

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

November 20, 2008
Tax Levy Public Hearing
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. 2008 TAX LEVY
- *RC 5. ADOPTION OF 2008 TAX LEVY, Board Report #08-245
6. ADJOURNMENT



George Lowe
Board Chair

Adoption of 2008 Tax Levy

Information:

The 2008 levy is expected to result in a total tax rate of \$.2636 per \$100 of assessed valuation. This compares to a total 2007 rate of \$.2634 per \$100 of assessed valuation. In accordance with legislative requirements, public notice of this levy was published on November 10, 2008, in the following newspaper: Northwest Herald. The public hearing notice for the tax levy was published in compliance with the "Truth in Taxation Act." The tax levy is formally adopted after a public hearing on November 20, 2008.

Recommendation:

It is recommended that the Board of Trustees adopts the attached 2008 Certificate of Tax Levy and associated Certificates.



Walter J. Packard
President

CERTIFICATE OF TAX LEVY

Community College District No. 528 Counties of McHenry, Kane, Lake and Boone

Community College District Name: McHenry County College and State of Illinois

We hereby certify that we require:

- the sum of \$ 24,525,312 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
- the sum of \$ 3,209,420 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ -- to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 1,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
- the sum of \$ 1,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 1,000 to be levied as special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ -- to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of \$ -- to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 2008.

And that the levy for the year 2008 be allocated 50% for Fiscal Year 2009 and 50% for Fiscal Year 2010.

Signed this 20th day of November, 2008

Chairperson of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full as of January 1, 2009: Zero (0)

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 528 Counties of McHenry, Kane, Lake and Boone and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2008 was filed in the office of the County Clerk of this county on _____, 2008.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2008 is \$_____.

Date

County Clerk and County

State of Illinois
Counties of McHenry, Kane, Lake and Boone

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, Kane, Lake and Boone Counties, Illinois, and as such official I am also the keeper of the corporate records of said Board.

I do further certify that attached hereto is a true and correct copy of the 2008 Tax Levy of the Board of Trustees of Community College District No. 528, McHenry, Kane, Lake and Boone Counties, Illinois, adopted by said Board at a duly called meeting held on November 20, 2008.

Dated this 20th day of November, 2008.

Secretary

State of Illinois
Counties of McHenry, Kane, Lake and Boone

CERTIFICATE

I do hereby certify that I am the duly qualified and acting Treasurer of Community College District No. 528, McHenry, Kane, Lake and Boone Counties, Illinois, and as such official I do further certify that attached hereto is a true and correct copy of the Truth In Taxation Notice that was published in the Northwest Herald on November 10, 2008.

Treasurer

TRUTH IN TAXATION

CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of McHenry County College, District No. 528, and as such presiding officer I certify that the tax levy, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth in Taxation Act."

Notice and hearing requirements of Section 18-60 through 18-85 of the Truth In Taxation Act are applicable.

This Certificate applies to the 2008 levy.

November 20, 2008

Presiding Officer: _____
Walter J. Packard, President

**NOTICE OF PROPOSED
PROPERTY TAX INCREASE
McHENRY COUNTY COLLEGE**

I. A public hearing on the Proposed 2008 Tax Levy for McHenry County College District No. 528, McHenry, Lake, Kane and Boone Counties, Illinois, will be held at 7 p.m. on the 20th day of November, 2008, in Room A217 on the campus of McHenry County College, 8900 U.S. Highway 14, Crystal Lake, Illinois.

II. The operating and special purpose property taxes extended for 2007 were \$23,891,651.

The proposed operating and special purpose property taxes to be levied for 2008 are \$27,737,732. This represents a 16.1% increase over the previous year.

III. The debt service property tax extended for 2007 was \$0.

The proposed debt service property tax to be levied for 2008 is \$0. This represents a 0% increase over the previous year.

IV. The total property taxes extended for 2007 were \$23,891,651.

The proposed total property taxes to be levied for 2008 are \$27,737,732. This represents a 16.1% increase over the previous year.

Ronald N. Ailly, Treasurer

McHenry County College District #528

(Published in the Northwest Herald Nov. 10, 2008)

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

November 20, 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. COLLEGE MISSION STATEMENT
4. ACCEPTANCE OF AGENDA
5. ACCEPTANCE OF MINUTES: Regular Board Meeting October 23, 2008
Closed Session October 23, 2008
Special Board Meeting October 24 and 25, 2008
6. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
7. BOARD COMMITTEE REPORTS
Committee of the Whole – November 18, 2008
8. ICCTA REPORT
9. FRIENDS OF MCC FOUNDATION REPORT
10. PRESIDENT’S REPORT
11. PRESENTATIONS
Culinary Management Program, Mr. James Falco
12. COMMUNICATIONS
 - A. Faculty Report
 - B. Staff Council Report
 - C. Student Trustee Report
- *RC 13. VOUCHER #989 - \$2,855.00, Board Report #08-246
- *RC 14. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary
 - B. Financial Statements
 - a. Treasurer’s Report
 - b. Voucher #990 - \$1,118,277.34, Board Report #08-247
 - c. Voucher #991 - \$194,886.39, Board Report #08-248
 - C. Requests to Purchase
 - a. 1098-T Printing and Mailing Service, Board Report #08-249
 - b. Adobe Creative Suite Graphic Design Software, Board Report #08-250

- c. Renewal of Adobe Software License, Board Report #08-251
 - d. ALEKS Remediation Software Codes, Board Report #08-252
 - e. Brocade Fiber Switches, Board Report #08-253
 - f. CISCO Adaptive Security Appliance Firewall, Board Report #08-254
 - g. Community Engagement Services, Board Report #08-255
 - h. Contract Training, Board Report #08-256
 - i. EBSCO Periodicals Subscription Services, Board Report #08-257
 - j. Professional Services from Legat Architects, Board Report #08-258
 - k. Renewal of AACC Annual Membership, Board Report #08-259
- D. Personnel
- a. Personnel Adjustments for Spring 2008 Transfer and Occupational Courses, Board Report #07-275 Addendum
 - b. Personnel Adjustments for Fall 2008 Transfer and Occupational Courses, Board Report #08-200 Addendum
 - c. Personnel Adjustments for Spring 2009 Transfer and Occupational Courses, Board Report #08-260
 - d. Appointment of New Help Desk Operations Specialist, Board Report #08-261
 - e. Appointment of Replacement Director of Computing Services, Board Report #08-262
 - f. Approval of Eliminated and New Positions, Board Report #08-263
 - g. Salary/Advanced Placement Adjustment, Board Report #08-264

15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

16. INFORMATION REPORTS

- A. Compact Agreement with Rockford College
- B. HVAC Duct Repairs
- C. MCC FY 2008 Annual Report Mailing
- D. Updated on MCC Website User Testing
- E. ERP Update
- F. Requests from Trustees

17. OPEN FOR BOARD MEMBERS

18. CLOSED SESSION

19. ADJOURNMENT



George Lowe
Chair



**Foundation Update
for the November 20, 2008 Board of Trustees Meeting**

Monthly Update

Promise Scholarship Campaign - Since the Promise Launch on October 20th the community has responded with enthusiasm. Parents have called daily with questions. High schools and community partners have asked for speakers at their events. The Northwest Herald has published several articles.

A number of gifts and pledges have been received, ranging from \$50 to \$10,000. Faculty, staff, alumni, Trustees and Foundation Board members are joining in support. The Promise Committee is continuing major gifts calls. The Annual Fund Committee has recruited new volunteers and will begin training this week for personal calls. A direct mail appeal will be sent out soon.

Annual Sponsorship Program – The Foundation has approached 12 area businesses for sponsorships. Requests total \$67,500; to date, \$47,500 has been secured. Staff will continue sponsorship requests.

The Gala Committee Chair met with staff to begin planning for the Fall, 2009 event.

Save the Date – The MCC Golf Invitational will take place on Friday, June 5th at the five-star rated golf course - Hawk's View Golf Club – in Lake Geneva. The committee is working hard to bring some new ideas and exciting concepts to this very successful annual event.

The next Foundation Board Meeting is scheduled for December 3, 2008.

Student Trustee Report

A group of McHenry County College Trustees, as well as myself, attended the Association of Community College Trustees annual congress. This year the annual congress was held in New York City. I met with a group of Student Trustees from Illinois, along with other Student Trustees from California, Michigan, New York, and other states. The annual congress was a great opportunity for learning as well as networking.

I am continuing to pursue the issue of textbook cost with the aid of Student Senate. Along with the Student Trustee, ICCB-SAC and MCC administration, I am reviewing some strategies that will enable students who have difficulty purchasing textbooks to better access these necessary resources. In that same note, I wish to maintain a financially healthy McHenry County College bookstore.

Student Senate will be attending a teambuilding and future planning retreat in mid-December. I am very excited for this event, as it is meant to fulfill a purpose much like that of the Board's Visioning Retreat held in late October. The Senators continue to work in synergy together; their productivity continues to increase. They look forward to hosting a sports-oriented activity in late November. They're also planning for some larger-scale activities and events for next semester.



Thomas Kendzie
Student Trustee

Authorize Payment of Voucher #989

Information:

100- Education Fund		<u>\$2,855.00</u>
	Total	\$ 2,855.00

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #989 dated November 20, 2008, totaling \$2,855.00.



Walter J. Packard
President

Executive Summary

Fiscal Year 2009 is currently 33% complete with the year-to-date results for October 2008 being reported. In the Operating Funds, total revenue is 50% of budget, as compared with 52% at the same time last year. Total expenditures are 25% of budget, as compared with 28% 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 24% of budget as compared to 53% at the same time last year. \$157,924 less revenue has been received through October 2008 than the prior year. This decrease is due to lower interest rates.
- Other revenue is currently 3% of budget as compared to 22% last year. \$15,935 less revenue has been received through October 2008 than the prior year. This is due to recording Foundation support for the Promise Director and Nursing Instructor positions in the Non-Government Gifts, Grants revenue line in FY 09 as compared to FY 08.
- Employee benefit expenditures are currently 22% of budget as compared to 23% last year. \$263,458 more in expenditures have been recorded through October 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 24% of budget as compared to 31% last year. \$489,467 more in expenditures have been recorded through October 2008 than the previous year. This increased cost is due to software licensing expenses associated with the ERP project.
- Utilities expenditures are currently 33% of budget as compared to 29% last year. \$62,331 more in expenditures have been recorded through October 2008 than the prior year. This increase is primarily due to increased rates.
- Other expenditures are currently 27% of budget as compared to 3% last year. \$37,389 more in expenditures have been recorded through October 2008 than the prior year. This increase is primarily due to the timing of processing tuition waivers during FY 2009 as compared to FY 2008.



Walter J. Packard
President

Authorize Payment of Voucher #990

Information:

100- Education Fund	\$595,064.64
200- Operations & Maintenance Fund	88,466.48
300- Operations & Maintenance (Restricted) Fund	591.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	93,071.57
600- Restricted Purposes Fund	12,333.15
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	20,868.22
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	846.65
1700-Employee Health Insurance	<u>307,035.63</u>
Total	\$1,118,277.34

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #990 dated November 20, 2008, totaling \$1,118,277.34.



Walter J. Packard
President

Authorize Payment of Voucher #991

Information:

100- Education Fund	\$75,957.82
200- Operations & Maintenance Fund	19,356.36
300- Operations & Maintenance (Restricted) Fund	4,928.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	88,845.91
600- Restricted Purposes Fund	5,059.73
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	738.57
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	<u>0.00</u>
Total:	\$194,886.39

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #991 dated November 20, 2008 totaling \$194,886.39.



Walter J. Packard
President

Request to Purchase
1098-T Printing and Mailing Service

Information:

Each year, the College is responsible for compiling financial information for any student taking any credit course in the calendar year. This information is summarized and reported to both the student and the Internal Revenue Service on form 1098-T. For the last two years, the College utilized the expertise of an outside company (ACS Educational Services) to process all of the data supplied by the College and produce and mail the forms to our students. A total of 8,968 forms were created and mailed by ACS for calendar year 2007.

The use of the outside company has been cost effective and efficient for the College for the last two years as the preparation of the data, merging of the data to the forms, and printing and mailing of the forms used to consume many hours of employee and equipment time. The College will provide a secure data file containing all required information and the outside firm will prepare and send the forms. This service includes printing the form from the College provided data, mailing the form to each student, filing the appropriate tax forms with the IRS, and providing a CD image of all forms to the College in the event that a student requires an additional copy of their form. Based on the 2007 volume of forms issued (8,968) and the unit price for 2008, it is anticipated that the cost for the 2008 forms will be approximately \$5,380.00, or \$.60 per form.

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase of 1098-T preparation and mailing service at a per form cost of \$0.60, for an estimated total of \$5,380.00, from ACS Educational Services Inc., Oak Brook, IL.



Walter J. Packard
President

Request to Purchase
Adobe Creative Suite Graphic Design Software

Information:

Adobe has recently released the new version of Photoshop®, their creative suite that is the standard for all graphic design, computer art, and digital photography applications. It is imperative that the College stay with, if not ahead of, the curve in computer art applications to ensure the most up-to-date educational opportunities are afforded our students. The new design software has more advanced features, and is more user friendly due to new intuitive aspects of the basic tools.

The Illinois Community College Systems Procurement Consortium (ICCSPC) has negotiated a contract with CDW-G, Inc., as the volume discount consortium provider for all qualifying institutions within the State of Illinois. The price for 25 software licenses from CDW-G, Inc., is \$5,260.97 and includes maintenance and software updates for one year.

The purchase of data processing and telecommunications equipment and services 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 Art Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of the Adobe Creative Suite Graphic Design Software for \$5,260.97 from CDW-G, Inc., Vernon Hills, IL.



Walter J. Packard
President

Request for Purchase
Renewal of Adobe Software License

Information:

The Digital Media Department has one Mac classroom and one PC classroom. Last December, the Board approved the purchase of 35 Adobe software licenses, Board Report #07-265. These were for the Mac classroom, and include both an ongoing maintenance agreement and software update for the Digital Media Department. This second purchase for 30 licenses is for the PC classroom, instructor station, and lab computers, and also includes an ongoing maintenance agreement and software updates. This purchase will become part of the original 18 month cycle described in Board Report #07-265. The 18 month software cycle will let us maintain up-to-date software with a more balanced purchase plan and program.

The upgrade is necessary for continued instruction in several Digital Media and Art classrooms. The purchase cost for the renewal will be \$21,210.00. The renewal and maintenance agreement is payable to CDW-G, Inc., and will include Adobe InDesign® CS3, Photoshop® CS3 Extended, Illustrator® CS3, Acrobat® 8 Professional, Flash® CS3 Professional, Dreamweaver® CS3, Fireworks® CS3, Contribute® CS3, After Effects® CS3 Professional, Adobe Premiere® Pro CS3, Soundbooth™ CS3, and Encore® CS3, and also includes Adobe Bridge CS3, Version Cue® CS3, Device Central CS3, and Dynamic Link.

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

This expense is budgeted in the Digital Media Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of the Adobe Creative Suite Graphic Design Software in the amount of \$21,210.00 from CDW-G, Inc., Vernon Hills, IL.



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 24 hours-a-day, seven days-a-week off-campus access.

The cost for the Spring semester for 425 codes is \$21,000.00. Four hundred twenty-five codes are required for the anticipated enrollment in the Spring 2009 semester, and will be available for purchase in the bookstore.

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

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase of 425 ALEKS remediation software codes for \$21,000.00 from McGraw-Hill, Dubuque, IA.



Walter J. Packard
President

Request to Purchase
Brocade Fiber Switches

Information:

In support of the new ERP, we are expanding our network infrastructure. Five new servers have already been purchased for this purpose. In order to expand our virtual network system to support this significant increase, two high speed Brocade fiber switches designed for an enterprise-level network are necessary. These switches will handle our recent growth, and can be expanded to accommodate future network growth.

These switches will be integrated into our existing virtual environment. In order to retain existing warranty, we are required to have Dell, Inc., install and validate the systems.

<u>Quantity</u>	<u>Item</u>	<u>Dell, Inc.</u>
2	Brocade 5100 FC4 Switch	\$30,123.60
4	Dell Complex Services (installation services)	<u>4,000.00</u>
		<u>\$34,123.60</u>

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

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase and installation of two high speed Brocade fiber switches for \$34,123.60 from Dell, Inc., Round Rock, TX.



Walter J. Packard
President

Request to Purchase
CISCO Adaptive Security Appliance Firewall

Information:

The end of life for our current network firewall is December 31, 2008. After this time, necessary upgrades will not be provided. Therefore it is necessary to replace the firewall. CISCO Adaptive Security Appliance 5540 Series firewall has been selected. This is a mission critical device to protect the MCC network.

It is important to the continuity of all network operations that the firewall be covered under a 24 hours-a-day, 7 days-a-week maintenance agreement with a four-hour response time. Included in this purchase is the annual maintenance/support contract.

CISCO equipment is part of an Illinois state contract and is available at the same contract price from all vendors. CDW-G, Inc. is the vendor of choice which the College uses for this type of purchase due to the company holding the consortium contract through the Illinois Community College System Procurement Consortium (ICCSPC) for software and computer peripheral equipment.

The purchase of data processing and telecommunications equipment and services 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."

<u>Item</u>	<u>CDW-G, Inc.</u>
CISCO Adaptive Security Appliance Firewall	\$14,372.13
CISCO SmartNet IPS Service 24 hours-a-day, 7 days-a-week with a 4-hour response time	<u>4,000.00</u> <u>\$18,372.13</u>

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 and maintenance cost of CISCO Adaptive Security Appliance Firewall for \$18,372.13 from CDW-G, Inc., Vernon Hills, IL.



Walter J. Packard
President

Request to Purchase
Community Engagement Services

Information:

McHenry County College has an opportunity to receive community input and feedback through a formalized community engagement program. The goals for this effort include providing more detailed information about MCC to the community at large, and collaborating with community members to gather input that will help inform the College as it revises its strategic plan and sets a strategic vision for the future.

The engagement program will have an initial proposed timeframe of 14 months. Expected components of the engagement program include organizing a community-led facilitating committee, conducting opinion research, hosting information sessions for the community, and leading workshops to gather community input.

Proposals were received from the following agencies for community engagement services:

<u>Description</u>	<u>UNICOM-ARC</u>	<u>Fleishman Hillard</u>	<u>Fairbank, Maslin, Maullin & Associates</u>
Community Engagement Planning and Development	\$168,750.00 - \$215,000.00	\$238,000.000 - \$280,000.00	Did not respond with proposal by deadline

The estimated fee from UNICOM-ARC includes the following:

- Planning and development fees - \$8,000.00 per month (\$112,000.00 total)
- Travel expenses - \$1,000.00 per month (\$14,000.00 total)
- Initial 500-sample opinion survey - \$22,750.00
- Promotional video production - \$20,000.00
- Collateral development and printing – not to exceed \$46,250.00

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase of community engagement services for a total cost not to exceed \$215,000.00 from UNICOM-ARC, St. Louis, MO.



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	110	11/21/08- 1/31/09	\$10,560	Mike Serpe	Chicago	IL
Scot Forge- Corporate Level	84	11/21/08- 2/28/09	\$10,500	Bob Squires	Springfield	WI
Scot Forge- Machining	224	11/21/08- 2/28/09	\$28,000	Bob Squires	Springfield	WI
Scot Forge- Cut/Saw	168	11/21/08- 2/28/09	\$21,000	Bob Squires	Springfield	WI
Scot Forge- Forge Dept.	84	11/21/08- 2/28/09	\$10,500	Bob Squires	Springfield	WI
Catty Corporation	48	12/16/08- 12/19/08	\$ 7,200	Maritza Robbenolt- Paszek	West Dundee	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
EBSCO Periodicals Subscription Services

Information:

The MCC Library has used EBSCO Information Services (EBSCO), Cary, IL, for twelve years as the vendor for the Library's 169 periodicals. The titles are reviewed annually to ensure the collection is current and up-to-date with the curriculum.

EBSCO is a worldwide leader in providing information access. EBSCO has an Academic Division which identifies and meets the specialized requirements of academic and research libraries.

The annual renewal for Calendar Year 2009 is \$16,613.70.

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

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

Recommendation:

It is recommended that the Board of Trustees approves the renewal of the EBSCO Periodicals Information Services agreement for \$16,613.70 from EBSCO Information Services, Cary, IL.



Walter J. Packard
President

Request to Purchase
Professional Services from Legat Architects

Information:

In accordance with the September 25, 2008, Board Report #08-216, the Shah Center build-out has been discussed with Legat Architects (Legat) of Crystal Lake, IL. Legat has provided the College with a proposal of costs for the project, as well as a timeline for June, 2009 occupancy.

It is estimated that the Shah Center build-out will cost approximately \$400,000.00. Legat proposes an architectural fee of 10% of the construction costs, or approximately \$40,000.00.

This expense is budgeted in the Operations and Maintenance (Restricted) Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of professional services for the Shah Center build-out for approximately \$40,000.00 from Legat Architects, Crystal Lake, IL.



Walter J. Packard
President

Request to Purchase
Renewal of AACC Annual Membership

Information:

The American Association of Community Colleges (AACC) is the primary advocacy organization for community colleges at the national level. AACC collaborates with a wide range of entities within the higher education community to monitor and influence federal policy and to collaborate on issues of common interest. AACC currently represents more than 1,200 two-year, associate-degree granting institutions, and MCC has been a member for more than a decade. The membership renewal rate for FY 2009 is \$5,110.00.

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

Recommendation:

It is recommended that the Board of Trustees approves the renewal of the College's annual membership for \$5,110.00 to the American Association of Community Colleges, Washington, D.C.



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:

Overload				
<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Wagner, D	MKT 110 601	20.000	0	1,841.12

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 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>
Berry, R	BUS 240 301	3	0	1,442.00
Bowman, T	ART 166 201	2	0	1,012.83
Ryan, D	ECE 290 001	1	0	557.92

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Cameron, J	Mentor	0	105.00
Geller, J	Theatre Production Director	0	1,000.00
Hamill, P	Mentor	0	105.00
Jackson, B	Academy Integration Training	0	100.00
Jost, H	Academy Integration Training	0	100.00
Lozier, C	Adjunct Counselor (191.5 hrs. @ \$31.58/hr.)	5,210.70	6,047.57
Middaugh, L	Mentee	0	90.00
Moeller, V	Academy Integration Training	0	100.00
Petersen, A	Academy Integration Training	0	100.00
Pickering, C	Differential Pay ART 241 001	0	480.00
Salhi, R	Academy Integration Training	0	100.00
Schaefer, D	Academy Integration Training	0	100.00
Shaw, N	Applied Music Instruction (8 - half hour music lessons)	0	133.04
Smith, R	Mentee	0	90.00
Sullivan, S	Academy Integration Trainer	0	200.00
Toranzo, R	Rating Assessment Data for Spanish (5 hrs. @ \$30/hr.)	0	150.00
White, S	Academy Integration Training	0	100.00

Independent/Individualized/Internships

<u>Name</u>	<u>Course</u>	<u>Credit Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Allerheiligen, W	HHP 120 602	1	5	0	375.00
Allerheiligen, W	HHP 278 001	2	1	0	150.00
Allerheiligen, W	HHP 279 001	1	5	0	375.00
Culp, T	PLT 151 099	3	5	0	1,125.00

<u>Name</u>	<u>Course</u>	<u>Credit Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Fagiano, S	MUS 217 001	1	1	0	253.00
Galloway, S	ART 290 001	3	1	0	225.00
Geller, J	IND 160 005	3	1	0	225.00
Geller, J	THE 153 002	1	1	0	75.00
Geller, J	THE 159 001	3	1	0	225.00
Hand, A	ART 299 001	3	2	0	450.00
Hand, A	IND 160 004	3	1	0	225.00
Humphrey, A	ENG 105 002	3	1	0	225.00
Kostova, Z	FRE 152 001	4	6	0	1,800.00
Lech, I	GER 152 002	4	6	0	1,800.00
Manley, D	ART 248 001	3	7	0	1,575.00
Pickering, C	ART 241 001	3	5	0	1,125.00
Reagan, M	SOC 101 516	3	3	0	675.00
Ryan, D	ECE 234 001	3	5	0	1,125.00
Seitz, T	HHP 290 002	1	3	0	225.00
Shaw, N	MUS 205 001	1	7	0	1,862.56
Spangenberg, B	HRT 263 001	3	1	0	225.00
Spangenberg, B	HRT 299 001	3	1	0	225.00
Szalaj, S	MUS 104 001	3	4	0	900.00
Szalaj, S	MUS 205 003	1	5	1,115.84	1,394.80
Szalaj, S	MUS 205 004	2	1	0	557.92

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albright, M	Co-Chair – Digital Media	20.000	0	2,400.00
Beggs, T	Co-Chair – Digital Media	5.000	0	600.00
Curfman, D	Chair – Accounting	11.666	0	1,399.92
Freelove, J	Chair – Administrative Office Management	18.333	0	2,199.96
Geary, R	CJS 112 001	20.000	0	1,841.12
Grandinetti, P	Chair – Automotive	15.000	0	1,800.00
Sytsma, A	NUR 110 A03	17.666	0	1,626.26
Tetreault, M	CIS 155 001	26.666	0	2,454.77
Tetreault, M	CIS 185 001	20.000	0	1,841.12
Vitale, S	Chair – Computer Information Systems	26.666	0	3,199.92
Young, C	CIS 117 001	20.000	0	1,841.12
Young, S	PHI 262 002	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

Personnel Adjustments for Spring 2009
Transfer and Occupational Courses

Information:

Listed below are adjustments for Spring 2009 Transfer and Occupational courses and program development:

Faculty Non-Teaching Roles		Previously	
<u>Name</u>	<u>Assignment</u>	<u>Approved \$</u>	<u>\$ Amount</u>
Clark, K	Adjunct Reference Librarian (72 hrs. @ \$27.21/hr.)	0	1,959.12
Hovious, A	Adjunct Reference Librarian (18 hrs. @ \$28.67/hr.)	0	516.06
Nelson, E	Adjunct Reference Librarian (16 hrs. @ \$27.21/hr.)	0	435.36

Recommendation:

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



Walter J. Packard
President

Appointment of New
Help Desk Operations Specialist

Information:

At the May 2008 Board meeting, the Board of Trustees approved the new professional position of Help Desk Operations Specialist and the elimination of the Help Desk Operator. It was determined that Susan Sieber, Help Desk Operator, has been performing more than 50% of the duties of the Help Desk Operations Specialist. Therefore, according to the MCCSC contract, Susan Sieber has been selected to fill this position.

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Susan Sieber to the professional position of Help Desk Operations Specialist, effective December 1, 2008, at a salary of \$17,180.56 (based on a 12-month salary of \$29,500.00).



Walter J. Packard
President

Appointment of Replacement
Director of Computing Services

Information:

The resignation of James Batson, effective July 11, 2008, created a vacancy for the full-time administrative position of Director of Computing Services. Marilyn Schick 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 Marilyn Schick to the administrative position of Director of Computing Services, effective December 1, 2008, at a salary of \$41,348.56 (based on a 12-month salary of \$71,000.00).



Walter J. Packard
President

Marilyn Schick
Crystal Lake, IL

Position: Director of Computing Services

Education: Master of Science, Business Management
Kellogg School of Management,
Northwestern University, Evanston, IL

Bachelor of Science, Business Administration
Illinois Institute of Technology, Chicago, IL

Experience:

2002 – 2008 Director of Information Services
Barrington Community Unit School District #220,
Barrington, IL

2000 – 2002 President/Owner
M. A. Schick & Associates, Crystal Lake, IL

1998 – 2000 Corporate Information Technology Director
Rust-Oleum, Vernon Hills, IL

1992 – 1998 Corporate MIS Director
Chicago Metallic, Chicago, IL

Summary of Recruitment Efforts: Number of Applications Received: 37
Number of Interviews: 3

Members of Search Committee: L. Frederick, D. Jabusch, T. McDonald,
S. Moll, S. Vitale

Approval of Eliminated and New Positions

Information:

At the August 28, 2008 Board Meeting, the Board of Trustees was informed of the Academic Organizational Review conducted during January through September of this year. The intent of the review was to ensure the College is properly positioned with its academic organizational structure to meet both current and future needs before embarking on recruitment and hiring activities to replace personnel retiring in June 2009. The review process has been completed and the proposed organizational plan has been adopted, effective January 2009. As a part of this plan, the decision has been made to eliminate the Director of Workforce Development Support Services position and replace it with a Director of Perkins and High School Plus.

Recommendation:

It is recommended that the Board of Trustees approves the elimination of the full-time administrative position of Director of Workforce Development Support Services and the addition of the full-time administrative position of Director of Perkins and High School Plus. This is Administrative Salary Level 3.



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, Julie Freelove and Cynthia Letteri 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>
Julie Freelove	Lane 4, Step 8 \$65,760.00	Lane 5, Step 8 \$68,637.00
Cynthia Letteri	Lane 2, Step 5 \$53,430.00	Lane 3, Step 5 \$55,896.00

- 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, Kevin Sowiak qualifies for his second adjustment at this time.

Recommendation:

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



Walter J. Packard
President

Compact Agreement with Rockford College

Information:

McHenry County College (MCC) and Rockford College have established a Compact Agreement formally recognizing that the two institutions agree to work together to provide a baccalaureate degree opportunity for MCC students who complete an Associate in Arts (AA) or an Associate in Science (AS) degree under MCC catalog requirements dating from 1989 and thereafter.

Benefits to MCC students include junior standing for those pursuing Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Science, or Bachelor of Science in Nursing degrees. Rockford College general education requirements will be satisfied, with the exception of one course from either the social and behavioral science area or from the language and literature or art areas. The exception will be determined by the Rockford College Registrar's Office upon evaluation of each student's transcript. All passing grades from MCC will transfer.

The agreement applies to students who have completed an AA or an AS degree no earlier than the spring semester of 1990. The agreement will be in effect for a period of three years, October 2008 through October 2011.



Walter J. Packard
President

HVAC Duct Repairs

Information:

The duct work installed in the original "A" building in 1974 has been gradually failing. The material used for the duct is becoming fatigued by the constant pressure in the ducts. Minor repairs are usually handled by in-house staff, but when a larger section fails, it requires an outside contractor to perform the repairs. The old duct is replaced with galvanized steel that will last well into the future. Whenever there is renovation work done in the building, the old duct in the ceiling is replaced with galvanized steel.

There was recently a duct failure in the hallway ceiling by the Planetarium and the Biology classrooms. This required an emergency repair by an outside contractor. The work was completed by Jensen's Plumbing and Heating, Woodstock, IL, for a cost of \$7,001.59. This information is being provided to the Board since the cost exceeds \$5,000.00 in one month.

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



Walter J. Packard
President

MCC FY 2008 Annual Report Mailing

Information:

In summer 2008, the College began work on its inaugural Annual Report, which provides an overview of current and future academic programs, major College initiatives, and an FY 2008 financial snapshot.

102,500 copies of the annual report have been printed, and 100,000 annual reports are being mailed the week of November 17, 2008 to the following households/recipients:

- All McHenry County households within MCC District 528;
- Out-of-county households within MCC District 528 in following cities: Algonquin, Barrington, Hampshire, Huntley and Island Lake;
- Select McHenry County households that are not within MCC District 528, including Algonquin, Huntley, Island Lake and Lake in the Hills;
- Friends of MCC Foundation Mailing List including alumni and donors at place of business.

In addition to the direct mailing effort, a PDF of the Annual Report will be posted on www.mchenry.edu and InsideMCC. The PDF also will be emailed to the MCC Board of Trustees, Foundation Board, Shah Center email list and local/regional media contacts.

Finally, in November, five copies of the report will be submitted – along with proper forms – to the Government Finance Officers Association (GFOA) for consideration for the Award for Outstanding Achievement in Popular Annual Financial Reporting.



Walter J. Packard
President

Update on MCC Website User Testing

Information:

In October 2008, the Office of Marketing and Public Relations (OMPR) conducted an initial planning meeting to discuss the MCC website user testing plan. During this meeting, the department identified the objective(s) for this testing, including:

- To confirm the types of user groups who most frequent the website
- To determine ways in which user groups utilize the website (i.e. registration, event listings, course information, job searches)
- To identify strengths and opportunities for improvement in navigation, messaging and naming structure, design, and accessibility
- To generate a list of solutions to address opportunities for improvement identified in user testing

During the kick-off meeting in October, the OMPR staff addressed the first objective of confirming primary user groups for the website. Identified user groups include:

- Current students (credit)
 - Traditional age
 - Returning adults
 - Athletes
- Current students (non-credit)
 - RAP members
 - Professional interests
 - Personal interests
- Prospects
 - High school juniors/seniors
 - Parents of high school students
 - Returning adults
 - Minorities
 - Athletes
 - Community members
- Alumni
- Donors
- Local businesses
- Local media

Over the coming months into early 2009, a sample group of 6-8 people from each of the above user groups will be selected to go through user testing, which will include a series of questions/instructions to follow while OMPR team members act as observers and collect data. The outcome of this user testing will be to develop a revised website marketing plan that outlines goals for the website and strategies and tactics that will be used to achieve these goals.



Walter J. Packard
President

Requests from Trustees

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

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



Walter J. Packard
President

Requests from Trustees

#	Requested	Requestor	Consensus Yes No		Item	Status	Date Addressed	Scheduled
5	2/25/08	Glosson	•		Improve public engagement	Scheduled		November 2008 COW
11	2/28/08	Walters		•	Publicize information about funding sources	Completed	Fall 2008 Annual Report	
17	3/25/08	Glosson	•		Visioning Retreat for Strategic Planning	Completed	October 24 & 25, 2008	
35	5/19/08	Summers	•		Present "big picture" of Bridger report	Postponed Rescheduled		October 2008 COW (PPD) December 2008 COW
46	6/24/08	Kurtz	•		Organize legislative breakfast meeting to discuss visioning, funding, pending legislation	Scheduled		January 6, 2009 - 8:00 a.m.
51	6/24/08	Summers	•		RFP for legal services and auditor	Scheduled		November 2008 COW
53	6/24/08	Kurtz	•		Conduct user testing of website	Scheduled		Fall, 2008
60	8/25/2008	Kurtz	•		Presentation of merit-based system for employee rewards/recognition	Postponed Rescheduled		October 2008 COW (PPD) December 2008 COW
61	8/28/2008	Kurtz	•		Update from Organizational Review Committee in 6-12 months	Scheduled		February 2009 COW
62	8/28/2008	Kurtz	•		Plan/Timeline for visioning and involving the community	In Progress		
63	9/4/2008	Staff			Update on Student Senate's "I Vote" Activities	Completed	October 2008 BOT	
Ongoing Requests								
#	Requested	Requestor	Consensus		Item	Status	Date Addressed	Scheduled
10	2/28/08	Glosson	•		Review of Key Performance Indicators	Scheduled		March/October
48	6/24/08	Kurtz	•		ERP Updates (mission, roles, project status, etc.)	Scheduled		Monthly
Glossary:								
COW = Committee of the Whole Meeting								
BOT = Board of Trustees Meeting								
CS = Closed Session								
PPD = Postponed								
ERP = Enterprise Resource Planning								
RFP = Request for Proposals								