shall mail a copy of this determination to any employer and to any association of employers and to any person or association of employees who have filed or file their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The McHenry County College Secretary shall promptly file a certified copy of the ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: Within 30 days after filing with the State, the McHenry County College Secretary shall cause to be published in a newspaper of general circulation within the area a copy of this Resolution and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

Passed this 24th day of June, 2008

Approved:

Chairperson of McHenry County College
Board of Trustees

(SEAL)

ATTEST:

McHenry County College, Secretary of the Board of Trustees

New Board Policy 2.7
Maintaining a Healthy College Environment

Information:

In August, 2006 the College received a grant from the McHenry County Department of Health to support the development of a Pandemic Influenza Plan. During the spring of 2007, a continuous improvement action team developed a business continuity plan designed to mitigate the effects of a pandemic influenza, including reducing the spread of the virus within MCC's facilities and sustaining appropriate levels of operations relative to the severity of the pandemic.

During the spring of 2008, a Pandemic Influenza Planning Committee was established to develop College policies and procedures in support of the objectives of the business continuity plan. The Planning Committee has recommended that the Board of Trustees adopt the following Board policy statement that highlights the College's commitment to the health and well-being of its students, employees, and other stakeholders.

2.7 MAINTAINING A HEALTHY COLLEGE ENVIRONMENT

McHenry County College is committed to maintaining a healthy College environment. Proactive and preventative procedures and programs, as well as appropriately reactive responses, will be developed to support a healthy environment for our students and employees.

Recommendation:

It is recommended that the Board of Trustees approves Board Policy 2.7, Maintaining a Healthy College Environment, as presented above.



Walter J. Packard
President

Approval of Payment for Legal Services

Information:

As appointed at the April 24, 2008 Board of Trustees meeting, the College's legal firm for personnel and other matters is Robbins, Schwartz, Nicholas, Lifton, and Taylor (RSNLT), Ltd., Chicago, IL, and the Board's attorney is Caldwell, Berner, and Caldwell, Woodstock, IL. Annually, the College budgets for legal services from these firms to assist with various situations which may arise during the year requiring the expertise of an attorney.

During fiscal years 2005 through 2007 the College expended approximately \$136,500.00 each year in total legal fees. For FY 2008, the College budgeted \$175,000.00 in legal fees. This was due to anticipated increases in legal fees associated with both adjunct and full-time faculty contract negotiations and the development and submission of the PUD for the College's Master Plan. Invoices for legal services are received monthly from each firm based upon work performed in that month.

At the December 20, 2007 Board of Trustees meeting, the Board approved legal expenditures for FY 2008 not to exceed \$175,000.00. At the March 27, 2008 Board Meeting, an additional amount of \$60,000.00 was approved for a total of \$235,000.00. Due to an increase in the services provided by RSNLT for personnel matters and contract negotiations and an increase in the services provided by Caldwell, Berner, and Caldwell, including the Gilger property purchase and the Open Meetings Act legal action, it is anticipated that the College may exceed that amount. Year-to-date through April 30, 2008, legal billing from both firms total \$204,545.00. Based on current average monthly usage, the College projects that an additional \$40,000.00 may be necessary for legal services before the end of FY 2008.

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

Recommendation:

It is recommended that the Board of Trustees approves the payment of additional legal fees not to exceed the total combined amount of \$40,000.00 for FY 2008, to Robbins, Schwartz, Nicholas, Lifton, and Taylor, Ltd., Chicago, IL, and Caldwell, Berner, and Caldwell, Woodstock, IL.



Walter J. Packard
President

Children’s Learning Center Fee Increases

Information:

The Children’s Learning Center operates with three classrooms. The Multi-age and Toddler’s Rooms are flexible-schedule classrooms and provide services for both MCC students and employees. The Preschool Room serves the public, as well as MCC students and employees. The last increase in registration, tuition and hot lunch fees associated with the Children’s Learning Center was in Fall 2003. In order to continue to provide quality services, it is necessary to increase these fees. Proposed increases in registration and tuition fees are as follows:

<u>Room</u>	<u>REGISTRATION FEES</u>		<u>TUITION FEES \$</u>	
	<u>Current</u>	<u>Proposed</u>	<u>Current</u>	<u>Proposed</u>
Multi-age	\$12.50/semester	\$15.00/semester	\$4.00/hr.	\$4.50/hr
Preschool	25.00/year	30.00/year	108-180/month	114-190/month
Toddler	12.50/semester	15.00/semester	4.75/hr.	4.75/hr.

In addition, a hot lunch meal is served in the Multi-age and Toddler Rooms. The proposed increase to the hot lunch fee is:

	<u>Current</u>	<u>Proposed</u>
Hot Lunch Fee	\$2.50/meal	\$3.00/meal

Recommendation:

It is recommended that the Board of Trustees approves the fees as identified effective January 2009, except for the Preschool fees which would be effective July 1, 2009, as those have already been advertised.



Walter J. Packard
President

Fiscal Year 2010 RAMP

Information:

The Community College Capital Resource Allocation Management Program (RAMP) is the official request of the College for state funding for capital improvement projects. It is required by the Illinois Board of Higher Education through the Illinois Community College Board as a means of assisting the State in resource allocation and budget planning.

Four projects have been included in this year's RAMP document. These represent the same projects that the College has requested in prior years, excluding the land acquisition project as the College was recently able to purchase an additional 57 acres. The projects are prioritized in the following manner:

- Off-Campus Facility – Phase Two
- Master Plan – Phase One
- Master Plan – Phase Two
- Greenhouse Remodeling

Beginning with the FY 2010 RAMP submission the State is requesting that all projects include green design costs in the estimated project budgets. Accordingly, the State allowed for a 6% green design cost factor to be included as an added cost for projects that have been previously submitted. The combined cost for all four projects is estimated at \$59,697,100. The College is requesting that the State appropriate 75% with local funds supporting the remaining 25% estimated at \$14,924,000.

Recommendation:

It is recommended that the Board of Trustees authorizes the administration to submit the required FY 2010 RAMP document to the Illinois Community College Board as presented.



Walter J. Packard
President

**Fiscal Year 2010 RAMP
Community College Capital Requests**

Community College Contact for Further Information

Occasionally it is necessary to contact the individual(s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested project(s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual will be the person ICCB or IBHE contacts to answer questions concerning the Capital RAMP requests.

Community College District	McHenry County College District 528
Budget Year Request	2010
Capital RAMP Contact Person	Todd McDonald
Telephone Number	(815) 455-8749

Fiscal Year 2010 RAMP Community College Capital Requests

Board of Trustee Matching Funds Commitment

I hereby certify that the Board of Trustees of McHenry Community College, District 528, meeting in their regular session on June 24, 2008, with a quorum present, officially authorized the submission of the attached Fiscal Year 2010 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Project Name: Off-Campus Facility Phase II

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	\$ 2,794
2. Protection, Health, and Safety Tax Levy	\$
3. Protection, Health, and Safety Bond Proceeds	\$
4. Other Debt Issue	\$
5. State Certified Construction Credits (remaining from 1987)	\$
6. Other (Transfer from Operating Fund)	\$ 700
Total Local Match	\$ 3,494

Signed _____
Chairperson of the Board of Trustees

Signed _____
Chief Executive of the College District

Fiscal Year 2010 RAMP Community College Capital Requests

Scope of Work Narrative

District/College: *McHenry Community College District 528*

Project Name: *Off-Campus Facility Phase II*

There are many aspects of possible programming in an off-campus site. Much of what can be conducted at the site depends on the space available. If this concept is pursued, the Off-Campus Facility would include 4 components: General Operating Space, Business and Technology, General Purpose Classrooms, and Continuing Education.

General Operating Space

This space would include a building reception area, office space, workroom, storage, washrooms and student space.

Business and Technology

The Business and Technology division would utilize space to replace and expand the capabilities which are currently housed in Building D on the main campus. General purpose classrooms and computer classrooms, equipped to provide general computer instruction as well as specific state-of-the-art computer programming would allow the College to meet growth in the Computer Information Systems Department. A Testing Center would serve all students in the facility as well as allow for expansion in offering professional certification and licensure tests to be administered for employment. A Virtual Lab is flexible space that utilizes computers, visual, audio and interactive capabilities, which allows for machine and technique specific software to be developed for the individual training needs of clients. Development of a Tech Academy, aimed at middle school students, will allow for the introduction and exploration of careers in technology. This early exposure will encourage students to look at Tech Prep program opportunities as a pathway for career preparation.

General Purpose Classrooms

These classrooms would allow the College to meet the General Education needs of programs in the building as well as to expand current offerings that are being held at off-campus sites.

Continuing Education or Rental

Continuing Education and other programs where space is rented would be moved to the site. These programs continue to experience growth with court services support. If the rental space option is chosen it would allow for new revenues to be introduced into the College's budget.

Fiscal Year 2010 RAMP Community College Capital Requests

Programmatic Justification Narrative

District/College: *McHenry Community College District 528*

Project Name: *Off-Campus Facility Phase II*

The January 2001 study by Legat Architects for the Board of Trustees of McHenry County College, "Planning for the New Millennium," provided useful information on current space utilization and needs for additional space identified by campus faculty, staff, and administration. One of the recommendations was for the Board of Trustees to consider "serving our district through off-campus facilities and distance learning."

A report provided in spring, 2001 by the Illinois Community College Board totals 48 satellite campuses and 22 extension centers for Illinois community colleges. Some schools such as McHenry County College include high schools where distance learning or selected evening courses are offered. Colleges in the Chicago metropolitan area which have established off-campus centers to serve district residents include DuPage, Elgin, Harper, Joliet, Lake County, Oakton, Prairie State, and Waubonsee.

The reasons for considering off-campus programming include the following:

- MCC has a history of involvement delivering programs in various parts of the district.
- Offering programs at multiple sites potentially serves more district residents.
- Program needs exceed available space on campus in several areas.
- Partnerships with outside organizations/businesses are possible, including K-12.
- Potential for increased enrollment exists.
- Space for new program development will be needed.
- Freed-up space on campus will be used for program expansion.

At the same time, important concerns regarding a satellite campus include the type and extent of services provided for students, coordination and logistics with the main campus, and costs, both initial and on going.

Selected programs at MCC are confined significantly by current space restrictions. These include occupational programs with strong community support and also curriculum offerings in the Business and Technology division which are in need of additional space. The creation of a satellite facility could link MCC with community partners, both in the business/industry sector and in public service. Space for rental to partners could reinforce our outreach efforts to the community.

Based on results from the November, 2000 referendum, the College enjoys particular support among communities along the Route 14 corridor. Several strategies were discussed regarding the location of an off-campus site in a community other than Crystal Lake. This would allow the College to extend its presence in outlying geographical locations and extend the mission to serve the entire district. A location away from our main campus would allow the College to capitalize on the population growth the district is experiencing. The location could be in an industrial park

or close to manufacturing or business partners. This would be of particular importance as technology applications and programs are included in such a facility.

The indirect costs of providing off-campus programming are not reflected in this report, and they are not insignificant. Nevertheless, the benefits of extending to new audiences, providing a higher quality, more technologically advanced program, and confronting the challenges of competition with other educational providers are also important to consider.

**TABLE 1
FISCAL YEAR 2010 CAPITAL PROJECT REQUEST**

DISTRICT/COLLEGE: McHenry County College #528

PROJECT NAME AND/OR DESCRIPTION Off Campus Facility Phase II
Check one:
 NEW FACILITIES CONSTRUCTION/ACQUISITION (Complete Table 2)
 REMODELING/REHABILITATION PROJECT _____ (Complete Table 2)
 OTHER _____ (Complete Table 2 or provide additional information per instructions)

DISTRICT PRIORITY NUMBER 1 OUT OF 4
Check one:
 NEW REQUEST _____
 REQUESTED PREVIOUSLY

Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGS, ADDITIONS, AND/OR STRUCTURES				10,283.9	3,428.0	13,711.9				10,283.9	3,428.0	13,711.9
LAND												
EQUIPMENT				196.1	65.4	261.5				196.1	65.4	261.5
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS												
PLANNING												
TOTAL				10,480.0	3,493.4	13,973.4				10,480.0	3,493.4	13,973.4

** Describe prior year funding and/or future year funding in the scope statement section using the requested format.
 State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits*

TOTAL PROJECT REQUEST (CURRENT YEAR) \$ 13,973.4
 TOTAL COMPLETED PROJECT COST \$ 13,973.4
 DESIRED PROJECT START DATE _____
 ESTIMATED COMPLETION DATE _____
 ESTIMATED OCCUPANCY DATE _____
 ESTIMATED ANNUAL OPERATING COST \$ _____

MATCHING CONTRIBUTION \$ _____
 (See item 10 in Section I of this Manual)
LOCAL FINANCING SOURCE
 AVAILABLE FUND BALANCE \$ 2,794
 ICCB CONSTRUCTION CREDIT \$ _____
 (if any)
 DEBT ISSUE \$ _____
 DATE OF APPROVAL: _____
 OTHER (transfer from Operating Funds) \$ 700
 TOTAL \$ 3,494

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 2
FY 2010 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

		PART A		PART B	
		NET ASSIGNABLE SQUARE FOOTAGE SUMMARY		ACREAGE SUMMARY (Land Acquisition)	
		REQUEST FOR NEW FACILITIES	REDISTRIBUTION OF NASF SPACE		Number of Acres Requested in Budget Year
<u>Space Type</u>	<u>FICM Codes</u>	<u>Net Assignable Square Feet (NASF)</u>	<u>Space Prior to Remodeling</u>	<u>Space After Remodeling</u>	
Classrooms	110 thru 115	9,874			1 Landscaped Ground
Laboratory	210 thru 255	6,875			2 Physical Education and Athletic Fields
Office	310 thru 355	6,805			3 Buildings and Attached Structures
Study	410 thru 455				4 Experimental Plots
Special Use	510 thru 590				5 Other Instructional Areas
<i>General Use:</i>					6 Parking Lots
Assembly and Exhibition	610 thru 625				7 Roadways
Other General Use	630 thru 685	2,150			8 Pond Retention and Drainage
Support Facilities	710 thru 765				9 Other (specify)
Health Care	810 thru 895				Total Assigned Area
Unclassified					Currently Unassigned
TOTAL NASF #		25,704			Total Acres
TOTAL GSF* #		41,740			

*Gross Square Feet

COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 3
FY 2010 BUILDING BUDGET ESTIMATION FORM**

District/College McHenry County College #528
Location Crystal Lake, IL
Project Name Off Campus Facility Phase II

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
Classroom	9874	1.5	14811	224.60	\$ 3,326.6
Instructional Lab (Dry)	6875	1.64	11275	251.61	\$ 2,836.9
Office	6805	1.7	11568.5	232.51	\$ 2,689.8
General Use	2150	1.9	4085	268.46	\$ 1,096.7
1. Base Total	25704		41739.5		\$ 9,949.9
2. Added Costs (sum of added cost components identified separately below)					\$ 597.0
LEED design cost up to 6% of line 1					\$ 597.0
Green Building Design/LEED Certification Level _____ (Silver, Gold, Platinum)					
Other added costs:					
3. Base Cost	25704		41739.5		\$ 10,546.9

4. Escalation (estimate of cost increase from the time of appropriation to the bid date) 632.8
 --insert variables to calculate--assumes appropriation received at July 1).
 Expected Bid Date: 1/1/2010 Number of Months to Bid Date: 18
 Annual Percentage (4.0% per annum or less) 0.04
 (the monthly rate will be calculated and multiplied by the months to bid)

5. Escalated Building Budget (Line 3 plus Line 4) \$ 11,179.7

6. Escalated Building Budget
 Plus 10% Contingency (Line 5 multiplied by 1.10) \$ 12,297.7

7. Adds:

a. A/E Fees 8 % \$ 983.8

b. On-Site Observation
 Number of Months _____ Days per Week _____

c. Reimbursable Expenses _____

d. Art in Architecture
 one-half of one percent (Multiply Line 6 by .005) \$ 61.5

e. Other Adds 3% Admin Fee (ADA, Asbestos, CDB 3% Admin Fee, etc. specify) \$ 368.9

f. Sub-total Adds (Lines 7a through 7e) \$ 1,414.2

8. Total Building Budget (Line 6 plus Line 7f) \$ 13,711.9

OTHER:

Estimate of Annual State Supported Operations and Maintenance Expense _____

Source of Cost Estimate: _____

Date of Cost Estimate: _____

**TABLE 4
FY 2010 MOVEABLE EQUIPMENT LIST**

District/College: McHenry County College #528
Project Name: Off Campus Facility Phase II

(cost column rounded to the nearest dollar--please round the grand total equipment cost to the nearest hundred when you transfer to table 1)

<u>Programmatic Unit</u>	<u>Room Use Classification</u>	<u>Name of Equipment</u>	<u>Number of Units</u>	<u>Cost per Unit</u>	<u>Estimated Total Cost</u>
		Miscellaneous Furniture and Equipment			261.5

Grand Total Equipment Costs (this number should be included on the equipment line of table 1)

261.5

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTING MOVEABLE EQUIPMENT

Fiscal Year 2010 RAMP Community College Capital Requests

Board of Trustee Matching Funds Commitment

I hereby certify that the Board of Trustees of McHenry Community College, District 528, meeting in their regular session on June 24, 2008, with a quorum present, officially authorized the submission of the attached Fiscal Year 2010 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Project Name: Master Plan – Phase One

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	\$ _____
2. Protection, Health, and Safety Tax Levy	\$ _____
3. Protection, Health, and Safety Bond Proceeds	\$ _____
4. Other Debt Issue	\$ _____
5. State Certified Construction Credits (remaining from 1987)	\$ _____
6. Other (Pending successful passage of Local Referendum)	\$ 3,947 _____
Total Local Match	\$ 3,947 _____

Signed _____
Chairperson of the Board of Trustees

Signed _____
Chief Executive of the College District

**Fiscal Year 2010 RAMP
Community College Capital Requests**

Scope of Work Narrative

District/College: *McHenry Community College District 528*

Project Name: *Master Plan – Phase One*

In May 2004, a Master Plan was presented by Legat Architects to the Board of Trustees and approved. Expansion on the existing campus to accommodate growth was prioritized and identified in three distinct phases. Phase One is detailed as follows:

Health Careers Center

Construction of new instructional labs and classroom space for expansion of current program offerings and development of additional programs based upon input from the healthcare community received during the planning process.

Math and Sciences and General/Computer/Virtual Classrooms

The size of the current classrooms does not allow for the incorporation of appropriate technology into the classroom. Construction of new, larger space would allow for new programs such as Pre-Engineering.

Food Service/Dining Improvements

The Expansion of the food service and dining areas would give conference center attendees an area to dine separate from the staff and students. The anticipated growth of the College and surrounding communities points toward the need for additional food preparation area and dishwashing area.

Fiscal Year 2010 RAMP Community College Capital Requests

Programmatic Justification Narrative

District/College: *McHenry Community College District 528*

Project Name: *Master Plan – Phase One*

In May 2004, a Master Plan was presented by Legat Architects to the Board of Trustees and approved. The comprehensive multi-year Master Plan resulted from months of internal meetings with staff and students to discuss curricular and extracurricular needs and future plans for the College. The Master Plan process also included feedback received from the community at large in meetings with business and government leaders to discuss employment trends and needs as well as town hall style meetings designed to gain input from the community at large. It is a proactive, long range proposal to address the needs of a growing student population, anticipated needs of the health care industry, and continued community services. The Master Plan is broken into three distinct phases. Phase One involves the construction of 46,400 additional GSF on the current campus as well as renovation of 3,100 NASF of existing space as detailed below. Approximately 32,330 GSF will be for classroom, office, and instructional labs in the three curricular areas noted below. The remaining 14,070 GSF will be in the special use and supporting facility area of our food service dining and preparation areas.

Health Careers Center

Growth in this field is being driven by employers who need qualified health care workers to address demand for services in the district. Additional space on campus will enable us to provide services locally that are currently provided to students in the district through joint agreements.

Math and Sciences

These classrooms would allow the College to expand current offerings to meet the increase in demand for Math and Science offerings. Currently, these classrooms are undersized for the maximum allowable students per class, and lack the ability to incorporate appropriate technology into the classroom. With the growth of new programs such as Pre-Engineering, additional lab space will be needed to accommodate these curriculums.

General/Computer/Virtual Classrooms

These classrooms would allow the College to meet the General Education needs of programs on campus as well as expand the current offerings that are being held at off-campus sites. It is also an excellent opportunity for our students to develop or improve skills for jobs with local companies, developing interactive web sites and advertising. Student growth has been approximately 5% per year for the last few years, and that growth rate is anticipated to continue. As a result, additional classroom space is required to accommodate the general and computer educational requirements of our students.

Food Service/Dining Improvements

This would allow the expansion of space in the Food Service area to better serve and address the needs of students, staff and conference center attendees. Currently, large community or

corporate groups attending our conference center are forced to share the general dining room because private dining room space is very limited. A lack of dining and seminar space makes it difficult to offer, schedule, and coordinate large programs without adversely impacting other areas of the College. Increased seating would also allow additional programming for the student services area. With the anticipated continued growth of the College and the implementation of new programs and increased conference center activity, additional food preparation area and dishwashing area will also be required.

**TABLE 1
FISCAL YEAR 2010 CAPITAL PROJECT REQUEST**

DISTRICT/COLLEGE: McHenry County College #528

PROJECT NAME AND/OR DESCRIPTION Master Plan - Phase One
Check one:
 NEW FACILITIES CONSTRUCTION/ACQUISITION (Complete Table 2)
 REMODELING/REHABILITATION PROJECT (Complete Table 2)
 OTHER _____ (Complete Table 2 or provide additional information per instructions)

DISTRICT PRIORITY NUMBER 2 OUT OF 4
Check one:
 NEW REQUEST _____
 REQUESTED PREVIOUSLY

Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGS, ADDITIONS, AND/OR STRUCTURES				10,924.0	3,641.3	14,565.3				10,924.0	3,641.3	14,565.3
LAND												
EQUIPMENT				668.6	222.9	891.5				668.6	222.9	891.5
UTILITIES												
REMODELING & REHABILITATION				247.8	82.3	330.1				247.8	82.3	330.1
SITE IMPROVEMENTS												
PLANNING												
TOTAL				11,840.4	3,946.5	15,786.9				11,840.4	3,946.5	15,786.9

** Describe prior year funding and/or future year funding in the scope statement section using the requested format.
 State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits*

TOTAL PROJECT REQUEST (CURRENT YEAR) \$ 15,787
 TOTAL COMPLETED PROJECT COST \$ 15,787
 DESIRED PROJECT START DATE _____
 ESTIMATED COMPLETION DATE _____
 ESTIMATED OCCUPANCY DATE _____
 ESTIMATED ANNUAL OPERATING COST \$ _____

MATCHING CONTRIBUTION \$ _____
 (See item 10 in Section I of this Manual)
LOCAL FINANCING SOURCE
 AVAILABLE FUND BALANCE \$ _____
 ICCB CONSTRUCTION CREDIT \$ _____
 (if any)
 DEBT ISSUE \$ _____
 DATE OF APPROVAL: _____
 OTHER (pending successful passage of a local referendum) \$ 3,947
 TOTAL \$ 3,947

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 2
FY 2010 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

		PART A		PART B		
		NET ASSIGNABLE SQUARE FOOTAGE SUMMARY		ACREAGE SUMMARY (Land Acquisition)		Number of Acres Requested in Budget Year
Space Type	FICM Codes	REQUEST FOR NEW FACILITIES		REDISTRIBUTION OF NASF SPACE		
		Net Assignable Square Feet (NASF)	Space Prior to Remodeling	Space After Remodeling		
Classrooms	110 thru 115	13,000			1 Landscaped Ground	
Laboratory	210 thru 255	6,000			2 Physical Education and Athletic Fields	
Office	310 thru 355	1,760			3 Buildings and Attached Structures	
Study	410 thru 455				4 Experimental Plots	
Special Use	510 thru 590	1,150			5 Other Instructional Areas	
<i>General Use:</i>					6 Parking Lots	
Assembly and Exhibition	610 thru 625		3,100	3,100	7 Roadways	
Other General Use	630 thru 685				8 Pond Retention and Drainage	
Support Facilities	710 thru 765	10,000			9 Other (specify)	
Health Care	810 thru 895				Total Assigned Area	
Unclassified					Currently Unassigned	
TOTAL NASF #		31,910	3,100	3,100	Total Acres	
TOTAL GSF* #		46,402				

*Gross Square Feet

COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 3
FY 2010 BUILDING BUDGET ESTIMATION FORM**

District/College McHenry County College #528
Location Crystal Lake, IL
Project Name Master Plan Phase One

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
Classroom	13000	1.5	19500	224.6	\$ 4,379.7
Instructional Lab (Dry)	4500	1.64	7380	251.61	\$ 1,856.9
Instructional Lab (Wet)	1500	1.64	2460	266.07	\$ 654.5
Office	1760	1.7	2992	232.51	\$ 695.7
Special Use (Food Service Expansion)	1150	1.8	2070	224.71	\$ 465.1
Support Facilities (Dining Area)	10000	1.2	12000	209.77	\$ 2,517.2
1. Base Total	31910		46402		\$ 10,569.2
2. Added Costs (sum of added cost components identified separately below)					\$ 634.2
LEED design cost up to 6% of line 1					\$ 634.2
Green Building Design/LEED Certification Level _____ (Silver, Gold, Platinum)					
Other added costs:					
3. Base Cost	31910		46402		\$ 11,203.3

4. Escalation (estimate of cost increase from the time of appropriation to the bid date) 672.2
 --insert variables to calculate--assumes appropriation received at July 1).
 Expected Bid Date: 1/1/2010 Number of Months to Bid Date: 18
 Annual Percentage (4.0% per annum or less) 0.04
 (the monthly rate will be calculated and multiplied by the months to bid)

5. Escalated Building Budget (Line 3 plus Line 4) \$ 11,875.5

6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10) \$ 13,063.1

7. Adds:

a. A/E Fees 8 % \$ 1,045.0

b. On-Site Observation
 Number of Months _____ Days per Week _____

c. Reimbursable Expenses _____

d. Art in Architecture
 one-half of one percent (Multiply Line 6 by .005) \$ 65.3

e. Other Adds 3% Admin Fee (ADA, Asbestos, CDB 3% Admin Fee, etc. specify) \$ 391.9

f. Sub-total Adds (Lines 7a through 7e) \$ 1,502.3

8. Total Building Budget (Line 6 plus Line 7f) \$ 14,565.3

OTHER:
 Estimate of Annual State Supported Operations and Maintenance Expense _____

Source of Cost Estimate: _____
 Date of Cost Estimate: _____

**TABLE 4
FY 2010 MOVEABLE EQUIPMENT LIST**

District/College: McHenry County College #528
Project Name: Master Plan - Phase One

(cost column rounded to the nearest dollar--please round the grand total equipment cost to the nearest hundred when you transfer to table 1)

<u>Programmatic Unit</u>	<u>Room Use Classification</u>	<u>Name of Equipment</u>	<u>Number of Units</u>	<u>Cost per Unit</u>	<u>Estimated Total Cost</u>
		Miscellaneous Furniture and Equipment			891.5

Grand Total Equipment Costs (this number should be included on the equipment line of table 1)

891.5

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTING MOVEABLE EQUIPMENT

Fiscal Year 2010 RAMP Community College Capital Requests

Board of Trustee Matching Funds Commitment

I hereby certify that the Board of Trustees of McHenry Community College, District 528, meeting in their regular session on June 24, 2008, with a quorum present, officially authorized the submission of the attached Fiscal Year 2010 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Project Name: Master Plan – Phase Two

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	\$ _____
2. Protection, Health, and Safety Tax Levy	\$ _____
3. Protection, Health, and Safety Bond Proceeds	\$ _____
4. Other Debt Issue	\$ _____
5. State Certified Construction Credits (remaining from 1987)	\$ _____
6. Other (Pending successful passage of Local Referendum)	\$ 7,066
Total Local Match	\$ 7,066

Signed _____
Chairperson of the Board of Trustees

Signed _____
Chief Executive of the College District

Fiscal Year 2010 RAMP Community College Capital Requests

Scope of Work Narrative

District/College: *McHenry Community College District 528*

Project Name: *Master Plan – Phase Two*

In May 2004, a Master Plan was presented by Legat Architects to the Board of Trustees and approved. Expansion on the existing campus to accommodate growth was prioritized and identified in three distinct phases. Phase two is detailed as follows:

Bookstore

Increasing the size of the bookstore would entail expanding into existing meeting rooms B166-167. The expansion would not only increase sales space, but also backroom storage.

Humanities and Social Sciences

Additional classrooms would be gained through the expansion detailed in phase two. As new construction is finished, newly opened classrooms will open to meet student demand.

Learning and Student Support Services/Administrative Services/Development

As the College grows and expands, so do the areas of support and operation. Through remodeling, the office will gain a more professional look with space for much needed clerical support as well as space for confidential files.

Health/Wellness/Athletic Center

With the expansion outlined in phase two, the added space would be used to accommodate growing athletic program needs as well as a growing community and its needs.

General/Computer/Virtual Classrooms

These classrooms are included within phase two and are much needed as we make use of the space we have now. Expansion would help with the need to expand current offerings being held at off-campus sites.

Fiscal Year 2010 RAMP Community College Capital Requests

Programmatic Justification Narrative

District/College: *McHenry Community College District 528*

Project Name: *Master Plan – Phase Two*

In May 2004, a Master Plan was presented by Legat Architects to the Board of Trustees and approved. The comprehensive multi-year Master Plan resulted from months of internal meetings with staff and students to discuss curricular and extracurricular needs and future plans for the College. The Master Plan process also included feedback received from the community at large in meetings with business and government leaders to discuss employment trends and needs as well as town hall style meetings designed to gain input from the community at large. It is a proactive, long range proposal to address the needs of a growing student population, anticipated needs of the health care industry and continued community services. The Master Plan is broken into three distinct phases. Phase Two involves the construction of 85,300 additional GSF on the current campus, as well as renovation of 9,700 NASF of existing space as detailed below.

Bookstore

The increase in both credit and non-credit offerings on campus has increased the volume of books handled in the bookstore and is pushing capacity limits from both a floor display and inventory storage perspective. The expansion of the space would allow us to more adequately and efficiently serve the needs of students.

Humanities and Social Sciences

The additional classrooms would allow the College to expand offerings to meet the needs of programs in these areas particularly for the student taking classes in anticipation of transfer to a four year institution.

Learning and Student Support Services/Administrative Services/Development

Expansion of space allows for growth of staff to improve support to students, staff, alumni, and donors provided by these administrative offices. As the College continues to seek alternative sources of revenues, the Development Office will continue to grow. Additionally, the areas of Learning and Student Support Services and Administrative Services will grow along with the continued growth of the College overall. Appropriate space to maintain privacy and a professional image is required for these key administrative areas.

Health/Wellness/Athletic Center

This space would include expansion to accommodate the growth in the athletic programs and both the credit and non-credit course offerings. In addition, space is needed to handle use of the Fitness Center by community groups as well as established partnerships with Special Education District of McHenry County and Northern Illinois Special Recreation Association.

General/Computer/Virtual Classrooms

These classrooms would allow the College to meet the General Education needs of programs in the building as well as expand the current offerings that are being held at off-campus sites.

Human and Public Services

The increase in space for Human and Public Services would allow expansion of programs that directly serve the public in the District. Expansion of Fire Science, Emergency Medical Services, Child Care, and Criminal Justice programs are currently limited due to space constraints.

**TABLE 1
FISCAL YEAR 2010 CAPITAL PROJECT REQUEST**

DISTRICT/COLLEGE: McHenry County College #528

PROJECT NAME AND/OR DESCRIPTION Master Plan - Phase Two
Check one:
 NEW FACILITIES CONSTRUCTION/ACQUISITION (Complete Table 2)
 REMODELING/REHABILITATION PROJECT (Complete Table 2)
 OTHER _____ (Complete Table 2 or provide additional information per instructions)

DISTRICT PRIORITY NUMBER 3 OUT OF 4
Check one:
 NEW REQUEST _____
 REQUESTED PREVIOUSLY

Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGS, ADDITIONS, AND/OR STRUCTURES				18,760.4	6,253.4	25,013.8				18,760.4	6,253.4	25,013.8
LAND												
EQUIPMENT				1,584.2	528.1	2,112.3				1,584.2	528.1	2,112.3
UTILITIES												
REMODELING & REHABILITATION				854.6	284.8	1,139.4				854.6	284.8	1,139.4
SITE IMPROVEMENTS												
PLANNING												
TOTAL				21,199.2	7,066.3	28,265.5				21,199.2	7,066.3	28,265.5

** Describe prior year funding and/or future year funding in the scope statement section using the requested format.
 State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits*

TOTAL PROJECT REQUEST (CURRENT YEAR) \$ 28,266
 TOTAL COMPLETED PROJECT COST \$ 28,266
 DESIRED PROJECT START DATE _____
 ESTIMATED COMPLETION DATE _____
 ESTIMATED OCCUPANCY DATE _____
 ESTIMATED ANNUAL OPERATING COST \$ _____

MATCHING CONTRIBUTION \$ _____
 (See item 10 in Section I of this Manual)
LOCAL FINANCING SOURCE
 AVAILABLE FUND BALANCE \$ _____
 ICCB CONSTRUCTION CREDIT \$ _____
 (if any)
 DEBT ISSUE \$ _____
 DATE OF APPROVAL: _____
 OTHER (pending successful passage of a local referendum) \$ 7,066
 TOTAL \$ 7,066

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 2
FY 2010 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

		PART A			PART B	
		NET ASSIGNABLE SQUARE FOOTAGE SUMMARY			ACREAGE SUMMARY (Land Acquisition)	
		REQUEST FOR NEW FACILITIES	REDISTRIBUTION OF NASF SPACE			
<u>Space Type</u>	<u>FICM Codes</u>	<u>Net Assignable Square Feet (NASF)</u>	<u>Space Prior to Remodeling</u>	<u>Space After Remodeling</u>		<u>Number of Acres Requested in Budget Year</u>
Classrooms	110 thru 115	22,600	9,700		1 Landscaped Ground	_____
Laboratory	210 thru 255				2 Physical Education and Athletic Fields	_____
Office	310 thru 355	5,775		3,500	3 Buildings and Attached Structures	_____
Study	410 thru 455				4 Experimental Plots	_____
Special Use	510 thru 590	23,100		6,200	5 Other Instructional Areas	_____
<i>General Use:</i>					6 Parking Lots	_____
Assembly and Exhibition	610 thru 625				7 Roadways	_____
Other General Use	630 thru 685				8 Pond Retention and Drainage	_____
Support Facilities	710 thru 765				9 Other (specify)	_____
Health Care	810 thru 895				Total Assigned Area	_____
Unclassified					Currently Unassigned	_____
TOTAL NASF #		51,475	9,700	9,700	Total Acres	=====
TOTAL GSF* #		85,298				

*Gross Square Feet

COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 3
FY 2010 BUILDING BUDGET ESTIMATION FORM**

District/College McHenry County College #528
Location Crystal Lake, IL
Project Name Master Plan - Phase Two

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
Classroom	22600	1.5	33900	224.6	\$ 7,613.9
Office	5775	1.7	9817.5	232.51	\$ 2,282.7
Special Use: Health, Wellness, Athletic Center	23100	1.8	41580	224.71	\$ 9,343.4
1. Base Total	51475		85297.5		\$ 19,240.0
2. Added Costs (sum of added cost components identified separately below)					
LEED design cost up to 6% of line 1					
Green Building Design/LEED Certification Level _____ (Silver, Gold, Platinum)					
Other added costs:					
3. Base Cost	51475		85297.5		\$ 19,240.0

4. Escalation (estimate of cost increase from the time of appropriation to the bid date) 1,154.4
 --insert variables to calculate--assumes appropriation received at July 1).
 Expected Bid Date: 1/1/2009 Number of Months to Bid Date: 18
 Annual Percentage (4.0% per annum or less) 4.00%
 (the monthly rate will be calculated and multiplied by the months to bid)

5. Escalated Building Budget (Line 3 plus Line 4) \$ 20,394.5

6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10) \$ 22,433.9

7. Adds:

a. A/E Fees 8 % \$ 1,794.7

b. On-Site Observation
 Number of Months _____ Days per Week _____

c. Reimbursable Expenses _____

d. Art in Architecture
 one-half of one percent (Multiply Line 6 by .005) \$ 112.2

e. Other Adds 3% Admin Fee (ADA, Asbestos, CDB 3% Admin Fee, etc. specify) \$ 673.0

f. Sub-total Adds (Lines 7a through 7e) \$ 2,579.9

8. Total Building Budget (Line 6 plus Line 7f) \$ 25,013.8

OTHER:
 Estimate of Annual State Supported Operations and Maintenance Expense _____

Source of Cost Estimate: _____
 Date of Cost Estimate: _____

**TABLE 4
FY 2010 MOVEABLE EQUIPMENT LIST**

District/College: McHenry County College #528
Project Name: Master Plan - Phase Two

(cost column rounded to the nearest dollar--please round the grand total equipment cost to the nearest hundred when you transfer to table 1)

<u>Programmatic Unit</u>	<u>Room Use Classification</u>	<u>Name of Equipment</u>	<u>Number of Units</u>	<u>Cost per Unit</u>	<u>Estimated Total Cost</u>
		Miscellaneous Furniture and Equipment			2,112.3

Grand Total Equipment Costs (this number should be included on the equipment line of table 1)

2112.3

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTING MOVEABLE EQUIPMENT

Fiscal Year 2010 RAMP Community College Capital Requests

Board of Trustee Matching Funds Commitment

I hereby certify that the Board of Trustees of McHenry Community College, District 528, meeting in their regular session on June 24, 2008, with a quorum present, officially authorized the submission of the attached Fiscal Year 2010 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Project Name: Greenhouse Remodeling

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	\$ _____
2. Protection, Health, and Safety Tax Levy	\$ _____
3. Protection, Health, and Safety Bond Proceeds	\$ _____
4. Other Debt Issue	\$ _____
5. State Certified Construction Credits (remaining from 1987)	\$ _____
6. Other (Transfer from Operating funds)	\$ 418 _____
Total Local Match	\$ 418 _____

Signed _____
Chairperson of the Board of Trustees

Signed _____
Chief Executive of the College District

**Fiscal Year 2010 RAMP
Community College Capital Requests**

Scope of Work Narrative

District/College: *McHenry Community College District 528*

Project Name: *Greenhouse Remodeling*

McHenry County College has two greenhouses totaling 5,345 square feet. The original greenhouse (3,665 square feet) was built in 1977. The primary construction is windows and metal framing. The heating system is basically fin tubes and overhead hot water heaters. In order to bring the greenhouse back to a quality unit, all of the windows would need to be reset, and the heating system and all of the controls replaced.

The second greenhouse (1,680 square feet) was constructed in 1981. It is primarily a metal frame with a polyurethane wrap. Heating is provided by two infrared heaters.

Due to the age of the mechanical systems in both greenhouses, it is extremely difficult to find replacement parts when needed. It would be more economical in the long run to replace rather than repair these structures.

Fiscal Year 2010 RAMP Community College Capital Requests

Programmatic Justification Narrative

District/College: *McHenry Community College District 528*

Project Name: *Greenhouse Remodeling*

The greenhouse at McHenry County College has been a learning lab and production facility for the College since shortly after the institution moved to its present location on Route 14 in Crystal Lake. Initially, the greenhouse was a central working laboratory for the horticulture and production agriculture programs offered at MCC. Students enrolled in those programs utilized the facility as both classroom and an active plant propagation lab. Many of the plants produced in the greenhouse were eventually incorporated into the College's landscape and two of the earlier horticulture graduates are now full-time staff members working with the College's exterior and interior plantscapes.

Over the years, the programs at MCC have changed and the functions of the greenhouse have changed with them. Although the College no longer has a production agriculture program, there has been a renewed commitment to the Associate of Applied Sciences Degree in Horticulture and certificate offerings in floral design, greenhouse/interiorscape, landscape/nursery management, landscape/turf management, and home gardening. These programs are supported by foundation courses offered through the Department of Biology including Introduction to Plant Science, Introduction to Soil Science, Plant Pathology, and Introduction to Entomology. All of these programs and courses rely heavily on the greenhouse lab facility to provide hands-on educational opportunities for students that fulfill identified course objectives and enhance student comprehension and appreciation.

In addition to supporting horticulture students by providing a practical, experiential production lab facility, the greenhouse also offers students the opportunity to gain insight into marketing practices by serving as a site for three annual sales events. Proceeds from the sale of poinsettias, Easter lilies, and spring bedding plants provide additional funds to support the purchase of educational supplies and classroom equipment for the horticulture program.

Other departments have found the greenhouse to be important to their students, as well. Various biology classes have used the facility for plant lab exercises and some instructors are currently working on a plan to convert a portion of the greenhouse to a butterfly habitat. Early childhood education classes have used the facility as a practical lab area for early childhood experiential training, and honors students have routinely utilized the lab for special projects. Finally, a portion of the greenhouse has been devoted to producing and maintaining plants used in the institution's interiorscape.

Unfortunately, the greenhouse facility is becoming outdated and is falling into disrepair. The main part of the facility is a traditional glazed greenhouse with a central head house. The primary production unit is a polyhouse. The glass of the main portion is in constant need of repairs, as is the outdated heating and ventilation unit. The polyhouse support structure is deteriorating, and previous attempts to upgrade have been kept at a minimal level due to budget

restrictions. In order to continue to use the facility as an essential educational support structure for a wide array of programs at MCC, major, costly repairs are needed. This situation, combined with the need to provide a more modern production facility for the practical benefit of students, justifies the plan to remove the current greenhouse structure and replace it with a new, up-to-date facility.

**TABLE 1
FISCAL YEAR 2010 CAPITAL PROJECT REQUEST**

DISTRICT/COLLEGE: McHenry County College #528

PROJECT NAME AND/OR DESCRIPTION Greenhouse Remodel
Check one:
 NEW FACILITIES CONSTRUCTION/ACQUISITION _____ (Complete Table 2)
 REMODELING/REHABILITATION PROJECT _____ (Complete Table 2)
 OTHER _____ (Complete Table 2 or provide additional information per instructions)

DISTRICT PRIORITY NUMBER 4 OUT OF 4
Check one:
 NEW REQUEST _____
 REQUESTED PREVIOUSLY _____

Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGS, ADDITIONS, AND/OR STRUCTURES				1,253.5	417.8	1,671.3				1,253.5	417.8	1,671.3
LAND												
EQUIPMENT												
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS												
PLANNING												
TOTAL				1,253.5	417.8	1,671.3				1,253.5	417.8	1,671.3

** Describe prior year funding and/or future year funding in the scope statement section using the requested format.
 State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits*

TOTAL PROJECT REQUEST (CURRENT YEAR) \$ 1,671
 TOTAL COMPLETED PROJECT COST \$ 1,671
 DESIRED PROJECT START DATE _____
 ESTIMATED COMPLETION DATE _____
 ESTIMATED OCCUPANCY DATE _____
 ESTIMATED ANNUAL OPERATING COST \$ _____

MATCHING CONTRIBUTION \$ _____
 (See item 10 in Section I of this Manual)
LOCAL FINANCING SOURCE
 AVAILABLE FUND BALANCE \$ _____
 ICCB CONSTRUCTION CREDIT \$ _____
 (if any)
 DEBT ISSUE \$ _____
 DATE OF APPROVAL: _____
 OTHER (transfer from Operating Funds) \$ 418
 TOTAL \$ 418

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 2
FY 2010 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

		PART A		PART B	
		NET ASSIGNABLE SQUARE FOOTAGE SUMMARY		ACREAGE SUMMARY (Land Acquisition)	
		REQUEST FOR NEW FACILITIES	REDISTRIBUTION OF NASF SPACE		Number of Acres Requested in Budget Year
<u>Space Type</u>	<u>FICM Codes</u>	<u>Net Assignable Square Feet (NASF)</u>	<u>Space Prior to Remodeling</u>	<u>Space After Remodeling</u>	
Classrooms	110 thru 115				1 Landscaped Ground
Laboratory	210 thru 255				2 Physical Education and Athletic Fields
Office	310 thru 355				3 Buildings and Attached Structures
Study	410 thru 455				4 Experimental Plots
Special Use	510 thru 590				5 Other Instructional Areas
<i>General Use:</i>					6 Parking Lots
Assembly and Exhibition	610 thru 625				7 Roadways
Other General Use	630 thru 685				8 Pond Retention and Drainage
Support Facilities	710 thru 765	5,345			9 Other (specify)
Health Care	810 thru 895				Total Assigned Area
Unclassified					Currently Unassigned
TOTAL NASF #		5,345			Total Acres
TOTAL GSF* #		6,414			

*Gross Square Feet

COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 3
FY 2010 BUILDING BUDGET ESTIMATION FORM**

District/College McHenry County College #528
Location Crystal Lake, IL
Project Name Greenhouse Remodel

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
Support Facility (Greenhouse 1)	3665	1.2	4398	209.77	\$ 922.6
Support Facility (Greenhouse 2)	1680	1.2	2016	209.77	\$ 422.9
1. Base Total	5345		6414		\$ 1,345.5
2. Added Costs (sum of added cost components identified separately below)					\$ 80.7
LEED design cost up to 6% of line 1					\$ 80.7
Green Building Design/LEED Certification Level _____ (Silver, Gold, Platinum)					
Other added costs:					
3. Base Cost	5345		6414		\$ 1,426.2

4. Escalation (estimate of cost increase from the time of appropriation to the bid date) 85.6
 --insert variables to calculate--assumes appropriation received at July 1).
 Expected Bid Date: 1/1/2010 Number of Months to Bid Date: 18
 Annual Percentage (4.0% per annum or less) 0.04
 (the monthly rate will be calculated and multiplied by the months to bid)

5. Escalated Building Budget (Line 3 plus Line 4) \$ 1,511.8

6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10) \$ 1,662.9

7. Adds:

a. A/E Fees _____ % _____

b. On-Site Observation
 Number of Months _____ Days per Week _____

c. Reimbursable Expenses _____

d. Art in Architecture
 one-half of one percent (Multiply Line 6 by .005) \$ 8.3

e. Other Adds _____ (ADA, Asbestos, CDB 3% Admin Fee, etc. specify) _____

f. Sub-total Adds (Lines 7a through 7e) \$ 8.3

8. Total Building Budget (Line 6 plus Line 7f) \$ 1,671.3

OTHER:
 Estimate of Annual State Supported Operations and Maintenance Expense _____

Source of Cost Estimate: _____
 Date of Cost Estimate: _____

Joint Educational Agreements Update

Information:

Following review of the current Joint Educational Agreement with College of Lake County, the following modifications are proposed:

McHenry County College
Delete: Real Estate (A.A.S.)
Real Estate Appraisal (Certificate)

Following review of the current Joint Educational Agreement with Oakton Community College, the following modification is proposed:

McHenry County College
Delete: Electronics Engineering Technology FAA Option (A.A.S.)

Following review of the current Joint Educational Agreement with William Rainey Harper College the following modification is proposed:

McHenry County College
Delete: Real Estate Appraisal (Certificate)

Recommendation:

It is recommended that the Board of Trustees approves the updated Joint Agreements with College of Lake County, Oakton Community College and William Rainey Harper College.



Walter J. Packard
President

Review of Closed Session Minutes

Information:

The College Board of Trustees is required by 5 ILCS 120/2.06 to review its Closed Session minutes to determine if any or all of them should be released to the public. In accordance with this Act and at the direction of the Board, the Board Liaison has reviewed the Closed Session minutes since the last review in December 2007 to make a determination that: (1) the need for confidentiality still exists as to all or part of those minutes; or, (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection in the library.

The Board Liaison has completed a review of all Closed Session minutes for this time period and has determined that all minutes from December, 2007 through May, 2008 contain information about issues that are still pending and therefore require confidential treatment.

Recommendation:

It is recommended that the Board of Trustees accepts the recommendation of the Board Liaison that the need for confidentiality still exists as to all or part of all Closed Session minutes since December, 2007. These minutes will be reviewed again in December, 2008 to determine if they continue to require confidential treatment.



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:

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Sibal, S	MGT 110 050	3	0	1,442.00

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>
Kreutzmann, B	BUS 255 003	3	1	0	213.00

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 Courses

Information:

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>
Albamonte, M	AMT 240 101	6	0	3,682.24
Arkenberg, J	HIS 130 001	3	0	1,519.25
Braasch, G	PSY 151 501	3	0	1,841.12
Braasch, G	PSY 151 601	3	0	1,841.12
Braasch, G	PSY 275 501	3	0	1,841.12
Bretz, J	MAT 090 001	3	0	1,519.25
Brockhoff, C	AMT 170 001	6	0	2,884.00
Brogan, L	HHP 151 001	2	0	1,012.83
Button, S	MAT 099 001	4	0	2,231.67
Button, S	MAT 099 002	4	0	2,231.67
Cameron, J	ANT 151 001	3	0	1,841.12
Chess, R	AMT 100 001	6	0	2,884.00
Cornelius, E	PLT 150 601	3	0	2,510.62
Cornelius, E	PLT 261 601	3	0	2,510.62
Culp, T	HIS 170 601	3	0	1,841.12
Culp, T	HIS 172 501	3	0	1,841.12
Culp, T	PLT 151 601	3	0	1,841.12
Dallstream, D	HIS 131 001	3	0	1,519.25
Davis, D	MAT 099 003	4	0	2,231.67
Davis, D	MAT 170 001	3	0	1,673.75
Eckel, M	SOC 151 001	3	0	1,841.12
Eckel, M	SOC 151 501	3	0	1,841.12
Elder, D	GEL 101 601	3	0	1,841.12
Elder, D	GEL 103 050	3	0	1,841.12
Erski, T	GEG 203 601	3	0	1,841.12
Erski, T	GEG 203 602	3	0	1,841.12
Esarco, B	ACC 151 301	3	0	1,442.00
Firak, D	BIO 157 001	6	0	3,682.24
Geary, R	CJS 140 601	3	0	1,841.12
Gerlinger, M	MAT 095 004	4	0	1,922.67
Grela, C	PSY 250 501	3	0	1,841.12
Grela, C	PSY 251 601	3	0	1,841.12
Hageman, J	MAT 095 001	4	0	1,922.67
Hageman, J	MAT 095 002	4	0	1,922.67
Hamill, P	EAS 120 601	6	0	3,682.24
Hamill, P	EAS 180 001	6	0	3,682.24
Hicks, E	SOC 151 002	3	0	1,442.00
Hicks, E	SOC 151 003	3	0	1,442.00
Howland, J	BIO 157 002	6	0	3,038.50
Johnson, H	CJS 101 001	3	0	1,519.25
Kamarajan, S	MAT 165 001	5	0	2,660.83
Lee, S	CHM 164 001	6	0	519.12
Lee, S	CHM 164 A02	3	0	259.56

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Lenio, T	ECO 251 001	3	0	1,841.12
Lenio, T	ECO 251 002	3	0	1,841.12
Linder, L	ECE 150001	3	0	1,841.12
Linder, L	EDU 253 001	3	0	1,841.12
Linse-Zurio, M	BIO 110 001	6	0	3,347.50
McCrea, P	BIO 110 002	6	0	2,884.00
Middaugh, L	MAT 120 001	3	0	1,841.12
Neumann, C	MAT 095 003	4	0	2,128.67
Niemi, E	MCC 101 050	1	0	557.92
Petersen, A	IMT 200 301	2	0	1,115.83
Petty, A	MGT 150 302	3	0	1,442.00
Pretzsch, R	ECO 252 001	3	0	1,442.00
Provenzale, M	BUS 145 301	3	0	1,519.25
Reagan, M	SOC 101 501	3	0	1,841.12
Reagan, M	SOC 151 601	3	0	1,841.12
Reass, R	MAT 220 001	3	0	1,673.75
Rossmann, T	HHP 250 601	3	0	1,519.25
Ryan, D	ECE 214 001	3	0	1,673.75
Sasaki, N	ECO 251 601	3	0	1,841.12
Sasaki, N	ECO 252 601	3	0	1,841.12
Scherman, C	MGT 150 301	3	0	1,442.00
Socol, S	CHM 164 001	6	0	3,019.44
Socol, S	CHM 164 A02	3	0	1,509.72
Stahmann, P	GEG 220 001	3	0	1,841.12
Stahmann, P	GEG 221 001	3	0	1,841.12
Stone, P	MAT 161 001	3	0	1,673.75
Stone, P	MAT 161 002	3	0	1,673.75
Stonecliffe, J	HCE 105 001	6	0	4,418.69
Sullivan, S	BUS 255 301	3	0	1,841.12
Swanson, C	SOC 151 602	3	0	1,596.50
Venhorst, B	AMT 140 101	6	0	3,038.50
Westerhof, S	MCC 101 051	1	0	557.92
Westerhof, S	MCC 101 102	1	0	557.92
White, D	HIS 131 601	3	0	1,841.12
White, D	HIS 170 501	3	0	1,841.12
White,D	HIS 131 601	3	0	1,841.12

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Arctander, M	Chair – Fine Arts (1 day after spring)	0	413.28
Ardito, F	Chair – Health and Human Performance	0	1,380.84
Ardito, F	Chair – Health and Human Performance (2 days after spring)	0	881.36
Chamberlain, K	Chair – Assessment (6 days during summer)	0	3,137.28
Chamberlain, K	Chair – Health and Human Performance	0	1,380.84
Chandler, C	Chair – Sociology	0	1,841.12
Chandler, C	Chair – Sociology (1 day after spring)	0	550.28
Decio, G	Chair – Modern Languages (2 days after spring)	0	990.96
Geary, R	Chair – Criminal Justice	0	1,841.12
Geary, R	Chair – Criminal Justice (2 days after spring)	0	703.26
Geller, J	Chair – Theatre (2 days after spring)	0	790.04
Goostree, D	Chair – Fire Science	0	1,841.12

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Goostree, D	Chair – Fire Science (1 day after spring)	0	324.23
Grela, C	Chair – Psychology	0	1,841.12
Grela, C	Chair – Psychology (2 days after spring)	0	653.02
Hamill, P	Chair – Earth Science/Geography/Geology (1 day after spring)	0	438.40
Hamill, P	Chair – Earth Science/Geography/Geology	0	920.56
Hamill, P	Coordinator – Weather Station	0	920.56
Hovious, A	Adjunct Reference Librarian (5 hrs. @ \$28.67/hr.)	0	143.35
Johnson, J	Chair – English (4 days after spring)	0	1,598.32
Kapstein, J	Adjunct Reference Librarian (37 hrs. @ \$31.58/hr.)	0	1,168.46
Lech, I	International Night Language Classes Instruction	0	60.00
Letteri, C	Reference Librarian (.64 day @ \$283.13/day)	0	181.20
Linder, L	Chair – Early Childhood Education (2 days after spring)	0	767.20
Linder, L	Chair – Education	0	1,841.12
Lozier, C	Adjunct Counselor – (21.5 additional hours @ \$31.58 = \$678.97)	884.24	1,563.21
Peters, J	Chair – Biology	0	1,841.12
Scott, J	Reference Librarian (3.86 days @ \$445.25/day)	0	1,718.67
Seitz, T	Chair – Philosophy (4 days after spring)	0	1,543.52
Socol, S	Chair – Chemistry	0	1,841.12
Socol, S	Chair – Chemistry (2 days after spring)	0	936.16
Spangenberg, B	Chair – Horticulture	0	1,841.12
Spangenberg, B	Chair – Horticulture (3 days after spring)	0	1,322.05
Takayama, T	Chair – Music (2 days after spring)	0	735.24
Terlep, D	Chair – Mathematics	0	1,841.12
Wallace, D	Adjunct Counselor (3.5 reduced hours @ \$27.21 = \$95.23)	285.70	190.47
Zaccagnini, H	Chair – Manufacturing Management	0	920.56
Zaccagnini, H	Chair – Manufacturing Technology	0	920.56
Zopp, M	Chair - MCC 101	0	4,579.00

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Hamill, P	Chair – Earth Science	10.000	0	920.56

Recommendation:

It is recommended that the Board of Trustees approves the personnel adjustments for Summer 2008, 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 a flat rate:</u>	<u>\$ Amount</u>
Barroso, P	NSG S02 001	Technical Communication & Industrial Safety	1,673.00
Roth, K	NSG S02 002	Technical Communication & Industrial Safety	1,673.00

Recommendation:

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



Walter J. Packard
President

Adult Education Personnel Considerations for Summer 2008

Information:

Listed below are teachers to be hired for the Summer 2008 Semester in the Adult Education Program:

<u>Part-time Personnel – Adult Education classes:</u>	<u>Previously Approved</u>	<u>\$ Amount</u>
Arboleda, R	Spanish GED	-0- 473.70
Arboleda, R	Spanish GED	-0- 663.18
Bazan, J	ESL	-0- 568.44
Burnette, E	Advanced ESL	-0- 568.44
Carbajal, A	Spanish GED	-0- 284.22
Day, M	ESL	-0- 663.18
Gassmann, D	ESL	-0- 527.10
Gassmann, D	ABE/GED	-0- 421.68
Hoag, M	ESL	-0- 361.44
Hoag, M	ESL	-0- 542.16
Hoag, M	ESL	-0- 632.52
Howard, G	ESL	-0- 568.44
Howe, M	ABE	-0- 489.78
Kanter, M	ESL	-0- 473.70
Kanter, M	ESL	-0- 552.65
Kenning, J	ESL	-0- 473.70
Kenning, J	ESL	-0- 663.18
Khan, N	ESL	-0- 150.60
Larsen, C	ABE	-0- 571.41
McCord, L	ESL	-0- 568.44
Mitchell, R	ESL	-0- 401.38
Palmer, S	ESL	-0- 473.70
Podkopyeva, S	ESL	-0- 476.18
Rudnik, L	ESL	-0- 571.41
Rudnik, L	ESL	-0- 476.18
Schleich, C	ESL	-0- 473.70
Schlup, M	ESL	-0- 136.05
Shinabarger, B	ESL	-0- 632.52
Shinabarger, B	ESL	-0- 542.16
Soto, O	ESL	-0- 552.65
Tindall, J	GED	-0- 663.18
Tindall, J	GED	-0- 568.44
Watts, M	ABE	-0- 602.07
Zarecky, R	ESL	-0- 571.41
Zywiciel, R	ABE/GED	-0- 568.44

Recommendation:

It is recommended that the Board of Trustees approves the employment additions for Summer 2008 as listed.



Walter J. Packard
President

Appointment of Replacement
Assistant Bursar

Information:

The appointment of Mary Kossow to the position of Bursar, effective May 5, 2008, created a vacancy for the full-time professional position of Assistant Bursar. Virginia Gorski 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 Virginia Gorski to the professional position of Assistant Bursar, effective June 27, 2008, at a salary of \$237.54 (based on the 12-month salary of \$31,000.00).



Walter J. Packard
President

Virginia Gorski
Huntley, IL

<u>Position:</u>	Assistant Bursar
<u>Education:</u>	Various Coursework McHenry County College, Crystal Lake, IL
<u>Experience:</u>	
2007 – Present	Bookstore Accounting Clerk McHenry County College, Crystal Lake, IL
2007 – 2008	Realtor Coldwell Banker Primus, Crystal Lake, IL
2002 – 2006	Secretary Community School District #158, Algonquin, IL
<u>Summary of Recruitment Efforts:</u>	Number of Applications Received: 48 Number of Interviews: 6
<u>Members of Search Committee:</u>	M. Kossow, L. McGee, T. McDonald, S. Moll

Appointment of Replacement
Financial Aid and Scholarship Specialist

Information:

The transfer of Virginia Robinson to the position of Contract Training Assistant, effective June 16, 2008, created a vacancy for the full-time professional position of Financial Aid and Scholarship Specialist. Carolynn Gray 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 Carolynn Gray to the professional position of Financial Aid and Scholarship Specialist, effective June 27, 2008, at a salary of \$235.24 (based on the 12-month salary of \$30,700.00).



Walter J. Packard
President

Carolynn Gray
Algonquin, IL

Position: Financial Aid and Scholarship Specialist

Education: Bachelor of Science, Business
Columbia College, Crystal Lake, IL

Associate's Degree, Secretarial Science
Robert Morris College, Chicago, IL

Experience:
2004 – Present

Enrollment Processor
McHenry County College, Crystal Lake, IL

2003

Manager's Assistant
Richard Honquest Fine Furnishings, Barrington, IL

2002

Administrative Assistant, Sales and Marketing
Petag, Inc., Hampshire, IL

Summary of Recruitment Efforts:

Number of Applications Received: 26
Number of Interviews: 5

Members of Search Committee:

M. Devenny, L. McCabe, L. McGee, S. Moll

Appointment of Replacement
Lead Campus Safety and Security Officer/Nights

Information:

The resignation of David Wilson effective February 8, 2008, created a vacancy for the full-time professional position of Lead Campus Safety and Security Officer/Nights. Michael Riley 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 Michael Riley to the professional position of Lead Campus Safety and Security Officer/Nights, effective June 27, 2008, at a salary of \$237.54 (based on a 12-month salary of \$31,000.00).



Walter J. Packard
President

Michael Riley
Crystal Lake, IL

Position: Lead Campus Safety and Security Officer/Nights

Education: Various Coursework
College of DuPage, Glen Ellen, IL

Experience:
2004 – 2008 Director of Security
Valor Security, Marietta, GA

1973 – 2003 Address Management
US Postal Service, Park Ridge, IL

Summary of Recruitment Efforts: Number of Applications Received: 35
Number of Interviews: 8

Members of Search Committee: H. Johnson, S. Moll, M. Rice

Appointment of Replacement
Student Development Advisor

Information:

The transfer of Elisabeth Sherwood to the position of Coordinator of Advising and Transfer Center, effective May 27, 2008, created a vacancy for the full-time professional position of Student Development Advisor. Benjamin Allen 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 Benjamin Allen to the professional position of Student Development Advisor, effective July 14, 2008, at a salary of \$31,089.24 (based on the 12-month salary of \$33,200.00).



Walter J. Packard
President

Benjamin Allen
St. Charles, MO

Position:

Student Development Advisor

Education:

Master of Arts, Sports Management
Bachelor of Arts, Physical Education
Lindenwood University, St. Charles, MO

Experience:

2007 – Present

Student Development Advisor
Adjunct Instructor
Golf Coach
Lindenwood University, St. Charles, MO

2007

Substitute Teacher
Francis Howell North High School, St. Charles, MO

Summary of Recruitment Efforts:

Number of Applications Received: 45
Number of Interviews: 5

Members of Search Committee:

L. Frederick, S. Moll, S. Reising, E. Sherwood

Request for Retirement

Information:

Bill Allerheiligen, Director of the Fitness Center, 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 10 years of full-time service at MCC. (See reverse side.)

Recommendation:

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

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

Walter J. Packard
President

Request for Retirement

Information:

Kathy Chamberlain, Instructor of Health and Human Performance, has submitted her request for retirement effective June 30, 2009, under the MCC Retirement Incentive Program. She has been a valuable member of the College community. At her retirement, she will have 14 years of full-time service at MCC. (See reverse side.)

Recommendation:

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

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

Walter J. Packard
President

Request for Retirement

Information:

Jane Brehm, Coordinator of Adult Education and Literacy Supportive Services, has submitted her request for retirement effective March 31, 2009, under the MCC Retirement Incentive Program. She has been a valuable member of the College community. At her retirement, she will have 14 years of full-time service at MCC. (See reverse side.)

Recommendation:

It is recommended that the Board of Trustees approves Jane Brehm's request for retirement effective March 31, 2009, with appreciation for her many contributions to the College.



Walter J. Packard
President

Request for Retirement

Information:

David Elder, Instructor of Earth Science, has submitted his request for retirement effective May 11, 2009, under the MCC Retirement Incentive Program. He has been a valuable member of the College community. At his retirement, he will have 28 years of full-time service at MCC. (See reverse side.)

Recommendation:

It is recommended that the Board of Trustees approves David Elder's request for retirement effective May 11, 2009, with appreciation for his many contributions to the College and that he be granted the title and benefits of Instructor Emeritus. It is further recommended that his final contract be increased by up to 20% as part of the retirement incentive upon agreement to perform the Early Retirement Earned Compensation Project.



Walter J. Packard
President

Request for Retirement

Information:

Noreen Nelson, Coordinator of Records, has submitted her request for retirement effective June 30, 2009, under the MCC Retirement Incentive Program. She has been a valuable member of the College community. At her retirement, she will have 14 years of full-time service at MCC. (See reverse side.)

Recommendation:

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

A handwritten signature in cursive script, reading "Walter J. Packard".

Walter J. Packard
President

Request for Retirement

Information:

Arleen Quinn, Career Services Assistant, has submitted her request for retirement effective June 30, 2009, under the MCC Retirement Incentive Program. She has been a valuable member of the College community. At her retirement, she will have 12 years of full-time service at MCC. (See reverse side.)

Recommendation:

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

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

Walter J. Packard
President

Salary/Advanced Placement Adjustments

Information:

- I. The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association includes an advanced placement adjustment each time a full-time faculty member obtains 15 additional hours of pre-approved course work. Eric Meinke qualifies for such an adjustment at this time. In accordance with Section 12.7 of the MCC Faculty Association Contract, the salary adjustment will take effect for the Spring 2008 Semester.

	<u>Spring Semester 2008 Placement and Salary</u>	<u>Adjusted Spring Semester 2007 Placement and Salary</u>
Eric Meinke	Lane 6, Step 15 \$44,388.00	Lane 7, Step 15 \$45,826.00

- II. The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Staff Council includes a salary adjustment of \$1,200.00 for full-time members upon completion of 15 credit hours of pre-approved course work. In accordance with this agreement, Maricella Garza and Sonia Reising qualify for their first adjustment; Julie Nordholz qualifies for her second adjustment; and Ruth Kormanak, Laura Lagerhausen and Claudia Terrones qualify for their fourth adjustment at this time.
- III. 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. Todd McDonald 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

Resignation

Information:

Barbara Croston, Instructor of Spanish, has submitted her resignation effective May 30, 2008. (See reverse side.)

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

Walter J. Packard
President

Resignation

Information:

Regina Monday, Director of Workforce Development Support Services, has submitted her resignation effective July 31, 2008. (See reverse side.)

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

Walter J. Packard
President

Interim Assignment

Information:

At the May 22, 2008 meeting, the Board of Trustees approved an unpaid leave of absence for Christina Haggerty for 12 weeks beginning on or about July 23, 2008. During this time, Kathleen Plinske will assume the responsibilities of the Director of Marketing and Public Relations in addition to her own job responsibilities. There will be no stipend for this temporary assignment.

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

Walter J. Packard
President

Transfer Partnership Agreement
With Indiana University

Information:

McHenry County College currently has an agreement with Indiana University that applies to the Bachelor of General Studies (BGS) program offered through the School of Continuing Studies. The agreement is commonly referred to as the 90/30 Program. It allows up to 90 transferable credits from McHenry County College.

Due to a recent change in institutional policy at Indiana University, the allowance of up to 90 credits will no longer be permissible. The Indiana University Faculty Council approved a resolution that limits the total number of credits from a community college that can apply toward an Indiana University baccalaureate degree to 64.

Indiana University School of Continuing Studies will continue to consider applications through August 1, 2008 from McHenry County College students who have completed an associate degree and are interested in the 90/30 Program. Students currently enrolled in the BGS degree program and working under the 90/30 Program agreement may continue to pursue courses that will lead to the completion of the BGS degree.



Walter J. Packard
President

Contract Training

Information:

A strength of the Corporate Training program housed at the Shah Center of McHenry County College is the ability to respond to the immediate training needs of our customers.

Occasionally as a training engagement begins, the scope and length of the engagement is extended at the request of the customer. The contracts listed below have been modified in response to customer requests. These modifications occurred following the reporting deadline for the previous month's Board Report.

Funds to pay for the training and material expenses are derived from customer billing and grant funds.

Company Training Program (Source of Funds)	Hours	Timeframe	Expenditure Amount	Vendor/ Facilitator	City	State
Scot Forge/Succession & Planning- Forge	80	5/12/08- 7/31/08	\$10,000.00	Bob Squires	Springfield	WI
Scot Forge/Succession Planning-Machine	100	5/12/08- 7/31/08	12,500.00	Bob Squires	Springfield	WI
Scot Forge/Succession Planning- Saw	120	5/12/08- 7/31/08	15,000.00	Bob Squires	Springfield	WI
Scot Forge/Succession Planning- Corp	100	5/12/08- 7/31/08	12,500.00	Bob Squires	Springfield	WI



Walter J. Packard
President

ERP Project Status Update

Information:

A project is currently underway to implement a new ERP system for McHenry County College. Based on Board of Trustees approval in April, 2008, Board Report #08-72, we are moving forward with the implementation phase. The following is an update on the progress of the project:

- Contracts with Campus Management have been finalized and signed.
- A kickoff meeting is tentatively scheduled for the week of June 23, 2008. This will provide the College with an overview of the project as well as allow for an opportunity to meet the project team from Campus Management.
- A high level project budget is provided below. This includes anticipated costs associated with the implementation of the system that will take place.

	<u>Budgeted</u>	<u>Allocated To Date</u>	<u>Remaining</u>
Software	\$ 950,000	\$ 566,411	\$ 383,589
Hardware	550,000	155,127	394,873
Consulting/Implementation Services	1,250,000	783,482	466,518
Travel	225,000	162,000	63,000
Training	75,000	-	75,000
Contract staffing	550,000	-	550,000
Contingency and enhancements	<u>3,400,000</u>	<u>-</u>	<u>3,400,000</u>
	<u>\$7,000,000</u>	<u>\$1,667,020</u>	<u>\$5,332,980</u>



Walter J. Packard
President