

**BOARD OF TRUSTEES  
McHENRY COUNTY COLLEGE**

August 28, 2008  
Budget Hearing  
7:00 p.m.

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

**AGENDA**

1. CALL TO ORDER
- \*RC 2. ROLL CALL
3. ACCEPTANCE OF AGENDA
4. PLEDGE OF ALLEGIANCE
5. BUDGET HEARING
6. RESOLUTION FOR ADOPTION OF THE BUDGET
7. ADJOURNMENT



George Lowe  
Chair

## RESOLUTION FOR ADOPTION OF BUDGET

Budget of **McHenry County College**, Public Community College District #528, Counties of McHenry, Boone, Kane and Lake, State of Illinois, for the Fiscal Year beginning July 1, 2008, and ending June 30, 2009.

Whereas, the Community College Board of McHenry County College District #528, Counties of McHenry, Boone, Kane and Lake, State of Illinois, caused to be prepared in tentative form, a Budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

And, whereas, a Public Hearing was held as to such Budget on the 28<sup>th</sup> day of August, 2008, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

Now, therefore, Be It Resolved by the Community College Board of said district as follows:

*Section 1:* That the fiscal year of the Community College District be and the same hereby is fixed and declared to be beginning July 1, 2008, and ending June 30, 2009.

*Section 2:* That the following budget containing an estimate of amounts available in each Fund, separately, and of expenditures from each, be and the same is hereby adopted as the Budget of this Community College District for the said fiscal year.

Motion for adoption was made by [REDACTED] and seconded by [REDACTED].

On roll call, there being [redacted] members present, the vote was:

<u>Yeas</u>	<u>Nays</u>	<u>Board Member</u>
<input type="checkbox"/>	<input type="checkbox"/>	George Lowe, Chair
<input type="checkbox"/>	<input type="checkbox"/>	Mary R. Miller, Vice Chair
<input type="checkbox"/>	<input type="checkbox"/>	Frances Glosson, Secretary
<input type="checkbox"/>	<input type="checkbox"/>	Donna Kurtz
<input type="checkbox"/>	<input type="checkbox"/>	Carol Larson
<input type="checkbox"/>	<input type="checkbox"/>	Scott Summers
<input type="checkbox"/>	<input type="checkbox"/>	Barbara Walters

The Yeas being [redacted] (number) and Nays being [redacted] (number); the absentees being [redacted] (number), and those voting present being [redacted] (number), the Chair declared the budget adopted on the 28<sup>th</sup> day of August, 2008.

\_\_\_\_\_

Chair

\_\_\_\_\_

Secretary

STATE OF ILLINOIS  
COUNTIES OF McHENRY, BOONE, KANE, AND LAKE

CERTIFICATE

I do hereby certify that I am the duly qualified and acting Treasurer of the Board of Trustees of Community College District No. 528, McHenry, Boone, Kane, and Lake Counties, Illinois, and as such official I am also the keeper of the financial records of said Board.

I do further certify that the attached hereto is a true and correct copy of the Budget of the Board of Trustees of Community College District No. 528, McHenry, Boone, Kane, and Lake Counties, Illinois, adopted by said Board at a duly called meeting held on August 28, 2008.

DATED this 28<sup>th</sup> day of August, 2008.

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Ronald N. Ally, Treasurer

STATE OF ILLINOIS  
COUNTIES OF McHENRY, BOONE, KANE, AND LAKE

CERTIFICATE

I do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 528, McHenry, Boone, Kane, and Lake Counties, Illinois, and as such official I am also the keeper of the corporate records of said Board.

I do further certify that the attached hereto is a true and correct copy of the Budget of the Board of Trustees of Community College District No. 528, McHenry, Boone, Kane, and Lake Counties, Illinois, adopted by said Board at a duly called meeting held on August 28, 2008.

Dated this 28<sup>th</sup> day of August, 2008.

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Dr. Frances Glosson, Secretary

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

August 28, 2008  
Regular Board Meeting

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

**AGENDA**

1. CALL TO ORDER
- \*RC 2. ROLL CALL
3. MISSION STATEMENT
4. ACCEPTANCE OF AGENDA
5. ACCEPTANCE OF MINUTES:     Regular Board Meeting July 24, 2008  
  Regular Board Meeting July 24, 2008 Closed Session
6. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS  
*Three (3) minutes per person or less.*
7. BOARD COMMITTEE REPORTS  
    Committee of the Whole
8. ICCTA REPORT
9. FRIENDS OF MCC FOUNDATION REPORT
10. PRESIDENT'S REPORT
11. PRESENTATIONS
  - A. PACE Survey Results, Dr. Kathleen Plinske
  - B. Organizational Review Committee, Dr. Brian Sager
12. COMMUNICATIONS
  - A. Faculty Report
  - B. Staff Council Report
  - C. Student Trustee Report
13. VOUCHER #980 - \$43,281.25, Board Report #08-186
- \*RC 14. APPROVAL OF CONSENT AGENDA  
**For Approval**
  - A. Financial Statements
    - a. Treasurer's Reports
    - b. Voucher #981 - \$2,399,215.53, Board Report #08-187
    - c. Voucher #982 - \$251,241.01, Board Report #08-188
  - B. Requests to Purchase
    - a. ALEKS Remediation Software Codes, Board Report #08-189
    - b. Telecommunication System Maintenance, Board Report #08-190
    - c. Renewal of Point of Sale (POS) Maintenance Contract, Board Report #08-191

\*Roll Call

- d. Renewal of Autodesk Software License, Board Report #08-192
  - e. Contract for Printing of College Schedules, Board Report #08-193
  - f. Online Traffic Identification Codes, Board Report #08-194
  - g. Server Software for the ERP System, Board Report #08-195
  - h. Speaker Services, Board Report #08-196
  - i. Executive Search Firm Services, Board Report #08-197
  - j. Contract Training, Board Report #08-198
  - k. Altiris Client Management Suite Training, Board Report #08-199
- C. 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. Personnel Adjustments for Fall 2008 Transfer and Occupational Courses, Board Report #08-200
  - d. Continuing and Professional Education Personnel Considerations for Fall 2008, Board Report #08-201
  - e. Appointment of New Secretary/Dean of Health Careers Programs, Bd. Rpt. #08-202
  - f. Appointment of Replacement Executive Director, Friends of McHenry County College Foundation, Board Report #08-203
  - g. Appointment of Replacement Network Technician, Board Report #08-204
  - h. Salary/Advanced Placement Adjustments, Board Report #08-205

15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

16. INFORMATION REPORTS

- A. Resignation
- B. Personnel
- C. Certified Occupational Therapy Assistant Program
- D. Video Surveillance for Campus Security – Phase I
- E. ERP Update
- F. Quarterly Reports on Grants
- G. Requests from Trustees

17. OPEN FOR BOARD MEMBERS

Preliminary Discussion – Future College Direction, Chair Lowe

18. FUTURE AGENDA ITEMS

19. CLOSED SESSION

20. ADJOURNMENT



George Lowe  
Chair

# FRIENDS OF M · C · C FOUNDATION

## Foundation Update August 28, 2008

*Prepared by Friends of MCC Foundation Staff*

### **Monthly Update**

- ✓ **MCC Promise** – The committee welcomes a new member onto the committee, Senator Pamela Althoff. The updated campaign brochure went to print in late August. Major Gift solicitation continues throughout August and September. Members of the Foundation's Board of Directors, as well as MCC's Board of Trustees, will be contacted by Ron Parrish, Promise Chairperson, and Maureen Coates, Promise Director, regarding the public phase of this campaign, scheduled for early October.
- ✓ **Scholarships** – Twenty-five scholarships will be available for Spring 2009, including several new nursing scholarships. This is the second semester that the Foundation has offered scholarships online, streamlining the process for students and parents.
- ✓ **Executive Director Search** – The Foundation is pleased to announce that Donna Magnani of Woodstock has been offered the position of Executive Director of the Friends of McHenry County College Foundation. Donna is scheduled to begin at the Foundation in early September, pending Board of Trustee approval.
- ✓ **Foundation Gala** – At the August 2008 Foundation Board meeting, it was decided that the Foundation will not be doing an annual gala in FY09. In part, the Foundation Board and staff will be concentrating efforts on the MCC Promise campaign. The FY10 Gala event will be a celebration of the results of the MCC Promise campaign. The chairperson for the gala is returning Foundation Director, Sandra Pierce.
- ✓ **MCC Golf Invitational** – The golf committee has started the planning efforts early this year with the first meeting taking place late August. The results from the survey from the golfers showed a marked increase in golfer satisfaction with the running of the event and the new location. The chairperson of the Golf Invitational is Foundation Board Secretary, Bill Brennan.
- ✓ **MCC Connections** – The Summer/Fall edition has gone to the printer and is expected to be in mailboxes by mid-September. The priority articles in this issue focus on the Lou Marchi Total Recycling Institute, the college's efforts at preserving our resources, and programs that are offered at or through MCC that address environmental issues. This issue is also an MCC alumni issue highlighting accomplishments of our former and current students.
- ✓ **Annual Sponsorship Program** – The Foundation staff is currently soliciting area businesses for Annual Sponsorship of Foundation and College events.

*Upcoming Events: Save the Date*

**Wednesday, September 17, 2008 - 2008-09 ABC Breakfast Series -Tierney Cahill**  
Teacher and Congressional Democratic Candidate  
Breakfast Topic: Living Without Fear



Student Trustee

A group of student volunteers, including members of Student Senate, helped with the first ever Student Greeters initiative, which took place during the first two days of class. The volunteers wore t-shirts which stated "Need Help? Ask Me!" along with the MCC Scots logo. I believe the new students appreciated having fellow students welcome them and guide them to their classes. On Tuesday, August 19<sup>th</sup>, an extensive picnic was prepared for the students. MCC drawstring bags and pens were handed out during the Welcome Week events.

Student Senate will begin their weekly meetings Friday, August 22nd. We now have a full Student Senate with exception of the Representative Senators, which is comprised of one leader from each active club on campus. Student Senate has planned most all activities for this semester prior to its beginning; this is in part due to our new Senate Advisor Talia Koronkiewicz, along with a well organized Student Government.



Thomas Kendzie  
Student Trustee

Authorize Payment of Voucher #980

Information:

100- Education Fund	\$ <u>43,281.25</u>
Total	\$ 43,281.25

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #980 dated August 28, 2008, totaling \$43,281.25.



Walter J. Packard  
President

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

<b>Bank Name Location / Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
Home State Bank Crystal Lake <b>Imprest</b>	\$2,825,141.98	\$6,063,802.03	\$4,517,935.30	\$4,371,008.71
Harvard State Bank Harvard <b>Imprest - VISA / MC / Discover / Am Expr</b>	\$71,132.44	\$1,341,197.05	\$1,204,733.38	\$207,596.11
Home State Bank Crystal Lake <b>Online</b>	\$1,750.41	\$257.93	\$76.73	\$1,931.61
Home State Bank Crystal Lake <b>Flexible Spending</b>	\$0	\$24,858.79	\$24,858.79	\$0
Home State Bank Crystal Lake <b>Health Care Claims</b>	(\$4,188.72)	\$11,486.72	\$13,102.00	(\$5,804.00)
Amcore Bank Woodstock <b>Payroll</b>	\$0	\$10,146.05	\$10,146.05	\$0
Harvard State Bank Harvard <b>Operations</b>	\$32,573.38	\$353,963.75	\$386,408.77	\$128.36
First Midwest Bank McHenry <b>Student Grant &amp; Loan</b>	\$1,916.28	\$96,189.83	\$96,763.88	\$1,342.23

**McHenry County College**  
**August 28, 2008**

**Investments**

<b>College Fund</b>	<b>Financial Institution</b>	<b>July 31, 2008 Investments</b>	<b>June 30, 2008 Investments</b>	<b>Interest</b>	<b>No. of Days</b>	<b>Maturity</b>
Education	Illinois Funds	\$ 4,602,458.68	\$ 7,036,272.79	see below	N/A	On Demand
Education	Illinois Funds - Prime Fund	12,025,294.20	12,003,065.90	see below	30	On Demand
Operations & Maintenance (Restricted)	Illinois Funds	1,735.02	1,732.01	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds - Prime Fund	6,101,884.90	6,090,605.80	see below	30	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds	911,858.16	910,093.27	see below	N/A	On Demand
Working Cash	Illinois Funds	611,579.53	610,395.83	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	348,734.71	348,059.74	see below	N/A	On Demand
<b>Total</b>		<b>\$ 24,603,545.20</b>	<b>\$ 27,000,225.34</b>			

**Illinois Fund Rates - July 2008**

<b>Annualized rate - Money Mkt</b>	
Low	1.961%
High	2.176%
Average	2.056%

**Interest Revenue**

<b>College Fund</b>	<b>July 2008</b>	<b>Fiscal YTD</b>
Education	\$ 39,035.04	\$ 39,035.04
Operations & Maintenance (Restricted)	13,047.00	13,047.00
Working Cash	1,183.70	1,183.70
Liability, Protection and Settlement	674.97	674.97
<b>Total</b>	<b>\$ 53,940.71</b>	<b>\$ 53,940.71</b>

<b>Annualized rate - Prime Fund</b>	
Low	2.115%
High	2.298%
Average	2.186%

Authorize Payment of Voucher #981

Information:

100- Education Fund	\$1,318,974.84
200- Operations & Maintenance Fund	98,569.78
300- Operations & Maintenance (Restricted) Fund	0.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	180,458.18
600- Restricted Purposes Fund	8,214.55
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	1,654.43
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	177,418.82
1700-Employee Health Insurance	<u>613,924.93</u>
Total	\$2,399,215.53

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #981 dated August 28, 2008, totaling \$2,399,215.53.



Walter J. Packard  
President

## Authorize Payment of Voucher #982

Information:

100- Education Fund	\$111,420.83
200- Operations & Maintenance Fund	22,860.92
300- Operations & Maintenance (Restricted) Fund	17,058.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	72,156.03
600- Restricted Purposes Fund	12,122.00
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	623.23
1100- Audit Fund	15,000.00
1200- Liability Protection & Settlement Fund	<u>0.00</u>
Total:	\$251,241.01

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher # 982 dated August 28, 2008 totaling \$251,241.01.



Walter J. Packard  
President

Request to Purchase  
ALEKS Remediation Software Codes

Information:

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

The cost for the Fall semester for 390 codes is \$19,432.50. Three hundred ninety codes are required for the students currently enrolled and for the anticipated enrollment in the Spring, 2009 semester. The purchase of software is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, "purchase and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services."

This expense is budgeted in the Supplemental Learning Lab Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of 390 ALEKS remediation software codes for \$19,432.50 from McGraw-Hill, Dubuque, IA.



Walter J. Packard  
President

Request to Purchase  
Telecommunication System Maintenance

Information:

Telcom Innovations Group, LLC, submitted a quote to renew our telecommunications system maintenance agreement. This service contract covers two mission critical components of the College's Information Technology infrastructure: the Mitel PBX telephone system, and the voicemail system software. Telcom Innovations Group, LLC installed these systems in March, 2000.

One quote was solicited due to Telcom Innovations Group, LLC being the only platinum elite Mitel dealer in our local area, and their being highly recommended by Mitel, the manufacturer. The purchase of telecommunication maintenance is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, "purchase and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services."

Telcom Innovations Group, LLC

Annual Maintenance on the Mitel Telecommunication Phone System

\$12,954.00

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase for annual maintenance on the Mitel Telecommunication Phone System for \$12,954.00 from Telcom Innovations Group, LLC, Itasca, IL.



Walter J. Packard  
President



Request to Purchase  
Renewal of Point of Sale (POS) Maintenance Contract

Information:

The College Bookstore is currently using a point-of-sale (POS) system purchased from Nebraska Book Company for tracking inventory and sales. Nebraska Book Company also handles the maintenance contract for the system. The annual maintenance contract covers the POS equipment and includes software updates for a one-year cost of \$5,470.00.

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

Recommendation:

It is recommended that the Board of Trustees approves the renewal of the point-of-sale maintenance contract for \$5,470.00 from Nebraska Book Company, Lincoln, NE.



Walter J. Packard  
President

Request to Purchase  
Renewal of Autodesk Software License

Information:

The annual renewal for the Autodesk Design Institute program includes 25 annual license subscriptions and one instructor license. The current Autodesk software license expires September 30, 2008. The Autodesk Design Institute program includes the following Autodesk software: AutoCAD® 2009 General Design and Drafting, AutoCAD Architecture, AutoCAD Revit®, Electrical 2009, AutoCAD Civil 3D® 2009, AutoCAD® MAP-3D 2009, Autodesk® VIZ 2009, and Autodesk Maya 2008.

<u>Description</u>	<u>ImaginIt</u>	<u>MasterGraphics</u>
Autodesk Software License	\$7,310.00*	\$9,595.00

\*Note- ImaginIt does not offer the software license to Autodesk Maya which has a stand-alone price of \$2,400.00.

\$9,195.00 of this expense is budgeted in the Perkins Title II Grant Account in the Restricted Purposes Fund. The remaining \$400.00 is budgeted in the Digital Media Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the one-year renewal of Autodesk Software License as stated above for \$9,595.00 from MasterGraphics, Rolling Meadows, IL.



Walter J. Packard  
President

Request to Purchase  
Contract for Printing of College Schedules

Information:

The College has solicited bids for the printing of its credit and non-credit course schedules in accordance with legal requirements for a one-year term, beginning September 1, 2008. The bid also allows the College the ability to renew this contract for up to two subsequent one-year terms based upon mutual agreement. The only cost increases over the term of the contract can be industry standard paper price increases which would be communicated to the College with supporting documentation in advance. The bid results are listed below:

<u>Description</u>	<u>Communications Solutions, LLC</u>	<u>D.B. Hess Company</u>	<u>Webcom</u>
One schedule for one-year term, base schedule 65,000 copies, 88 pages. x 5 schedules	No Bid	\$ 22,527.75 per schedule <hr style="width: 50%; margin: 0 auto;"/> x 5 \$112,638.75	No Bid
Total for 5 schedules			

Note: A total of six printing companies were solicited for this bid as well as a legal notice placed in the Northwest Herald. The three above vendors responded. In discussion with several vendors, they communicated they are shying away from bids due to the volatility of paper prices and costs of transportation. D.B. Hess Company is a local Woodstock company which greatly reduces one of the pricing variables. Another reason for the lack of responses is that so few graphic companies print newsprint due to the cost of the printing. For comparison purpose, the cost for the bid for schedules three years ago, for the same specifications, was \$21,960.62 per schedule. This increase of \$567.13 per schedule is considered a reasonable increase considering the large increase in paper and fuel costs.

The funds for this expense are budgeted in the Public Information Account of the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the 1-year printing contract for \$112,638.75 from D.B. Hess Company, Woodstock, IL.



Walter J. Packard  
President

Request to Purchase  
Online Traffic Safety School Codes

Information:

The court mandated Traffic Safety School program is intended for McHenry County traffic violators or individuals interested in improving their defensive driving skills. McHenry County College has revised and renewed the contract with the Chief Judge of the Circuit Court of the Twenty-Second Judicial Circuit, McHenry County, Illinois to offer Traffic Safety School. The Chief Judge has requested that the College offer an online version of the 4-hour Defensive Driver Course for offenders. The College will begin a pilot program on September 1, 2008 offering online instruction to out-of-county and Spanish-speaking offenders. Beginning January 1, 2009, the College will offer the program to all first-time offenders age 23 or older and anticipates serving 30% of the traffic violators through online instruction.

To facilitate the instruction in the most cost effective manner, the College would buy online instruction access codes in the 501-1000 quantity category. Codes are good for one year from date of purchase. The College would purchase 501 access codes on an annual basis and additional access codes as needed. The total cost for 501 access codes would be \$6,137.25 or \$12.25 per code.

The funds to pay for this expense are budgeted in the Traffic Safety School Account in the Auxiliary Enterprises Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of 501 access codes for the 4-hour online Defensive Driver Course, at a cost of \$6,137.25 and additional access codes as necessary through the end of August 2009 at the unit price of \$12.25 from National Safety Council, Itasca, IL.



Walter J. Packard  
President

Request to Purchase  
Server Software for the ERP System

Information:

A replacement of the present ERP system has been approved for McHenry County College. In order to provide the necessary database environment and connectivity to the new system, the following software is needed:

- Microsoft Standard Query Language (SQL) Server Enterprise
- Microsoft Windows Terminal Services

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

The Illinois Community College Systems Procurement Consortium (ICCSPC) has negotiated a contract with Microsoft, naming CDW-G, Inc., as the sole source provider for all qualifying institutions within the State of Illinois.

<u>Item</u>	<u>CDW-G, Inc.</u>
Microsoft SQL Server Enterprise	\$12,272.16
Microsoft Windows Terminal Services	<u>2,166.30</u>
Total:	<u>\$14,438.46</u>

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 server software for \$14,438.46 from CDW-G, Inc., Vernon Hills, IL.



Walter J. Packard  
President

Request to Purchase  
Speaker Services

Information:

This year is the 20<sup>th</sup> year for the Practical Ideas for the Child's World Conference, a collaborative effort between the MCC Early Childhood Education Department and Conference Center. Over 300 attendees from preschools, park districts, home daycare providers and daycare centers from our community regularly attend this conference, to be held this year on November 15. The conference is funded by participant fees and sponsorships that are secured by the Friends of MCC Foundation. The Northwest Herald and Medela were sponsors of last year's conference.

Dr. Jean Feldman will give the keynote address, "Simple Gifts," urging parents to turn off televisions and computers and turn on talking, reading and singing to children. Dr. Feldman has been actively involved in education for over 35 years as a classroom teacher, instructor of adults, author and consultant. She is a member of the National Association for the Education of Young Children, National Kindergarten Alliance and International Reading Association. Dr. Feldman will also be conducting another conference session, "Transitions, Tips and Tricks."

The funds to pay for the speaker services are budgeted in the Conference Center Account in the Auxiliary Enterprises Fund.

Recommendation:

It is recommended that the Board of Trustees approves the payment of \$5,000.00 to Dr. Jean Feldman for her presentations at the 20<sup>th</sup> Annual Practical Ideas for the Child's World Conference.



Walter J. Packard  
President

Request to Purchase  
Executive Search Firm Services

Information:

A search for an Assistant Vice President for Human Resources has recently been conducted. The search did not lead to a successful hiring. Therefore, the College would like to use the expertise of an executive search firm.

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

Although a bid was not sent out for these services, a Request for Proposals (RFP) was sent to a number of firms. The following responses were received:

	<u>Blumenthal- Hart Ltd.</u>	<u>Pauly Group, Inc.</u>	<u>RPA, Inc.</u>	<u>Parker Executive Search</u>
Executive Search Services including recruiting services, administrative fees, and candidate interviews	\$27,000.00	\$29,100.00	\$38,000.00	No Proposal

This expense is budgeted in the Human Resources Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the contract for Executive Search Services in the amount of \$27,000.00 from Blumenthal-Hart Ltd., Chicago, IL.



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
Sage Products	96	8/01/08-10/31/08	\$10,560.00	Accident Prevention Corp.	Chicago	IL
Scot Forge- Forge Department	120	8/12/08-10/31/08	\$15,000.00	Bob Squires	Springfield	WI
Scot Forge- Machining	80	8/12/08-10/31/08	\$10,000.00	Bob Squires	Springfield	WI
Scot Forge- Corporate Level	60	8/12/08-10/31/08	\$7,500.00	Bob Squires	Springfield	WI
Scot Forge- Sawing and Cutting	140	9/30/2008-10/30/2008	\$17,500.00	Bob Squires	Springfield	WI
Filertek	70	9/30/2008-10/30/2008	\$ 7,560.00	Accident Prevention Corp.	Chicago	IL

Recommendation:

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



Walter J. Packard  
President



Request to Purchase  
Altiris Client Management Suite Training

Information:

The Information Technology department currently utilizes the Altiris Client Management Suite of products in their day to day operational support of College computing requirements. In order to leverage this powerful suite of tools, training on the intermediate and advanced features of this suite is essential.

This training will provide the following benefits at a cost of \$13,068.00:

- Improve security and compliance of the desktop computers
- Create and maintain hardware independent images
- Implement patch management capabilities
- Create and deploy virtual desktop applications
- Leverage ongoing data collection for hardware and software inventory management
- Reducing technician time on task
- Successful delivery of desirable computing experiences for both employees and students

Dell, Inc., an Altiris value added reseller, was selected as the vendor due to the company's unique ability to provide integration and support with the Dell OpenManage product for the College's Dell desktop computers. Also considered were Dell's partnership with and access to the design, implementation, and support expertise of ITS Communications of Grand Rapids, MI, a Dell and Altiris partner/installer, along with the ability to leverage the existing customer support system in place with Dell. Purchasing this software through Dell provides the College with the global buying power of Dell to help ensure the lowest prices on these products.

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

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase of the Altiris Client Management Suite Training for \$13,068.00, from Dell, Inc., of Round Rock, TX.



Walter J. Packard  
President

Personnel Adjustments for Spring 2008  
Transfer and Occupational Courses

Information:

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

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Takayama, T	Chair – Music (10 days after Spring)	0	3,676.20

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>
Stonecliffe, J	HCE 105 001	7	4,418.69	2,209.34

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>
Ardito, F	HHP 279 001	1	4	0	300.00
Ardito, F	HHP 279 002	2	8	0	1,200.00
Gregor, C	ART 257 001	3	1	0	225.00
Ryan, D	EDU 252 001	3	3	0	675.00

Recommendation:

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



Walter J. Packard  
 President

Personnel Adjustments for Fall 2008  
Transfer and Occupational CoursesInformation:

Listed below are adjustments for Fall 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>
Arnold, M	GEG 202 001	3	0	1,442.00
Batson, J	MCC 101 601	1	0	278.96
Blanco, J	MAT 120 002	3	0	1,673.75
Blanco, J	MCC 101 102	1	0	557.92
Bollman, N	MCC 101 053	1	0	557.92
Bretz, J	MAT 095 006	4	0	2,128.67
Burks, S	CHM 265 001	8	0	4,051.33
Button, S	MAT 095 013	4	0	2,231.67
Button, S	MAT 099 012	4	0	2,231.67
Comm, R	MAT 099 007	4	0	1,922.67
Cortes, C	PHY 280 001	3	0	2,884.00
Cortes, C	PHY 280 A02	3	0	1,442.00
Davis, D	MAT 090 005	3	0	1,673.75
Davis, D	MAT 095 004	4	0	2,231.67
Davis, D	MCC 101 108	1	0	278.96
Devadas, C	BIO 110 002	6	0	3,347.50
Devadas, C	BIO 110 B02	3	0	1,673.75
Donato, W	GEG 220 002	3	0	1,442.00
Eckel, M	MCC 101 098	1	0	306.85
Hageman, J	MAT 090 001	3	0	1,442.00
Hageman, J	MAT 090 002	3	0	1,442.00
Helm, C	MAT 099 004	4	0	2,231.67
Helm, C	MAT 201 002	3	0	1,673.75
Hoffmann, J	MCC 101 109	1	0	557.92
Howland, J	BIO 157 007	6	0	3,038.50
Howland, J	BIO 157 G02	3	0	1,519.25
Kamarajan, S	MAT 161 006	3	0	1,596.50
Keyzer, D	MCC 101 054	1	0	557.92
Kropp, M	MCC 101 002	1	0	557.92
Kropp, M	MCC 101 052	1	0	557.92
Kropp, M	MCC 101 101	1	0	557.92
Kropp, M	MCC 101 106	1	0	557.92
Lee, R	CHM 165 A01	3	0	1,673.75
Lee, R	CHM 165 A02	3	0	1,673.75
Lee, R	CHM 165 B01	3	0	1,673.75
Lee, S	CHM 164 003	6	0	2,884.00
Linse-Zurio, M	BIO 110 005	6	0	3,347.50
Malecki, D	CHM 115 001	5	0	2,403.33
Marquardt-Casper, L	CHM 164 002	6	0	3,347.50
Marzahl, S	HRT 161 001	4	0	2,025.67

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
McCrea, P	BIO 110 006	3	0	2,884.00
Merrell, A	MAT 095 007	4	0	2,231.67
Miller, D	MAT 099 011	4	0	2,231.67
Neumann, C	MAT 095 014	4	0	2,231.67
Nothnagel, J	PHY 291 001	3	0	3,193.00
Peterson, A	BIO 157 006	3	0	2,884.00
Poliakon, E	EAS 170 002	3	0	2,403.33
Pomili, M	MAT 202 001	3	0	1,596.50
Reass, R	MAT 095 009	4	0	2,231.67
Sachs, N	GEG 220 302	3	0	1,673.75
Sobolak, C	MCC 101 051	1	0	557.92
Stejskal, P	MCC 101 001	1	0	278.96
Stone, P	MAT 161 007	3	0	1,673.75
Sullivan, M	MAT 090 003	3	0	1,673.75
Sullivan, M	MAT 096 002	4	0	2,231.67
Tambellini, L	BIO 157 005	6	0	2,884.00
Taylor, D	CHM 164 004	6	0	3,038.50
Van Sickle, C	MCC 101 098	1	0	306.85
Wallace, D	MCC 101 104	1	0	557.92
Wallace, D	MCC 101 105	1	0	557.92
Wallen, T	BIO 110 004	6	0	3,193.00
Wallen, T	BIO 110 D02	3	0	1,596.50
Westerhof, S	MCC 101 107	1	0	557.92
White, R	MCC 101 103	1	0	557.92
Zopp, M	MCC 101 001	1	0	306.85
Zopp, M	MCC 101 108	1	0	306.85
Zopp, M	MCC 101 601	1	0	306.85

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Eckel, M	Co-Chair – Honors (2 days before Fall)	0	1,100.57
Levernier, W	Course development – Architectural Blue Print	0	500.00
Swett, J	Course development – Architectural Drafting	0	500.00
Van Sickle, C	Co-Chair – Honors (2 days before Fall)	0	716.97

Recommendation:

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



Walter J. Packard  
President

## Continuing and Professional Education Personnel Considerations for Fall 2008

Information:

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

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Westerhof, S	NPH S02 009	Digital Photography	75.00
Westerhof, S	NPH S07 010	Digital Darkroom	75.00
Westerhof, S	NPH S08 009	Digital Photography II	75.00

<u>Part-time Personnel</u>	<u>Music</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Bazan, M	NMU C15 008	Private Music – Clarinet	275.00
Bazan, M	NMU C16 008	Private Music – Flute	275.00
Bazan, M	NMU C18 008	Private Music – Saxophone	275.00
Fagiano, S	NMU C03 008	Private Music – Percussion	275.00
Freedland, D	NMU C11 008	Private Music – Voice	275.00
Freedland, D	NMU C17 008	Private Music – Oboe (1 Hour)	550.00
Gaughan, P	NMU S02 009	Guitar I – Beginners	25.00
Gaughan, P	NMU S02 010	Guitar I – Beginners	25.00
Gaughan, P	NMU S06 010	Tabulature for R&B Guitar	25.00
Gaughan, P	NMU S03 009	Guitar: BeatleMania	25.00
Gaughan, P	NMU C08 008	Private Music – Guitar	275.00
Halinski, M	NMU C14 008	Private Music – Bassoon	275.00
Halinski, M	NMU C15 009	Private Music – Clarinet	275.00
Halinski, M	NMU C16 009	Private Music – Flute	275.00
Halinski, M	NMU C18 009	Private Music – Saxophone	275.00
Henning, R	NMU C12 009	Private Music – French Horn	275.00
Kang, K	NMU C05 008	Private Music – Cello	275.00
Kvam-Holub, J	NMU C09 008	Private Music – Viola	275.00
Kvam-Holub, J	NMU C10 008	Private Music – Violin	275.00
Kvam-Holub, J	NMU C10 009	Private Music – Violin (1 Hour)	550.00
Kvam-Holub, J	NMU S14 009	String Orchestra	150.00
Lange-Connelly, P	NMU C01 008	Private Music – Pipe Organ	275.00
Ray, C	NMU C07 008	Private Music – Electric Bass	275.00
Reupert, R	NMU C13 008	Private Music – Trumpet	275.00
Sergey, T	NMU C06 008	Private Music – Classical Guitar	275.00
Shaw, N	NMU C11 009	Private Music – Voice	275.00
Singer, T	NMU C02 008	Private Music – Jazz Piano	275.00
Singer, T	NMU C04 008	Private Music – Piano	275.00
Szalaj, S	NMU C11 010	Private Music – Voice	275.00

<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Johnson, H	NPL S14 010	Women's Self-Defense	5.00
Johnson, H	NPL S14 012	Women's Self-Defense	5.00
Meinke, B	NMD C01 003	CNA Retest	300.00
Neef, W	NPH S01 008	Open Photography Lab	50.00
Neef, W	NPH S01 010	Open Photography Lab	50.00

Neef, W	NPH S06 008	Open Digital Photography Lab	50.00
Neef, W	NPH S06 010	Open Digital Photography Lab	50.00
Neef, W	NPH S05 008	Photo Lab Combination	60.00
Neef, W	NPH S05 010	Photo Lab Combination	60.00

<u>Full-time Personnel</u>	<u>Music</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Takayama, T	NMU C12 008	Private Music – French Horn	275.00

Recommendation:

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



Walter J. Packard  
President

Appointment of New  
Secretary/Dean of Health Careers Programs

Information:

At the May 2008 Board Meeting, the Board of Trustees approved the new full-time professional position of Secretary/Dean of Health Careers Programs. Ann Pontarelli 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 Ann Pontarelli to the professional position of Secretary/Dean of Health Careers Programs, effective August 25, 2008, at a salary of \$25,516.68 (based on the 12-month salary of \$30,000.00).



Walter J. Packard  
President



Ann Pontarelli  
Woodstock, IL

Position: Secretary/Dean of Health Careers Programs

Education: Associate of Arts  
College of DuPage, Glen Ellyn, IL

Experience:

2006 – Present	Receptionist/Office Assistant – Foundation Office McHenry County College, Crystal Lake, IL
2002 – 2005	Real Estate Sales Associate Koenig and Strey, GMAC Real Estate, Glenview, IL
2005	Executive Assistant Crestview Capital Funds, Inc., Northbrook, IL
2000 – 2001	Executive/Personal Assistant Sterling Capital, Ltd., Northbrook, IL

Summary of Recruitment Efforts: Number of Applications Received: 47  
Number of Interviews: 6

Members of Search Committee: J. Flanagan, S. Maifield, M. Matthei,  
S. Moll, J. Nordholz

Appointment of Replacement  
Executive Director, Friends of McHenry County College Foundation

Information:

The resignation of Joseph Like, effective May 23, 2008, created a vacancy for the full-time administrative position of Executive Director, Friends of McHenry County College Foundation. Donna Magnani 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 Donna Magnani to the administrative position of Executive Director, Friends of McHenry County College Foundation, effective September 2, 2008, at a salary of \$73,241.28 (based on the 12-month salary of \$88,500.00).



Walter J. Packard  
President

Donna Magnani  
Woodstock, IL

Position: Executive Director, Friends of McHenry County College Foundation

Education: Master of Arts, Entertainment and Media Management  
Columbia College, Chicago, IL

Bachelor of Fine Arts, Painting and Education  
School of the Art Institute of Chicago, Chicago, IL

Experience:

2008 – Present

Interim Director of Development  
Chinese American Service League, Chicago, IL

2006 – 2007

Central Region Development Manager  
The PKD Foundation, Kansas City, MO

2005 – 2006

Assistant Vice President for Advancement  
Rockford College, Rockford, IL

2003 – 2004

Executive Director  
Fine Line Creative Arts Center, St. Charles, IL

1998 – 2002

Executive Director  
Glessner House Museum, Chicago, IL

Summary of Recruitment Efforts:

Number of Applications Received: 34  
Number of Interviews: 5

Members of Search Committee:

M. Coates, B. Cormier, T. McDonald, S. Moll W. Packard,  
K. Pfister, D. Ryan, K. Schmidt

Appointment of Replacement  
Network Technician

Information:

The appointment of Geary Smith to the position of Associate Director of End User Services, effective June 2, 2008, created a vacancy for the full-time professional position of Network Technician. Christine Perkins 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 Christine Perkins to the professional position of Network Technician, effective September 2, 2008, at a salary of \$30,207.60 (based on the 12-month salary of \$36,500.00).



Walter J. Packard  
President

Christine Perkins  
Woodstock, IL

Position:

Network Technician

Education:

Various Coursework  
McHenry County College, Crystal Lake, IL

Experience:

2001 – Present

Information Systems Analyst II  
Knaack LLC, Crystal Lake, IL

1996 – 2000

Network Administrator  
VisionTek, Inc., Gurnee, IL

Summary of Recruitment Efforts:

Number of Applications Received: 23  
Number of Interviews: 8

Members of Search Committee:

D. Jabusch, S. Moll, C. Morris, R. Rasmussen, M. Stolz

Salary/Advanced Placement Adjustments

Information:

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

	<u>2008-2009 Placement and Salary</u>	<u>Adjusted 2008-2009 Placement and Salary</u>
Anne Humphrey	Lane 1, Step 5 \$50,964.00	Lane 2, Step 5 \$53,430.00
Joan Perlman	Lane 4, Step 9 \$68,226.00	Lane 5, Step 9 \$71,103.00

- 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, Kellie Carper-Sowiak qualifies for her first adjustment and Patricia Domin, Theresa Morrison, and Donald Wallace qualify for their second adjustment at this time.
- III. The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association allows individuals in Lane VII who continue to advance professionally under the guidelines of the contract to be rewarded for such advancement with a bonus equal to \$3,500.00. Donald Curfman qualifies for such a bonus at this time.

Recommendation:

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



Walter J. Packard  
President

Resignation

Mary Batson, Coordinator of the 22<sup>nd</sup> Judicial Circuit Family Violence Coordinating Council, has submitted her resignation effective August 8, 2008. (See reverse side.)

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

Walter J. Packard  
President

Personnel

At the July 2008 Board Meeting, the Board of Trustees authorized Dr. Packard, President, to approve the personnel appointment of a Coordinator of Insurance during the month of August. The following appointment has been approved effective August 11, 2008.

<u>Name</u>	<u>Title</u>	<u>Classification</u>	<u>Salary</u>
Whitney Kuhlin	Coordinator of Insurance	Professional	\$30,222.64 (based on 12-month salary of \$34,000.00)



Walter J. Packard  
President



## Certified Occupational Therapy Assistant Program

In April 2004, the Hudson Institute prepared a report for the Workforce Boards of Metropolitan Chicago focusing on the critical skills shortage in the health care sector for the Northeast Illinois Economic Development Region. Three priority tiers were identified. Occupational Therapist or OT was in the first tier of critical need and requires a Master's Degree. Certified Occupational Therapy Assistant or COTA was in the third tier of need and requires an Associate's Degree. Based on this report and information gained from preliminary discussions with Occupational Therapists in McHenry County, the College convened a meeting in July 2007 with area Occupational Therapists to determine the need for Certified Occupational Therapy Assistants. After careful consideration and Board of Trustees approval, MCC contracted with Health Systems Research, part of the University of Illinois College of Medicine in Rockford, to conduct a feasibility study for developing a COTA Program at MCC.

Upon completion of the Feasibility Study, the initial group of OTs and faculty from the Departments of Health Science and Health and Human Performance were convened to review the results. The study was subsequently presented to Division Chairs this summer and will be reviewed by the Academic Division at the first meeting of Fall Semester. The results of these meetings will be presented to the Curriculum and Academic Policy Council (CAPC). To date, those reviewing the study and proposal have found:

- The Bureau of Labor Statistics forecasts employment for COTAs is expected to increase much faster than the average for all occupations through 2014.
- The majority of COTAs are female between the ages of 40 and 59. The age of COTAs, combined with an aging population, contributes to the critical skill shortage.
- The average salary in Illinois for COTAs is \$39,728, but salaries in metropolitan Chicago exceed this by as much as \$5,000.
- Primary work settings for COTAs in McHenry County include the Special Education District of McHenry County (SEDOM), schools, long-term care facilities, hospitals, and free-standing outpatient referral units. These facilities, as well as area high schools, are enthusiastic about the possibility of a COTA Program at MCC.
- Fourteen COTAs are employed in McHenry County and numbers would be higher if more COTAs were available. Facilities have resorted to using contract firms because they are unable to hire COTAs on their own.
- Currently, the only COTA Programs in Northern Illinois are at Wright College in Chicago and South Suburban College in Holland. Both colleges have full enrollments and South Suburban has a waiting list. Two McHenry County College students are currently enrolled at Wright with more seeking admission.

A COTA Program must have a full-time Chair who is a licensed Occupational Therapist or a Certified Occupational Therapy Assistant who has at least 5 years experience in occupational therapy. By 2012, the Chair must have a master's degree. The program must also have one full-time equivalent faculty position which can be shared by adjunct faculty. MCC employs a full-time faculty member in the Health and Human Performance Department who is a licensed OT. In addition, there are OTs in McHenry County who have expressed an interest in helping with program development, as well as teaching. Members of the Advisory Committee represent facilities and agencies who are eager to collaborate as fieldwork sites.



Walter J. Packard  
President

Video Surveillance for Campus Security – Phase I

In April, U.S. Representative Don Manzullo secured a federal earmark of \$350,000 to improve campus safety at each of the colleges within his district. As a result, each community college within his district received an award of \$49,750, and MCC considered a variety of uses for these funds.

After reviewing the recommendations by the College's insurance consultant and the results of a November 2007 "MCC Student Safety and Security Survey," MCC made the decision to use these funds to implement the first phase of a comprehensive security camera surveillance system. This first phase will include the installation of cameras covering the six parking lots and 12 major entry and exit points, as well as a centralized server to store the digital video footage. This system would be designed to expand as the College's security needs grow. Phase II could include the addition of cameras in areas such as the cafeteria, the bookstore, the library, and cashier area. Future phases could include enhancements and integrations with other security systems.

To prepare for these potential future phases, it is in the College's best interest to utilize the services of a security design consultant that is certified and experienced in security and video installation. The MCC Campus Safety and Information Technology departments will work closely with the design consultant to assure the system will meet our needs now and in the future. The anticipated fee for these consultant services is under \$5,000.00.

After the completion of the design and RFP/bid process, a recommendation for the purchase of the security cameras and digital video server will be forwarded to the Board later this year.



Walter J. Packard  
President



McHenry County College

Information Report  
August 28, 2008

Quarterly Report on Grants

Attached is a detailed quarterly report of FY 2008 Federal, State and Private Grants as of June 30, 2008, with comparisons for the prior year.

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

Walter J. Packard  
President

Grants - Fiscal Year 2009

		Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2008	Unexpended Balance
<b>FEDERAL</b>							
<b>CWS 2008</b>	CFDA # 84.033						
Source: Department of Education Purpose: To provide funds to students by providing employment opportunities on campus.		Fund 8	Devenny	\$ 44,529	N/A	\$ 44,529	-
<b>PELL 2008</b>	CFDA #84.063						
Source: Department of Education Purpose: To provide funds to full and part time students enrolled in credit programs.		Fund 8	Devenny	1,562,310	N/A	1,562,310	-
<b>SEOG 2008</b>	CFDA #84.007						
Source: Department of Education Purpose: To provide funds to students enrolled in credit programs with the highest need.		Fund 8	Devenny	45,431	N/A	45,431	-
<b>Workforce Investment Act</b>							
Source: ICCB Purpose: To provide unemployed individuals with funds to assist in obtaining vocational training.	CFDA #17.255	0613-613	Capalbo	54,317	N/A	54,317	-
<b>Perkins IV Postsecondary Basic</b>							
Source: ICCB Purpose: To increase response to local programs, integrate academic and vocational skills development, support services for special populations and improve linkages between secondary and postsecondary institutions.	CFDA #84.048	0634-634	Capalbo	141,454	N/A	136,778	4,676
<b>CTE Performance Enhancement</b>							
Source: ICCB Purpose: To develop and implement a computerized automated degree and certificate audit system to recognize and promote student success.	CFDA #84.048	0635-635	Capalbo	2,000	N/A	2,000	-
<b>CTE Regional Collaborative</b>							
Source: ICCB Purpose: To support regional collaboratives and support the creation and steering of new Regional Collaboratives.	CFDA #84.048	0635-632	Capalbo	4,000	N/A	4,000	-

Grants - Fiscal Year 2009

**CTE Innovation Grant**

Source: ICCB	CFDA #84.048	0635-636	Capalbo	10,241	N/A	9,106	1,135
Purpose: To provide resources to help enhance innovative Career and Technical Education programs within the community college system.							

**Perkins Continuous Quality Improvement**

Source: ICCB	CFDA #84.048	0635-637	Capalbo	7,759	N/A	7,759	-
Purpose: To develop and implement a process or system that provides regular evaluation and improvement related to career and technical education services.							

**Tech Prep Support Grant**

Source: ICCB	CFDA # 84.048	0636-636	Capalbo	8,807	N/A	8,807	-
Purpose: Assist community colleges in their efforts to provide innovative activities designed to improve and enhance local Tech Prep Consortium ventures.							

**Federal Basic Adult Education**

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

**English Literacy/Civics**

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

**Small Business Development Center**

Source: (DCEO) Department of Commerce and Economic Opportunity	CFDA #59.037	0631-631	Jones	40,000	N/A	40,000	-
Purpose: To provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training.							
* Grant Period: Jan. 07 - Dec. 07							
* Grant Period: Jan. 08 - Dec. 08							

**Even Start Grant**

Source: Woodstock School District 200	CFDA #84.213	0619-620	Clute	5,500	N/A	5,500	-
Purpose: To teach ESL, Adult Basic Education and GED to parents in the Special Family Literacy program funded by Even Start.							

Grants - Fiscal Year 2009

<b>CEE Tech Prep Transit Grant</b> CFDA #84.243 Source: McHenry County Cooperative for Employment Education Purpose: To provide viable alternatives to students through partnering with employers, marketing of programs, integrated course sequences and work-based learning.	0638-638	Capalbo	36,000	N/A	36,000	-
<b>FEMA Winter Snow Storm</b> Source: Illinois Emergency Management A CFDA #97.036 Purpose: Federal public assistance with snow removal costs.	0618-609	Selcke	8,192	N/A	8,192	-
<b>MentorLinks Grant</b> CFDA #47.076 Source: National Science Foundation American Association of Community Colleges To support efforts associated with program development for a Video Game Programming and Design Degree. * Grant Period: Oct. 1, 2005 - Oct. 31, 2007	0619-678	Falco	15,000	N/A	15,000	-
<b>SUBTOTAL Federal Grants - June 30, 2008</b>			\$ 2,199,170		\$ 2,193,359	\$ 5,811
Fiscal Year 2007 Federal Grants - June 30, 2007			\$ 2,030,460		\$ 2,013,135	\$ 17,325
<b>STATE</b>						
<b>MAP 2008</b> Source: Illinois Student Assistance Commission Purpose: To provide funds to Illinois students enrolled in credit programs with financial need.	Fund 1	Devenny	494,950	N/A	494,950	-
<b>P-16 Initiative Grant</b> Source: ICCB Purpose: To assist high school students desiring to enroll in college-level classes to accelerate their college coursework.	0616-616	Capalbo	52,920	N/A	52,920	-
<b>Workforce Preparation Grant</b> Source: ICCB Purpose: To provide funding for employment training services and assistance in commercial and industrial expansion and/or retention through various activities.	0630-630	Jones	54,041	N/A	54,041	-

Grants - Fiscal Year 2009

**Employer Training Investment Program**

Source: (DCEO) Department of Commerce and Economic Opportunity

Purpose: To provide funding for employment training in skills necessary to enable companies to establish, maintain or expand into new export markets.

\* Grant Period: July 1, 2007 - June 30, 2008

0643-643	Jones	250,000	N/A	250,000	-
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**State Basic Adult Education 54V**

Source: ICCB

Purpose: To support instruction of Adult Education and Literacy.

0619-662	Clute	127,489	N/A	127,489	-
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**State Performance**

Source: ICCB

Purpose: To help meet performance standards in Adult Education programs.

0657-657	Clute	131,971	N/A	131,971	-
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**Community Literacy Program**

Source: Secretary of State

Purpose: To develop a full-time literacy program and train and support volunteer literacy tutors.

0621-621	Clute	48,000	N/A	48,000	-
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**Illinois Incentive for Access**

Source: Illinois Student Assistance Commission

Purpose: To provide up to \$500 to freshmen students who have a zero expected family contribution.

0631-601	Devenny	37,750	N/A	37,750	-
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**MAP PLUS**

Source: Illinois Student Assistance Commission

Purpose: To provide funds to Illinois residents who apply for financial aid and are not eligible for the MAP Grant

0631-622	Devenny	4,000	N/A	500	3,500
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**CTE Program Improvement**

Source: ICCB

Purpose: To purchase instructional equipment for vocational education programs.

0645-645	Capalbo	11,761	N/A	2,283	9,478
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**Gateways to Opportunity Grant**

Source: Illinois Department of Human Services

Purpose: To pilot the development and implementation of two new credentials in the field of early care and education: the Illinois Early Care & Education Core Credential and the Illinois Infant Toddler Credential.

\* Grant Period: January 1, 2007 - August 31, 2008

0669-672	Linder	4,000	N/A	3,637	363
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Grants - Fiscal Year 2009

<b>Family Violence Grant</b>	0644-648	Meschini	22,224	N/A	22,224	-	
Purpose: To set up the 22nd Circuit Family violence Coordinating Council and hire a part-time Local Council Coordinator.			19,500	N/A	7,959	11,541	
* Grant Period: April 20, 2007 - December 31, 2007							
* Grant Period: January 1, 2008 - December 31, 2008							
<b>SUBTOTAL State Grants - June 30, 2008</b>			<b>\$ 1,258,606</b>		<b>\$ 1,233,724</b>	24,882	
Fiscal Year 2007 State Grants - June 30, 2007			\$ 1,625,327		\$ 1,606,198	19,129	
<b>PRIVATE</b>							
<b>Butterfly Restoration Grant</b>	0688-680	Young/Garrison	5,682	N/A	3,756	1,926	
Source: McHenry County Conservation Foundation Purpose: Restoration of Silver Bordered Fritillary to Glacial Park							
<b>AT&amp;T Excelerator - iPod Grant</b>	0619-674	Plinske	\$ 12,600	N/A	12,600	-	
Source: AT&T Foundation Purpose: To support the purchase of 100 iPods for adjunct and fulltime faculty use to promote the integration of emerging educational technologies in the classroom.							
*Grant Period: December 2006 - December 2007							
<b>Shifting Gears Grant</b>	SG52808	0619-640	Koehler	125,000	N/A	47,681	77,319
Source: Joyce Foundation Purpose: To test pilot an innovative bridge program to prepare aspiring workers for a career in manufacturing.							
*Grant Period: July 1, 2007 - December 31, 2008							
<b>SUBTOTAL Private Grants - June 30, 2008</b>			<b>\$ 143,282</b>		<b>\$ 64,037</b>	<b>\$ 79,245</b>	
Fiscal Year 2007 Private Grants - June 30, 2007			\$ 50,482		\$ 32,200	\$ 18,282	
<b>TOTAL ALL GRANTS - June 30, 2008</b>			<b>\$ 3,601,058</b>		<b>\$ 3,491,120</b>	<b>\$ 109,938</b>	

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

Requests from Trustees

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

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

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

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

Walter J. Packard  
President

Requests from Trustees

#	Requested	Requestor	Consensus		Item	Status	Date Addressed	Scheduled
			Yes	No				
5	2/25/08	Glosson	•		Improve public engagement	Scheduled		Fall 2008 Annual Report
10	2/28/08	Glosson		•	Review of Key Performance Indicators	Scheduled		October, 2008
11	2/28/08	Walters		•	Publicize information about funding sources	Scheduled		Fall 2008 Annual Report
17	3/25/08	Glosson	•		Strategic Planning Update	In Review		
22	3/27/08	Larson	•		Update on Digital Media program (5-7 minute presentation)	In Progress		
35	5/19/08	Summers	•		Present "big picture" of Bridger report	In Progress		
43	6/24/08	Summers		•	Liability due to sunseting of Early Retirement Policy	Scheduled		FY08 Audit
46	6/24/08	Kurtz	•		Organize legislative breakfast meeting to discuss visioning, funding, pending legislation	In Progress		
47	6/24/08	Kurtz	•		One-page wrap-up from HWAC (costs/deliverables)	Completed	Sent via email - 8/6/08	
48	6/24/08	Kurtz	•		ERP Updates (mission, roles, project status, etc.)	Scheduled		Monthly
51	6/24/08	Summers	•		RFP for legal services	Scheduled		Fall, 2008
53	6/24/08	Kurtz	•		Conduct user testing of website	Scheduled		Fall, 2008
54	6/24/08	Walters	•		Presentation about electronic time keeping	Scheduled		September 2008 COW
55	7/21/08	Larson	•		Recommendation regarding University and Shah Centers	Scheduled		September 2008 COW
56	7/21/08	Staff	•		Hold August COW at University Center and provide tour	Scheduled		August 2008 COW
58	7/24/2008	Kurtz	•		Meeting with county staff to understand property tax cycle	Scheduled		August 2008 COW
59	7/24/2008	Miller	•		Presentation of budget scenarios related to faculty negotiations	Scheduled		August 2008 COW (CS)
	<b>Glossary:</b>							
	COW = Committee of the Whole Meeting							
	BOT = Board of Trustees Meeting							
	CS = Closed Session							