

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

September 25, 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: Budget Hearing August 28, 2008
 Regular Board Meeting August 28, 2008
 Regular Board Meeting August 28, 2008 Closed Session
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
8. BOARD COMMITTEE REPORTS
 Committee of the Whole
9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT
12. PRESENTATIONS
 - a. NISOD Winners - Dr. Thomas Takayama, Chair and Instructor of Music; Mr. Bruce Spangenberg, Chair and Instructor of Horticulture; Mrs. Deb Gallo, Administrative Assistant, Learning & Student Support Services
 - b. Digital Media Program Update - Mr. Jim Falco, Executive Dean of Business and Technology; Ms. Meri Albright, Co-Chair and Instructor; Mr. Thomm Beggs, Co-Chair and Instructor
13. COMMUNICATIONS
 - A. Faculty Report
 - B. Staff Council Report
 - C. Student Trustee Report
- *RC 14. VOUCHER #983 - \$150.00, Board Report #08-206
- *RC 15. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary
 - B. Financial Statements
 - a. Treasurer's Report
 - b. Voucher #984 - \$1,026,729.61, Board Report #08-207

*Roll Call

- c. Voucher #985 - \$300,754.28, Board Report #08-208
- C. Requests to Purchase
 - a. Faculty Office Modular Furniture, Board Report #08-209
 - b. Grounds Utility Vehicle, Board Report #08-210
 - c. Renewal URSA Software Maintenance Agreement, Board Report #08-211
- D. Academic Calendar 2009-2010, Board Report #08-212
- E. Fiscal Year 2008 Audit and Management Letter, Board Report #08-213
- F. Certification of Chargeback Reimbursement, Board Report #08-214
- G. Out-of-District and Out-of-State Tuition and Fees, Board Report #08-215
- H. Approval of Shah Center Build-Out and Transfer of Programming from University Center, Board Report #08-216
- I. Personnel
 - a. Personnel Adjustments for Summer 2008 Transfer and Occupational Courses, Board Report #08-115 Addendum
 - b. Personnel Adjustments for Fall 2008 Transfer and Occupational Courses, Board Report #08-200 Addendum
 - c. Continuing and Professional Education Personnel Considerations for Fall 2008, Board Report #08-201 Addendum
 - d. Adult Education Personnel Considerations for Fall 2008, Board Report #08-217
 - e. Appointment of Coaching Staff, Board Report #08-218
 - f. Request to Hire Nursing Faculty, Board Report #08-219
 - g. Appointment of Replacement Secretary, Dean of Academic Support Services/Acquisitions Specialist, Board Report #08-220
 - h. Appointment of Replacement Financial Aid, Work Study and Outreach Specialist, Board Report #08-221
 - i. Appointment of Replacement Coordinator for 22nd Judicial Circuit Family Violence Coordinating Council, Board Report #08-222
 - j. Appointment of Replacement Coordinator of Credentials Evaluation, Board Report #08-223
 - k. Appointment of Replacement Research and Assessment Associate, Board Report #08-224
 - l. Position Revisions, Board Report #08-225
 - m. Salary/Advanced Placement Adjustments, Board Report #08-226

16. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

17. INFORMATION REPORTS

- A. Articulation Agreement with Kaplan University
- B. Test of Mass Notification System
- C. ERP Update
- D. ICCB Recognition Report
- E. AQIP Action Project Annual Updates
- F. Requests from Trustees

18. OPEN FOR BOARD MEMBERS

19. CLOSED SESSION

20. ADJOURNMENT



George Lowe
Chair

*Roll Call

FRIENDS OF M · C · C FOUNDATION

Foundation Update for the September 25, 2008 Board of Trustees Meeting

Prepared by Donna Magnani, Executive Director, Friends of MCC Foundation

Monthly Update

- ✓ **Executive Director** – At the last Board of Trustees Meeting, the hiring of Donna Magnani as Executive Director of the Friends of MCC Foundation was officially approved. Donna's first day of employment was on September 2, 2008. She is meeting with Foundation Board members to get to know them and to help Board President, Bob Cormier, update Foundation Committee assignments.
- ✓ **MCC Promise** – New Promise brochures arrived in early September. Promise committee members are currently working on the solicitation of major gifts throughout September and October. An official Promise Program Launch has been scheduled for Monday, October 20th at 11am in the Conference Center. The Foundation is working with MCC's Office of Marketing and Public Relations to create a dynamic event. *MCC Board of Trustees are welcomed. We hope you will attend the launch to celebrate this groundbreaking opportunity for this community.*
- ✓ **MCC Night** – MCC night was quite a success for the Foundation, where we held two tables for scholarship and alumni opportunities. Parents and students were able to discuss the scholarship application process with staff, as well as learn more about the benefits of our growing alumni program.
- ✓ **Alumni Association** – The Alumni Advisory Council is currently looking for MCC Alumni to be nominated for the College's Annual Alumni Award Program. The three categories for this recognition program include: the Triumph Award, Excellence in Community Service, and Career Distinction. These awards are typically bestowed on the recipients at the December graduation ceremonies.
- ✓ **The Green Guide** – The Foundation staff and Pat Dieckhoff, with the College's Lou Marchi Total Recycling Institute, worked with the *Northwest Herald's* Sam Zito on the expanded issue that was distributed on Earth Day in April 2008. This publication and partnership was recently recognized by the 2008 Inland Press Foundation and Newspaper Business Development Network. *The Green Guide* was awarded first place in the category Environment and 'Going Green' for combined circulations under 50,000.
- ✓ **Annual Sponsorship Program** – The Foundation staff is currently soliciting area businesses for Annual Sponsorship of Foundation and College events. Over \$64,500 worth of sponsorship opportunities have been requested. To date, the Foundation has received nearly \$30,000 in pledged commitments for the FY09 sponsorship year. This program and all sponsorship requests are expected to be completed in October.

Save the Date

Monday, October 20 at 11 a.m. - Promise Program Launch in the Conference Center

Student Trustee Report

This last month, I attended the ICCB Student Advisory Committee Conference in Springfield, IL. At the conference, I was appointed as the ICCB Finance Committee Student Advisor. Throughout the conference, I learned that the initiatives of other Student Trustees include textbook cost and financial aid availability. As a collective group, we plan to organize a fundraising drive to assist in the aiding of families with autistic dependents.

Student Senate is actively promoting voter registration and election awareness this fall semester. Starting mid-September and concluding on Election Day, Student Senate will be sponsoring various activities to support this initiative.



Thomas Kendzie
Student Trustee

Authorize Payment of Voucher #983

Information:

100- Education Fund	<u>\$150.00</u>
Total	\$ 150.00

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #983 dated September 25, 2008, totaling \$150.00.



Walter J. Packard
President

Executive Summary

Fiscal Year 2009 is currently 17% complete with the year-to-date results for August 2008 being reported. In the Operating Funds, total revenue is 21% of budget, as compared with 21% at the same time last year. Total expenditures are 11% of budget, as compared with 13% of budget at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College.

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

- Interest revenue is currently 12% of budget as compared to 24% at the same time last year. \$66,606 less revenue has been received through August 2008 than the prior year. This decrease is due to lower interest rates.
- Employee benefit expenditures are currently 13% of budget as compared to 13% last year. \$216,553 more in expenditures have been recorded through August 2008 than the prior year. This increased cost is the result of payments to retirees under the College's early retirement program.
- Materials and supplies are currently 18% of budget as compared to 14% last year. \$555,733 more in expenditures have been recorded through August 2008 than the previous year. This increased cost is due to software licensing expenses associated with the ERP project.
- Utilities expenditures are currently 16% of budget as compared to 14% last year. \$24,436 more in expenditures have been recorded through August 2008 than the prior year. This increase is primarily due to increased rates.
- Other expenditures are currently 8% of budget as compared to 1% last year. \$11,959 more in expenditures have been recorded through August 2008 than the prior year. This increase is primarily due to increased credit card transaction volume in July 2008 as compared to July 2007.
- Fixed charges expenditures are currently 42% of budget as compared to 33% last year. \$61,348 more in expenditures have been recorded through August 2008 than the prior year. This increase is primarily due to the addition of computer leases with annual payments at the beginning of the fiscal year replacing leases that had quarterly payments.



Walter J. Packard
President

McHenry County College
 Operating Funds Financial Comparison
 Two Months Actual Ended August 31, 2007 and August 31, 2008

	FY2008 Actual to August 31, 2007				FY2009 Actual to August 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	\$ 1,865,559	\$ 207,565	\$ 2,073,124	9%	\$ 1,713,275	\$ 191,450	\$ 1,904,725	8%	\$ (168,399)
State	52,970	35,313	88,283	3%	51,951	34,634	86,585	3%	(1,698)
Federal	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	4,540,070	1,151,689	5,691,759	54%	4,922,829	1,266,101	6,188,930	56%	497,171
Sales & Service Fees	5,218	-	5,218	21%	4,544	-	4,544	18%	(674)
Facilities	1,917	3,040	4,957	33%	5,354	3,240	8,594	27%	3,637
Interest	145,918	-	145,918	24%	79,312	-	79,312	12%	(66,606)
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	-	-
Other	3,758	-	3,758	4%	966	-	966	1%	(2,792)
Total Revenue	6,615,410	1,397,607	8,013,017	21%	6,778,231	1,495,425	8,273,656	21%	260,639
Expenditures									
Salaries	2,252,081	181,591	2,433,672	12%	2,065,182	181,660	2,246,842	10%	(186,830)
Employee Benefits	534,612	51,530	586,142	13%	750,159	52,536	802,695	13%	216,553
Contractual Services	232,278	36,632	268,910	16%	266,556	24,990	291,546	6%	22,636
General Materials & Supplies	270,631	5,457	276,088	14%	813,348	18,473	831,821	18%	555,733
Conference and Meeting	41,962	1,800	43,762	8%	35,503	1,818	37,321	5%	(6,441)
Fixed Charges	439,986	45	440,031	33%	501,379	-	501,379	42%	61,348
Utilities	1,189	133,179	134,368	14%	2,206	161,598	163,804	16%	29,436
Capital Outlay	2,139	-	2,139	0%	4,280	-	4,280	0%	2,141
Other Expenditures	26,052	-	26,052	1%	38,011	-	38,011	8%	11,959
Total Expenditures	3,800,930	410,234	4,211,164	13%	4,476,624	441,075	4,917,699	11%	706,535
Excess (deficiency) of revenues over expenditures	2,814,480	987,373	3,801,853		2,301,607	1,054,350	3,355,957		(445,896)
Other financing sources (uses) Operating transfers out	-	(2,000,000)	(2,000,000)		-	(2,000,000)	(2,000,000)		-
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	\$ 2,814,480	\$ (1,012,627)	\$ 1,801,853		\$ 2,301,607	\$ (945,650)	\$ 1,355,957		\$ (445,896)

McHenry County College
 Operating Funds Financial Summary
 Two Months ended August 31, 2008

	FY2009 Budget				FY2009 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	\$ 22,496,130	\$ 2,747,574	\$ 25,243,704	63%	\$ 1,713,275	\$ 191,450	\$ 1,904,725	8%	\$ (23,338,979)	5%
State	2,082,566	724,189	2,806,755	7%	51,951	34,634	86,585	3%	(2,720,170)	7%
Federal	-	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	8,936,185	2,030,292	10,966,477	28%	4,922,829	1,266,101	6,188,930	56%	(4,777,547)	54%
Sales & Service Fees	25,400	-	25,400	-	4,544	-	4,544	18%	(20,856)	18%
Facilities	26,000	6,000	32,000	-	5,354	3,240	8,594	27%	(23,406)	24%
Interest	650,000	-	650,000	2%	79,312	-	79,312	12%	(570,688)	23%
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	-	-	-
Other	131,000	-	131,000	-	966	-	966	1%	(130,034)	5%
Total Revenue	34,347,281	5,508,055	39,855,336	100%	6,778,231	1,495,425	8,273,656	21%	(31,581,680)	19%
Expenditures										
Salaries	21,085,325	1,186,253	22,271,578	50%	2,065,182	181,660	2,246,842	10%	(20,024,736)	12%
Employee Benefits	5,915,624	313,078	6,228,702	14%	750,159	52,536	802,695	13%	(5,426,007)	13%
Contractual Services	4,472,810	222,000	4,694,810	11%	266,556	24,990	291,546	6%	(4,403,264)	10%
General Materials & Supplies	4,504,975	136,240	4,641,215	10%	813,348	18,473	831,821	18%	(3,809,394)	14%
Conference and Meeting	665,116	26,500	691,616	2%	35,503	1,818	37,321	5%	(654,295)	9%
Fixed Charges	1,191,892	800	1,192,692	3%	501,379	-	501,379	42%	(691,313)	22%
Utilities	13,940	1,024,275	1,038,215	2%	2,206	161,598	163,804	16%	(874,411)	12%
Capital Outlay	2,050,000	60,003	2,110,003	5%	4,280	-	4,280	0%	(2,105,723)	3%
Other Expenditures	458,060	-	458,060	1%	38,011	-	38,011	8%	(420,049)	33%
Contingency	1,041,322	136,269	1,177,591	3%	-	-	-	n/a	(1,177,591)	n/a
Total Expenditures	41,399,064	3,105,418	44,504,482	101%	4,476,624	441,075	4,917,699	11%	(39,586,783)	14%
Excess (deficiency) of revenues over expenditures	(7,051,783)	2,402,637	(4,649,146)		2,301,607	1,054,350	3,355,957		8,005,103	
Other financing sources (uses): Operating transfers (out)	(625,000)	(2,000,000)	(2,625,000)		-	(2,000,000)	(2,000,000)		-	
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ (7,676,783)	\$ 402,637	\$ (7,274,146)		\$ 2,301,607	\$ (945,650)	\$ 1,355,957		\$ 8,005,103	

McHenry County College
All Funds Financial Summary
Two Months ended August 31, 2008

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
Revenue											
Local	\$ 1,713,275	\$ 191,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,552	\$ 69,070	\$ -	\$ 2,001,347
State	51,951	34,634	-	-	40,996	-	-	-	-	-	127,581
Federal	-	-	-	-	40,736	-	2,151,690	-	-	-	2,192,426
Tuition & Fees	4,922,829	1,266,101	-	371,378	-	-	-	-	-	-	6,560,308
Sales & Service Fees	4,544	-	-	1,130,500	-	-	-	-	-	-	1,135,044
Facilities	5,354	3,240	-	-	-	-	-	-	-	-	8,594
Interest	79,312	-	25,853	-	-	2,283	-	-	1,302	-	108,750
Non-Govt Gifts, Grants	-	-	-	11,210	-	-	-	-	-	-	11,210
Other	966	-	-	-	-	-	-	-	-	650,298	651,264
Total Revenue	6,778,231	1,495,425	25,853	1,513,088	81,732	2,283	2,151,690	27,552	70,372	650,298	12,796,524
Expenditures											
Instruction	1,298,568	-	-	-	21,664	-	-	-	-	-	1,320,232
Academic Support	232,239	-	-	-	4,575	-	-	-	-	-	236,814
Student Services	392,711	-	-	-	39,120	-	-	-	-	-	431,831
Public Service	227,277	-	-	240,538	2,215	-	-	-	-	-	470,030
Auxiliary Services	-	-	-	599,531	-	-	-	-	-	-	599,531
Operations & Maintenance	-	441,075	-	-	-	-	-	-	44,806	-	485,881
Institutional Support	2,325,829	-	-	-	13,890	-	2,151,690	15,000	225,594	417,731	5,149,734
Total Expenditures	4,476,624	441,075	-	840,069	81,464	-	2,151,690	15,000	270,400	417,731	8,694,053
Excess (deficiency) of revenues over expenditures	2,301,607	1,054,350	25,853	673,019	268	2,283	-	12,552	(200,028)	232,567	4,102,471
Other financing sources (uses):											
Operating transfers in	-	-	2,000,000	-	-	-	-	-	-	-	2,000,000
Operating transfers (out)	-	(2,000,000)	-	-	-	-	-	-	-	-	(2,000,000)
Total Other financing sources (uses)	-	(2,000,000)	2,000,000	-	-	-	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	2,301,607	(945,650)	2,025,853	673,019	268	2,283	-	12,552	(200,028)	232,567	4,102,471
Beginning Fund Balance	13,626,176	1,275,072	4,610,581	310,800	51,681	2,804,810	48,557	283,234	3,756,219	750,591	27,517,721
Ending Fund Balance	\$ 15,927,783	\$ 329,422	\$ 6,636,434	\$ 983,819	\$ 51,949	\$ 2,807,093	\$ 48,557	\$ 295,786	\$ 3,556,191	\$ 983,158	\$ 31,620,192

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

Bank Name Location / Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Home State Bank Crystal Lake Imprest	\$4,371,008.71	\$3,130,938.15	\$2,842,792.98	\$4,659,153.88
Harvard State Bank Harvard Imprest - VISA / MC / Discover / Am Expr	\$207,596.11	\$1,050,722.17	\$24,366.80	\$1,233,951.48
Home State Bank Crystal Lake Online	\$1,931.61	\$1,532.85	\$0	\$3,464.46
Home State Bank Crystal Lake Flexible Spending	\$0	\$22,061.48	\$22,061.48	\$0
Home State Bank Crystal Lake Health Care Claims	(\$5,804.00)	\$9,376.02	\$13,567.14	(\$9,995.12)
Amcore Bank Woodstock Payroll	\$0	\$10,421.47	\$10,421.47	\$0
Harvard State Bank Harvard Operations	\$128.36	\$251,112.65	\$251,241.01	\$0
First Midwest Bank McHenry Student Grant & Loan	\$1,342.23	\$1,384.88	\$187.50	\$2,539.61

McHenry County College
September 25, 2008

Investments

College Fund	Financial Institution	August 31, 2008 Investments	July 31, 2008 Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$ 4,767,123.82	\$ 4,602,458.68	see below	N/A	On Demand
Education	Illinois Funds - Prime Fund	12,047,296.21	12,025,294.20	see below	30	On Demand
Operations & Maintenance (Restricted)	Illinois Funds	1,738.05	1,735.02	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds - Prime Fund	6,113,049.18	6,101,884.90	see below	30	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds	913,497.11	911,858.16	see below	N/A	On Demand
Working Cash	Illinois Funds	612,678.77	611,579.53	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	349,361.52	348,734.71	see below	N/A	On Demand
Total		\$ 24,804,744.66	\$ 24,603,545.20			

Illinois Fund Rates - August 2008

Annualized rate - Money Mkt	
Low	1.964%
High	2.158%
Average	2.067%

Interest Revenue

College Fund	August 2008	Fiscal YTD
Education	\$ 40,277.32	\$ 79,312.36
Operations & Maintenance (Restricted)	12,806.26	25,853.26
Working Cash	1,099.24	2,282.94
Liability, Protection and Settlement	626.81	1,301.78
Total	\$ 54,809.63	\$ 108,750.34

Annualized rate - Prime Fund	
Low	2.082%
High	2.229%
Average	2.160%

Authorize Payment of Voucher #984

Information:

100- Education Fund	\$553,420.55
200- Operations & Maintenance Fund	83,073.28
300- Operations & Maintenance (Restricted) Fund	0.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	373,854.23
600- Restricted Purposes Fund	10,460.75
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	4,911.68
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	1,009.12
1700-Employee Health Insurance	<u>0.00</u>
Total	\$1,026,729.61

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #984 dated September 25, 2008, totaling \$1,026,729.61.



Walter J. Packard
President

Authorize Payment of Voucher #985

Information:

100- Education Fund	\$187,350.08
200- Operations & Maintenance Fund	35,843.52
300- Operations & Maintenance (Restricted) Fund	0.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	77,480.02
600- Restricted Purposes Fund	0.00
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	4.68
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	<u>75.98</u>
Total:	\$300,754.28

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher # 985 dated September 25, 2008 totaling \$300,754.28.



Walter J. Packard
President

Request to Purchase
Faculty Office Modular Furniture

Information:

The current office furniture in E211, a nursing faculty office, is over twenty-five years old. New modular furniture will allow the office to comfortably accommodate four faculty members, yet provide private individual workspaces. The design includes four L-shaped desk units, four chairs, four overhead bins, and four file drawers per unit. Three tall book cases, and a small table with two chairs are also included in the design.

The College is a member of the Illinois Public Higher Education Consortium (IPHEC). The pricing for this office furniture is based on the IPHEC contract volume pricing agreement with Steelcase. The cost of the office furniture for four complete stations, a meeting table and chairs, and three bookcases, with delivery and installation is \$11,913.14. These items will be purchased from OEC Business Interiors, an authorized dealer for Steelcase.

This purchase is exempt from bidding requirements 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 exemption allows for the use of volume purchasing consortiums that solicit bids on behalf of its membership.

This expense is budgeted in the Health Services Account in the Education Fund. These furnishings were approved as part of the Capital Equipment Budget for FY 2009.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of the furnishings listed above for a total cost of \$11,913.14 from OEC Business Interiors, Elmhurst, IL.



Walter J. Packard
President

Request to Purchase
Grounds Utility Vehicle

Information:

The Grounds Department currently uses a Gator utility vehicle to haul supplies and tools, salt sidewalks, and for a variety of landscaping needs. The current vehicle has over 3,000 hours of service and is in need of major repairs. The new TX Gator utility vehicle with salt spreader will be more efficient and is capable of hauling larger loads. The existing Gator utility vehicle will be used as a trade-in to reduce the cost of the new vehicle.

The following bids were received on this unit:

<u>Quantity</u>	<u>Description</u>	<u>Buck Brothers</u>	<u>Hogan Walker</u>
1	TX Gator Utility Vehicle with Salt Spreader	\$13,859.28	\$13,995.00
	Less Trade-in	<u>(1,600.00)</u>	<u>(1,500.00)</u>
	Total Price	<u>\$12,259.28</u>	<u>\$12,495.00</u>

This purchase was approved as part of the Capital Equipment Budget for FY 2009. The expense is budgeted in the Grounds Maintenance Account in the Operations and Maintenance Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of one TX Gator utility vehicle with salt spreader for \$12,259.28 which includes trade-in, from Buck Brothers, Wauconda, IL.



Walter J. Packard
President

Request to Purchase
Renewal of URSA Software Maintenance Agreement

Information:

URSA is a Unisys database inquiry and reporting tool. It is used extensively by Computing Services, the Office of Institutional Research and Planning, and Degree Audit specialists, to provide printed and electronic reports and downloads of mainframe data for all aspects of our daily and historic business operations.

Decision Support, Inc. is the company which holds the URSA license. Decision Support, Inc. provides maintenance and upgrades to the software on an annual basis. The current software maintenance agreement is due to end on October 31, 2008. The one-year renewal cost is \$12,819.88. This software maintenance renewal is necessary for continued operations of an active database query tool.

The purchase of software maintenance agreements 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."

The software maintenance renewal cost is budgeted in the Computing Services Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the renewal of the URSA Software Maintenance Agreement for a total cost of \$12,819.88 from Decision Support, Inc., Matthews, NC.



Walter J. Packard
President

Academic Calendar for 2009-2010

Information:

Developed each year through the Curriculum and Academic Policy Council in cooperation with the Office of Learning & Student Support Services, the academic calendar provides the schedule framework for the major academic and related support activities.

The attached proposal for 2009-2010 retains the basic structure of the current academic calendar, including the December commencement.

Recommendation:

It is recommended that the Board of Trustees approves the attached Academic Calendar for 2009-2010.



Walter J. Packard
President

McHenry County College 2009-2010 Academic Calendar

FALL SEMESTER, 2009

Aug. 20, Thursday	<i>Opening Semester meeting for all employees; full-time and adjunct faculty workshops</i>
Aug. 21, Friday	Friday Night Credit Classes Begin
Aug. 22, Saturday	Saturday Credit Classes Begin
Aug. 24, Monday	Weekday Credit Classes Begin
Aug. 31, Monday	Adult Education Classes Begin
Sep. 7, Monday	Labor Day Recess, College Closed
Oct. 19-23, Monday–Friday	Mid-Term Week
Oct. 20, Tuesday	Professional Development Day, No Day or Night Classes; College Offices Closed
Oct. 21, Wednesday	Start of Second 8-Week Credit Classes
Nov. 13, Friday	Last Day for Withdrawals (For most 16-week classes)***
Nov. 25-27, Wednesday–Friday	Thanksgiving Recess, College Closed
Nov. 28, Saturday	No Saturday Classes College Closed
Nov. 30, Monday	Classes Resume
Dec. 11-12, Friday–Saturday	Final Exams for Credit Classes Meeting Only on Friday or Saturday
Dec. 12, Saturday	Commencement
Dec. 14-17, Monday–Thursday	Final Exam Period for Weekday Credit Classes
Dec. 19, Saturday	Last Day of Adult Education Classes
Dec. 24, 2009-Jan. 1, 2010 Thursday-Friday	College Closed

*** Per institutional policy, deadline varies for non 16-week courses

SPRING SEMESTER, 2010

Jan. 14, Thursday	<i>Opening Semester meeting for all employees; full-time and adjunct faculty workshops</i>
Jan. 15, Friday	Friday Night Credit Classes Begin
Jan. 16, Saturday	Saturday Credit Classes Begin
Jan. 18, Monday	Weekday Credit Classes Begin
Jan. 18, Monday	Adult Education Classes Begin
Mar. 8-12, Monday–Friday	Mid-Term week
Mar. 15, Monday	Start of Second 8-Week Credit Classes
Mar. 21-28, Sunday–Sunday	Spring Recess, No Classes (Offices remain open until 4:30 p.m.)
Mar. 27, Saturday	No Saturday Classes – College Closed
Mar. 29, Monday	Weekday Credit Classes Resume
Apr. 9, Friday	Last Day for Withdrawals (For most 16-week classes)***
May 7 & 8, Friday-Saturday	Final Exams for Friday Night & Saturday Credit Classes
May 10-14, Monday-Friday	Final Exam Period for Weekday Credit Classes (including Friday day classes)
May 15, Saturday	Commencement
May 15, Saturday	Last Day of Adult Education Classes

*** Per institutional policy, deadline varies for non 16-week courses

SUMMER INTERSESSION, 2010

May 17, Monday	Credit Classes Begin
May 31, Monday	Memorial Day, College Closed
June 10, Thursday or June 11, Friday	Final Exam Period for Credit Classes

SUMMER SESSION, 2010

June 14, Monday	Credit Classes Begin
June 14, Monday	Adult Education Classes Begin
July 5, Monday	Independence Day Observance, College Closed
July 5-9, Monday–Friday	Mid-Term Week
July 30, Friday	Last Day for Withdrawals (For most 8-week classes)***
Aug. 7, Friday	Last Day of Adult Education Classes
Aug. 9–Aug. 13, Monday - Friday	Final Exam Period for Credit Classes

***Deadline may vary per institutional policy

NOTE: Continuing and Professional Education offerings have open enrollment. For more information call Registration (815) 455-8588.

Fiscal Year 2008 Audit and Management Letter

Information:

Sikich LLP, has completed their independent audit of McHenry County College for FY 2008. The auditor's opinion is unqualified, or a "clean" audit opinion. A management letter has also been provided. The auditors met with the Committee of the Whole on September 22, 2008, to discuss their reports.

Recommendation:

It is recommended that the Board of Trustees approves the FY 2008 Audit and Management Letter as presented.

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

Walter J. Packard
President

Certification of Chargeback Reimbursement

Information:

Each year, based on the expenditures shown in the audit report, the College calculates a new certification of chargeback reimbursement to determine the amount of billing, per credit hour, to other community college districts for their students attending McHenry County College.

The total per capita cost per credit hour increased to \$321.92 in FY 2008 from \$313.16 in FY 2007. Credit hours decreased to 107,763 in FY 2008 from 109,167 in FY 2007.

The following adjustments are made to the per capita cost to determine the chargeback reimbursement rate:

	<u>Current</u>	<u>Proposed</u>
Per capita cost	\$313.16	\$321.92
Less: Average ICCB grant rate	(24.37)	(22.63)
Less: State and Federal grants, excluding ICCB	(18.21)	(15.23)
Less: Tuition and fees	<u>(77.00)</u>	<u>(86.00)</u>
Chargeback reimbursement per semester credit hour	<u>\$193.58</u>	<u>\$198.06</u>

Recommendation:

It is recommended that the Board of Trustees approves the above Certification of Chargeback Reimbursement to be used for chargeback billings beginning Spring Semester, 2009.



Walter J. Packard
President

Out-of-District and Out-of-State
Tuition and Fees

Information:

When the annual audit is complete, the College adjusts the tuition and fee rates for out-of-district and out-of-state students to more currently reflect the actual cost of instruction.

Following are the Calendar Year 2009 rates that will be charged based upon FY 2008 audited figures:

	<u>Current - 2008</u>	<u>Proposed - 2009</u>
Out-of-district Illinois residents without an approved chargeback	\$273.29	\$284.06
Out-of-district (audit courses)	\$311.18	\$321.92
Out-of-state residents	\$311.18	\$321.92

Recommendation:

It is recommended that the Board of Trustees approves the above tuition and fees rates effective Spring Semester, 2009.



Walter J. Packard
President

Approval of Shah Center Build-out and Transfer of Programming from University Center

Information:

At the July 21, 2008 Committee of the Whole meeting, the Board of Trustees participated in a discussion of the programming, revenues and expenditures associated with the Shah and University Centers. On August 25, 2008, the Board met as a Committee of the Whole at the University Center and participated in a tour of that facility to gain greater understanding of the potential opportunities and requirements associated with that facility. As a result of those meetings, there was a directive to provide a recommendation for the September Board meeting regarding future uses of both facilities.

Based upon information provided and discussed at the September 22, 2008 Committee of the Whole, it is recommended that the Board of Trustees utilize funds currently designated in the approved budget to provide for the build-out of the Shah Center which would accommodate the addition of 2,870 square feet including two to three classrooms, two to three offices and increased server area and storage space. It is further recommended that the rental agreement for University Center which expires on July 31, 2009, not be renewed and programs currently housed or offered at this location be appropriately moved to the Shah Center or main campus.

Recommendation:

It is recommended that the Board of Trustees approves the above actions.



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:

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Bazan, M	Concert Director (2 concerts)	0	300.00
Takayama, T	Concert Director (1 concert)	0	150.00

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 Courses

Information:

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>
Abbate, T	DGM 110 001	4	0	1,922.67
Abbate, T	DGM 160 001	6	0	2,884.00
Abbate, T	DGM 210 001	4	0	1,922.67
Albright, B	MAT 078 001	3	0	1,673.75
Allerheiligen, W	HHP 120 004	2	0	1,115.83
Allerheiligen, W	HHP 120 601	2	0	1,115.83
Allerheiligen, W	HHP 270 001	3	0	1,673.75
Allerheiligen, W	HHP 290 004	3	0	1,115.83
Altman, J	ACC 151 007	3	0	1,519.25
Amore, C	FRS 100 001	2	0	368.23
Archambeau, G	HRT 120 001	4	0	2,231.67
Archambeau, G	HRT 125 001	4	0	2,231.67
Arkenberg, J	HIS 130 001	3	0	1,596.50
Arkenberg, J	HIS 131 003	3	0	1,596.50
Baia, D	HHP 125 001	2	0	961.33
Barroso, P	IMT 116 302	3	0	1,519.25
Barroso, P	MET 100 302	3	0	1,519.25
Barski, S	ENG 151 030	3	0	1,442.00
Bazan, M	MUS 160 001	2	0	1,115.83
Bazan, M	MUS 162 001	2	0	1,115.83
Beagle, P	ENG 090 003	2	0	961.33
Bennett, P	ENG 095 011	3	0	1,442.00
Bereiter, G	HRT 282 001	4	0	1,922.67
Blanco, J	MCC 101 202	1	0	557.92
Blanco, J	MGT 150 050	3	0	1,673.75
Blankenhorn, W	HHP 120 002	2	0	1,115.83
Blankenhorn, W	HHP 121 001	2	0	1,115.83
Blitek, R	HRT 229 001	4	0	2,025.67
Bollman, N	MCC 101 056	1	0	557.92
Bowman, K	ECE 118 001	3	0	1,442.00
Bowman, T	DGM 167 001	6	0	3,038.50
Bowman, T	DGM 168 001	6	0	3,038.50
Brenner, R	NAE 100 002	48 hr. Clinical B-01	0	1,376.16
Brockhoff, C	AMT 100 003	6	0	2,884.00
Brockhoff, C	AMT 100 004	6	0	2,884.00
Brogan, L	HHP 151 001	2	0	1,012.84
Brogan, L	HHP 151 002	2	0	1,012.84

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Bruce, R	BUS 145 002	3	0	1,519.25
Bruce, R	BUS 145 601	3	0	1,519.25
Bruce, R	BUS 150 002	3	0	1,519.25
Butterly, T	ENG 151 029	3	0	1,596.50
Butterly, T	ENG 151 031	3	0	1,596.50
Campbell, J	PHI 261 005	3	0	1,673.75
Cano, G	SPE 151 001	3	0	1,596.50
Cano, G	SPE 151 002	3	0	1,596.50
Celmer, F	ACC 152 003	3	0	1,442.00
Chapman, J	HHP 120 005	2	0	1,115.83
Chess, R	AMT 100 002	6	0	2,884.00
Cofield, J	CIS 110 001	2	0	1,064.33
Cohen, S	PSY 151 010	3	0	1,442.00
Compton, R	SPE 151 022	3	0	1,673.75
Compton, R	SPE 151 023	3	0	1,673.75
Cornelius, E	PLT 150 601	3	0	2,510.62
Cornelius, E	PLT 261 601	3	0	2,510.62
Cottrell, J	ACC 110 001	4	0	2,128.67
Cottrell, J	ACC 220 601	4	0	2,128.67
Crain, W	FRS 150 001	16	0	5,021.25
Daley, P	ECO 251 005	3	0	1,442.00
Dallstream, D	HIS 172 002	3	0	1,519.25
Dallstream, D	HIS 172 003	3	0	1,519.25
Danisch, B	HHP 150 001	3	0	1,596.50
Danisch, B	HHP 251 001	3	0	1,596.50
Davis, D	MCC 101 207	1	0	278.96
Davis, T	CJS 115 001	3	0	1,519.25
Deak, R	PSY 151 003	3	0	1,596.50
Deak, R	PSY 151 012	3	0	1,596.50
Deak, R	PSY 151 013	3	0	1,596.50
DeGross, H	SPE 151 050	3	0	1,596.50
DeGross, H	SPE 151 014	3	0	1,596.50
DeGross, H	SPE 151 016	3	0	1,596.50
DelGiudice, F	SPE 151 003	3	0	1,442.00
DelGiudice, F	SPE 151 005	3	0	1,442.00
DelGiudice, F	THE 151 001	3	0	1,442.00
Dettmer, W	CAM 115 301	3	0	750.00
Dittus, M	ENG 151 033	3	0	1,596.50
Dittus, M	ENG 151 034	3	0	1,596.50
Douglas, J	ENG 151 001	3	0	1,442.00
Douglas, J	ENG 151 002	3	0	1,442.00
Douglas, J	ENG 151 003	3	0	1,442.00
Dzike, L	ENG 151 026	3	0	1,442.00
Elliott Jr., L	PSY 271 001	3	0	1,673.75
Evans, A	ENG 151 011	3	0	1,442.00
Evans, L	ART 253 001	6	0	2,884.00
Fitch, J	CAM 105 302	3	0	1,442.00
Fox, J	ENG 151 005	3	0	1,442.00
Fox, J	ENG 151 009	3	0	1,442.00

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Fugate, C	NAE 100 006	48 hr. Clinical F-02	0	1,515.84
Fugate, C	NAE 100 001	48 hr. Clinical A-02	0	1,515.84
Garcia, B	NAE 100 004	48 hr. Clinical D-01	0	1,306.08
Garcia, B	NAE 100 004	6	0	3,364.67
Gaughan, P	MUS 153 001	3	0	1,673.75
Gaughan, P	MUS 154 001	3	0	1,673.75
Gaughan, P	MUS 154 002	3	0	1,673.75
Gordon, J	ART 151 602	3	0	1,519.25
Gordon, J	ART 151 603	3	0	1,591.25
Gottfred, G	NAE 100 001	48 hr. Clinical A-01	0	1,306.08
Gowans, M	PHI 251 001	3	0	1,596.50
Gregor, C	ART 156 003	6	0	2,884.00
Gregor, C	ART 157 001	6	0	2,884.00
Griffis, T	HIS 170 003	3	0	1,442.00
Griffith, C	ENG 151 032	3	0	1,519.25
Gruba, H	FRS 122 001	3	0	1,596.50
Hagaman, R	HIS 132 001	3	0	1,673.75
Hagaman, R	HIS 172 005	3	0	1,673.75
Hahn, L	ENG 151 016	3	0	1,596.50
Hamill, V	HHP 170 002	1	0	480.67
Hamill, V	HHP 170 101	1	0	480.67
Hamill, V	HHP 176 001	2	0	1,201.67
Hamill, V	HHP 176 002	2	0	1,201.67
Hansel, M	PLT 151 003	3	0	1,673.75
Healy, J	ENG 095 010	3	0	1,673.75
Healy, J	ENG 151 301	3	0	1,673.75
Hixson, D	BUS 240 002	3	0	1,596.50
Hixson, D	BUS 241 001	3	0	1,596.50
Hoffman, J	MCC 101 208	1	0	557.92
Howard, D	CIS 110 104	2	0	1,115.83
Howard, D	CIS 132 102	2	0	1,115.83
Huart, L	BUS 220 001	3	0	1,442.00
Jackson, B	CIS 110 002	2	0	1,115.83
Jackson, B	CIS 110 302	2	0	1,115.83
Jaffee, C	HIS 170 001	3	0	1,519.25
Jaffee, C	HIS 180 001	3	0	1,519.25
Jagielski, R	SPE 151 010	3	0	1,673.75
Jagielski, R	SPE 151 011	3	0	1,673.75
Jahnke, S	ACC 151 006	3	0	1,673.75
Jensen, L	MCC 101 209	1	0	557.92
Johnson, H	CJS 225 001	3	0	1,596.50
Jost, H	PHI 251 005	3	0	1,673.75
Kamarajan, S	MCC 101 204	1	0	557.92
Kamarajan, S	MAT 095 017	4	0	2,128.67
Keyzer, D	MCC 101 057	1	0	557.92
Khan, R	ENG 151 023	3	0	1,442.00
Khan, R	ENG 152 007	3	0	1,442.00
Khan, R	ENG 152 008	3	0	721.00
Khan, R	ENG 152 801	3	0	721.00

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Klein, H	HHP 171 001	3	0	1,442.00
Kleisch, E	RDG 110 004	3	0	1,442.00
Kostova, Z	FRE 151 004	4	0	1,922.67
Krahn, T	CIS 110 108	2	0	1,115.83
Krahn, T	CIS 110 209	2	0	1,115.83
Krahn, T	CIS 110 301	2	0	1,115.83
Kreutzmann, B	BUS 150 001	3	0	1,596.50
Kreutzmann, B	MGT 150 601	3	0	1,596.50
Kropp, M	MCC 101 201	1	0	557.92
Kropp, M	MCC 101 205	1	0	557.92
Kvam-Holub, J	MUS 161 002	2	0	1,115.83
Kvam-Holub, J	MUS 171 001	3	0	1,673.75
Lang, S	HUM 150 513	3	0	1,673.75
Lech, I	GER 151 001	4	0	1,922.67
Levin, J	ENG 095 008	3	0	1,519.25
Lewis, N	HHP 120 003	2	0	1,012.83
Lewis, N	HHP 171 002	3	0	1,519.25
Lilly, P	DGM 290 001	12	0	1,922.67
Mack, S	FRE 251 001	4	0	2,231.67
Mangano, D	NAE 100 006	48 hr. Clinical F-01	0	1,306.08
Manley, D	ART 241 002	6	0	3,347.50
Manley, D	ART 250 002	6	0	3,347.50
Matson, C	RDG 090 002	3	0	1,442.00
McLaughlin, T	ENG 152 014	3	0	1,596.50
McSherry, D	SPE 151 017	3	0	1,442.00
McSherry, D	SPE 151 021	3	0	1,442.00
Mink, J	MKT 120 076	3	0	1,442.00
Moeller, V	ENG 152 001	3	0	1,519.25
Moeller, V	ENG 152 002	3	0	1,519.25
Moeller, V	ENG 152 301	3	0	1,519.25
Moore, S	MAT 071 001	2	0	1,115.83
Moore, S	MAT 074 001	3	0	1,673.75
Moore, S	MAT 099 002	4	0	2,231.67
Murphy, P	HHP 103 001	2	0	961.33
Mutert, C	HHP 290 001	2	0	961.33
Naughton, K	ACC 250 001	3	0	1,673.75
Nemunaitis, R	ENG 151 017	3	0	1,673.75
Nemunaitis, R	ENG 151 019	3	0	1,673.75
Nemunaitis, R	ENG 152 010	3	0	1,673.75
Niemi, E	ENG 151 020	3	0	1,519.25
Niemi, E	ENG 152 009	3	0	1,519.25
Niemi, E	ENG 152 011	3	0	1,519.25
O'Brien, L	MAT 099 014	4	0	2,025.67
O'Meara, L	ENG 090 001	2	0	1,064.33
O'Meara, L	ENG 090 002	2	0	1,064.33
Ollerenshaw, J	DGM 150 001	4	0	1,922.67
Pace, D	AMT 140 001	6	0	3,193.00
Perry, L	SPE 151 006	3	0	1,673.75
Perry, L	SPE 151 020	3	0	1,673.75

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Peterson, C	ENG 152 005	3	0	1,442.00
Petty, A	IBS 270 601	3	0	1,442.00
Pfotenhauer, J	ENG 095 001	3	0	1,442.00
Pfotenhauer, J	ENG 095 002	3	0	1,442.00
Plinske, K	SPA 151 050	4	0	2,231.67
Pomerantz, H	HIS 171 001	3	0	1,596.50
Pomerantz, H	HIS 172 004	3	0	1,596.50
Provenzale, M	BUS 145 001	3	0	1,519.25
Provenzale, M	BUS 145 301	3	0	1,519.25
Quinn, A	MCC 101 203	1	0	278.96
Rademaker, D	SPE 151 019	3	0	1,442.00
Rawal, M	PHI 151 002	3	0	1,442.00
Ridge, S	BUS 299 001	4	0	1,442.00
Riggin, L	ART 151 004	3	0	1,442.00
Rosenfield, L	ENG151 024	3	0	1,596.50
Rossmann, T	HHP 250 601	3	0	1,519.25
Rossmann, T	HHP 250 602	3	0	1,519.25
Rossmiller, T	ACC 151 004	3	0	1,442.00
Rossmiller, T	ACC 151 005	3	0	1,442.00
Rover, G	ENG 095 012	3	0	1,442.00
Rover, G	ENG 151 012	3	0	1,442.00
Rover, G	ENG 151 025	3	0	1,442.00
Ryan, D	EDU 251 001	3	0	1,673.75
Ryan, S	HHP 141 101	2	0	1,064.33
Salhi, R	PLT 255 001	3	0	1,442.00
Salhi, R	PLT 281 001	3	0	1,442.00
Santos, V	PSY 151 009	3	0	1,673.75
Santos, V	PSY 151 011	3	0	1,673.75
Santos, V	PSY 271 601	3	0	1,673.75
Schaefer, D	PSY 151 301	3	0	1,442.00
Scherman, C	BUS 150 003	3	0	1,442.00
Schmid, S	GER 251 001	4	0	1,922.67
Schneider, K	ECE 219 001	3	0	1,673.75
Schopen, T	ENG 151 004	3	0	1,519.25
Schopen, T	ENG 151 008	3	0	1,519.25
Schopen, T	ENG 151 013	3	0	1,519.25
Sergey, T	MUS 151 002	3	0	1,673.75
Sergey, T	MUS 151 004	3	0	1,673.75
Shear, A	HIS 131 001	3	0	1,673.75
Singer, T	MUS 240 001	3	0	1,673.75
Singer, T	MUS 241 001	3	0	1,673.75
Skozek, D	RDG 090 001	3	0	1,673.75
Smith, D	HIS 170 002	3	0	1,442.00
Smith, S	ENG 151 035	3	0	1,442.00
Sobolak, C	MCC 101 055	1	0	557.92
Sobolak, C	MCC 101 601	1	0	278.96
Sobolak, C	MCC 101 603	1	0	557.92
Stanton, L	ART 155 601	3	0	1,673.75
Stanton, L	HUM 150 601	3	0	1,673.75

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Stanton, L	HUM 150 602	3	0	1,673.75
Starrenburg, N	ART 160 002	6	0	3,193.00
Stockwell, J	JRN 180 005	3	0	1,673.75
Stockwell, J	JRN 180 006	3	0	1,673.75
Stonecliffe, J	MCC 101 210	1	0	613.71
Strang, D	PHI 251 301	3	0	1,673.75
Straw, K	ENG 152 013	3	0	1,442.00
Swanson, C	NAE 100 005	48 hr. Clinical E-02	0	1,306.08
Swanson, C	SOC 151 009	3	0	1,596.50
Swanson, C	SOC 151 602	3	0	1,596.50
Swanson, C	SOC 151 603	3	0	1,596.50
Swett, J	DRT 101 001	6	0	3,347.50
Szalaj, S	MUS 100 001	2	0	1,115.83
Szalaj, S	MUS 151 003	3	0	1,673.75
Szymkowiak, D	RDG 110 003	3	0	1,442.00
Thillens, M	SPE 151 018	3	0	1,673.75
Thillens, M	SPE 151 024	3	0	1,673.75
Thomas, T	RDG 089 001	3	0	1,673.75
Thomas, T	RDG 090 003	3	0	1,673.75
Thomas, T	RDG 110 005	3	0	1,673.75
Toranzo, R	SPA 151 005	4	0	1,922.67
Uhwat, R	PHI 155 001	3	0	1,673.75
Uhwat, R	PHI 155 099	3	0	1,673.75
Urban, E	CJS 125 001	3	0	1,442.00
Valdes Rivera, A	SPA 152 003	4	0	2,128.67
Valverde, O	DGM 200 001	6	0	2,884.00
Varga, E	CAM 125 301	3	0	1,442.00
Venkataswamy, S	SOC 101 601	3	0	1,596.50
Venkataswamy, S	SOC 151 003	3	0	1,596.50
Venkataswamy, S	SOC 151 008	3	0	1,596.50
Vician, T	ART 271 003	6	0	3,193.00
Vorel, K	ART 151 002	3	0	1,596.50
Vorel, K	ART 184 001	6	0	3,193.00
Vorel, K	ART 184 002	6	0	3,193.00
Wales, J	CJS 101 004	3	0	1,673.75
Weber, W	ART 242 001	6	0	3,347.50
Webster, R	FRS 221 001	3	0	1,673.75
Wedoff, B	ART 173 001	3	0	1,442.00
Westerhof, S	MCC 101 206	1	0	557.92
White IV, R	MAT 095 002	4	0	2,128.67
White IV, R	MAT 095 003	4	0	2,128.67
White, S	BUS 155 076	3	0	1,442.00
Wilbrandt, R	BUS 240 001	3	0	1,673.75
Williams, L	ART 182 001	4	0	2,025.67
Wojtas, M	SPE 151 302	3	0	1,442.00
Zopp, M	MCC 101 601	1	306.85	0

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albright, M	Chair – Digital Media (2 days before fall)	0	881.37
Andre, L	Mentee	0	90.00
Aubert, L	AOM Classes/Lab	0	63.16
Bennett, P	Mentee	0	90.00
Braasch, T	Mentor	0	105.00
Chamberlain, K	Assessment Chair	0	3,000.00
Chamberlain, K	Chair – Health and Human Performance (1 day after summer/2 days before fall)	0	1,568.64
Clark, K	Adjunct Reference Librarian (260 hours @ \$27.21/hr.)	0	7,074.60
Collins, C	AOM Classes/Lab	0	189.48
Collins, C	AOM Classes/Lab	0	252.64
Curfman, D	Chair – Accounting (2 days before fall)	0	1,100.57
Douglas, J	Mentee	0	90.00
Dow, B	Chair – Biology (3 days before fall)	0	1,116.55
Dzike, L	Mentee	0	90.00
Evans, A	Mentee	0	90.00
Freelove, J	Chair – Administrative Office Management/ Entrepreneurship (2 days before fall)	0	730.67
Geary, R	Chair – Criminal Justice (2 days before fall)	0	703.26
Geary, R	Mentor	0	105.00
Geller, J	Chair – Theatre (2 days before fall)	0	790.04
Goostree, D	Chair – Fire Science (2 days before fall)	0	648.46
Goostree, D	Mentor	0	105.00
Grandinetti, P	Chair – Automotive (2 days before fall)	0	593.67
Grandinetti, P	Mentee	0	90.00
Grela, C	Chair – Psychology (2 days before fall)	0	653.02
Hamill, P	Chair – Earth Science/Geology/Geography (4 days before fall)	0	1,808.40
Hazelgrove, E	Voices Magazine Co-Sponsor	0	250.00
Hovious, A	Adjunct Reference Librarian (240 hours @ \$28.67/hr.)	0	6,880.80
Johnson, Joann	Chair – English (4 days before fall)	0	1,598.32
Kleisch, E	Mentee	0	90.00
Lenio, T	Chair – Economics (1 day after summer/1 day before fall)	0	1,660.84
Linder, L	Chair – Early Childhood Education/Education (2 days before fall)	0	767.20
Lourie, L	Voices Magazine Co-Sponsor	0	250.00
Lozier, C	Adjunct Counselor – (165 hrs. @ \$31.58/hr.)	3,315.90	5,210.70
Mack, S	Chair – Modern Languages	0	3,347.00
McCord, R	Mentor	0	315.00
Neef, W	Voices Magazine Co-Sponsor	0	250.00
Nelson, E	Adjunct Reference Librarian (190 hours @ \$27.21/hr.)	0	5,169.90
Ochwat, M	Adjunct Counselor (52.5 hours @ \$27.21/hr.)	0	1,428.52
Peterson, C	Mentee	0	90.00

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Poe, K	Mentor	0	210.00
Reagan, M	Mentor	0	105.00
Reass, R	Math Review for College Algebra	0	252.64
Rosenfield, L	Mentee	0	90.00
Rover, G	Mentee	0	90.00
Smith, S	Mentee	0	90.00
Socol, S	Chair – Chemistry (3 days before fall)	0	1,445.35
Spangenberg, B	Chair – Horticulture (3 days before fall)	0	1,363.15
Sullivan, S	Chair – Business/International Business/Management/Marketing (2 days before fall)	0	799.17
Sytsma, A	Mentee	0	90.00
Szymkowiak, D	Mentee	0	90.00
Takayama, T	Chair – Music (2 days before fall)	0	735.24
Takayama, T	Voices Magazine Lead Sponsor	0	1,000.00
Terlep, D	Chair – Mathematics (1.8 days before fall)	0	739.80
Thomas, T	Mentor	0	210.00
VanSickle, C	Mentor	0	315.00
Vasilescu, M	Mentee	0	90.00
Vitale, S	Chair – Computer Information Systems (2 days before fall)	0	931.60
Zaccagnini, H	Chair – Construction Applications Management/Design Technology/Transportation, Warehousing and Logistics (2 days before fall)	0	797.20

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>
Bazan, M	MUS 207 001	1	1	0	278.96
Bazan, M	MUS 214 001	1	1	0	278.96
Fagiano, S	MUS 217 002	2	3	0	1,518.00
Gaughan, P	MUS 213 001	1	8	0	2,128.64
Gaughan, P	MUS 213 002	2	4	0	2,128.64
Halinski, M	MUS 207 002	1	1	0	253.00
Halinski, M	MUS 214 002	1	1	0	253.00
Kang, K	MUS 216 001	1	1	0	240.33
Kvam-Holub, J	MUS 206 001	1	3	0	836.88
Ray, C	MUS 209 001	1	2	0	557.92
Reupert, R	MUS 210 001	1	3	0	836.88
Sergey, T	MUS 213 003	1	6	0	1,673.76
Sergey, T	MUS 213 004	2	3	0	1,673.76
Shaw, N	MUS 205 001	1	8	0	2,128.64
Shaw, N	MUS 205 002	2	5	0	2,660.80
Singer, T	MUS 203 001	1	16	0	4,453.28
Singer, T	MUS 203 002	2	7	0	3,896.62
Storer, M	MUS 211 001	1	1	0	240.33
Szalaj, S	MUS 205 003	1	4	0	1,115.84

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Arctander, M	Chair – Art	20.000	0	2,400.00
Bill, E	SPA 151 002	26.666	0	2,454.77
Bill, E	SPA 151 003	26.666	0	2,454.77
Blaz, J	HHP 120 001	3.333	0	306.82
Blaz, J	HHP 120 006	3.333	0	306.82
Braasch, G	PSY 151 513	40.000	0	3,682.24
Braasch, G	PSY 151 514	20.000	0	1,841.12
Cameron, J	Assessment Liaison	20.000	0	1,841.12
Carson, L	SPA 151 001	26.666	0	2,454.77
Chamberlain, K	Chair – Health and Human Performance	13.333	0	1,599.96
Chandler, C	Chair – Sociology	5.000	0	600.00
Culp, T	PLT 151 002	20.000	0	1,841.12
Culp, T	PLT 251 001	20.000	0	1,841.12
Dow, B	Chair – Biology	25.000	0	3,000.00
Elder, D	EAS 171 099	10.000	0	920.56
Erski, T	EAS 170 001	33.333	0	3,068.50
Galloway, S	ART 271 001	20.000	0	1,841.12
Geary, R	Chair – Criminal Justice	10.000	0	1,200.00
Geary, R	FRS 100 001	4.444	0	409.09
Geller, J	Chair – Theatre	20.000	0	2,400.00
Goostree, D	Chair – Fire Science	34.444	0	4,133.28
Grela, C	Chair – Psychology	25.000	0	3,000.00
Grela, C	PSY 251 601	20.000	0	1,841.12
Hamill, P	Chair – Earth Science/Geography/ Geology	25.000	0	3,000.00
Hamill, P	EAS 120 001	35.000	0	3,221.96
King, P	Chair – Speech	5.000	0	600.00
Lenio, T	Chair – Economics	35.000	0	4,200.00
Linder, L	Chair – Education	6.666	0	799.92
Peters, J	BIO 157 001	40.000	0	3,682.24
Reagan, M	SOC 151 601	20.000	0	1,841.12
Richards, C	NAE 100 G02	20.000	0	1,841.12
Richards, C	Tech Prep Liaison for NAE	10.000	0	920.56
Richmond, S	HCE 111 001	2.666	0	245.42
Ruthven, S	ART 151 601	10.000	0	920.56
Schultz, L	MAT 099 005	6.666	0	613.64
Seitz, L	Chair – Philosophy	5.000	0	600.00
Socol, S	Chair – Chemistry	10.000	0	1,200.00
Socol, S	Chair – Physics	5.000	0	600.00
Socol, S	Chair- Engineering	10.000	0	1,200.00
Socol, S	CHM 164 001	13.333	0	1,227.38
Spangenberg, B	Chair – Horticulture	25.000	0	3,000.00
Spangenberg, B	HRT 100 001	26.666	0	2,454.77
Spangenberg, B	HRT 150 001	13.333	0	1,227.38
Stahmann, P	GEG 101 001	20.000	0	1,841.12
Stahmann, P	GEG 102 001	20.000	0	1,841.12

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Stonecliffe, J	NAE 100 G01	20.000	0	1,841.12
Sytsma, A	NUR 110 001	30.000	0	2,761.68
Terlep, D	Chair – Mathematics	30.000	0	3,600.00
VanSickle, C	ENG 151 021	20.000	0	1,841.12
Waters, M	ENG 151 802	40.000	0	3,682.24
Whalen-Pedersen, E	HHP 250 003	20.000	0	1,841.12

Recommendation:

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



Walter J. Packard
President

Adult Education Personnel Considerations for Fall 2008

Information:

Listed below are teachers to be hired for the Fall 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-	2,510.63
Arboleda, R Spanish GED	-0-	3,068.54
Bazan, J ESL	-0-	3,068.54
Burnette, E Advanced ESL	-0-	3,068.54
Carbajal, A Spanish GED	-0-	1,394.79
Cherivtch-Zingaro, L ESL	-0-	1,266.04
Cook, J ESL	-0-	2,163.00
Coonen, M ESL	-0-	2,163.00
Day, M ESL	-0-	1,673.75
Day, M ESL	-0-	2,231.67
Gonella, M ESL	-0-	2,163.00
Griese, J ESL	-0-	4,184.38
Hansen, B ESL	-0-	1,922.67
Hoag, M ESL	-0-	2,231.67
Hoag, M ESL	-0-	3,068.54
Howard, G ESL	-0-	3,068.54
Kanter, M ESL	-0-	2,231.67
Kanter, M ESL	-0-	2,510.63
Kenning, J ESL	-0-	1,673.75
Kenning, J ESL	-0-	3,068.54
Khan, N ESL	-0-	2,128.67
Lang, A ESL	-0-	1,922.67
Larsen, C ABE	-0-	2,643.67
McCord, L ESL	-0-	1,673.75
McCord, L ESL	-0-	3,068.54
Mitchell, R ESL	-0-	1,772.46
Meyers, B ESL	-0-	1,201.67
Mitchell, R ESL	-0-	1,619.00
Moore, T ABE	-0-	2,643.67
Osmanski, J ASE	-0-	1,442.00
Palmer, S ESL	-0-	2,510.63
Podkopyeva, S Advanced ESL	-0-	2,163.00
Podkopyeva, S ESL	-0-	1,442.00
Rudnik, L ESL	-0-	1,442.00
Rudnik, L ESL	-0-	3,605.00
Schleich, C ESL	-0-	2,510.63
Schlup, M ESL	-0-	1,442.00
Schlup, M ESL	-0-	1,442.00
Shinabarger, B ESL	-0-	2,128.67

Shinabarger, B	ESL	-0-	2,394.75
Soto, O	ESL	-0-	2,510.63
Taylor, L	ESL	-0-	1,442.00
Tindall, J	GED	-0-	3,068.54
Tindall, J	GED	-0-	3,068.54
Varela, L	ESL	-0-	1,922.67
Watts, M	ABE	-0-	2,643.63
Wolin, S	ESL	-0-	3,068.54
Zarecky, R	ESL	-0-	1,922.67
Zywiciel, E	ESL	-0-	2,643.67
Zywiciel, R	ASE	-0-	2,231.67

Recommendation:

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



Walter J. Packard
President

Appointment of Coaching Staff

Information:

Listed below is a coach to be hired for the 2008–2009 school year as recommended by the Director of Athletics, Intramurals and Recreation and the Dean of Students.

<u>Name</u>	<u>Sport</u>	<u>Position</u>	<u>\$ Amount</u>	<u>Status</u>
Rick Hummel	Baseball – Fall	Assistant	\$1,270.24	New

Recommendation:

It is recommended that the Board of Trustees approves the hiring of the coach listed above.



Walter J. Packard
President

Request to Hire
Nursing Faculty

Information:

In accordance with intentions filed with the Illinois Department of Finance and Professional Regulation (IDFPR) during the approval process for the Associate Degree in Nursing program, McHenry County College committed to employing two full-time nursing instructors in the first year. With the start of the fall semester, MCC enrolled our first class of nursing students. Currently, instruction is being provided by one full-time faculty member teaching nursing theory and two adjunct faculty teaching clinicals. In order to remain compliant with the plan filed with IDFPR, it is necessary to hire a second full-time faculty member. With Board approval, we would implement the hiring process with the goal of having a second full-time faculty member in place for the beginning of spring semester.

Funds from the Friends of McHenry County College Foundation grant provided by an anonymous donor through the McHenry County Community Foundation would pay for the first semester salary. The salary in future years would be provided through reallocation of faculty positions.

Recommendation:

It is recommended that the Board of Trustees approves the mid-year hiring of a full-time nursing faculty member effective January 8, 2008.



Walter J. Packard
President

Appointment of Replacement
Secretary, Dean of Academic Support Services/Acquisitions Specialist

Information:

The retirement of Carol Dautel, effective June 30, 2008, created a vacancy for the full-time professional position of Secretary, Dean of Academic Support Services/Acquisitions Specialist. Brenda Romero 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 Brenda Romero to the professional position of Secretary, Dean of Academic Support Services/Acquisitions Specialist, effective October 1, 2008, at a salary of \$22,413.30 (based on the 12-month salary of \$30,000.00).



Walter J. Packard
President

Brenda Romero
Crystal Lake, IL

Position: Secretary, Dean of Academic Support Services/Acquisitions Specialist

Education: Associate's Degree in Business Management (In Progress)
McHenry County College, Crystal Lake, IL

Experience:

2006 – Present

Search Consultant
Global Recruiters Network, Crystal Lake, IL

1998 – 2006

Assistant Branch Manager (2003 – 2006)
Account Manager (2001 – 2003)
Bilingual Recruiting and Placement Specialist (1998 – 2001)
P. A. Staffing Service of Illinois, Crystal Lake, IL

Summary of Recruitment Efforts:

Number of Applications Received: 62
Number of Interviews: 5

Members of Search Committee:

J. Kivisto, S. Moll, J. Perlman, N. Salleh-Barone

Appointment of Replacement
Financial Aid, Work Study and Outreach Specialist

Information:

The retirement of Barbara Flaherty, effective June 30, 2008, created a vacancy for the full-time professional position of Financial Aid, Work Study and Outreach Specialist. Leana Davis 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 Leana Davis to the professional position of Financial Aid, Work Study and Outreach Specialist, effective September 29, 2008, at a salary of \$23,171.14 (based on the 12-month salary of \$30,700.00).



Walter J. Packard
President

Leana Davis
Wonder Lake, IL

Position: Financial Aid, Work Study and Outreach Specialist

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

Experience:

2004 – 2007

Accounting/Payroll Clerk
Countryside Industries, Inc., Wauconda, IL

2002 – 2004

Loan Operations Supervisor/Senior Class Club Director
Home State Bank, Crystal Lake, IL

1999 – 2002

Deposit Operations Supervisor
State Bank Group, Wonder Lake, IL

1996 – 1998

Accounts Clerk
Motherboard Express, Wauconda, IL

Summary of Recruitment Efforts:

Number of Applications Received: 40

Number of Interviews: 6

Members of Search Committee:

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

Appointment of Replacement
Coordinator for 22nd Judicial Circuit Family Violence Coordinating Council

Information:

The resignation of Mary Batson, effective August 8, 2008, created a vacancy for the part-time professional position of Coordinator for 22nd Judicial Circuit Family Violence Coordinating Council. Beverly Thomas 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 Beverly Thomas to the professional position of Coordinator for 22nd Judicial Circuit Family Violence Coordinating Council, effective September 29, 2008, at a salary of \$11,892.89 (based on the 12-month salary of \$15,756.00 at 20 hours per week).



Walter J. Packard
President

Beverly Thomas
Lakewood, IL

Position: Coordinator for 22nd Judicial Circuit Family Violence
Coordinating Council

Education: Bachelor of Science, Therapeutic Recreation
University of Illinois, Champaign-Urbana, IL

Experience:

1985 – 2008	Corporate Librarian Baxter and Woodman, Inc., Crystal Lake, IL
1979 – 1986	Outreach and Circulation Librarian Crystal Lake Public Library, Crystal Lake, IL
1976 – 1979	Executive Director Northern Illinois Special Recreation Association, Crystal Lake, IL
1974 – 1976	Director Special Populations Champaign Park District, Champaign, IL

Summary of Recruitment Efforts: Number of Applications Received: 20
Number of Interviews: 2

Members of Search Committee: R. Kormanak, C. Meschini, S. Moll

Appointment of Replacement
Coordinator of Credentials Evaluation

Information:

The resignation of Mary Harreld, effective September 30, 2008, created a vacancy for the full-time professional position of Coordinator of Credentials Evaluation. Victoria Brennan 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 Victoria Brennan to the professional position of Coordinator of Credentials Evaluation, effective October 1, 2008, at a salary of \$35,821.50 (based on the 12-month salary of \$47,945.00).



Walter J. Packard
President

Victoria Brennan
Cary, IL

Position: Coordinator of Credentials Evaluation

Education: Bachelor of Science, Business Administration
Columbia College, Columbia, MO

Associate of Applied Science, Business Data Processing
McHenry County College, Crystal Lake, IL

Experience:
1998 – Present

Coordinator of Registration (2004 – Present)
Administrative Assistant to the Executive Dean of Enrollment
and Student Services (2003 – 2004)
Administrative Assistant to the Deans of Enrollment
Management and Student Development (2001 – 2003)
Administrative Assistant to the Executive Dean of Student and
Academic Support Services (1998 – 2001)
McHenry County College, Crystal Lake, IL

1990 – 1998

Administrative Assistant
Marian Central Catholic High School, Woodstock, IL

Summary of Recruitment Efforts: Number of Applications Received: 31
Number of Interviews: 2

Members of Search Committee: L. Cubit, M. Devenny, R. Gaulke, S. Moll, E. Sherwood,
R. Silvester, M. Steinsdoerfer

Appointment of Replacement
Research and Assessment Associate

Information:

The resignation of Phillip Getchell, effective February 8, 2008, created a vacancy for the full-time professional position of Research and Assessment Associate. Meghan Waterbury 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 Meghan Waterbury to the professional position of Research and Assessment Associate, effective September 29, 2008, at a salary of \$27,398.76 (based on the 12-month salary of \$36,300.00).

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

Walter J. Packard
President

Meghan Waterbury
Carpentersville, IL

Position:

Research and Assessment Associate

Education:

Bachelor of Science, Mathematical and
Computer Sciences
Colorado School of Mines, Golden, CO

Experience:

2005 – 2007

Institutional Research Statistician/Data Analyst
Mathematics Instructor
North Arkansas College, Harrison, AR

2004 – 2005

Payroll Reporting Clerk
Kiewit Corporation, Omaha, NE

1999 – 2003

Office Assistant
Colorado School of Mines, Golden, CO

Summary of Recruitment Efforts:

Number of Applications Received: 54
Number of Interviews: 7

Members of Search Committee:

T. Bentley, R. McCord, S. Moll, D. Quirk

Position Revisions

Information:

In order to support the changing technology needs of the students and the College, the decision has been made to eliminate the Director of Information Systems position and replace it with a Director of Network Services position. The Director of Information Systems position was in Administrative Salary Level VI. The revised position will provide leadership, understanding, and vision for the development, maintenance, use, and future needs of the network and infrastructure technologies. These technologies form the foundation for all the other information technology systems, including the new ERP system. The salary range for this position will be Administrative Salary Level IV.

In order to align the Information Technology Department with the organizational structure of the College, it has been decided to change the titles of the three Associate Director positions in the Information Technology Department to the following:

Director of Computing Services
Director of Communications Technologies
Director of End User Services

These positions will remain in the same salary ranges, and all of the above Director positions will report directly to the Assistant Vice President of Information Technology.

Recommendation:

It is recommended that the Board of Trustees approves the position revisions as noted.



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. In accordance with this agreement, Ronald Geary and Robert Herrmann qualify for such an adjustment at this time. These salary adjustments will be subject to review upon completion of negotiations between the Faculty Association and the Board of Trustees.

	<u>2008-2009 Placement and Salary</u>	<u>Adjusted 2008-2009 Placement and Salary</u>
Ronald Geary	Lane 3, Step 9 \$65,760.00	Lane 4, Step 9 \$68,226.00
Robert Herrmann	Lane 2, Step 7 \$58,362.00	Lane 3, Step 7 \$60,828.00

- II. 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. Craig Derscheid and Steven Socol qualify for such a bonus 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. James Falco qualifies for such an adjustment at this time.

Recommendation:

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



Walter J. Packard
President

Articulation Agreement with Kaplan University

Information:

McHenry County College (MCC) and Kaplan University (KU) have established an Articulation Agreement formally recognizing that the two institutions agree to work together to provide a baccalaureate degree opportunity for McHenry County College students. Kaplan University is owned and operated by Kaplan Higher Education Corporation which provides test preparation materials, K-12 services, postsecondary education, and professional training. Kaplan University specializes in distance education, offering the following fifteen programs through an online format: Accounting, Business, Communication, Criminal Justice, Health and Wellness, Health Science, Information Technology, Legal Studies, Management, Networking Technology, Nursing, Nutrition Science, Paralegal Studies, Psychology, and Software Development. A traditional classroom format is offered through eight campuses in Iowa and Nebraska. The main campus is in Davenport, Iowa. Kaplan University is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools.

Benefits to MCC students include eligibility for transferring up to 60 semester hours of coursework through KU's Advanced Start baccalaureate program and a ten percent discount on Kaplan tuition. KU will develop Prior Learning Assessment Curriculum Evaluation guides for MCC, detailing coursework and admission guidelines for a seamless transfer.

Additionally, Kaplan University will offer a ten percent discount in tuition to MCC employees. Graduate programs online include Teaching and Learning, Business Administration, Education, Criminal Justice, Higher Education, Management, and Nursing. The agreement also includes the following benefits and discounts for National Council Licensure Examination (NCLEX) exam preparation through the Kaplan Test Preparatory Admission Center (KTPA):

- 20% discount on Kaplan Nursing Complete Classroom or online course and
- NCLEX Strategy Seminars without cost or obligation.

McHenry County College's commitment is to assist Kaplan University by communicating the benefits of this relationship to MCC students and alumni through transfer resources provided on MCC's website and in the Advising and Transfer Center.

The agreement is effective with this academic year and will continue until terminated. Either institution may terminate the agreement upon 90 days written notice.



Walter J. Packard
President

Test of Mass Notification System

In February 2008, the Board of Trustees approved the purchase of an emergency mass notification system that could be used to quickly contact students and employees in the event of an emergency. Since the Spring, the College has made a concerted effort to encourage students and employees to register their contact information. More than 2,000 students and several hundred employees have registered to receive emergency notifications to date.

MCC's mass notification system allows students and employees to register and prioritize multiple contact methods, including multiple email addresses, phone numbers, cell phone numbers to receive text messages, and instant messaging accounts. When the College broadcasts an emergency message, it is first sent to each student's and employee's preferred communication method with instructions to confirm receipt of the message. If a student or employee confirms receipt of the message, the system stops further communication attempts; however, if a student or employee does not confirm receipt of the message, the system then attempts to send the message to the next preferred communication method. The system continues attempting to contact each student or employee until confirmation is received, or until the system attempts every registered contact method.

On September 4, 2008, the College conducted a test of its mass notification system to identify potential gaps in our emergency communication processes, as well as measure how much time is required to deliver an emergency message to more than 2,000 students and several hundred employees. The test was conducted at noon on a weekday in an effort to measure the system's effectiveness under the conditions that would be most likely if an emergency were to occur when classes are in session.

Within 60 minutes, 4,785 messages were sent to 2,555 students and employees registered with the mass notification system. Overall, the median delivery time of the emergency test message to every student's and employee's preferred contact method was 10 minutes. The fastest communication methods included text message and email (with a median delivery time of one minute), while the median delivery time via telephone was 19 minutes. More than 58% of registered students and employees confirmed that they received the test message either by answering the call live, or responding to a text message or email, while hundreds more received the test message as a voicemail.

As a result of this test, the College confirmed that our mass notification system is an effective way to quickly communicate with thousands of students and employees and that emergency communications can be delivered via text message and email instantaneously. However, it also became clear that there may be a delay in delivering emergency messages to students and employees who have registered a telephone number as their preferred contact method. Accordingly, the College will continue to encourage students and employees to register their contact information to receive emergency notifications, including a cell phone number at which they may receive text messages.



Walter J. Packard
President

ICCB Recognition Report

To comply with sections 805/2-12f and 805/2-15 of the Public Community College Act and Illinois Community College Board (ICCB) Rules, community colleges must be recognized to be eligible for state funding. A Recognition Report will be submitted to the ICCB by October 1, 2009. The report shows compliance with the standards specified to be given the status "recognition continued." We should receive an evaluation findings report from ICCB in Spring 2009.

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

Walter J. Packard
President

AQIP Action Project Annual Updates

One of the requirements for maintaining accreditation through the Academic Quality Improvement Program (AQIP) is the submission of an Annual Update describing the College's progress on each of its AQIP action projects. The Annual Updates are then reviewed by an expert in quality improvement who provides feedback about the College's progress on each action project.

On September 12, 2008, the College successfully submitted an Annual Update for each of its three AQIP action projects:

- Develop a Culture of Continuous Improvement through Training and Practice
- Integrate the Assessment of General Education Goals in College Courses
- Key Performance Indicator (KPI) and Balanced Scorecard Development

Overall, the College received very positive feedback. The Annual Updates, as well as reviewer feedback, are available online at: <http://www.insidemcc.mchenry.edu/aqip/aqip/actionprojects.html>



Walter J. Packard
President

Requests from Trustees

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

- updates from the August Committee of the Whole and Regular Board meetings;
- items completed since the August 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 October.

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	•		Visioning for Strategic Planning	Scheduled		October, 2008
22	3/27/08	Larson	•		Update on Digital Media program (5-7 minute presentation)	Scheduled		September 2008 BOT
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	Scheduled		January 6, 2009 - 8:00 a.m.
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	Completed	August 2008 COW	
58	7/24/2008	Kurtz	•		Meeting with county staff to understand property tax cycle	Completed	August 2008 COW	
59	7/24/2008	Miller	•		Presentation of budget scenarios related to faculty negotiations	Completed	August 2008 COW (CS)	
60	8/25/2008	Kurtz	•		Presentation of merit-based system for employee rewards/recognition	In Review		
61	8/28/2008	Kurtz	•		Update from Organizational Review Committee in 6-12 months	In Review		
62	8/28/2008	Kurtz	•		Plan/Timeline for visioning and involving the community	In Review		
63	9/4/2008	Staff		•	Update on Student Senate's "Make Your Vote Count" Activities	Scheduled		October BOT
	Glossary:							
	COW = Committee of the Whole Meeting							
	BOT = Board of Trustees Meeting							
	CS = Closed Session							
	ERP = Enterprise Resource Planning							
	RFP = Request for Proposals							