

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

December 18, 2008
Regular Board Meeting
7 p.m.

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

AGENDA

1. CALL TO ORDER
 - *RC 2. ROLL CALL
 3. PLEDGE OF ALLEGIANCE
 4. COLLEGE MISSION STATEMENT
 5. ACCEPTANCE OF AGENDA
 6. ACCEPTANCE OF MINUTES: Tax Levy Public Hearing November 20, 2008
Regular Board Meeting November 20, 2008
Regular Board Meeting November 20, 2008 Closed Session
 7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
(Three (3) minutes per person or less.)
 8. BOARD COMMITTEE REPORT
Committee of the Whole – December 15, 2008
 9. ICCTA REPORT
 10. FRIENDS OF MCC FOUNDATION REPORT
 11. PRESIDENT’S REPORT
 12. PRESENTATIONS
Service Learning Project in Women’s Health Issues Class, Kathy Chamberlain, Instructor, Health and Human Performance
 13. COMMUNICATIONS
 - A. Faculty Report
 - B. Staff Council Report
 - C. Student Trustee Report
 - *RC 14. VOUCHER #992 - \$25.00, Board Report #08-266
 - *RC 15. ACCEPTANCE OF CONSENT AGENDA
For Approval
 - A. Executive Summary
 - B. Financial Statements
 - a. Treasurer’s Report
 - b. Voucher #993 - \$691,771.24, Board Report #08-267
 - c. Voucher #994 - \$427,753.05, Board Report #08-268
 - C. Requests to Purchase
 - a. Adult Education Off-Campus Space Rental for Spring Semester 2009, Board Report #08-269
 - b. Cymphonix Bandwidth Management Appliance, Board Report #08-270
- *Roll Call

- c. Hallway Furniture for Student Use, Board Report #08-271
- d. Legato Back-up Recovery Maintenance, Board Report #08-272
- e. Library Computer Workstations and Chairs, Board Report #08-273
- f. President's Reception Banquet Services, Board Report #08-274
- g. Security Video Surveillance System, Board Report #08-275
- h. Community Engagement Services, Board Report #08-255 Postponed/Amended
- D. Minimum Qualifications for Full-Time Faculty 2009-2010 Update, Board Report #08-276
- E. 2009-2010 Master Seniority List for Tenured Full-Time Faculty, Board Report #08-277
- F. Joint Educational Agreement Update, Board Report #08-278
- G. Lab, Computer Usage, and Technology Fees for 2009-2010, Board Report #08- 279
- H. Reaffirmation of Commitment to Ethics Ordinance, Board Report #08-280
- I. Board Policy Revision, Policy 1.8.4.4.5, Telephonic Voting, Board Report #08-281
- J. Review of Closed Session Minutes, Board Report #08-282
- K. Personnel
 - a. Personnel Adjustments for Fall 2008 Transfer and Occupational Courses, Board Report #08-200 Addendum
 - b. Personnel Adjustments for Spring 2009 Transfer and Occupational Courses, Board Report #08-260 Addendum
 - c. Appointment of Coaching Staff, Board Report #08-283
 - d. Appointment of New Instructor Nursing/Lab, Board Report, #08-284
 - e. Appointment of Replacement Director of Network Services, Board Report #08-285
 - f. Appointment of Replacement Multicultural Recruiter, Board, Report #08-286
 - g. Appointment of Replacement Student Development Advisor, Board Report #08-287
 - h. Authorization for Personnel Appointment, Board Report #08-288
 - i. Extension of Appointment of Temporary Replacement Director of Workforce Development Support Services, Board Report #08-289
 - j. Request for Position and Title Revision, Associate Vice President of Institutional Effectiveness, Board Report #08-290
 - k. Salary/Advanced Placement Adjustments, Board Report #08-291

16. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

17. INFORMATION REPORTS

- A. Resignation
- B. Adult Education Off-Campus Space Rental for Fall Semester 2008
- C. Contract Training
- D. Emergency Purchase of Scissor Lift
- E. Transfer Partnership Agreement with DePaul University, College of Computing and Digital Media
- F. Update on Shah Center Classroom Build-Out
- G. Requests from Trustees
- H. ERP Update

18. OPEN FOR BOARD MEMBERS

19. CLOSED SESSION

20. ADJOURNMENT



George Lowe
Chair



**Foundation Update
for the
December 18, 2008 Board of Trustees Meeting**

Promise Campaign

Through December 9 twenty-four gifts and signed pledges totaling \$2,048,310 (and ranging from \$50 to \$1,000,000) have been received. This includes gifts from faculty, staff, administration, alumni, College Trustees, Foundation Board members and other donors. There is also a verbal pledge of a gift of property with an estimated value between \$1 million and \$1.5 million.

The Promise Committee is confident that we will have continued success with major gifts calls so that the core fund will continue to grow.

Annual Fund

The Annual Fund Committee is continuing to recruit more members from throughout the county and has begun monthly meetings. Their goal is to obtain at least \$300,000 annually for Promise through personal visits, presentations and mailings. The first direct mail was sent recently. A second direct mail appeal will be sent out in April.

Golf Invitational

A first round of letters seeking sponsorships went out the week of December 8. Another series of sponsorship letters will go out soon. The Committee is coordinating Golf sponsorship requests with Promise requests.

Mini Grants

Fourteen proposals seeking Foundation mini grants have been received from faculty and staff. These include requests for an interesting range of enrichment projects: special classes; a speaker for a conference; enhanced student areas; training for converting truck engines to run on alternative fuels; photographs representing Latin American countries for a classroom; an eBeam Interactive Whiteboard for the Shah Center; automatic doors for special needs students; file cabinets; biology kiosks for interactive web based biology learning activities; display cases for earth science collections; a mineral digital library; an update of the Green Guide; an in-building cellular distributed antenna system to support emergency communication; and a request for a portable infant patient simulator for the nursing program.

Student Trustee Report

As the semester draws to a close, students are busy finishing final projects and preparing for exams. Student Senate is planning a winter retreat for the weekend of December 13-14 at Camp Lakota in Woodstock. To strengthen the board, students will participate in team-building and leadership development activities during the retreat. Students will also create a plan of action for second semester.

Beginning spring semester, I will conduct a Student Trustee outreach initiative. The goal of this initiative is to learn the concerns of students at MCC. This information will be useful for myself and the 2008-2009 Student Senate, as well as for the 2009-2010 student representatives.

A handwritten signature in black ink, appearing to read 'TK', with a long horizontal flourish extending to the right.

Thomas Kendzie
Student Trustee

Authorize Payment of Voucher #992

Information:

100- Education Fund	<u>\$25.00</u>
Total	\$ 25.00

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #992 dated December 18, 2008, totaling \$25.00.



Walter J. Packard
President

Executive Summary

Fiscal Year 2009 is currently 42% complete with the year-to-date results for November 2008 being reported. In the Operating Funds, total revenue is 56% of budget, as compared with 57% at the same time last year. Total expenditures are 30% of budget, as compared with 37% 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 28% of budget as compared to 66% at the same time last year. \$213,418 less revenue has been received through November 2008 than the prior year. This decrease is due to lower interest rates.
- Other revenue is currently 4% of budget as compared to 23% last year. \$15,351 less revenue has been received through November 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 2009 as compared to FY 2008.
- Employee benefit expenditures are currently 27% of budget as compared to 29% last year. \$320,795 more in expenditures have been recorded through November 2008 than the prior year. This increased cost is the result of payments to retirees under the College's early retirement program and was included in the FY 2009 budget.
- Materials and supplies are currently 27% of budget as compared to 37% last year. \$508,301 more in expenditures have been recorded through November 2008 than the previous year. This increased cost is due to software licensing expenses associated with the ERP project and was included in the FY 2009 budget.
- Utilities expenditures are currently 40% of budget as compared to 31% last year. \$128,927 more in expenditures have been recorded through November 2008 than the prior year. This increase is primarily due to increased rates.
- Other expenditures are currently 33% of budget as compared to 3% last year. \$55,478 more in expenditures have been recorded through November 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

McHenry County College
 Operating Funds Financial Comparison
 Five Months Actual Ended November 30, 2007 and November 30, 2008

	FY2008 Actual to November 30, 2007				FY2009 Actual to November 30, 2008				Variance Over (Under) Prior Year Actual
	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	
Revenue									
Local	\$ 9,786,639	\$ 1,089,532	\$ 10,876,171	47%	\$ 10,097,719	\$ 1,128,982	\$ 11,226,701	44%	\$ 350,530
State	581,899	208,507	790,406	27%	576,351	205,644	781,995	28%	(8,411)
Federal	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	7,387,262	1,840,552	9,227,814	87%	8,023,057	2,021,673	10,044,730	92%	816,916
Sales & Service Fees	11,490	-	11,490	45%	10,381	-	10,381	41%	(1,109)
Facilities	10,496	3,612	14,108	94%	8,056	10,719	18,775	59%	4,667
Interest	393,601	-	393,601	66%	180,183	-	180,183	28%	(213,418)
Non-Govt Gifts, Grants	-	-	-	-	34,759	-	-	-	-
Other	20,122	-	20,122	23%	4,771	-	4,771	4%	(15,351)
Total Revenue	18,191,509	3,142,203	21,333,712	57%	18,935,277	3,367,018	22,302,295	56%	933,824
Expenditures									
Salaries	7,717,212	497,903	8,215,115	39%	7,381,089	488,157	7,869,246	35%	(345,869)
Employee Benefits	1,238,263	116,636	1,354,899	29%	1,552,348	123,346	1,675,694	27%	320,795
Contractual Services	751,173	63,281	814,454	47%	701,924	80,066	781,990	17%	(32,464)
General Materials & Supplies	688,791	45,603	734,394	37%	1,197,860	44,835	1,242,695	27%	508,301
Conference and Meeting	139,452	5,963	145,415	26%	124,826	8,916	133,742	19%	(11,673)
Fixed Charges	523,093	45	523,138	39%	512,318	-	512,318	43%	(10,820)
Utilities	3,771	286,311	290,082	31%	5,510	413,499	419,009	40%	128,927
Capital Outlay	202,498	200	202,698	26%	181,894	4,931	186,825	9%	(15,873)
Other Expenditures	96,252	-	96,252	3%	151,730	-	151,730	33%	55,478
Total Expenditures	11,360,505	1,015,942	12,376,447	37%	11,809,499	1,163,750	12,973,249	30%	596,802
Excess (deficiency) of revenues over expenditures	<u>6,831,004</u>	<u>2,126,261</u>	<u>8,957,265</u>		<u>7,125,778</u>	<u>2,203,268</u>	<u>9,329,046</u>		<u>337,022</u>
Other financing sources (uses) Operating transfers out	<u>-</u>	<u>(2,000,000)</u>	<u>(2,000,000)</u>		<u>-</u>	<u>(2,000,000)</u>	<u>(2,000,000)</u>		<u>-</u>
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	<u>\$ 6,831,004</u>	<u>\$ 126,261</u>	<u>\$ 6,957,265</u>		<u>\$ 7,125,778</u>	<u>\$ 203,268</u>	<u>\$ 7,329,046</u>		<u>\$ 337,022</u>

McHenry County College
 Operating Funds Financial Summary
 Five Months ended November 30, 2008

	FY2009 Budget				FY2009 Actual				Variance Over (Under) FY 2009 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%	\$ 10,097,719	\$ 1,128,982	\$ 11,226,701	44%	\$ (14,017,003)	45%
State	2,082,566	724,189	2,806,755	7%	576,351	205,644	781,995	28%	(2,024,760)	27%
Federal	-	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	8,936,185	2,030,292	10,966,477	28%	8,023,057	2,021,673	10,044,730	92%	(921,747)	87%
Sales & Service Fees	25,400	-	25,400	-	10,381	-	10,381	41%	(15,019)	43%
Facilities	26,000	6,000	32,000	-	8,056	10,719	18,775	59%	(13,225)	64%
Interest	650,000	-	650,000	2%	180,183	-	180,183	28%	(469,817)	66%
Non-Govt Gifts, Grants	-	-	-	-	34,759	-	34,759	-	34,759	368%
Other	131,000	-	131,000	-	4,771	-	4,771	4%	(126,229)	16%
Total Revenue	34,347,281	5,508,055	39,855,336	100%	18,935,277	3,367,018	22,302,295	56%	(17,553,041)	55%
Expenditures										
Salaries	21,085,325	1,186,253	22,271,578	49%	7,381,089	488,157	7,869,246	35%	(14,402,332)	37%
Employee Benefits	5,915,624	313,078	6,228,702	14%	1,552,348	123,346	1,675,694	27%	(4,553,008)	31%
Contractual Services	4,472,810	222,000	4,694,810	11%	701,924	80,066	781,990	17%	(3,912,820)	29%
General Materials & Supplies	4,504,975	136,240	4,641,215	10%	1,197,860	44,835	1,242,695	27%	(3,398,520)	31%
Conference and Meeting	665,116	26,500	691,616	2%	124,826	8,916	133,742	19%	(557,874)	28%
Fixed Charges	1,191,892	800	1,192,692	3%	512,318	-	512,318	43%	(680,374)	39%
Utilities	13,940	1,024,275	1,038,215	2%	5,510	413,499	419,009	40%	(619,206)	35%
Capital Outlay	2,050,000	60,003	2,110,003	5%	181,894	4,931	186,825	9%	(1,923,178)	18%
Other Expenditures	458,060	-	458,060	1%	151,730	-	151,730	33%	(306,330)	42%
Contingency	1,041,322	136,269	1,177,591	3%	-	-	-	n/a	(1,177,591)	-
Total Expenditures	41,399,064	3,105,418	44,504,482	100%	11,809,499	1,163,750	12,973,249	29%	(31,531,233)	35%
Excess (deficiency) of revenues over expenditures	<u>(7,051,783)</u>	<u>2,402,637</u>	<u>(4,649,146)</u>		<u>7,125,778</u>	<u>2,203,268</u>	<u>9,329,046</u>		<u>13,978,192</u>	
Other financing sources (uses): Operating transfers (out)	<u>(625,000)</u>	<u>(2,000,000)</u>	<u>(2,625,000)</u>		<u>-</u>	<u>(2,000,000)</u>	<u>(2,000,000)</u>		<u>-</u>	
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	<u>\$ (7,676,783)</u>	<u>\$ 402,637</u>	<u>\$ (7,274,146)</u>		<u>\$ 7,125,778</u>	<u>\$ 203,268</u>	<u>\$ 7,329,046</u>		<u>\$ 13,978,192</u>	

McHenry County College
All Funds Financial Summary
Five Months ended November 30, 2008

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Agency Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
Revenue												
Local	\$ 10,097,719	\$ 1,128,982	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,543	\$ 407,457	\$ -	\$ 11,660,701
State	576,351	205,644	-	-	58,909	-	-	-	-	-	-	840,904
Federal	-	-	-	-	119,143	-	784,367	-	-	-	-	903,510
Tuition & Fees	8,023,057	2,021,673	-	697,262	-	-	-	-	-	-	-	10,741,992
Sales & Service Fees	10,381	-	-	1,416,086	-	-	-	-	-	-	-	1,426,467
Facilities	8,056	10,719	-	-	-	-	-	-	-	-	-	18,775
Interest	180,183	-	52,157	-	-	4,312	-	-	-	2,459	-	239,111
Non-Govt Gifts, Grants	34,759	-	-	69,553	8,345	-	-	-	-	-	-	112,657
Other	4,771	-	-	-	-	-	-	-	-	-	1,659,944	1,664,715
Total Revenue	18,935,277	3,367,018	52,157	2,182,901	186,397	4,312	784,367	-	26,543	409,916	1,659,944	27,608,832
Expenditures												
Instruction	4,995,716	-	-	-	111,788	-	-	-	-	-	-	5,107,504
Academic Support	514,342	-	-	-	18,275	-	-	-	-	-	-	532,617
Student Services	1,061,465	-	-	-	110,263	-	-	-	-	-	-	1,171,728
Public Service	649,746	-	-	620,815	10,053	-	-	-	-	-	-	1,280,614
Auxiliary Services	-	-	-	1,439,049	-	-	-	-	-	-	-	1,439,049
Operations & Maintenance	-	1,163,750	-	-	-	-	-	-	-	124,113	-	1,287,863
Institutional Support	4,588,230	-	31,274	(10,411)	43,970	-	784,367	-	50,000	367,150	1,583,304	7,437,884
Total Expenditures	11,809,499	1,163,750	31,274	2,049,453	294,349	-	784,367	-	50,000	491,263	1,583,304	18,257,259
Excess (deficiency) of revenues over expenditures	7,125,778	2,203,268	20,883	133,448	(107,952)	4,312	-	-	(23,457)	(81,347)	76,640	9,351,573
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	7,125,778	203,268	2,020,883	133,448	(107,952)	4,312	-	-	(23,457)	(81,347)	76,640	9,351,573
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	\$ 20,751,954	\$ 1,478,340	\$ 6,631,464	\$ 444,248	\$ (56,271)	\$ 2,809,122	\$ 48,557	\$ -	\$ 259,777	\$ 3,674,872	\$ 827,231	\$ 36,869,294

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

Bank Name Location / Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Home State Bank Crystal Lake Imprest	\$1,408,972.57	\$4,345,834.30	\$2,534,951.07	\$3,219,855.80
Harvard State Bank Harvard Imprest - VISA / MC / Discover	\$176,673.85	\$1,261,181.09	\$872,397.41	\$565,457.53
Home State Bank Crystal Lake Online	\$5,523.16	\$72.11	\$0	\$5,595.27
Home State Bank Crystal Lake Flexible Spending	\$0	\$17,526.85	\$17,526.85	\$0
Home State Bank Crystal Lake Health Care Claims	(\$5,849.65)	\$11,909.24	\$10,007.69	(\$3,948.10)
Amcore Bank Woodstock Payroll	\$0	\$18,328.38	\$18,328.38	\$0
Harvard State Bank Harvard Operations	\$920.90	\$194,169.27	\$194,886.39	\$203.78
First Midwest Bank McHenry Student Grant & Loan	\$1,569.61	\$236,152.31	\$236,379.69	\$1,342.23

McHenry County College
December 18, 2008

Investments

College Fund	Financial Institution	November 30, 2008 Investments	October 31, 2008 Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$ 11,383,833.32	\$ 13,334,334.82	see below	N/A	On Demand
Education	Illinois Funds - Prime Fund	12,093,159.23	12,082,466.25	see below	30	On Demand
Operations & Maintenance (Restricted)	Illinois Funds	1,743.79	1,742.66	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds - Prime Fund	6,136,321.02	6,130,895.18	see below	30	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds	916,523.06	915,807.14	see below	N/A	On Demand
Working Cash	Illinois Funds	614,708.26	614,228.10	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	350,518.77	350,244.97	see below	N/A	On Demand
	Total	\$ 31,496,807.45	\$ 33,429,719.12			

Illinois Fund Rates - November 2008

Annualized rate - Money Mkt	
Low	0.688%
High	0.982%
Average	0.797%

Interest Revenue

College Fund	November 2008	Fiscal YTD
Education	\$ 21,783.27	\$ 180,183.39
Operations & Maintenance (Restricted)	6,142.89	52,156.79
Working Cash	480.16	4,312.43
Liability, Protection and Settlement	273.80	2,459.03
	\$ 28,680.12	\$ 239,111.64

Annualized rate - Prime Fund	
Low	0.986%
High	1.293%
Average	1.080%

Authorize Payment of Voucher #993

Information:

100- Education Fund	\$380,733.41
200- Operations & Maintenance Fund	95,480.79
300- Operations & Maintenance (Restricted) Fund	591.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	153,534.96
600- Restricted Purposes Fund	3,659.46
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	3,460.39
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	49,104.24
1700- Employee Health Insurance	<u>5,206.99</u>
Total	\$691,771.24

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #993 dated December 18, 2008, totaling \$691,771.24.



Walter J. Packard
President

Authorize Payment of Voucher #994

Information:

100- Education Fund	\$309,887.15
200- Operations & Maintenance Fund	18,954.05
300- Operations & Maintenance (Restricted) Fund	0.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	76,026.98
600- Restricted Purposes Fund	4,078.68
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	3,761.34
1100- Audit Fund	15,000.00
1200- Liability Protection & Settlement Fund	<u>44.85</u>
Total:	\$427,753.05

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #994 dated December 18, 2008 totaling \$427,753.05.



Walter J. Packard
President

Request to Purchase
Adult Education Off-Campus Space Rental for Spring Semester 2009

Information:

As part of ongoing efforts to offer Adult Education programming throughout the district, Adult Education and Workforce Services contracts with certain off-campus locations to rent space for program course offerings. The off-campus space is used for classrooms, registration, and childcare for adult education students.

This expense is budgeted in the Adult Education Account in the Restricted Purposes Fund.

Location	Address	Number of rooms	Period	Expenditure
McHenry West High School	4724 W. Crystal Lake Rd. McHenry, IL	5	1/21 – 5/11/2009 28 class days	\$6,163.50
First United Methodist Church	201 W. South St. Woodstock, IL	7	1/20 – 5/14/2009 30 class days	\$6,150.00
Total				<u>\$12,313.50</u>

Recommendation:

It is recommended that the Board of Trustees approves the expenditure for rental of space for Adult Education programming as listed above for a total of \$12,313.50.



Walter J. Packard
President

Request to Purchase
Cymphonix Bandwidth Management Appliance

Information:

The current network connection between the College and our remote locations is inadequate. One of the services using bandwidth is Internet connectivity. At this time, Internet bandwidth allocation is first-come, first-served. The Cymphonix Network Composer (bandwidth management) appliance is a tool that will allow resources to be allocated for instruction and business purposes while limiting available bandwidth for other use.

The purchase of data processing equipment and 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 Shah Center Account in the Education Fund.

<u>Description</u>	<u>Cymphonix</u>	<u>Netelligent Corp.</u>	<u>Tympani Inc.</u>
Cymphonix Network Composer – 45Mbps	\$10,034.00	\$ 9,995.00	\$ 8,380.00
Three-year license subscription	<u>11,995.00</u>	<u>11,690.00</u>	<u>7,396.00</u>
Total	<u>\$22,029.00</u>	<u>\$21,685.00</u>	<u>\$15,776.00</u>

Recommendation:

It is recommended that the Board of Trustees approves the purchase of the Cymphonix Network Composer appliance and three-year license for \$15,776.00 from Tympani, Inc., Downers Grove, IL.



Walter J. Packard
President

Request to Purchase
Hallway Furniture for Student Use

Information:

In 2007, MCC embarked on a self-study through the Foundations of Excellence project. The main goal of the project is to increase student engagement. One of the recommendations was that MCC provide welcoming and comfortable seating areas to more effectively encourage students to utilize campus space.

As a part of the project, a panel was formed to interview MCC students about perceptions of the College environment, and to identify student-preferred areas for study group and social congregation. Last spring, the Student Trustee and members of Student Senate specifically identified several key areas where students gather for study groups and seek comfortable seating areas for socializing. In 2008, members of the Student Senate provided suggestions for the design and location of furniture. A Project Team was appointed to discuss inviting furniture designs, colors, options, and to review different manufacturers and styles. The Team also visited Waubensee Community College to view their new building hallway design, and a Steelcase showroom to examine recommended seating.

The recommended furniture is manufactured by Steelcase and provides a high quality, open and friendly group design that will be inviting to students. Pricing for the furniture is based on the Illinois Public Higher Education Consortium (IPHEC) contract volume pricing agreement. The two areas where hallway group seating will be initially installed are the hallway in Building C and the hallway outside the Library in Building A. A total of 27 lounge or bench seats will be installed at a cost of \$27,569.44 by Interiors for Business, Inc., Steelcase authorized installers.

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 Institutional Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of Steelcase hallway furniture for \$27,569.44 from Interiors for Business, Inc., Batavia, IL, through the IPHEC volume pricing agreement.



Walter J. Packard
President

Request to Purchase
Legato Back-up/Recovery Maintenance

Information:

The College depends on an EMC Legato Networker back-up and recovery system software to back up server data. The Legato system is complex; therefore, vendor maintenance support is essential and has been accessed for a number of upgrade and problem resolution issues.

This system software, which is covered by an annual maintenance support agreement, is due for renewal. The maintenance support agreement is available through EMC Corporation, the company that manufactures and supports the product.

<u>Item</u>	<u>EMC Corporation</u>
One-year Legato Networker system support agreement	\$9,892.56

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

Recommendation:

It is recommended that the Board of Trustees approves the one-year Legato Networker system support agreement as stated above, for \$9,892.56, from EMC Corporation, Hopkinton, MA.



Walter J. Packard
President

Request to Purchase
Library Computer Workstations and Chairs

Information:

New library computer workstations and chairs are necessary to replace the twenty year-old desks and chairs currently being used. The current workstations are worn, do not have the adjustment ability necessary for ADA compliance or the wiring provisions necessary for proper student use.

Computer workstations and chairs are used by reference librarians when providing one-on-one instruction, and by students who access the library catalog, databases, Internet, and library informational material. In addition to students, approximately 2,000 community members have library cards providing access to these computer workstations. The furniture will enhance the learning environment of the Library.

In selecting the computer workstations and chairs, a Project Team of nine individuals from the Library, Information Technology, and Business Services was formed. The team discussed inviting furniture designs, colors, and options, and looked at a number of manufacturers and styles. The computer workstations and chairs recommended are manufactured by Krueger International (KI), are extremely durable, adjustable, user friendly, provide plenty of room for student books, and are comfortable.

Pricing for the furniture is based on the Illinois Public Higher Education Consortium (IPHEC) contract volume pricing agreement. The cost to purchase the 17 computer workstations and 25 chairs from IPHEC approved Krueger International is \$17,916.08.

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 Institutional Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of the library computer workstations and chairs for \$17,916.08 from Krueger International, Green Bay, WI, through the IPHEC volume pricing agreement.



Walter J. Packard
President

Request to Purchase
President's Reception Banquet Services

Information:

The 2009 President's Reception will be held at Boulder Ridge Country Club on April 24, 2009. The estimated cost for Boulder Ridge Country Club for this year's reception is \$9,500.00, based upon last year's attendance. A deposit of \$500.00 is due at this time. This expense is budgeted in the Institutional Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the estimated expenditure of \$9,500.00 to Boulder Ridge Country Club, Lake in the Hills, IL.



Walter J. Packard
President

Request to Purchase
Security Video Surveillance System

Information:

In April, U.S. Representative Don Manzullo secured a federal earmark of \$350,000.00 to improve campus safety for colleges within his district. As a result, each community college within his district received an award of \$49,750.00. MCC made the decision to use these funds to implement the first phase of a comprehensive security camera surveillance system.

In September 2008, MCC hired Sentinel Technologies as a design consultant to work with the departments of Information Technology and Campus Safety and Security. Together, camera locations, requirements and specifications for a system were developed, and an RFP was issued. The proposed system consists of 21 cameras focusing on parking lots and entry/exit points in the buildings, as well as the supporting server and data storage to record the video footage for at least seven days.

A mandatory walkthrough was attended by fourteen vendors. Additional questions from vendors were received and answered. Ten proposals were received in accordance with the RFP. The abilities of the proposed systems to expand and integrate with other security systems, as well as cost, were the primary consideration factors.

Spreadsheet of Vendor's Proposals: See reverse.

This expense is budgeted in a Grant Account in the Restricted Purposes Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase and installation of a Video Surveillance System for \$41,031.00 from Secure Integrations Inc. of Des Plaines, IL; \$4,399.35 for a server from Dell, Inc., and \$2,175.00 for electronic storage from CDW-G, for a total system cost of \$47,605.35.



Walter J. Packard
President

<u>Description of System</u>	<u>American Building Services</u>	<u>Applied Communications</u>	<u>Ingersoll Rand Security Technologies</u>	<u>Interact Business Products</u>	<u>Midco Systems *</u>
Complete Video Surveillance Camera System	\$51,605.00	\$75,669.27	\$63,398.52	\$48,117.00	\$56,166.83
System to include: All equipment, delivery, installation, and training					
Equipment to include: Twenty-One analog cameras and licenses and mounts					
Network surveillance server and storage					
	<u>PerMar Security Services</u>	<u>Radicom Business Communication Systems</u>	<u>Red Hawk *</u>	<u>Rex Electric Technologies **</u>	<u>Secure Integrations *</u>
	\$81,394.27	\$73,944.00	\$51,468.70	\$42,700.00	\$47,605.35

Note: Proposals from Comtech Securities and Siemens Building Technologies were not considered as their proposals were received after the deadline.

* Complete system cost shown, but server and storage (specified by vendor) purchased separately from Dell and CDW-G

**Proposal does not meet bid specifications for lack of ability to expand and integrate with other security systems

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 \$137,750.00	\$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, **for the first three months; \$7,000 for 11 additional months** (~~\$112,000.00 total~~) **(\$101,000.00 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~~ } **(Services to be performed in-house)**

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~~ **\$137,750.00** from UNICOM-ARC, St. Louis, MO.



Walter J. Packard
 President

Minimum Qualifications for Full-Time Faculty
2009-2010 Update

Information:

In May, 1983, the Board of Trustees adopted a set of Minimum Qualifications determined to be necessary to insure appropriate faculty preparation for instruction in each of the College's credit courses and comply with accrediting and regulatory agency standards. Developed by faculty and administrative staff, the original document accounted for all credit courses taught to that date by full-time faculty as well as those taught by part-time faculty.

The addition of new courses to the curricula, realignment of existing courses, and the deletion of withdrawn courses necessitate that the Minimum Qualifications document be updated annually. In addition, the opportunity for review and refinement of existing Minimum Qualifications serves as an important means of insuring that the Minimum Qualifications determined for each course are, in fact, realistic in light of actual experience. After considering the merits of the proposed changes, the 2009-2010 edition of the Minimum Qualifications document reflects minor modifications which have been updated and are attached to this report.

Recommendation:

It is recommended that the Board of Trustees approves the proposed update of the Minimum Qualifications for Full-Time Faculty for 2009-2010.



Walter J. Packard
President

**MINIMUM
QUALIFICATIONS
for
FULL-TIME FACULTY
POSITIONS**

**at
McHENRY COUNTY COLLEGE
Crystal Lake, Illinois**

**2009-2010 Edition
(Published December 2008)**

Minimum Qualifications By Course for Full-Time Faculty Positions

ACCOUNTING	
<p>ACC 110-Basic Accounting Procedures ACC 151-Financial Accounting ACC 152-Management Accounting ACC 220-Computer Applications for Accounting ACC 236-Cost Accounting ACC 237-Income Tax Accounting ACC 238-Income Tax – Advanced ACC 239-IRS Practice & Procedures ACC 240-Enrolled Agent Review Course ACC 245-Principles of Finance ACC 250-Intermediate Accounting I ACC 251-Intermediate Accounting II ACC 255-Accounting Internship ACC 290-Special Topics in Accounting</p>	<p>Master’s Degree in Accounting, Business, Business Administration, or Business Education with at least 24 academic hours of accounting coursework; experience may be given consideration in lieu of the 24-hour coursework requirement. Consideration may also be given to those individuals with a Bachelor’s Degree in Accounting or Business along with a C.P.A. or C.M.A. certificate and at least 2,000 hours or related work experience.</p>

AUTOMOTIVE	
<p>AMT 100-Introduction to Automotive Technology AMT 110-Introduction to Service Writing AMT 120-Automotive Electricity Fundamentals AMT 140-Automotive Engine Technology AMT 160-Automotive Electronics Fundamentals AMT 170-Manual Drive Train & Axles AMT 180-Automotive Steering, Chassis, & Suspension AMT 200-Computerized Automotive Systems AMT 220-Automotive Brake Systems AMT 230-High Performance Engine Fundamentals AMT 240-Automotive Climate Control Systems AMT 250-Automotive Cooperative Internship AMT 260-Engine Performance/Drivability AMT 265-Alternate Fuel Vehicles AMT 270-Automatic Transmission & Transaxles AMT 299-Automotive Independent Study</p>	<p>Bachelor’s Degree in Automotive or Industrial Technology to include 24 semester hours in Automotive Mechanics, certification by ASE in those areas related to courses to be taught, and 2,000 hours of related work experience; or, A.A.S. Degree in Automotive Technology, certification by ASE in those areas relating to courses to be taught, and 8,000 hours of related work experience; or, Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of related work experience.</p>

ANTHROPOLOGY	
<p>ANT 151-Introduction to Anthropology ANT 155-Introduction to Archaeology ANT 160-Introduction to Physical Anthropology ANT 170-Intro to Cultural Anthropology ANT 260-Archaeology of the Ancient Near East ANT 290-Topics in Anthropology</p>	<p>Master’s Degree in Anthropology</p>

Minimum Qualifications By Course for Full-Time Faculty Positions

ADMINISTRATIVE OFFICE MANAGEMENT	
<p>AOM 101-Keyboarding I – Introduction AOM 102-Document Formatting AOM 105-Keyboarding Speed & Accuracy AOM 120-Word Processing I AOM 122-Word Processing II AOM 134-Introduction to Desktop Publishing AOM 135-Medical Terminology AOM 136-Medical Transcription AOM 140-Integrated Office Applications AOM 145-Office Practice AOM 150-Legal Terminology and Transcription AOM 225-Law for the Legal Secretary AOM 234-Advanced Desktop Publishing AOM 250-Administrative Office Procedures AOM 255-Administrative Office Management Internship AOM 299-Independent Study in Administrative Office Management</p>	<p>Bachelor’s Degree in Business Education or related field. Qualifications to include 12 semester hours in computer-related courses and 2,000 hours of related work experience.</p>

ART	
<p>ART 151-Art Appreciation ART 152-Intro to Studio Art ART 153-Two-Dimensional Design ART 155-Non-Western Art ART 156-Drawing I ART 157-Drawing II ART 158-Life Drawing ART 160-Painting I ART 165-Ethnic Folk Art ART 166-Digital Tools for Studio Artists ART 167-Computer Graphics I ART 168-Computer Art I ART 170-Introduction to Art Education ART 171-Art History I ART 172-Art History II ART 173-Art History III ART 175-History of Photography ART 180-Sculpture I ART 182-Introduction to Interior Design ART 183-History of Interiors ART 184-Jewelry I ART 185-Fibers I ART 230-Printmaking ART 253-Three-Dimensional Design ART 257-Drawing III ART 261-Painting II ART 262-Painting III ART 263-Painting IV ART 264-Beginning Watercolor ART 265-Advanced Watercolor ART 274-Ceramics IV ART 275-Ceramics Studio ART 282-Interior Design 2 ART 290-Topics in Art ART 299-Individual Art Projects</p>	<p>Master of Arts or Master of Fine Arts Degree (preferred), or Master of Arts in Education (Higher Education emphasis) with a minimum of 18 graduate hours in Art.</p> <p>*For studio courses, Master of Fine Arts degree preferred or a Master of Arts degree with significant coursework in the area of instruction.</p> <p>Minimum for ART 151: All coursework completed towards Master’s Degree with thesis in program and eminent.</p> <p>In addition, for ART 155, to include an understanding of non-Western culture and artistic traditions.</p> <p>In addition, for ART 165, to include an understanding of American-Ethnic culture and artistic traditions.</p> <p>In addition, for ART 166, appropriate digital imaging experience and/or coursework.</p> <p>For ART 167 and ART 168: Master’s Degree is required. In addition, there must be a thorough knowledge of Macintosh equipment, computer art, and industry standards.</p>

Minimum Qualifications By Course for Full-Time Faculty Positions

ART	
ART 186-Jewelry II	Master of Fine Arts-Jewelry and Metal Smithing, Major Master of Fine Arts-Jewelry and Metal Smithing, Minor
ART 241-Beginning Photography ART 242-Intermediate Photography ART 244-Color Photography ART 245-Primitive Photography ART 246-Alternative Photo Processing ART 247-Large Format Photography	Master's Degree in Art with an emphasis in photography.
ART 248-Studio Lighting I ART 249-Studio Lighting II ART 250-Digital Photography I ART 252-Digital Photography II ART 254-Digital Photography III ART 255-Digital & Film Photo Exploration	Master of Fine Arts in Photography
ART 258-Life Drawing II	Master's Degree in Art or Master of Fine Arts
ART 271-Ceramics I ART 272-Ceramics II ART 273-Ceramics III ART 274-Ceramics IV ART 275-Ceramics Studio	Master's Degree in Art with an emphasis in ceramics.
BIOLOGY	
BIO 110-Introduction to Human Biology BIO 130-Environmental Field Biology BIO 137-Hereditry and Ethics BIO 157-Fundamentals of Biology BIO 158-Evolution and Biodiversity BIO 255-Microbiology BIO 260-Human Anatomy and Physiology BIO 263-Human Anatomy and Physiology I BIO 264-Human Anatomy and Physiology II	Master's Degree in any of the Biological Sciences.
BIO 105-Introduction to Animal Science	Master's Degree in any of the Biological Sciences or closely related field.
BUSINESS	
BUS 110-Business Career Skills I BUS 120-Business Career Skills II BUS 145-Business Applications of Mathematics BUS 150-Introduction to Business BUS 155-Business Communication BUS 220-Human Relations and Team Building BUS 240-Commercial Law BUS 241-Legal Environment of Business BUS 255-Business Internship BUS 299-Topics/Issues in Business	Master's in Business, Business Education or an M.B.A.
BUS 160-Introduction to Entrepreneurship BUS 162-Entrepreneurship Business Planning	Master's Degree in Business related field, Business Ed., or MBA and 2,000 hours of related work experience in a small business environment.

Minimum Qualifications By Course for Full-Time Faculty Positions

CONSTRUCTION MANAGEMENT	
CMT 105-Intro. To Building Construction CMT 110-Basic Mechanical Code CMT 115-Basic Electrical Codes CMT 120-Basic Building Codes and Enforcement CMT 125-Survey Layout and Measurement CMT 250-Construction Management Internship	Advanced Technical Studies, Architectural Engineering or related field and 2,000 hours of work related experience. Bachelor's Degree in Construction Management, Advanced Technical Studies, Architectural Engineering or related field and 2,000 hours of work related experience; Or Associate Degree in Construction Management, Advanced Technical Studies, Architectural Engineering or related field and 8,000 hours work related experience; Or CCI certification or equivalent and 18,000 hours of work related experience. Bachelor's Degree in Construction Management, Advanced Technical Studies, Architectural Engineering or related field and 2,000 hours of work related experience; Or Associate Degree in Construction Management, Advanced Technical Studies, Architectural Engineering or related field and 8,000 hours work related experience; Or Four CCI certifications or equivalent and 18,000 hours of work related experience.

CHEMISTRY	
CHM 115-Chemistry and Society CHM 164-Elementary Chemistry CHM 165-General Chemistry I CHM 166-General Chemistry II CHM 265-Organic Chemistry I CHM 266-Organic Chemistry II	Master's Degree in Chemistry or Master's Degree in Science including 15 graduate semester hours in Chemistry and graduate research in Chemistry.
CHM 170-Survey of Organic and Biochemistry	Master of Science Degree in Chemistry or Biochemistry

COLLEGE EXPERIENCE	
MCC 101-College Experience	Master's Degree in any subject area.

COMPUTER INFORMATION SYSTEMS	
CIS 090-Introduction to Computer Applications CIS 110-Computer Literacy	13 credits in specific CIS courses. Teaching demonstration in the discipline –training may be provided.
CIS 116-PC Operating Systems and Hardware CIS 117-Introduction to Programming CIS 118-Introduction to Windows CIS 119-Introduction to Visual Basic CIS 125-Computer Ethics CIS 131-Introduction to Windows Spreadsheet Applications CIS 132-Introduction to Database Systems CIS 136-Introduction to Presentation Software CIS 143-Introduction to UNIX CIS 144-Unix System Administration CIS 145-Introduction to the Internet CIS 146-Introduction to Web Page Programming CIS 147-Introduction to JavaScript Programming CIS 148-Introduction to Java Programming	Bachelor's Degree in Business, Computer Science, Business Education or Management Information Systems. Qualifications to include 24 semester hours in computer-related courses, 8 hours of which must be in a programming language, and 2,000 hours of related work experience. Additional related work experience will be given consideration in lieu of coursework. In addition, for CIS 119 and 219, 30 clock hours of study in Visual Basic is required. For CIS 140 and 240, 30 clock hours of study in Novell LAN is required. For CIS 215, 266 and 267, 30 clock hours in "C++" programming is required. For CIS 148, 32 clock hours in Java programming or equivalent experience. For CIS 216, A+ Certification (or equivalent work related experience) is required.

Minimum Qualifications By Course for Full-Time Faculty Positions

COMPUTER INFORMATION SYSTEMS	
<p>CIS 150-Server + Certification Prep CIS 155-Network Essentials CIS 156-Advanced Windows Workstation CIS 157-Advanced Windows Server CIS 211-Intermediate Programming CIS 216-A+ Certification Prep CIS 219-Intermediate Visual Basic CIS 231-Advanced Spreadsheet Applications CIS 232-Advanced Database Systems CIS 245-Web Page Design CIS 248-Intermediate Java Programming CIS 250-Internship in CIS CIS 255-Directory Services Infrastructure CIS 256-Windows Network Infrastructure CIS 266-Object Oriented Programming CIS 270-SQL/Database Concepts CIS 275-Systems Design CIS 290-Topics in CIS</p>	<p>For CIS 155, MCT or MCP Status is required. In addition, for CIS 156, 157 and 255, the Microsoft Certified System Engineer (MCSE) Certification.</p> <p>In addition, for CIS 146, 147 and 245, Bachelor's Degree in Business, Computer Science, Business Education or Management Information Systems. Qualifications to include 24 semester hours in computer-related courses, 8 hours of which must be in a programming language, and 2,000 hours of related work experience. Additional related work experience will be given consideration in lieu of coursework.</p>
<p>CIS 149-Intro. To Server Page Programming</p>	<p>Bachelor's Degree in computer science or related field, coursework in database and web design. 2,000 hours of work related experience.</p>
<p>CIS 133-Intermediate Database CIS 170-Router Basics CIS 171-Router Configuration CIS 172-Router LAN Technology CIS 173-Router WAN Technology CIS 180-Computer Security Awareness CIS 185-Ethical Hacking CIS 186-Security+ Prep</p>	<p>Bachelor's Degree in Business, Computer Science, Business Education, Management Information Systems. Qualifications to include 24 semester hours in computer-related courses, 8 hours of which must be in a programming language, and 2,000 hours of related work experience. Additional related work will be given consideration in lieu of coursework or programming language background.</p> <p>For CIS 185, in addition, Certified Ethical Hacking (CEH) Certification is required.</p> <p>For CIS 186, in addition, Security+ Certification is required.</p>
<p>CIS 210-Intro to Technology in Education</p>	<p>Master's Degree in Education, specific to Pre K – Grade 12. Graduate level coursework should include historical philosophical and psychological foundations of education; plus coursework in learning theory, curriculum development and educational technology. Knowledge of the integration of technology in the classroom is expected.</p>
COMPUTER SCIENCE	
<p>CSC 121-Computer Science I CSC 122-Computer Science II</p>	<p>Master's Degree in Mathematics, Mathematics Education or Computer Science, with 15 graduate semester hours in Mathematics and 9 semester hours in Computer Science; or Master's Degree in which the coursework is equivalent to one of the degrees listed herein.</p>

Minimum Qualifications By Course for Full-Time Faculty Positions

CRIMINAL JUSTICE	
CJS 101-Introduction to Criminal Justice CJS 106-Introduction to Corrections CJS 110-Policing CJS 112-Field Experience in Criminal Justice CJS 115-Criminal Law CJS 120-Juvenile Delinquency CJS 125-Principles of Criminal Investigation CJS 206-Community Based Corrections CJS 215-Police Community Relations CJS 225-Criminal Justice Management CJS 275-Criminal Procedures CJS 290-Topics in Criminal Justice	Master's Degree in the Criminal Justice field or at least 18 hours completed toward the CJS Master's Degree and 2,000 hours work experience in a CJS related field.
CJS 140-Criminology	Master's Degree in Criminal Justice or Sociology and 2,000 hours of related work experience.

DIGITAL MEDIA	
DGM 100-2D Animation	Master's Degree in Art, Computer Science, or a related field, with a minimum of 6 credit hours of coursework in Animation or a B.S. Degree in Art, Computer Science, or a related field with 2,000 hours of related experience.
DGM 110-Game Design 1 DGM 210-Game Design 2 DGM 160-3D Game Development 1 DGM 260-3D Game Development 2 DGM 290-Topics in Digital Media	Associate's Degree or 60 credit hours in related area – with a minimum of 2 years strongly related experience in topic.
DGM 123-Digital 2D Design	Bachelor's Degree in Art, Graphic Arts, Animation or a related field. A minimum of 2,000 hours of related experience or advanced coursework on the topic.
DGM 125-Digital Drawing 1	Bachelor's Degree in Art, Graphic Arts, Animation or a related field with at least 2,000 hours of work experience. Master's Degree preferred.
DGM 150-Digital Storytelling	Bachelor's Degree in Art, Computer Science, Communications or a related field. A minimum of 2,000 hours of related experience or advanced coursework on the topic.
DGM 167-Computer Graphics I	Master of Arts – to also include an understanding of Macintosh equipment, computer art, and industry standards
DGM 168-Computer Art I	Mater of Arts – to also include an understanding of Macintosh equipment, computer art, and industry standards.
DGM 200-3D Modeling & Animation 1	Bachelor of Science in one of the Computer or Art fields with at least 6 hours of training in Animation or 2,000 hours of experience. Master's Degree preferred.
DGM 205-3D Modeling & Animation 2	Bachelor of Science in one of the Computer or Art fields with at least 6 credit hours of training in Animation or 2,000 hours of experience. Master's Degree preferred.
DGM 230-Internet Game Programming	Bachelor of Science in Computer Science or a related field with a minimum of 8 credit hours of programming, with 2,000 hours of experience in Internet/programming or game development. Master of Science in Programming or Systems Design is preferred.
DGM 250-Digital Media Internship	Master's Degree in Art, Computer Science, or a related field. Or a Bachelor of Science in Art, Computer Science, or a related field with 2,000 hours of related experience.

Minimum Qualifications By Course for Full-Time Faculty Positions

DIGITAL MEDIA	
DGM 259-Digital Project Management	Bachelor of Science in one of the Computer or Art fields with at least 6 hours of training in Animation or 2,000 hours of experience. Master's Degree preferred.
DRAFTING	
DRT 101-Basic Technical Drafting DRT 102-Advanced Technical Drafting DRT 104-Expanded Applications in Drafting DRT 150-Introduction to Computer Aided Drafting DRT 151-Expanded Applications in CAD DRT 201-Technical Illustrations DRT 202-Geometric Tolerancing DRT 299-Independent Study in Drafting	Bachelor's Degree in Drafting or Industrial Technology / Industrial Education to include 24 semester hours in Drafting and 2,000 hours of related work experience; or, Associate of Applied Science Degree in Mechanical Design Technology and 8,000 hours of related work experience; or, 18,000 hours of drafting work experience.
EARTH SCIENCE	
EAS 120-Introduction to Meteorology	Master's Degree in Geography, Meteorology, Atmospheric Science, Earth Science; or, Master's Degree in Science to include 15 graduate semester hours in meteorology or atmospheric science.
EAS 170-Geology & Oceanography EAS 171-Astronomy & Meteorology EAS 180-Introduction to Astronomy	Master's Degree in Geography, Geology, Earth Science; or, Master's Degree in Science to include 15 graduate semester hours in Earth Science, Physical Geography, Geology, Meteorology, and/or Astronomy.
EAS 185-Natural Hazards and Disasters	Master's Degree in Geography, Geology, or Earth Science; or, Master's Degree in Science to include 15 graduate semester hours in Geology or Earth Science.
EARLY CHILDHOOD EDUCATION	
ECE 115-Early Childhood Education ECE 120-Child Growth and Development ECE 121-Infant/Toddler Development & Care ECE 125-Nutrition, Health & Safety ECE 131-Early Childhood Guidance & Observation ECE 150-Child Study & Observation ECE 155-Child, Family & Community Relations ECE 204-Early Childhood Language Arts ECE 209-Early Childhood Music/Rhythmic Activ ECE 214-Early Childhood Art Activities ECE 219-Early Childhood Science and Math ECE 229-Early Childhood Curriculum & Activ ECE 234-Child Care Center Management ECE 250-Early Childhood Practicum ECE 290-Topics in Early Childhood Education	Master's Degree in Early Childhood Education/Child Care; or Master's Degree in Education with either an emphasis in Early Childhood Education/Child Care or a minimum of 8 semester hours in Early Childhood Education/Child Care related coursework and 2,000 hours of related work experience. In addition, for ECE 250, related work experience which also meets DCFS Licensing Standards for Director Qualifications.
ECE 118-The Professional Child Care Provider	Bachelor's Degree in Early Childhood Education/Childcare or a related field; 2,000 hours of related work experience.

Minimum Qualifications By Course for Full-Time Faculty Positions

ECONOMICS	
ECO 150-Introduction to Economics	Master's Degree in Economics, Business, or Business Education including 15 semester hours in Economics.
ECO 210-Economic Development Dynamics	Master's Degree in Economics or related field
ECO 251-Microeconomics ECO 252-Macroeconomics	Master's Degree in Economics or related field with 15 graduate hours in Economics.
EDUCATION	
EDU 251-Introduction to Education EDU 255-Diversity of Schools EDU 257-Language Development EDU 275-Classroom Observation	Master's Degree in Education, specific to Pre-K through Grade 12, including graduate level coursework in the historical, philosophical, and psychological foundations of Education, plus coursework in Learning Theory.
EDU 252-Children's Literature	Master's Degree in Child Development, Early Childhood Education, or Education.
EDU 253-Children with Exceptionalities	Master's Degree in Early Childhood Education, Education or Psychology. Special Education certification or experience in inclusion of special education setting.
EDU 261-Intro to Foundations of Reading	Master's Degree in Education/Reading specific to pre-K through grade 12. Graduate level coursework should include the historical, philosophical and psychological foundations of education, plus coursework in learning theory and curriculum development. Significant coursework in the area/s of Reading and/or Language Arts.
EDU 290-Topics in Education	Master's Degree in Education or a related field.
ELECTRONICS	
EET 099-Introduction to Electronics EET 110-Principles of Direct Current EET 111-Principles of Alternating Current EET 120-Digital Circuits EET 121-Analog Circuits EET 140-Microprocessor Fundamentals EET 141-Microprocessor Systems EET 240-Communications Systems I EET 241-Communications Systems II EET 250-Computer Systems I EET 251-Computer Systems II EET 299-Independent Study in Electronics	Bachelor's Degree in Electronics or Educational field that includes 24 semester hours in Electronics and 2,000 hours of related work experience; or, Associate Degree in Electronics and 8,000 hours of related work experience; or, 18,000 hours of electronics work experience as a technician.
ENGINEERING	
EGR 151-Engineering Graphics I EGR 152-Engineering Graphics II EGR 251-Statics EGR 252-Dynamics EGR 260-Electrical Circuits Analysis	Master's Degree in Engineering or Physics.
EMERGENCY MEDICAL TECHNOLOGY	
EMS 105-First Responder Emergency Aid EMS 110-Emergency Medical Technician-Basic	Current Illinois certification as an EMT-B, IDPH recognition as an EMS Lead Instructor, 2,000 hours of work related experience

Minimum Qualifications By Course for Full-Time Faculty Positions

EMERGENCY MEDICAL TECHNOLOGY	
EMS 120-EMT-Paramedic Module I EMS 121-EMT-Paramedic Module II EMS 122-EMT-Paramedic Module III EMS 123-EMT-Paramedic Internship	Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 2,000 hours of ED/EMS related work experience.

ENGLISH	
ENG 088-Spelling ENG 089-Sentence Structure ENG 090-Foundations of Writing ENG 095-Introduction to College Writing ENG 099-Effective Writing	Master's Degree (preferably in English or related field.)
ENG 105-Technical Communications ENG 151-Composition I ENG 152-Composition II	Master's Degree in English or Master's Degree in related field (Rhetoric, Composition, Writing, Journalism, Communications) with 18 graduate English hours and experience teaching composition. (Note: English education classes offered as "EDU" classes are not equivalent to English classes.) Substantial coursework in applied rhetoric is desirable.
ENG 240-Introduction to Shakespeare ENG 250-Creative Writing ENG 251-Introduction to Literature ENG 252-Studies in Literature ENG 253-World Literature to 1650 ENG 254-World Literature 1650 to Present ENG 255-British Literature to 1800 ENG 256-British Literature 1800 to Present ENG 260-American Literature I ENG 261-American Literature II ENG 270-The Bible as Literature ENG 271-Greek and Roman Mythology ENG 272-Non-Western Mythologies ENG 275-Women's Literature ENG 276-Asian Literature	Master's Degree in English, Literature or related field.

FRENCH	
FRE 151-Elementary French I FRE 152-Elementary French II FRE 251-Intermediate French I FRE 252-Intermediate French II	Master's Degree in French or equivalent/related field with 18 graduate French hours.

FIRE SCIENCE	
FRS 100-Introduction to Emergency Services	Office of the State Fire Marshal Instructor II certification, 5 years Fire Service experience including 2,000 hours of related work experience, Related degree preferred; Or, Current Illinois certification as an EMT-Basic, and 2,000 hours of related work experience, Related degree preferred; Or, Master's Degree in the Criminal Justice field; and 2,000 hours of related work experience.
FRS 101-Introduction to Fire Science FRS 121-Fire Suppression FRS 122-Building Construction Fire Service FRS 123-Fire Protection Systems FRS 205-Fire Inspection & Code Enforcement	Office of the State Fire Marshal Instructor II certification, 5 years Fire Service experience including 2,000 hours of work-related experience. Related degree preferred.

Minimum Qualifications By Course for Full-Time Faculty Positions

FIRE SCIENCE	
FRS 150-Firefighter II	Office of the State Fire Marshal Instructor I and Fire Fighter II certification, 5 years Fire Service experience including 2,000 hours of related experience. Related Degree preferred.
FRS 220-Fire Service Management I FRS 221-Fire Service Management II FRS 223-Fire Service Tactics & Strategies I FRS 224-Fire Prevention Principles I	Office of the State Fire Marshal Fire Officer I and Instructor II certification, 5 years Fire Service experience including 2,000 hours of related work experience. Related degree preferred.
FRS 222-Fire Service Instructor I	Office of the State Fire Marshal Instructor II certification or education teaching credentials, 5 years Fire Service experience including of 2,000 hours of related work experience.
FRS 252-Hazardous Materials First Responder Operations	Office of the State Fire Marshal Instructor II, Firefighter III, and Hazardous Materials First Responder certification, 5 years Fire Service experience including 2,000 hours of related work experience. Related degree preferred.
FRS 253-Fire Apparatus Engineer	Office of the State Fire Marshal Instructor II, and Fire Apparatus Engineer certification, 5 years Fire Service experience including 2,000 hours of related work experience. Related degree preferred.
FRS 250-Fire Science Internship	Office of the State Fire Marshall certification Instructor II; 5 years experience including 2000 hours of related work experience; EMT-B. Related degree preferred.

GEOGRAPHY	
GEG 101-Physical Geography	Master's Degree in Geography, Geology or Environmental Science or, Master's Degree in Science to include 15 graduate semester hours in Earth Science or Physical Geography.
GEG 102-Physical Geography Laboratory	Master's Degree in Earth Sciences or Geography.
GEG 160-Geographic Information Systems I GEG 161-Geographic Information Systems II	Master's Degree in Geography or Earth Science; or a Masters Degree in Science, including 15 hours in geography or earth science with a broad-based background in such areas as spatial analysis, geographic information systems, and cartography.
GEG 202-Geography of the Developed World GEG 203-Geography of the Developing World	Master's Degree in Geography.
GEG 204-Economic Geography	Master's Degree in Geography with broad based background in such areas as economic geography, spatial analysis, geographic information systems, urban and rural geography, and location theory.
GEG 220-The Global Environment GEG 221-The Global Environment (Lab)	Master's Degree in Geography, Earth Science, Biology, or Geology with broad-based background in such areas as physical geography, meteorology, soils, biology, physical geology, natural resources and conservation, and regional geography.
GEG 290-Topics in Geography	Master's Degree in specific area, or appropriate hours of study, or appropriate real-life experiences depending on topic offered.

GEOLOGY	
GEL 101-Physical Geology GEL 103-Physical Geology Lab	Master's Degree in Geography, Geology or Environmental Science; or Master's Degree in Science to include 15 graduate semester hours in Earth Science or Physical Geography.

Minimum Qualifications By Course for Full-Time Faculty Positions

GERMAN	
GER 151-Elementary German I GER 152-Elementary German II GER 251-Intermediate German I GER 252-Intermediate German II	Master's Degree in German or equivalent/related field with 18 graduate German hours.
HEALTH AND FITNESS EDUCATION	
HFE 101-Volleyball I HFE 110-Golf I HFE 120-Physical Fitness HFE 121-Strength Training I HFE 122-Aerobic Exercise HFE 123-Fitness Walking HFE 175-Group Exercise Principles HFE 210-Golf II HFE 221-Strength Training II	Bachelor's Degree in one of the following: <ul style="list-style-type: none"> ▪ Exercise Physiology; Physical Education; Kinesiology; Health Education with 6 hours in Physical Education. ▪ Education with 6 hours in Physical Education. ▪ 2,000 clock hours of related work experience.
HFE 140-Theory of Baseball HFE 141-Theory of Basketball HFE 161-Personal Fitness HFE 170-Fitness and Human Performance Professions HFE 171-Exercise Science I HFE 176-Strength and Conditioning Principles HFE 270-Exercise Program Design HFE 271-Exercise Science II HFE 278-Application of Fitness Instruction HFE 279-HFE Internship HFE 290-Topics in Health and Fitness Education	Master's Degree in one of the following: <ul style="list-style-type: none"> ▪ Exercise Physiology; Physical Education; Kinesiology; Health Education with 6 hours in Physical Education. ▪ Education with 6 hours in Physical Education. ▪ 2,000 clock hours of related work experience.
HFE 103-Karate/Self Defense I HFE 125-Fencing I	<ul style="list-style-type: none"> ▪ Bachelor's Degree from an accredited college or university ▪ 2,000 clock hours experience in self-defense instruction ▪ CPR and First Aid Certification.
HFE 151-First Aid and CPR	Master's Degree in Education or Health related field and current instructor's certification through the American Red Cross First Aid, CPR, & AED certification.
HFE 150-Contemporary Health Issues HFE 152-Women's Health Issues HFE 250-Nutrition for Wellness HFE 251-Drugs in a Contemporary Society HFE 255-Stress Management	Master's Degree in Health Education or a Master's Degree in a related field with 12 hours of health coursework.
HFE 202-Lifeguard Training	Master's Degree in Education, Health Education, Physical Education or Exercise Physiology AND current American Red Cross Instructors Certification in Lifeguard Training.
HFE 252-Issues in Family Violence	Master's Degree in Social Work, Health Education, Criminal Justice or related field.
HEALTH SCIENCES	
HCE 100-Health Profession Career Exploration	Registered Nurse with current Illinois license and 2,000 clock hours of related work experience, or minimum AAS Degree in a related allied health profession and 2,000 clock hours of related work experience. (BSN or BS/BA in a health related field preferred.)

Minimum Qualifications By Course for Full-Time Faculty Positions

HEALTH SCIENCES	
HCE 110-Introduction to Pharmacology HCE 111-Information Literacy and Healthcare	Faculty shall be currently licensed as a registered professional nurse in Illinois with at least 2 years experience in clinical nursing practice and a Master's degree or higher with a major in nursing; or a Master's degree or higher in a related field in healthcare with 2,000 clock hours of related work experience. Knowledge of the integration of technology in the classroom is expected.
NAE 100-Basic Nurse Assistant	Registered Nurse with current Illinois license (BSN or BS/BA in a Health related field preferred). Minimum 2 years experience as a Registered Nurse required. Minimum 1 year experience of long term care/geriatric nursing experience required. One or more of the following: ★ Train the Trainer Workshop Certificate from IDPH ★ Formal teaching experience ★ 3 credit hour educational techniques course Current BLS CPR certifications. IDPH Alzheimer's Instructor approval, IDPH Clinical Evaluator approval, IDPH Instructor approval and coding.
NUR 095-Directed Study in Nursing NUR 110-Nursing Practice I NUR 120-Nursing Practice II NUR 125-LPN to AND Transition NUR 210-Nursing Practice III NUR 220-Family Nursing NUR 230-Transition to Professional Practice	Faculty shall be currently licensed as a registered professional nurse in Illinois with at least 2 years experience in clinical nursing practice and a Master's degree or higher with a major in nursing.
HISTORY	
HIS 130-Ancient Civilization (to 300 CE)	Master's Degree in History or Master's Degree in Anthropology or Humanities plus 18 graduate hours in History.
HIS 131-Western Civilization I (to 1500 CE) HIS 132-Western Civilization II (from 1500 CE to present) HIS 171-United States History II HIS 172-United States History III HIS 180-History of Illinois	Master's Degree in History
HIS 165-History of Latin America	Masters Degree in History or Masters Degree in Anthropology with significant Latin America coursework.
HIS 170-United States History I	Master's Degree in History or Master's Degree in Anthropology or Native American Studies plus 18 graduate hours in History.
HIS 141-Women's History	Master's Degree in History or Women's Studies.

Minimum Qualifications By Course for Full-Time Faculty Positions

HORTICULTURE	
HRT 100-Introduction to Horticulture HRT 120-Basic Floral Design HRT 125-Intermediate Floral Design HRT 130-Greenhouse I HRT 150-Plant Problem Diagnosis & Management HRT 159-Landscape Perennials HRT 160-Trees and Shrubs in the Landscape HRT 161-Landscape Design HRT 181-Turf Management HRT 221-Advanced Floral Design HRT 222-Flower Shop Management HRT 229-Silk and Dried Floral Design HRT 231-Greenhouse II HRT 250-Horticulture Internship HRT 251-Turf & Ornamental IPM HRT 263-Landscape Management HRT 271-Woody Plant Propagation HRT 282-Golf Course & Sports Turf Management HRT 290-Topics and Issues in Horticulture HRT 298-Nursery Experience HRT 299-Horticulture Independent Study	Bachelor of Science Degree in the horticultural area + 2,000 hours of related work experience; or, A.A.S. Degree in the horticultural area + 8,000 hours of related work experience; or, 18,000 hours of related work experience.
HRT 103-Introduction to Plant Science HRT 105-Introduction to Soil Science	Master's Degree in any of the Biological Sciences or closely related field.

HUMANITIES	
HUM 150-Humanities Through the Arts	Master's Degree in one of the Humanities disciplines.
HUM 250-Leadership Development	Master's Degree in one of the Humanities disciplines.
HUM 290-Topics in Humanities	Master's Degree in one of the Humanities disciplines.

INTERNATIONAL BUSINESS	
IBS 115-Introduction to International Business IBS 270-Principles of Exporting & Importing IBS 290-Topics in International Business	Master's Degree in Business to include a minimum of 24 credit hours in International Business, Management, Business, Marketing or Economics and 2,000 hours of international business work experience.

INDUSTRIAL MANAGEMENT	
IMT 110-Supervisory Responsibility IMT 112-Training the Trainer IMT 116-Industrial Safety Management IMT 117-Production and Material Control IMT 120-Quality Control IMT 121-Total Quality Management IMT 125-Principles of Personnel and Industrial Relations IMT 135-Maintenance Management IMT 200-Computer Integrated Mfg. I IMT 205-Computer Integrated Mfg. II IMT 210-Continuous Improvement Practices IMT 215-Manufacturing Planning & Control IMT 225-Tooling Techniques for Manufacturing	Bachelor's Degree in Industrial Management or Engineering Technology or similar to include 24 semester hours in Manufacturing Supervision or Management and 2,000 hours of related work experience; or, Associate of Applied Science in Industrial Management and 8,000 hours of related work experience; or, 18,000 hours of industrial management work experience.

Minimum Qualifications By Course for Full-Time Faculty Positions

JOURNALISM	
JRN 152-Introduction to Mass Communication JRN 155-Newswriting	Master's Degree in Journalism or Speech and 3-5 years of professional experience (with Emphasis on radio/television/film), Master's in Communication, Mass Communication, or Communication Studies.
JRN 165-Introduction to Broadcasting JRN 170-Feature Writing	Master's Degree in Journalism or Radio/Television/Film
JRN 180-Introduction to Film	Master's Degree in Journalism or Radio/Television/Film, Communication, Mass Communication, Communication Studies.
INTERDISCIPLINARY STUDIES	
LAS 290-Topics in Interdisciplinary Studies	Master's Degree in field related to topic of study or area of focus.
LIBRARY	
LIB 110-Information Literacy and Research	Master's Degree in Library & Information Science.
MATHEMATICS	
MAT 097-Technical Mathematics I MAT 098-Mathematics for Electronics I MAT 106-Technical Mathematics II MAT 107-Mathematics for Electronics II MAT 158-Technical Mathematics III MAT 159-Mathematics for Electronics III	Bachelor's Degree in Mathematics, Science, or Engineering.
MAT 120-General Education Statistics MAT 150-Elements of Mathematics MAT 161-College Algebra MAT 165-College Algebra and Trigonometry MAT 170-Finite Mathematics MAT 171-Calculus for Business and Social Sciences MAT 175-Calculus with Analytic Geometry I MAT 201-Mathematical Foundations for Elementary Education I MAT 202-Mathematical Foundations for Elementary Education II MAT 220-Statistics MAT 245-Calculus with Analytic Geometry II MAT 253-Linear Algebra MAT 255-Calculus with Analytic Geometry III MAT 260-Differential Equations	Master's Degree in Mathematics or Master's Degree in a related field with at least 18 semester hours in graduate level mathematics.
MAT 071-Essentials of Mathematics (Part 1) MAT 072-Essentials of Mathematics (Part 2) MAT 074-Elementary Algebra (Part 1) MAT 075-Elementary Algebra (Part 2) MAT 078-Intermediate Algebra (Part 1) MAT 079-Intermediate Algebra (Part 2) MAT 090-Essentials of Mathematics MAT 095-Elementary Algebra MAT 096-Elementary Geometry MAT 099-Intermediate Algebra	Bachelor's Degree in Mathematics, or Mathematics Education; or, Bachelor's Degree in Special Education or Learning Disabilities, including 6 hours of Mathematics beyond the regular calculus sequence.
MAT 140-Concepts in Mathematics	Master's Degree in Mathematics

Minimum Qualifications By Course for Full-Time Faculty Positions

MECHANICAL TECHNOLOGY	
MET 100-Blueprint Reading MET 101-Materials of Industry MET 102-Manufacturing Processes MET 103-Metallurgy MET 106-Essentials of Hydraulic Pneumatics MET 110-Machine Design I MET 111-Machine Design II MET 117-Mechanics of Materials MET 120-Machine Shop Practices MET 130-Die Design MET 131-Die Making MET 135-Mold Design MET 136-Mold Making MET 150-Intro to Computer-Aided Machining MET 151-Computer-Aided Machining II MET 201-Industrial Plastics MET 202-Product Design MET 220-Plastics Manufacturing Processes MET 299-Independent Study in Manufacturing Technology	Bachelor's Degree in Mechanical Design Technology, Engineering Technology, or similar, and 2,000 hours of related work experience; or, Associate of Applied Science Degree in Mechanical Design Technology, Engineering Technology, or similar, and 8,000 hours of related work experience; or, 18,000 hours of mechanical design work experience.
MET 221-Plastics Injection Molding MET 222-Plastics Extrusion MET 250-Manufacturing Internship	Bachelor's Degree in Plastics or Industrial Technology to include 24 semester hours in Manufacturing Technology and 2,000 hours of related work experience; or, Associate of Applied Science Degree in Plastics Technology and 8,000 hours of related work experience; or, Plastics Technology experience in area(s) relating to course(s) to be taught, and 18,000 or related work experience
MANAGEMENT	
MGT 150-Principles of Management MGT 210-Human Resource Management MGT 205-Creative Leadership MGT 230-Experiencing Management Decisions	Master's Degree in Business, Business Education, or related degree to include 24 semester hours in Management and 2,000 hours of related work experience.
MGT 110-Supervisory Responsibility	Bachelor's Degree in Industrial Management or Engineering Technology or similar to include 24 semester hours in Manufacturing Supervision or Management and 2,000 hours of related work experience; or, Associate of Applied Science in Industrial Management and 8,000 hours of related work experience; or, 18,000 hours of industrial management work experience.

Minimum Qualifications By Course for Full-Time Faculty Positions

MARKETING	
MKT 110-Principles of Marketing MKT 120-Principles of Advertising MKT 130-Professional Selling MKT 134-Committing to Customer Service MKT 140-Principles of Retailing MKT 155-Electronic-Commerce (E-Commerce) MKT 248-Direct Marketing MKT 249-Marketing Internship I MKT 250-Marketing Practicum MKT 260-International Marketing MKT 290-Topics & Issues in Marketing	Master's Degree in Marketing or related program to include a minimum of 24 credit hours in Marketing, Retailing or Management and 2,000 hours of related work experience at the supervisory level or above may be accepted in lieu of the 24 credit hour requirement. In addition, for MKT 155, a Bachelor's Degree in Business, Computer Science, Business Education or Computer Information Systems, including 6 semester hours in computer related courses, or 2,000 hours of work experience in E-Commerce.
MKT 264-	Master's Degree in Marketing or related program to include a minimum of 24 credit hours in Marketing, Retailing, International Business or Management. 2,000 hours of related work experience at the supervisory level or above may be accepted in lieu of the 24 credit hour requirement.

MUSIC	
MUS 100-Chorus MUS 104-Intro to Electronic Music Processing	Master's Degree in Music or a Master of Performance Degree in Music. In addition, for MUS 104, coursework in electronic music and/or 20 th Century music.
MUS 101-Fundamentals of Music MUS 140-Music Theory I MUS 141-Ear Training, Sight Singing, and Keyboard Harmony I MUS 145-Music Theory II MUS 146-Ear Training, Sight Singing, and Keyboard Harmony II MUS 151-Music Appreciation MUS 153-Introduction to Non-Western Music MUS 154-Introduction to American Music MUS 161-Chamber Ensemble MUS 162-Concert Band MUS 171-Music History I MUS 172-Music History II MUS 240-Music Theory III MUS 241-Ear Training, Sight Singing, and Keyboard Harmony III MUS 245-Music Theory IV MUS 246-Ear Training, Sight Singing, and Keyboard Harmony IV	Master's Degree in Music.
MUS 160-Jazz Ensemble	Bachelor's Degree in Music and considerable experience in teaching or conducting instrumental music. Master's Degree preferred.
MUS 201 to 218-Applied Music	Bachelor's Degree in Music and considerable experience in teaching or conducting instrumental music. Master's Degree preferred.

PERSONAL DEVELOPMENT	
PDV 100-Personal Development PDV 105-Lifelong Learning Skills PDV 110-Career Development	Master's Degree in Counseling to include 15 hours of counseling theories, career counseling, testing, group counseling and a supervised practicum. One year of counseling experience.

Minimum Qualifications By Course for Full-Time Faculty Positions

PHILOSOPHY	
PHI 151-Introduction to Philosophy PHI 155-Introduction to Logic PHI 158-Studies About Women PHI 160-Eastern Philosophy PHI 251-Introduction to Ethics PHI 255-Living with Death PHI 261-Religions of the World PHI 290-Topics in Philosophy	Master's Degree in Philosophy or Theology, or related field, or Master's Degree in related field with 18 graduate hours in Philosophy.
PHI 252-Bioethics	Master of Arts in Philosophy or Master's in related field with graduate hours.
PHI 262-Foundational Religious Texts	Master of Arts in Religious Studies or related field.

PHYSICS	
PHY 280-General Physics I PHY 281-General Physics II PHY 291-Principles of Physics I PHY 292-Principles of Physics II PHY 293-Principles of Physics III	Master's Degree in Science to include 15 graduate semester hours in Physics.

POLITICAL SCIENCE	
PLT 150-Introduction to Political Science PLT 155-State and Local Government PLT 160-The Constitution: That Delicate Balance	Master's Degree in Political Science or American Studies
PLT 151-United States Government	Master's Degree in Political Science or American Studies; or Master's Degree in American History with 18 graduate hours in Political Science.
PLT 251-International Relations PLT 255-Comparative Government	Master's Degree in Political Science or International Relations.
PLT 261-Modern Latin America	Master's Degree in Political Science, History or Economics with graduate coursework in Latin American History or Latin American studies.
PLT 281-Introduction to Asia	Master's Degree in a social science discipline which includes the study of Asia.

PSYCHOLOGY	
PSY 151-Introduction to Psychology PSY 250-Human Development Over the Life Span PSY 251-Child Psychology PSY 255-Adult Development PSY 260-Introduction to Gerontology PSY 265-Social Psychology PSY 271-Educational Psychology PSY 275-Abnormal Psychology PSY 280-Theories of Personality	Master's Degree in Psychology.
PSY 175-Human Sexuality	Master's Degree in Psychology or Sociology with an undergraduate minor or its equivalent in Biology or Health; plus coursework in Human Sexuality; or Master's Degree in Biology or Health with an undergraduate minor or its equivalent in Psychology or Sociology; plus coursework in Human Sexuality.

Minimum Qualifications By Course for Full-Time Faculty Positions

READING	
RDG 089-Basic Reading Skills RDG 090-Reading Improvement RDG 092-Concentration and Note-Taking RDG 093-Test-Taking	Bachelor's Degree in Reading or English, Master's preferred.
RDG 110-Critical Reading Skills	Master's Degree in Reading or related field, or Master's Degree with 18 graduate Reading hours.
RDG 150-College Success Seminar	Master's Degree in any field.
SOCIOLOGY	
SOC 101-Marriage and Family SOC 151-Introduction to Sociology SOC 251-Social Problems SOC 260-Sociology of Race and Ethnicity	Master's Degree in Sociology.
SPANISH	
SPA 101-Occupational Spanish I SPA 102-Occupational Spanish II SPA 151-Elementary Spanish I SPA 152-Elementary Spanish II SPA 251-Intermediate Spanish I SPA 252-Intermediate Spanish II	Master's Degree in Spanish or equivalent/related field with 18 graduate Spanish hours.
SPEECH	
SPE 151-Introduction to Speech SPE 155-Interpersonal Communication SPE 161-Small Group Discussion SPE 265-Fundamentals of Oral Interpretation	Master's Degree or Master's of Fine Arts Degree in Speech, Communication, Mass Communication, or Communication Studies.
THEATRE	
THE 151-Introduction to Theatre THE 153-Theatre Practice THE 157-Acting I-Preparation THE 158-Acting II-The Actor at Work THE 159-Stagecrafts	Master's Degree or a Master of Fine Arts Degree in Theatre. For technical theatre courses, a Bachelor of Fine Arts plus two years of related experience.
TRANSPORTATION, WAREHOUSING, AND LOGISTICS	
TWL 101-Working in a Warehousing Environment TWL 102-Warehousing Workforce Skills TWL 110-Warehousing and Distribution Process TWL 111-Warehousing and Technology Skills TWL 115-Representative Warehousing Skills	Bachelor's Degree in Engineering, Technology, Supply Chain Management, Industrial Management or similar and 2,000 hours of related work experience; or Associate of Applied Science in Engineering, Technology, Supply Chain Management, Industrial management or similar and 8,000 hours of related work experience.

**MINIMUM QUALIFICATIONS
FOR STUDENT AND ACADEMIC SUPPORT POSITIONS**

COUNSELOR	<p>Master's Degree in Counseling or a degree in a field closely related to Counseling based on a counseling curriculum (to include 15 hours of counseling theories, career counseling, testing and group counseling.)</p> <p>A supervised counseling practicum.</p> <p>Experience in facilitation and development of personal development courses and workshops.</p> <p>One year counseling experience. Community college counseling experience preferred.</p> <p>Prefer L.C.P.C. certification.</p>
LIBRARIAN	<p>Master's Degree in Library & Information Science or closely related field.</p> <p>For Cataloging/Collection Development Librarian: Coursework to include 4 graduate technical services courses. Experience to include two years.</p> <p>For Reference Librarian: Coursework to include 3 graduate reference courses.</p>

2009-2010 Master Seniority List for
Tenured Full-Time Faculty

Information:

Established minimum qualifications for teaching each course offered by the College are reviewed annually by program faculty and the Office of Learning and Student Support Services and updated accordingly. The resulting updated minimum qualifications document is presented for Board action in December of each year and, upon approval, serves as the basis for identifying eligible candidates for teaching positions for the following academic year.

Closely related to the minimum qualifications document is the Master Seniority List for Tenured Full-time Faculty. Also updated annually, the attached document is prepared in the fall term and posted later in the term for reference purposes. Each year's updated edition reflects changes in tenured faculty qualifications, newly adopted courses, and includes the names of newly-tenured faculty. Use of this Master Seniority List is limited to reduction-in-force situations.

The passage of state legislation in 1989 requires formal approval by the Board of Trustees.

Recommendation:

It is recommended that the Board of Trustees approves the Master Seniority List revisions beginning Fall 2009, as listed above.



Walter J. Packard
President

**MASTER SENIORITY
LIST
for
TENURED
FULL-TIME
FACULTY**

**McHENRY COUNTY
COLLEGE**

**2009-2010 Edition
(Published December 2008)**

**MASTER SENIORITY LIST FOR TENURED FULL-TIME FACULTY
2009-2010**

COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
ACC 110	Basic Accounting Procedures	Curfman; Esarco
ACC 151	Financial Accounting	Curfman; Esarco
ACC 152	Management Accounting	Curfman; Esarco
ACC 220	Computer Applications for Accounting	Curfman; Esarco
ACC 236	Cost Accounting	Curfman; Esarco
ACC 237	Income Tax Accounting	Curfman; Esarco
ACC 238	Income Tax – Advanced	Esarco
ACC 239	IRS Practice & Procedures	Esarco
ACC 240	Enrolled Agent Review Course	Esarco
ACC 245	Principles of Finance	Lenio; Curfman; Esarco
ACC 250	Intermediate Accounting I	Curfman; Esarco
ACC 251	Intermediate Accounting II	Curfman; Esarco
ACC 255	Accounting Internship	Curfman; Esarco
ACC 290	Special Topics in Accounting	Curfman; Esarco
AMT 100	Introduction to Automotive Technology	Meinke E.; Albamonte
AMT 110	Introduction to Service Writing	Meinke E.; Albamonte
AMT 120	Automotive Electricity Fundamentals	Meinke E.; Albamonte
AMT 140	Automotive Engine Technology	Meinke E.; Albamonte
AMT 160	Automotive Electronic Fundamentals	Meinke E.; Albamonte
AMT 170	Manual Drive Train & Axles	Meinke E.; Albamonte
AMT 180	Automotive Steering, Chassis, and Suspension	Meinke E.; Albamonte
AMT 200	Computerized Automotive Systems	Meinke E.; Albamonte
AMT 220	Automotive Brake Systems	Meinke E.; Albamonte
AMT 230	High Performance Engine Fundamentals	Meinke E.; Albamonte
AMT 240	Automotive Climate Control Systems	Meinke E.; Albamonte
AMT 250	Automotive Cooperative Internship	Meinke E.; Albamonte
AMT 260	Engine Performance/Drivability	Meinke E.; Albamonte
AMT 265	Alternate Fuel Vehicles	Meinke E.; Albamonte
AMT 270	Automatic Transmission & Transaxles	Meinke E.; Albamonte
AMT 299	Automotive Independent Study	Meinke E.; Albamonte
ANT 151	Introduction to Anthropology	
ANT 155	Introduction to Archaeology	
ANT 160	Introduction to Physical Anthropology	
ANT 170	Intro to Cultural Anthropology	
ANT 260	Archaeology of the Ancient Near East	
ANT 290	Topics in Anthropology	
AOM 101	Keyboarding I – Introduction	Vitale; Freelove
AOM 102	Document Formatting	Vitale; Freelove
AOM 105	Keyboarding Speed & Accuracy	Vitale; Freelove
AOM 120	Word Processing I	Vitale; Freelove
AOM 122	Word Processing II	Vitale; Freelove
AOM 134	Introduction to Desktop Publishing	Vitale
AOM 135	Medical Terminology	Vitale; Freelove
AOM 136	Medical Transcription	Vitale; Freelove
AOM 140	Integrating Office Applications	Vitale; Freelove
AOM 145	Office Practice	Vitale; Freelove

**MASTER SENIORITY LIST FOR TENURED FULL-TIME FACULTY
2009-2010**

COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
AOM 150	Legal Terminology and Transcription	Vitale; Freelove
AOM 225	Law for the Legal Secretary	
AOM 234	Advanced Desktop Publishing	
AOM 250	Administrative Office Procedures	Vitale; Freelove
AOM 255	Administrative Office Management Internship	Freelove
AOM 299	Independent Study in Administrative Office Management	Freelove
ART 151	Art Appreciation	Hand; Beggs; Arctander
ART 152	Intro to Studio Art	Hand; Beggs; Arctander
ART 153	Two-Dimensional Design	Hand; Beggs; Arctander
ART 155	Non-Western Art	Hand; Beggs; Arctander
ART 156	Drawing I	Hand; Beggs; Arctander
ART 157	Drawing II	Hand; Beggs; Arctander
ART 158	Life Drawing	Hand; Beggs; Arctander
ART 160	Painting I	Hand; Beggs; Arctander
ART 165	Ethnic Folk Art	Hand; Beggs; Arctander
ART 166	Digital Tools for Studio Artists	Hand; Arctander
ART 167	Computer Graphics I	Hand; Beggs
ART 168	Computer Art I	Hand; Beggs
ART 170	Introduction to Art Education	Hand; Beggs; Arctander
ART 171	Art History I	Hand; Beggs; Arctander
ART 172	Art History II	Hand; Beggs; Arctander
ART 173	Art History III	Hand; Beggs; Arctander
ART 175	History of Photography	Hand; Beggs; Arctander
ART 180	Sculpture I	Hand; Beggs; Arctander
ART 182	Introduction to Interior Design	Hand; Beggs; Arctander
ART 183	History of Interior	
ART 184	Jewelry I	Hand; Beggs; Arctander
ART 185	Fibers I	Hand; Beggs; Arctander
ART 186	Jewelry II	Hand; Arctander
ART 230	Printmaking	Hand; Beggs; Arctander
ART 241	Beginning Photography	Hand
ART 242	Intermediate Photography	Hand
ART 244	Color Photography	Hand
ART 245	Primitive Photography	Hand
ART 246	Alternative Photo Processing	Hand
ART 247	Large Format Photography	Hand
ART 248	Studio Lighting I	Hand
ART 249	Studio Lighting II	Hand
ART 250	Digital Photography I	Hand
ART 252	Digital Photography II	Hand
ART 253	Three-Dimensional Design	Hand; Beggs; Arctander
ART 254	Digital Photography III	Hand
ART 255	Digital & Film Photo Exploration	Hand
ART 257	Drawing III	Hand; Beggs; Arctander
ART 258	Life Drawing II	Hand; Beggs; Arctander
ART 261	Painting II	Hand; Beggs; Arctander
ART 262	Painting III	Hand; Beggs; Arctander
ART 263	Painting IV	Hand; Beggs; Arctander
ART 264	Beginning Watercolor	Hand; Beggs; Arctander

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
ART 265	Advanced Watercolor	Hand; Beggs; Arctander
ART 271	Ceramics I	
ART 272	Ceramics II	
ART 273	Ceramics III	
ART 274	Ceramics IV	
ART 275	Ceramics Studio	
ART 282	Interior Design II	Hand; Arctander
ART 290	Topics in Art	Hand; Beggs; Arctander
ART 299	Individual Art Projects	Hand; Beggs; Arctander
BIO 105	Introduction to Animal Science	Firak; Garrison
BIO 110	Introduction to Human Biology	Peters, J.; Kuhlman; Firak; Garrison; Dow
BIO 130	Environmental Field Biology	Peters, J.; Kuhlman; Firak; Garrison; Dow
BIO 137	Heredity and Ethics	Peters, J.; Kuhlman; Firak; Garrison; Dow
BIO 157	Fundamentals of Biology	Peters, J.; Kuhlman; Firak; Garrison; Dow
BIO 158	Evolution and Biodiversity	Peters, J.; Kuhlman; Firak; Garrison; Dow
BIO 255	Microbiology	Peters, J.; Kuhlman; Firak; Garrison; Dow
BIO 260	Human Anatomy and Physiology	Peters, J.; Kuhlman; Firak; Garrison; Dow
BIO 263	Human Anatomy and Physiology I	Peters, J.; Kuhlman; Firak; Garrison; Dow
BIO 264	Human Anatomy and Physiology II	Peters, J.; Kuhlman; Firak; Garrison; Dow
BUS 110	Business Career Skills I	Curfman; Esarco; Wagner; Sullivan; Frelove; Meinke, E.
BUS 120	Business Career Skills II	Curfman; Esarco; Wagner; Sullivan; Frelove; Meinke, E.
BUS 145	Business Applications of Mathematics	Curfman; Esarco; Wagner; Sullivan; Frelove; Meinke, E.
BUS 150	Introduction to Business	Curfman; Esarco; Wagner; Sullivan; Frelove; Meinke, E.
BUS 155	Business Communication	Curfman; Esarco; Wagner; Sullivan; Frelove; Meinke, E.
BUS 160	Introduction to Entrepreneurship	
BUS 162	Entrepreneurship Business Planning	
BUS 220	Human Relations and Team Building	Curfman; Esarco; Wagner; Sullivan; Frelove; Meinke, E.
BUS 240	Commercial Law	Curfman; Esarco; Wagner; Sullivan; Frelove; Meinke, E.
BUS 241	Legal Environment of Business	Curfman; Esarco; Wagner; Sullivan; Frelove; Meinke, E.
BUS 255	Business Internship	Curfman; Esarco; Wagner; Sullivan; Frelove; Meinke, E.
BUS 299	Topics/Issues in Business	Curfman; Esarco; Wagner; Sullivan; Frelove; Meinke, E.
CMT 105	Intro to Building Construction	
CMT 110	Basic Mechanical Code	
CMT 115	Basic Electrical Codes	
CMT 120	Basic Building Codes and Enforcement	
CMT 125	Survey Layout and Measurement	
CMT 250	Construction Management Internship	

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
CHM 115	Chemistry and Society	Socol
CHM 164	Elementary Chemistry	Socol
CHM 165	General Chemistry I	Socol
CHM 166	General Chemistry II	Socol
CHM 170	Survey of Organic and Biochemistry	Socol
CHM 265	Organic Chemistry I	Socol
CHM 266	Organic Chemistry II	Socol
CIS 090	Introduction to Computer Applications	Vitale; Young, C.; Albright; Esarco; Tetreault; Beggs
CIS 110	Computer Literacy	Vitale; Albright; Tetreault; Young, C.; Esarco; Beggs; Frelove
CIS 116	PC Operating Systems & Hardware	Vitale; Tetreault; Young, C.
CIS 117	Introduction to Programming	Vitale; Young, C.; Albright
CIS 118	Introduction to Windows	Vitale; Albright; Tetreault; Frelove
CIS 119	Introduction to Visual Basic	Vitale; Young, C.
CIS 125	Computer Ethics	Vitale; Albright; Tetreault
CIS 131	Introduction to Windows Spreadsheet Applications	Vitale; Albright; Tetreault, Young, C.; Frelove
CIS 132	Introduction to Database Systems	Vitale; Albright
CIS 133	Intermediate Database	Albright
CIS 136	Introduction to Presentation Software	Vitale; Albright; Tetreault; Frelove
CIS 143	Introduction to UNIX	Nath
CIS 144	Unix System Administration	Nath
CIS 145	Introduction to the Internet	Vitale; Albright; Tetreault
CIS 146	Introduction to Web Page Programming	Vitale; Albright
CIS 147	Introduction to JavaScript Programming	Albright
CIS 148	Introduction to Java Programming	Albright
CIS 149	Intro to Server Page Programming	Nath
CIS 150	Server+ Certification Prep	
CIS 155	Network Essentials	Tetreault
CIS 156	Advanced Windows Workstation	Tetreault
CIS 157	Advanced Windows Server	Tetreault
CIS 170	Router Basics	
CIS 171	Router Configuration	
CIS 172	Router LAN Technology	
CIS 173	Router WAN Technology	
CIS 180	Computer Security Awareness	Tetreault
CIS 185	Ethical Hacking	Tetreault
CIS 186	Security+ Prep	Tetreault
CIS 210	Intro to Technology in Education	
CIS 211	Intermediate Programming	Young, C.; Albright
CIS 216	A+ Certification Prep	Tetreault; Young, C.
CIS 219	Intermediate Visual Basic	Young, C.
CIS 231	Advanced Spreadsheet Applications	Vitale
CIS 232	Advanced Database Systems	Albright
CIS 245	Web Page Design	Albright
CIS 248	Intermediate Java Programming	Albright
CIS 250	Internship in Computer Information Systems	Albright; Tetreault
CIS 255	Directory Services Infrastructure	Tetreault
CIS 256	Windows Network Infrastructure	Tetreault

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
CIS 266	Object Oriented Programming	Albright
CIS 270	SQL/Database Concepts	
CIS 275	Systems Design	Albright
CIS 290	Topics in CIS	
CJS 101	Introduction to Criminal Justice	Geary
CJS 106	Introduction To Corrections	Geary
CJS 110	Policing	Geary
CJS 112	Field Experience in Criminal Justice	Geary
CJS 115	Criminal Law	Geary
CJS 120	Juvenile Delinquency	Geary
CJS 125	Principles of Criminal Investigation	Geary
CJS 140	Criminology	Geary
CJS 206	Community Based Corrections	Geary
CJS 215	Police Community Relations	Geary
CJS 225	Criminal Justice Management	Geary
CJS 275	Criminal Procedures	Geary
CJS 290	Topics in Criminal Justice	Geary
CSC 121	Computer Science I	Nath
CSC 122	Computer Science II	Nath
DGM 100	2D Animation	Albright; Beggs
DGM 110	Game Design 1	Albright; Beggs
DGM 123	Digital 2D Design	Albright; Beggs
DGM 125	Digital Drawing 1	Albright; Beggs
DGM 150	Digital Storytelling	Albright; Beggs
DGM 160	3D Game Development 1	Albright; Beggs
DGM 167	Computer Graphics I	Albright; Beggs
DGM 168	Computer Art I	Albright; Beggs
DGM 200	3D Modeling & Animation 1	Albright; Beggs
DGM 205	3D Modeling & Animation 2	Albright; Beggs
DGM 210	Game Design 2	Albright; Beggs
DGM 230	Internet Game Programming	Albright; Beggs
DGM 250	Digital Media Internship	Albright; Beggs
DGM 259	Digital Project Management	Albright; Beggs
DGM 260	3D Game Development 2	Albright; Beggs
DGM 290	Topics in Digital Media	Albright; Beggs
DRT 101	Basic Technical Drafting	
DRT 102	Advanced Technical Drafting	
DRT 104	Expanded Applications in Drafting	
DRT 150	Introduction to Computer Aided Drafting	Zaccagnini
DRT 151	Expanded Applications in CAD	
DRT 201	Technical Illustrations	
DRT 202	Geometric Tolerancing	
DRT 299	Independent Study in Drafting	Zaccagnini
EAS 120	Intro to Meteorology	Erski; Hamill; Stahmann
EAS 170	Geology & Oceanography	Erski; Hamill; Stahmann
EAS 171	Astronomy & Meteorology	Erski; Hamill; Stahmann

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
EAS 180	Introduction to Astronomy	Erski; Hamill
EAS 185	Natural Hazards and Disasters	Erski; Hamill; Stahmann
ECE 115	Early Childhood Education	Peters, P.; Linder
ECE 118	The Professional Child Care Provider	Peters, P.; Linder
ECE 120	Child Growth and Development	Peters, P.; Linder
ECE 121	Infant/Toddler Development and Care	Peters, P.; Linder
ECE 125	Nutrition, Health and Safety	Peters, P.; Linder
ECE 131	Early Childhd Guidance & Observation	Peters, P.; Linder
ECE 150	Child Study and Observation	Peters, P.; Linder
ECE 155	Child, Family, Community Relations	Peters, P.; Linder
ECE 204	Early Childhood Language Arts	Peters, P.; Linder
ECE 209	Early Childhd Music/Rhythmic Activ	Peters, P.; Linder
ECE 214	Early Childhood Art Activities	Peters, P.; Linder
ECE 219	Early Childhood Science and Math	Peters, P.; Linder
ECE 229	Early Childhd Curriculum & Activ	Peters, P.; Linder
ECE 234	Child Care Center Management	Peters, P.; Linder
ECE 250	Early Childhood Practicum	Peters, P.; Linder
ECE 290	Topics in Early Childhood Education	Peters, P.; Linder
ECO 150	Introduction to Economics	Lenio; Sasaki
ECO 210	Economic Development Dynamics	Lenio; Sasaki
ECO 251	Microeconomics	Lenio; Sasaki
ECO 252	Macroeconomics	Lenio; Sasaki
EDU 251	Introduction to Education	Peters, P.; Linder
EDU 252	Children's Literature	Peters, P.; Poe; Linder
EDU 253	Children with Exceptionalities	Peters, P.; Linder
EDU 255	Diversity in Schools	Linder; Peters, P.
EDU 257	Language Development	Peters, P.; Linder
EDU 275	Classroom Observation	Peters, P.; Linder
EDU 261	Intro to Foundations of Reading	Peters, P.; Linder
EDU 290	Topics in Education	Peters, P.; Meinke, B.; Poe; Linder
EET 099	Introduction to Electronics	
EET 110	Principles of Direct Current	
EET 111	Principles of Alternating Current	
EET 120	Digital Circuits	
EET 121	Analog Circuits	
EET 140	Microprocessor Fundamentals	
EET 141	Microprocessor Systems	
EET 240	Communications Systems I	
EET 241	Communications Systems II	
EET 250	Computer Systems I	
EET 251	Computer Systems II	
EET 299	Independent Study in Electronics	
EGR 151	Engineering Graphics I	
EGR 152	Engineering Graphics II	
EGR 251	Statics	
EGR 252	Dynamics	

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
EGR 260	Electrical Circuits Analysis	Huang
EMS 105	First Responder Emergency Aid	
EMS 110	Emergency Medical Technician-Basic	
EMS 120	EMT-Paramedic-Module I	
EMS 121	EMT-Paramedic-Module II	
EMS 122	EMT-Paramedic-Module III	
EMS 123	EMT-Paramedic-Internship	
ENG 088	Spelling	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 089	Sentence Structure	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 090	Foundations of Writing	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 095	Introduction to College Writing	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 099	Effective Writing	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 105	Technical Communications	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 151	Composition I	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 152	Composition II	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 240	Introduction to Shakespeare	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 250	Creative Writing	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 251	Introduction to Literature	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 252	Studies in Literature	Hazeltrove; Decio; Waters; Poe; Johnson; Perlman; Middy; VanSickle; McCord
ENG 253	World Literature to 1650	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 254	World Literature 1650 to present	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 255	British Literature to 1800	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 256	British Literature 1800 to present	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 260	American Literature I	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 261	American Literature II	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 270	The Bible as Literature	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 271	Greek and Roman Mythology	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 272	Non-Western Mythology	Hazeltrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
ENG 275	Women's Literature	Hazeltrove; Decio; Waters; Poe; Johnson;

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
		Midday; VanSickle; McCord
ENG 276	Asian Literature	Hazeltrove; Decio; Waters; Poe; Johnson; Midday; VanSickle; McCord
FRE 151	Elementary French I	
FRE 152	Elementary French II	
FRE 251	Intermediate French I	
FRE 252	Intermediate French II	
FRS 100	Introduction to Emergency Services	
FRS 101	Introduction to Fire Science	
FRS 121	Fire Suppression	
FRS 122	Building Construction Fire Service	
FRS 123	Fire Protection Systems	
FRS 150	Firefighter II	
FRS 205	Fire Inspection and Code Enforcement	
FRS 220	Fire Service Management I	
FRS 221	Fire Service Management II	
FRS 222	Fire Service Instructor I	
FRS 223	Fire Service Tactics and Strategies I	
FRS 224	Fire Prevention Principles I	
FRS 250	Fire Science Internship	
FRS 252	Hazardous Materials First Responder Operations	
FRS 253	Fire Apparatus Engineer	
GEG 101	Physical Geography (Lecture)	Erski; Hamill; Stahmann
GEG 102	Physical Geography (Lab)	Erski; Hamill; Stahmann
GEG 160	Geographic Information Systems I	Erski; Hamill; Stahmann
GEG 161	Geographic Information Systems II	Erski; Hamill; Stahmann
GEG 202	Geography of the Developed World	Erski; Hamill; Stahmann
GEG 203	Geography of the Developing World	Erski; Hamill; Stahmann
GEG 204	Economic Geography	Erski; Stahmann
GEG 220	The Global Environment	Erski; Hamill; Stahmann
GEG 221	Global Environment Laboratory	Erski; Hamill; Stahmann
GEG 290	Topics in Geography	Erski; Hamill; Stahmann
GEL 101	Physical Geology (Lecture)	Erski; Hamill; Stahmann
GEL 103	Physical Geology (Lab)	Erski; Hamill; Stahmann
GER 151	Elementary German I	
GER 152	Elementary German II	
GER 251	Intermediate German I	
GER 252	Intermediate German II	
HCE 100	Health Profession Career Exploration	Meinke, B.; Richards
HCE 110	Introduction to Pharmacology	Richards
HCE 111	Information Literacy and Healthcare	Richards
HFE 101	Volleyball I	
HFE 103	Karate/Self Defense I	
HFE 110	Golf I	

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
HFE 120	Physical Fitness	
HFE 121	Strength Training I	
HFE 122	Aerobic Exercise	
HFE 123	Fitness Walking	
HFE 125	Fencing I	
HFE 140	Theory of Baseball	
HFE 141	Theory of Basketball	
HFE 150	Contemporary Health Issues	
HFE 151	First Aid and CPR	
HFE 152	Women's Health Issues	
HFE 161	Personal Fitness	
HFE 170	Fitness/Human Performance Professions	
HFE 171	Exercise Science I	
HFE 175	Group Exercise Principles	
HFE 176	Strength and Conditioning Principles	
HFE 202	Lifeguard Training	
HFE 210	Golf II	
HFE 221	Strength Training II	
HFE 250	Nutrition for Wellness	
HFE 251	Drugs in a Contemporary Society	
HFE 252	Issues in Family Violence	
HFE 255	Stress Management	
HFE 270	Exercise Program Design	
HFE 271	Exercise Science II	
HFE 278	Application of Fitness Instruction	
HFE 279	HFE Internship	
HFE 290	Topics in Health and Fitness Education	
HIS 130	Ancient Civilization (to 300 CE)	White; Culp
HIS 131	Western Civilization I (300-1500 CE)	White; Culp
HIS 132	Western Civilization II (1500 CE – Present)	White; Culp
HIS 141	Women's History	White; Culp
HIS 165	History of Latin America	
HIS 170	United States History I	White; Culp
HIS 171	United States History II	White; Culp
HIS 172	United States History III	White; Culp
HRT 100	Introduction to Horticulture	Spangenberg
HRT 103	Introduction to Plant Science	Spangenberg; Dow
HRT 105	Introduction to Soil Science	Spangenberg
HRT 120	Basic Floral Design	
HRT 125	Intermediate Floral Design	
HRT 130	Greenhouse I	
HRT 150	Plant Problem Diagnosis & Management	Spangenberg
HRT 159	Landscape Perennials	Spangenberg
HRT 160	Trees and Shrubs in the Landscape	Spangenberg
HRT 161	Landscape Design	Spangenberg
HRT 181	Turf Management	Spangenberg
HRT 221	Advanced Floral Design	
HRT 222	Flower Shop Management	
HRT 229	Silk & Dried Floral Design	

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
HRT 231	Greenhouse II	
HRT 250	Horticulture Internship	Spangenberg
HRT 251	Turf & Ornamental IPM	Spangenberg
HRT 263	Landscape Management	Spangenberg
HRT 271	Woody Plant Propagation	
HRT 282	Golf Course & Sports Turf Management	Spangenberg
HRT 290	Topics & Issues in Horticulture	Spangenberg
HRT 298	Nursery Experience	Spangenberg
HRT 299	Horticulture Independent Study	Spangenberg
HUM 150	Humanities Through the Arts	Hand; Beggs; Arctander
HUM 250	Leadership Development	
HUM 290	Topics in Humanities	Hand; Beggs; Arctander
IBS 115	Introduction: International Business	Wagner
IBS 270	Principles of Exporting & Importing	Wagner
IBS 290	Topics in International Business	Wagner
IMT 110	Supervisory Responsibility	Zaccagnini; Sullivan
IMT 112	Training the Trainer	Zaccagnini
IMT 116	Industrial Safety Management	Zaccagnini; Sullivan
IMT 117	Production and Material Control	Zaccagnini
IMT 120	Quality Control	Zaccagnini
IMT 121	Total Quality Management	Zaccagnini
IMT 125	Principles of Personnel and Industrial Relations	Zaccagnini
IMT 135	Maintenance Management	Zaccagnini
IMT 200	Computer Integrated Manufacturing I	Zaccagnini
IMT 205	Computer Integrated Manufacturing II	Zaccagnini
IMT 210	Continuous Improvement Practices	Zaccagnini
IMT 215	Manufacturing Planning and Control	Zaccagnini
IMT 225	Tooling Techniques for Manufacturing	Zaccagnini
JRN 152	Introduction to Mass Communications	Derscheid; Geller
JRN 155	Newswriting	Derscheid
JRN 165	Introduction to Broadcasting	Derscheid
JRN 170	Feature Writing	Derscheid
JRN 180	Introduction to Film	Derscheid; Geller
LAS 290	Topics in Interdisciplinary Studies	
LIB 110	Information Literacy and Research	Scott; Perlman
MAT 071	Essentials of Mathematics – Part 1	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 072	Essentials of Mathematics – Part 2	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 074	Elementary Algebra – Part 1	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 075	Elementary Algebra – Part 2	Terlep; Kostos; Huang; Martincic; Nath; Moore

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
MAT 078	Intermediate Algebra – Part 1	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 079	Intermediate Algebra – Part 2	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 090	Essentials of Mathematics	Terlep; Kostos; Nelson, H.; Huang; Moore; Martincic; Nath
MAT 095	Elementary Algebra	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 096	Geometry	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 097	Technical Mathematics I	Terlep; Kostos; Huang; Martincic; Nath; Moore;
MAT 098	Mathematics for Electronics I	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 099	Intermediate Algebra	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 106	Technical Mathematics II	Terlep; Kostos; Nelson, H.; Huang; Martincic; Nath; Moore
MAT 107	Mathematics for Electronics II	
MAT 120	General Education Statistics	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 140	Concepts in Mathematics	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 150	Elements of Mathematics	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 159	Mathematics for Electronics III	
MAT 161	College Algebra	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 165	College Algebra and Trigonometry	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 170	Finite Mathematics	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 171	Calculus for Business & Social Sciences	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 175	Calculus with Analytic Geometry I	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 201	Mathematical Foundations for Elementary Education	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 202	Mathematical Foundations for Elementary Education II	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 220	Statistics	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 245	Calculus with Analytic Geometry II	Terlep; Kostos, Huang; Martincic; Nath; Moore
MAT 253	Linear Algebra	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 255	Calculus with Analytic Geometry III	Terlep; Kostos; Huang; Martincic; Nath; Moore
MAT 260	Differential Equations	Terlep; Kostos; Huang; Martincic; Nath; Moore

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
MCC 101	College Experience	Geller
MET 100	Blueprint Reading	Zaccagnini
MET 101	Materials of Industry	Zaccagnini
MET 102	Manufacturing Processes	Zaccagnini
MET 103	Metallurgy	Zaccagnini
MET 106	Essentials of Hydraulic Pneumatics	
MET 110	Machine Design I	
MET 111	Machine Design II	
MET 117	Mechanics of Materials	
MET 120	Machine Shop Practices	
MET 130	Die Design	
MET 131	Die Making	
MET 135	Mold Design	
MET 136	Mold Making	
MET 150	Intro to Computer-Aided Machining	
MET 151	Computer-Aided Machining II	
MET 201	Industrial Plastics	
MET 202	Product Design	
MET 220	Plastics Manufacturing Processes	
MET 221	Plastics Injection Molding	
MET 222	Plastics Extrusion	
MET 250	Manufacturing Internship	Zaccagnini
MET 299	Independent Study in Manufacturing Technology	Zaccagnini
MGT 110	Supervisory Responsibility	Curfman; Zaccagnini; Hensel; Wagner; Sullivan; Frelove
MGT 150	Principles of Management	Curfman; Hensel; Esarco; Wagner; Sullivan; Frelove
MGT 205	Creative Leadership	Curfman; Hensel; Esarco; Wagner; Sullivan; Frelove
MGT 210	Human Resource Management	Curfman; Hensel; Esarco; Wagner; Sullivan; Frelove
MGT 230	Experiencing Management Decisions	Curfman; Hensel; Esarco; Wagner; Sullivan; Frelove
MKT 110	Principles of Marketing	Wagner
MKT 120	Principles of Advertising	Wagner
MKT 130	Professional Selling	Wagner
MKT 134	Committing to Customer Service	Wagner
MKT 140	Principles of Retailing	Wagner
MKT 155	E-Commerce	Wagner
MKT 248	Direct Marketing	Wagner
MKT 249	Marketing Internship I	Wagner
MKT 250	Marketing Practicum	Wagner
MKT 264	International Marketing	Wagner
MKT 290	Topics & Issues in Marketing	Wagner
MUS 100	Chorus	
MUS 101	Fundamentals of Music	Takayama

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COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
MUS 104	Intro to Electronic Music Processing	
MUS 140	Music Theory I	Takayama
MUS 141	Ear Training, Sight Singing & Keyboard Harmony I	Takayama
MUS 145	Music Theory II	
MUS 146	Ear Training, Sight Singing & Keyboard Harmony II	
MUS 151	Music Appreciation	Takayama
MUS 153	Introduction to Non-Western Music	
MUS 154	Introduction to American Music	Takayama
MUS 160	Jazz Ensemble	Takayama
MUS 161	Chamber Ensemble	Takayama
MUS 162	Concert Band	Takayama
MUS 171	Music History I	Takayama
MUS 172	Music History II	Takayama
MUS 201-218	Applied Music (options)	Takayama
MUS 240	Music Theory III	
MUS 241	Ear Training, Sight Singing & Keyboard Harmony III	
MUS 245	Music Theory IV	
MUS 246	Ear Training, Sight Singing & Keyboard Harmony IV	
NAE 100	Basic Nurse Assistant	Meinke, B; Richards
NUR 095	Directed Study in Nursing	
NUR 110	Nursing Practice I	
NUR 120	Nursing Practice II	
NUR 125	LPN to ADN Transition	
NUR 210	Nursing Practice III	
NUR 220	Family Nursing	
NUR 230	Transition to Professional Practice	Richards
PDV 100	Personal Development	Lauf
PDV 105	Lifelong Learning Skills	Lauf
PDV 110	Career Development	Lauf
PHI 151	Introduction to Philosophy	Gould; Young, S.; Seitz
PHI 155	Introduction to Logic	Gould; Young, S.; Seitz
PHI 158	Studies About Women	Gould; Young, S.; Seitz
PHI 160	Eastern Philosophy	Gould; Young, S.; Seitz
PHI 251	Introduction to Ethics	Gould; Young, S.; Seitz
PHI 252	Bioethics	Gould
PHI 255	Living With Death	Gould; Young, S; Seitz
PHI 261	Religions of the World	Gould; Young, S.; Seitz
PHI 262	Foundational Religious Texts	Gould; Young, S; Seitz
PHI 290	Topics in Philosophy	Gould; Young, S.; Seitz
PHY 280	General Physics I	Huang; Nath
PHY 281	General Physics II	Huang; Nath
PHY 291	Principles of Physics I	Huang; Nath
PHY 292	Principles of Physics II	Huang; Nath
PHY 293	Principles of Physics III	Huang; Nath

**MASTER SENIORITY LIST FOR TENURED FULL-TIME FACULTY
2009-2010**

COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
PLT 150	Introduction to Political Thought	Lenio; Culp
PLT 151	United States Government	Lenio; Culp
PLT 155	State and Local Government	Lenio; Culp
PLT 160	The Constitution: That Delicate Balance	Lenio; Culp
PLT 251	International Relations	Lenio; Culp
PLT 255	Comparative Government	Lenio; Culp
PLT 261	Modern Latin America	Lenio; Culp
PLT 281	Introduction to Asia	Lenio; Culp
PSY 151	Introduction to Psychology	Bossert; Braasch; Grela
PSY 175	Human Sexuality	Bossert; Braasch; Grela
PSY 250	Human Development Over the Life Span	Bossert; Braasch; Grela
PSY 251	Child Psychology	Bossert; Braasch; Grela
PSY 255	Adult Development	Bossert; Braasch; Grela
PSY 260	Introduction to Gerontology	Bossert; Braasch; Grela
PSY 265	Social Psychology	Bossert; Braasch; Grela
PSY 271	Educational Psychology	Bossert; Braasch; Grela
PSY 275	Abnormal Psychology	Bossert; Braasch; Grela
PSY 280	Theories of Personality	Bossert; Braasch; Grela
RDG 089	Basic Reading Skills	
RDG 090	Reading Improvement	Hazelgrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
RDG 092	Concentration and Note-Taking	Hazelgrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
RDG 093	Test-Taking	Hazelgrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
RDG 110	Critical Reading Skills	
RDG 150	College Success Seminar	Hazelgrove; Decio; Waters; Poe; Johnson; Middy; VanSickle; McCord
SOC 101	Marriage and the Family	Eckel; Reagan
SOC 151	Introduction to Sociology	Eckel; Reagan
SOC 251	Social Problems	Eckel; Reagan
SOC 260	Sociology of Race and Ethnicity	Eckel; Reagan
SPA 101	Occupational Spanish I	Bill
SPA 102	Occupational Spanish II	Bill
SPA 151	Elementary Spanish I	Bill
SPA 152	Elementary Spanish II	Bill
SPA 251	Intermediate Spanish I	Bill
SPA 252	Intermediate Spanish II	Bill
SPE 151	Introduction to Speech	Derscheid; Geller; Gabel; King
SPE 155	Interpersonal Communication	Derscheid; Geller; Gabel; King
SPE 161	Small Group Discussion	Derscheid; Geller; Gabel; King
SPE 265	Fundamentals of Oral Interpretation	Derscheid; Geller; Gabel
THE 151	Introduction to Theatre	Geller; Gabel
THE 153	Theatre Practice	Geller
THE 157	Acting I - Preparation	Geller

**MASTER SENIORITY LIST FOR TENURED FULL-TIME FACULTY
2009-2010**

COURSE ID	TITLE	INSTRUCTOR/INSTRUCTORS
THE 158	Acting II – The Actor at Work	Geller
THE 159	Stagecrafts	Geller
TWL 101	Working in a Warehousing Environment	Zaccagnini
TWL 102	Warehousing Workforce Skills	Zaccagnini
TWL 110	Warehousing and Distribution Process	Zaccagnini
TWL 111	Warehousing and Technology Skills	Zaccagnini
TWL 115	Representative Warehousing Skills	Zaccagnini
	Librarian	Scott; Perlman
	Counselor	Lauf

Joint Educational Agreement Update

Information:

Due to termination of the William Rainey Harper College Park and Golf Maintenance program, the following modification is proposed:

William Rainey Harper College
Delete: Park and Golf Maintenance (A.A.S.)

Recommendation:

It is recommended that the Board of Trustees approves the updated Joint Agreement with William Rainey Harper College.

A handwritten signature in cursive script, appearing to read "Walter J. Packard".

Walter J. Packard
President

Lab, Computer Usage, and Technology Fees for 2009-2010

Information:

In 1983, the administration started the practice of reviewing and reporting on the structure of lab fees assessed to students.

In an effort to keep the costs to students at a reasonable level, the College historically has considered \$1.00/credit hour of tuition to be applied toward the furnishing of expendable supplies and contracted service costs in all courses. In high cost courses, the supply and contractual service costs not covered by the \$1.00/credit hour of tuition have then been reviewed to arrive at an appropriate lab fee to cover those costs. Therefore, as supply and contractual service costs change, traditional lab fees are changed.

The attached list identifies miscellaneous fees and course fees.

Recommendation:

It is recommended that the Board of Trustees approves the attached listing of fees and that these fees be assessed effective Summer, 2009.



Walter J. Packard
President

**Laboratory, Computer Usage and Technology Fees
2009-2010**

TRADITIONAL FEES			
Course	Traditional Lab Fee (\$)	Computer Usage Fee (\$)	Total Fee (\$)
ACC			
110	5.00	12.00	17.00
220	5.00	17.00	22.00
255	10.00/cr. hr.	-	10.00/cr. hr.
AMT			
100	45.00	-	45.00
120	60.00	-	60.00
140	60.00	-	60.00
160	60.00	-	60.00
170	60.00	-	60.00
180	60.00	-	60.00
200	60.00	-	60.00
220	60.00	-	60.00
230	60.00	-	60.00
240	60.00	-	60.00
260	60.00	-	60.00
270	60.00	-	60.00
ANT			
155	10.00	-	10.00
160	10.00	-	10.00
260	10.00	-	10.00
AOM			
101	8.00	25.00	33.00
102	8.00	25.00	33.00
105	5.00	17.00	22.00
120	8.00	29.00	37.00
122	8.00	29.00	37.00
(withdrawn) 125	8.00	29.00	37.00
135	5.00	-	5.00
(was CIS) 134	12.00	24.00	36.00
136	8.00	25.00	33.00
140	8.00	25.00	33.00
(withdrawn) 142	10.00	-	10.00
145	5.00	9.00	14.00
150	8.00	25.00	33.00
225	8.00	15.00	23.00
(was CIS) 234	12.00	24.00	36.00
ART			
151	20.00	-	20.00
152	25.00	-	25.00
153	25.00	-	25.00
155	15.00	-	15.00
156	25.00	-	25.00

**Laboratory, Computer Usage and Technology Fees
2009-2010**

TRADITIONAL FEES			
Course	Traditional Lab Fee (\$)	Computer Usage Fee (\$)	Total Fee (\$)
ART			
157	25.00	-	25.00
158	50.00	-	50.00
160	25.00	-	25.00
165	15.00	-	15.00
166	25.00	25.00	50.00
167	15.00	60.00	75.00
168	15.00	60.00	75.00
170	15.00	-	15.00
171	15.00	-	15.00
172	15.00	-	15.00
173	15.00	-	15.00
175	15.00	-	15.00
180	45.00	-	45.00
182	25.00	-	25.00
183	25.00	-	25.00
184	40.00	-	40.00
185	45.00	-	45.00
186	50.00	-	50.00
220	35.00	10.00	45.00
230	45.00	-	45.00
241	50.00	-	50.00
242	50.00	-	50.00
243	50.00	10.00	60.00
244	50.00	-	50.00
245	50.00	-	50.00
246	50.00	-	50.00
247	50.00	-	50.00
248	45.00	-	45.00
249	45.00	-	45.00
250	45.00	15.00	60.00
252	45.00	15.00	60.00
253	45.00	-	45.00
254	45.00	15.00	60.00
255	45.00	15.00	60.00
257	25.00	-	25.00
258	50.00	-	50.00
261	25.00	-	25.00
262	25.00	-	25.00
263	25.00	-	25.00
264	25.00	-	25.00
265	25.00	-	25.00
271	50.00	-	50.00
272	50.00	-	50.00
273	50.00	-	50.00
274	50.00	-	50.00
275	50.00	-	50.00

**Laboratory, Computer Usage and Technology Fees
2009-2010**

TRADITIONAL FEES			
Course	Traditional Lab Fee (\$)	Computer Usage Fee (\$)	Total Fee (\$)
ART			
282	25.00	-	25.00
290	50.00	-	50.00
Ind. Study Ceramics	50.00	-	50.00
BIO			
(was ANS 110) 105	30.00	-	30.00
110	40.00	-	40.00
130	40.00	-	40.00
137	40.00	-	40.00
157	40.00	-	40.00
158	40.00	-	40.00
255	53.00	-	53.00
260	53.00	-	53.00
263	53.00	-	53.00
264	53.00	-	53.00
CHM			
115	40.00	-	40.00
164	40.00	-	40.00
165	40.00	-	40.00
166	40.00	-	40.00
170	40.00	-	40.00
265	53.00	-	53.00
266	53.00	-	53.00
CIS			
090	7.00	19.00	26.00
110	7.00	19.00	26.00
116	12.00	24.00	36.00
117	12.00	24.00	36.00
118	7.00	14.00	21.00
119	12.00	24.00	36.00
131	12.00	24.00	36.00
132	12.00	24.00	36.00
133	12.00	24.00	36.00
136	12.00	24.00	36.00
143	12.00	24.00	36.00
144	22.00	12.00	34.00
145	12.00	24.00	36.00
146	12.00	24.00	36.00
147	12.00	24.00	36.00
148	12.00	24.00	36.00
149	12.00	24.00	36.00
150	12.00	22.00	34.00
155	12.00	24.00	36.00

**Laboratory, Computer Usage and Technology Fees
2009-2010**

TRADITIONAL FEES			
Course	Traditional Lab Fee (\$)	Computer Usage Fee (\$)	Total Fee (\$)
CIS			
156	12.00	24.00	36.00
157	12.00	24.00	36.00
170	47.00	-	47.00
171	47.00	-	47.00
172	47.00	-	47.00
173	47.00	-	47.00
180	-	50.00	50.00
185	-	75.00	75.00
186	-	75.00	75.00
211	12.00	24.00	36.00
216	12.00	24.00	36.00
219	12.00	24.00	36.00
231	12.00	24.00	36.00
232	12.00	24.00	36.00
245	12.00	24.00	36.00
248	12.00	24.00	36.00
255	12.00	24.00	36.00
256	12.00	24.00	36.00
266	12.00	24.00	36.00
270	12.00	24.00	36.00
275	7.00	9.00	16.00
290	12.00	24.00	36.00
CJS			
106	25.00	-	25.00
112	25.00	-	25.00
CLM (NEW)			
101	(new) 100.00		(new) 100.00
102	(new) 100.00		(new) 100.00
CSC			
121	-	27.00	27.00
122	-	27.00	27.00
DGM			
100	15.00	60.00	75.00
110	15.00	60.00	75.00
123	15.00	60.00	75.00
125	15.00	60.00	75.00
150	15.00	60.00	75.00
160	15.00	60.00	75.00
167	15.00	60.00	75.00
168	15.00	60.00	75.00
DGM			
200	15.00	60.00	75.00

**Laboratory, Computer Usage and Technology Fees
2009-2010**

TRADITIONAL FEES			
Course	Traditional Lab Fee (\$)	Computer Usage Fee (\$)	Total Fee (\$)
DGM			
205	15.00	60.00	75.00
210	15.00	60.00	75.00
230	15.00	60.00	75.00
250	15.00	60.00	75.00
259	15.00	60.00	75.00
260	15.00	60.00	75.00
290	15.00	60.00	75.00
DRT			
101	25.00	-	25.00
102	25.00	-	25.00
150	5.00	37.00	42.00
151	5.00	37.00	42.00
299	30.00	-	30.00
EAS			
120	28.00	-	28.00
170	28.00	-	28.00
171	28.00	-	28.00
180	28.00	-	28.00
ECE			
115	5.00	-	5.00
120	5.00	-	5.00
121	5.00	-	5.00
131	5.00	-	5.00
150	15.00	-	15.00
204	10.00	-	10.00
209	10.00	-	10.00
214	10.00	-	10.00
219	10.00	-	10.00
229	15.00	-	15.00
250	15.00	-	15.00
290	15.00	-	15.00
ECO			
251	4.00	-	4.00
252	4.00	-	4.00
EDU			
251	10.00	-	10.00
253	10.00	-	10.00
(withdrawn) 254	10.00	-	10.00
257	10.00	-	10.00
275	10.00	-	10.00

**Laboratory, Computer Usage and Technology Fees
2009-2010**

TRADITIONAL FEES			
Course	Traditional Lab Fee (\$)	Computer Usage Fee (\$)	Total Fee (\$)
EET			
099	15.00	-	15.00
110	15.00	-	15.00
111	15.00	-	15.00
120	15.00	-	15.00
121	15.00	-	15.00
140	15.00	-	15.00
141	15.00	-	15.00
240	15.00	-	15.00
241	15.00	-	15.00
250	15.00	-	15.00
251	15.00	-	15.00
EGR			
151	25.00	-	25.00
152	25.00	-	25.00
260	24.00	-	24.00
EMS			
105	(was 12.00) 20.00	-	(was 12.00) 20.00
110	65.00	-	65.00
120	(was 30.00) 75.00	-	(was 30.00) 75.00
121	(was 30.00) 50.00	-	(was 30.00) 50.00
122	(was 30.00) 50.00	-	(was 30.00) 50.00
123	35.00	-	35.00
ENG			
105	-	(new) 10.00	(new) 10.00
(Computer) 151	-	10.00	10.00
(Computer) 152	-	10.00	10.00
FRE			
151	-	10.00	10.00
152	-	10.00	10.00
251	-	10.00	10.00
252	-	10.00	10.00
FRS			
150	200.00	-	200.00
252	25.00	-	25.00
253	50.00	-	50.00
GEG			
102	28.00	-	28.00
160	28.00	12.00	40.00
161	28.00	12.00	40.00
202	10.00	-	10.00

**Laboratory, Computer Usage and Technology Fees
2009-2010**

TRADITIONAL FEES			
Course	Traditional Lab Fee (\$)	Computer Usage Fee (\$)	Total Fee (\$)
GEG			
220	-	10.00	10.00
221	25.00	3.00	25.00
290	10.00	-	10.00
GEL			
103	28.00	-	28.00
GER			
151	-	10.00	10.00
152	-	10.00	10.00
251	-	10.00	10.00
252	-	10.00	10.00
HCE			
100	15.00	-	15.00
110	25.00	-	25.00
111	25.00	-	25.00
HFE			
110	55.00	-	55.00
120	55.00	-	55.00
121	55.00	-	55.00
125	12.00	-	12.00
151	(was 20.00) 25.00	-	(was 20.00) 25.00
161	55.00	-	55.00
175	10.00	-	10.00
176	(was 12.00) 15.00	-	(was 12.00) 15.00
202	30.00	-	30.00
210	55.00	-	55.00
221	55.00	-	55.00
270	(was 20.00) 25.00	-	(was 20.00) 25.00
279	20.00	-	20.00
HRT			
100	15.00	-	15.00
(was PTS) 103	30.00	-	30.00
105	30.00	-	30.00
120	100.00	-	100.00
125	150.00	-	150.00
130	45.00	-	45.00
132	45.00	-	45.00
150	30.00	-	30.00
159	50.00	-	50.00
160	15.00	-	15.00
161	15.00	-	15.00
181	15.00	-	15.00

**Laboratory, Computer Usage and Technology Fees
2009-2010**

TRADITIONAL FEES			
Course	Traditional Lab Fee (\$)	Computer Usage Fee (\$)	Total Fee (\$)
HRT			
221	195.00	-	195.00
229	100.00	-	100.00
231	45.00	-	45.00
251	15.00	-	15.00
263	15.00	-	15.00
271	30.00	-	30.00
282	15.00	-	15.00
IBS			
190	46.00	-	46.00
MAT			
(computer) 095	-	24.00	24.00
(computer) 099	-	24.00	24.00
170	-	17.00	17.00
(withdrawn) 250	-	27.00	27.00
253	-	12.00	12.00
260	-	27.00	27.00
MCC			
101	13.00	-	13.00
MET			
130	20.00	-	20.00
131	20.00	-	20.00
135	20.00	-	20.00
136	20.00	-	20.00
150	40.00	-	40.00
151	40.00	-	40.00
221	20.00	-	20.00
222	20.00	-	20.00
MUS			
104	20.00	-	20.00
201-218	*210.00	-	*210.00
*= 1 credit = \$210.00; 2 credits = \$420.00			
NAE			
100	100.00	-	100.00
NUR			
95	25.00	-	25.00
110	200.00	-	200.00
120	200.00	-	200.00
125	75.00	-	75.00
210	200.00	-	200.00

**Laboratory, Computer Usage and Technology Fees
2009-2010**

TRADITIONAL FEES			
Course	Traditional Lab Fee (\$)	Computer Usage Fee (\$)	Total Fee (\$)
NUR			
220	175.00	-	175.00
230	50.00	-	50.00
PAS (NEW)			
101	(new) 100.00		(new) 100.00
102	(new) 100.00		(new) 100.00
PDV			
100	3.00	-	3.00
105	3.00	-	3.00
110	20.00	-	20.00
PHY			
280	25.00	-	25.00
281	25.00	-	25.00
291	25.00	-	25.00
292	25.00	-	25.00
293	25.00	-	25.00
SOC			
(computer) 151	-	10.00	10.00
260	25.00	-	25.00
SPA			
151	-	10.00	10.00
152	-	10.00	10.00
251	-	10.00	10.00
252	-	10.00	10.00
TWL			
111	-	42.00	42.00
115	-	42.00	42.00

**Laboratory, Computer Usage and Technology Fees
2009-2010**

Service Area	Traditional Lab Fee (\$)	Computer Usage Fee (\$)	Total Fee (\$)
Center for Commerce & Economic Development (CCED) (microcomputer-assisted)	0.00	8.00	8.00
Community Education Courses (microcomputer-assisted)	0.00	8.00	8.00
Application Fee	15.00	0.00	15.00
Children's Learning Center			
Multi-age Room	4.50/hr.	0.00	4.00/hr.
Registration Per Semester	15.00	0.00	15.00
Pre-School Room	114.00-190.00 (4.75/hr.)	0.00	114.00-190.00 (4.75/hr.)
Registration Per Year	30.00	0.00	30.00
Hot Lunch	3.00	0.00	3.00
Toddler Room	4.75/hr.	0.00	4.75/hr.
Registration Per Semester	15.00	0.00	15.00
Distance Education			
Telecourse	40.00/per course		40.00/per course
Hybrid	7.50/cr. hr.		7.50/cr. hr.
Standard Online Course Fee	15.00/cr. hr.		15.00/cr. hr.
ICE Online Course Fee	25.00/cr. hr.		25.00/cr. hr.
Graduation	20.00	0.00	20.00
Illinois Virtual Campus (IVC)			
For Students Requesting Proctored Online Tests or Exams	0.00	20.00	20.00
Learning Disabilities Testing and Records	200.00	0.00	200.00
Registration Fee (This fee may be refundable only for extraordinary circumstances.)	7.00	0.00	7.00
Repeat Fee (Students are exempt from paying the per credit hour repeat fee if the student has previously taken and passed a course at MCC and is being mandated to repeat the class by MCC due to technology changes in curriculum of career and technical education programs.)	42.58/cr. hr.	0.00	42.58/cr. hr.
Testing Center			
Proctoring External Exams			
Untimed	10.00	0.00	10.00
Timed	10.00/hr.	0.00	10.00/hr.
Repeat Placement Test Fee	5.00/per subsequent test		
Make-Up Fee	5.00		5.00
Transcript			
In-person	8.00	0.00	8.00
Online	5.00	0.00	5.00
Workforce Investment Act (WIA) Courses			
Microcomputer-assisted	(variable) 15-30		(variable) 15-30

Reaffirmation of Commitment to Ethics Ordinance

Information:

In April, 2004, the Board of Trustees adopted Board Policy 1.12 - Ethics Ordinance. In response to recent statutory changes clarifying the status of community colleges as units of local government, it is prudent for the Board of Trustees to reaffirm its commitment to the College's Ethics Ordinance.

Recommendation:

It is recommended that the Board of Trustees reaffirms its commitment to the College's Ethics Ordinance, Board Policy 1.12.

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

Walter J. Packard
President

Board Policy Revision
Policy 1.8.4.4.5 – Telephonic Voting

Information:

Based upon advice from attorneys presenting at a recent ICCTA meeting, revisions have been suggested to Board Policy 1.8.4.4.5, Telephonic Voting. These revisions, including a change to the name of the policy, were discussed at the Committee of the Whole meeting on December 15, 2008 (revisions are in bold below).

1.8.4.4.5

TELEPHONIC ~~VOTING~~ PARTICIPATION

A Board member not physically present at a meeting may participate and vote in accordance with the *Illinois Open Meetings Act*. **Board members may not participate in Closed Sessions via telephone.**

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Board Policy 1.8.4.4.5.



Walter J. Packard
President

Review of Closed Session Minutes

Information:

The College Board of Trustees is required by 5 ILCS 120/2.06 to review its Closed Session minutes to determine if any or all of them should be released to the public. In accordance with this Act and at the direction of the Board, the Board Liaison has reviewed the Closed Session minutes since the last review in June 2008 to make a determination that: (1) the need for confidentiality still exists as to all or part of those minutes; or, (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection in the library.

The Board Liaison has completed a review of all Closed Session minutes for this time period and has determined that the September 25, 2008 minutes no longer require confidential treatment and may be released; all unreleased minutes from before November, 2008 contain information about issues that are still pending and therefore require confidential treatment.

Recommendation:

It is recommended that the Board of Trustees accepts the recommendation of the Board Liaison to release the September 25, 2008 minutes, and that the need for confidentiality still exists as to all or part of all other unreleased Closed Session minutes from before November 2008. The unreleased minutes will be reviewed again in June, 2009 to determine if they continue to require confidential treatment.



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:

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Bazan, M	Concert Director	0	600.00
Kvam-Holub	Concert Director	0	150.00
Sergey, T	Applied Music Instruction (2 - half hour music lessons)	0	34.87
Szalaj, S	Concert Director	0	300.00
Takayama, T	Concert Director	0	300.00

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>
Bowman, T	DGM 290 004	1	1	0	75.00
Janowiak, R	AOM 105 005	1	1	0	75.00
Sergey, T	MUS 213 003	2	5	1,673.76	1,394.80

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:

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Bollman, N	MCC 101 052	1	0	557.92
Davis, D	MCC 101 108	1	0	278.96
Hoffmann, J	MCC 101 109	1	0	557.92
Kamarajan, S	MCC 101 104	1	0	557.92
Keyzer, D	MCC 101 105	1	0	557.92
Koronkiewicz, T	MCC 101 103	1	0	557.92
Kropp, M	MCC 101 051	1	0	557.92
Kropp, M	MCC 101 101	1	0	557.92
Kropp, M	MCC 101 102	1	0	557.92
Scott, G	MCC 101 601	1	0	557.92
Westerhof, S	MCC 101 106	1	0	557.92
Westerhof, S	MCC 101 107	1	0	557.92

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Zopp, M	MCC 101 – Special Assignment	0	4,579.00

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 Coaching Staff

Information:

Listed below are coaches 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>
Leon Palatas	Softball	Head Coach	\$5,207.76	Returning
Howie Bierman	Softball	Assistant Coach	3,048.33	Returning
Rick Hummel	Baseball	Assistant Coach	2,525.44	Returning
Jim Pierscioneck	Men's Tennis	Co-Head Coach	1,810.09	Returning
Jeff Pierscioneck	Men's Tennis	Co-Head Coach	1,810.09	Returning
Jared Wacker	Baseball	Assistant Coach		Returning
			650.00	

Recommendation:

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



Walter J. Packard
President

Appointment of New
Instructor of Nursing/Lab

Information:

At the September 2008 Board Meeting, the Board of Trustees approved the new the full-time faculty position of Instructor of Nursing/Lab. Carol Radovich 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 Carol Radovich to the faculty position of Instructor of Nursing/Lab, effective January 7, 2009, at salary of \$27,592.50 (based on nine-month salary of \$55,185.00).



Walter J. Packard
President

Carol Radovich
East Dundee, IL

<u>Position:</u>	Instructor of Nursing/Lab
<u>Education:</u>	Master of Science, Nursing Bachelor of Science, Nursing Northern Illinois University, DeKalb, IL Associate of Science, Chemistry Elgin Community College, Elgin, IL
<u>Certifications:</u>	Adult Nurse Practitioner Advanced Practice and Registered Nurse
<u>Experience:</u>	
2001 – Present	Adult Nurse Practitioner Centegra Primary Care, Woodstock, IL
2003 – Present	Adjunct Instructor Northern Illinois University, DeKalb, IL
2008	Adjunct Instructor McHenry County College, Crystal Lake, IL
2006	Adjunct Instructor North Park University, Chicago, IL
2004	Adjunct Instructor St. Xavier University, Chicago, IL
1995 – 2001	Nurse Manager North Shore Oncology/Hematology, Libertyville, IL
<u>Summary of Recruitment Efforts:</u>	Number of Applications Received: 3 Number of Interviews: 2
<u>Members of Search Committee:</u>	J. Falco, J. Flanagan, S. Maifield, S. Moll, A. Pontarelli, A. Sytsma

Appointment of Replacement
Director of Network Services

Information:

At the September 15, 2008 Board Meeting, the Board of Trustees approved the revised administrative position of Director of Network Services. Robert Rasmussen 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 Robert Rasmussen to the administrative position of Director of Network Services, effective January 5, 2009, at a salary of \$45,380.91 (based on a 12-month salary of \$93,264.00 and subject to adjustment). This salary is capped due to the administrative salary schedule still reflecting FY 2008 rates. This salary will be adjusted up to \$94,000.00 annually based upon the FY 2009 adjustment of the administrative salary schedule. If the range revision provides a salary less than \$94,000.00, the salary will be at the maximum of the range.



Walter J. Packard
President

Robert Rasmussen

Lake in the Hills, IL

Position: Director of Network Services

Education: Associate in Applied Science, Business Management
McHenry County College, Crystal Lake, IL

Experience:
1999 – Present Senior Network Technician
McHenry County College, Crystal Lake, IL

1995 – 1999 Information Technology Manager
Value Options, Skokie, IL

1991 – 1995 Receiving Supervisor
Harco-Fidelitone, Inc., Itasca, IL

Summary of Recruitment Efforts: Number of Applications Received: 19
Number of Interviews: 4

Members of Search Committee: D. Jabusch, P. Lilly, S. Moll, G. Smith,
M. Tetreault

Appointment of Replacement
Multicultural Recruiter

Information:

The resignation of Adina Walker, effective May 30, 2007, created a vacancy for the part-time professional position of Multicultural Recruiter. Eric Rodriguez 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 Eric Rodriguez to the professional position of Multicultural Recruiter, effective January 6, 2009, at a salary of \$7,423.50 (based on a 12-month salary of \$15,288.00 at 20 hours per week).



Walter J. Packard
President

Eric Rodriguez
McHenry, IL

Position:

Multicultural Recruiter

Education:

Bachelor of Arts, Journalism
University of Iowa, Iowa City, IA

Experience:

2005 – 2008

Furniture Handler
Honquest Fine Furnishings, Barrington, IL

2006 – 2007

Staff Writer
The Daily Iowan, Iowa City, IA

Summary of Recruitment Efforts:

Number of Applications Received: 20
Number of Interviews: 3

Members of Search Committee:

L. Frederick, S. Moll, J. Rao, S. Reising

Appointment of Replacement
Student Development Advisor

Information:

The appointment of Rachel Najdzin to the position of full-time Student Development Advisor, effective October 27, 2008, created a vacancy for the part-time professional position of Student Development Advisor. Purvi Patel 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 Purvi Patel to the professional position of Student Development Advisor, effective January 6, 2009, at a salary of \$8,080.00 (based on a 12-month salary of \$16,640.00 at 20 hours per week).



Walter J. Packard
President

Position: Student Development Advisor

Education: Master of Arts, Teaching
National- Louis University, Wheeling, IL

Bachelor of Arts, Sociology
Northern Illinois University, DeKalb, IL

Experience:

2007 – Present Office Manager/Marketing Assistant
Construction and Geotechnical Materials Testing, Inc.,
Bensenville, IL

2006 – 2007 Special Education Assistant
Lakeview Elementary, Hoffman Estates, IL

2006 Academic Advisor
CTU Online/Staffing Now, Hoffman Estates, IL

1999 Orientation Leader
Harper College, Palatine, IL

Summary of Recruitment Efforts: Number of Applications Received: 36
Number of Interviews: 4

Members of Search Committee: L. Frederick, S. Moll, S. Reising, E. Sherwood

Authorization for Personnel Appointment

Information:

Susan Richmond, Instructor of Nursing, submitted her resignation effective January 9, 2009, at the December 18, 2008, Board meeting. As a result of her resignation, we are currently involved in the hiring process for a replacement Instructor of Nursing, who would have a January 2009, start date. This hiring process will not be completed in time for the December Board meeting, and it is critical that this employee appointment be made in a timely manner.

Recommendation:

It is recommended that the Board of trustees authorizes Dr. Packard, president, to approve the personnel appointment of an Instructor of Nursing, that will occur following the December meeting and prior to the January 22, 2008, Regular Board meeting.



Walter J. Packard
President

Extension of Appointment of Temporary Replacement
Director of Workforce Development Support Services

Information:

At the July 2008 meeting, the Board of Trustees approved the appointment of Anthony Capalbo as Temporary Director of Workforce Development Support Services, effective July 25, 2008 through December 31, 2008. The decision has been made to extend this appointment until February 28, 2009, at which time this position will be eliminated and replaced with the Director of Perkins and High School Plus.

Recommendation:

It is recommended that the Board of Trustees extends the appointment of Anthony Capalbo to the temporary administrative position of Director of Workforce Development Support Services, effective January 1, 2009 through February 28, 2009, at a salary of \$7,003.50 (based on a twelve month salary of \$43,523.00). This salary is subject to adjustment upon determination of administrative salary increases for FY 2009.



Walter J. Packard
President

Request for Position and Title Revision
Associate Vice President for Institutional Effectiveness

Information:

As part of the Academic and Student Services reorganization, the assessment function and the offices of Resource Development and Professional Development and Distance Education will report to Kathleen Plinske as of January 5, 2009. Distance Education will report elsewhere when the Academic Organizational Review changes are completed. Due to the increased responsibilities of Dr. Plinske's current position beyond those originally anticipated, as well as the additional responsibilities mentioned above, Dr. Plinske's title will be changed to Associate Vice President for Institutional Effectiveness beginning January 5, 2009, and her salary will be \$47,685.96 (based upon an annual salary of \$98,000.00). As Dr. Plinske is beginning this position on January 5, there will not be a retroactive salary adjustment for the above amount when administrative salary increases are established for FY 2009.

Recommendation:

It is recommended that the Board of Trustees approves the title and salary for Dr. Plinske as stated above.



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, Judi Cameron and Jill Stonecliffe qualify for such an adjustment at this time.

	<u>2008-2009 Placement and Salary</u>	<u>Adjusted 2008-2009 Placement and Salary</u>
Judi Cameron	Lane 5, Step 5 \$63,251.00	Lane 6, Step 5 \$66,222.00
Jill Stonecliffe	Lane 4, Step 7 \$65,373.00	Lane 5, Step 7 \$68,345.00

Recommendation:

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



Walter J. Packard
President

Resignation

Susan Richmond, Instructor of Nursing, has submitted her resignation effective January 9, 2009. (See reverse side.)

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

Walter J. Packard
President

Adult Education Off-Campus Space Rental for Fall Semester 2008

Information:

As part of ongoing efforts to offer Adult Education programming throughout the district, Adult Education and Workforce Services contracts with certain off-campus locations to rent space for program course offerings. The off-campus space is used for classrooms, registration, and childcare for adult education students.

This expense is budgeted in the Adult Education Account in the Restricted Purposes Fund.

Organizational Host	Location	Number of rooms	Period	Expenditure
McHenry Community High School District 156	4724 W. Crystal Lake Rd., McHenry, IL	5	9/8 – 12/8/2008 25 class days	\$ 5,503.12
First United Methodist Church	201 W. South St. Woodstock, IL	7	9/9 – 12/11/2008 25 class days	\$ 5,125.00
Total				<u>\$10,628.12</u>



Walter J. Packard
President

Contract Training

Information:

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

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

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

Company Training Program (Source of Funds)	Hours	Timeframe	Expenditure Amount	Vendor/ Facilitator	City	State
Mathews Company	40	12/1-12/5/2008	\$5,625.00	Mike Mickelwright	Arlington Heights	IL



Walter J. Packard
President

Emergency Purchase of Scissor Lift

Information:

A routine service inspection resulted in notification that the 12,000 pound scissor lift used in the automotive lab is not safe. There are no longer replacement parts available to repair it. The scissor lift is used to teach steering and suspension classes which begin January 9, 2009. It is essential to have this lift replaced before classes begin.

A bid was issued for a Hunter lift, which is the standard in the market. These lifts are individually manufactured after an order is placed. Therefore, an order needed to be placed by December 8 to assure delivery and installation by the time classes start.

Bids were received from the following Hunter dealers, and include removal of the old lift and installation of the new lift:

<u>Description</u>	<u>Standard Industrial Auto Equipment, Inc.</u>	<u>Automotive Lift Services</u>	<u>P.R. Streich & Sons, Inc.</u>
12,000 pound Scissor Lift with Installation	\$23,790.00	\$24,446.00	No Bid

This purchase from Standard Industrial Auto Equipment, Inc., will be charged to the Perkins Title II Grant Account in the Restricted Purposes Fund for \$14,990.00. The remaining \$8,800.00 will be charged to the Automotive Account in the Education Fund.



Walter J. Packard
President

Transfer Partnership Agreement with
DePaul University, College of Computing and Digital Media

Information:

McHenry County College (MCC) and DePaul University's College of Computing and Digital Media have established a Transfer Partnership 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 Applied Science in Digital Media.

The agreement includes specific MCC course recommendations to ensure a smooth transfer into DePaul's Bachelor of Science in Computer Games Development program with either a Game Programming or a Production Design option. Students who complete the recommended courses will have the opportunity of earning the baccalaureate degree within two years of study at DePaul.

The agreement applies to Digital Media curriculum under MCC's 2006-2007 through 2008-2009 catalogs. It will be honored for students who complete the Associate in Applied Science in Digital Media and transfer to DePaul within four years of starting the program at MCC. The agreement will be reviewed and updated annually.



Walter J. Packard
President

Update on Shah Center Classroom Build-Out

Information:

Legat Architects has submitted a proposed floor plan for the Shah Center in McHenry. Legat Architects has prepared an estimate for the cost of the build-out, including furnishings and Information Technology Infrastructure totaling \$516,490.00.

The original estimate provided to the Board was \$592,000.00.

The most recent layout of the Shah Center with the remodeled space is attached.

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

Walter J. Packard
President

Requests from Trustees

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

- updates from the November Committee of the Whole and Regular Board meetings;
- items scheduled for future meetings;
- items in progress.

Furthermore, included is a list of all of the items that have been completed over the last year. The College will provide a list of completed items to the Trustees for review every six months.

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

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

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	In Progress	November 2008 COW	December 2008 COW
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.
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		
64	11/18/2008	Lowe	•		Change policy/procedure regarding telephonic participation in Closed Session	Scheduled		December COW/BOT
65	11/18/2008	Packard	•		Renew Board Ethics Ordinance	Scheduled		December 2008 BOT
66	11/20/2008	Lowe	•		Presentation about wind energy	In Progress		
67	11/20/2008	Glosson	•		Review components of community engagement that could be led by internal staff	Scheduled		December 2008 COW
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								

Requests from Trustees - Completed Items

#	Requested	Requestor	Consensus		Item	Status	Date Addressed
			Yes	No			
1	12/17/07	Summers		•	Explore recording/streaming of Board meetings	Completed	April 21, 2008 - COW
2	12/17/07	Summers	•		Explore posting electronic Board Packets	Completed	February 25, 2008 - COW
3	12/17/07	Kurtz	•		Report to Board with FOIA request information	Completed	February, 2008 - Email from Kriegermeier
4	12/17/07	Summers		•	Review FOIA appeal policy	Completed	February 25, 2008 - COW
6	2/28/08	Miller	•		Update on Sikich Management Letter	Completed	April 21, 2008 - COW
7	2/28/08	Glosson	•		Updated review of HWAC Feasibility Study	Completed	March 25, 2008 - COW
8	2/28/08	Lowe	•		Technology Plan	Completed	March 25, 2008 - COW
9	2/28/08	Glosson	•		Share Foundation feasibility study findings	Completed	May 17, 2008 - Retreat
11	2/28/08	Walters		•	Publicize information about funding sources	Completed	Fall 2008 Annual Report
12	3/25/08	Staff	•		Bridger 19 - Food Service	Completed	May 19, 2008 - COW
13	3/25/08	Staff	•		Bridger 20 - Bookstore	Completed	May 19, 2008 - COW
14	3/25/08	Staff	•		ERP Recommendation	Completed	April 21, 2008 - COW
15	3/25/08	Summers		•	Legal Services	Completed	April 21, 2008 - COW
16	3/25/08	Kerrick	•		Board Policy to specifically address OMA	Completed	April 24, 2008 - BOT
17	3/25/08	Glosson	•		Visioning Retreat for Strategic Planning	Completed	October 24 & 25, 2008
18	3/25/08	Staff	•		Action item to sunset HWAC	Completed	April 24, 2008 - BOT
19	3/27/08	Walters		•	Examples of faculty salaries over several years	Completed	May 22, 2008 - BOT
20	3/27/08	Walters		•	Check new construction in county	Completed	July 2008 COW
22	3/27/08	Larson	•		Update on Digital Media program (5-7 minute presentation)	Completed	September 2008 BOT
23	3/27/08	Miller	•		Update on budget process	Completed	May 19, 2008 - COW
26	3/27/08	Kurtz		•	Table of major IT projects with date and costs	Completed	John Linehan addressed this with Trustee Kurtz
28	5/19/08	Summers	•		How are bookstore profits spent	Completed	July 2008 COW
29	5/19/08	Miller	•		Discuss upcoming audit with Sikich	Completed	June 24, 2008 - COW
30	5/19/08	Kurtz	•		University Center update	Completed	July 2008 COW
31	5/19/08	Miller	•		Discuss budget before public display	Completed	July 2008 COW
32	5/19/08	Staff	•		Discuss New Wellness Policy and Pandemic Plans	Completed	June 24, 2008 - BOT
37	5/19/08	Walters		•	Flashing light or caution sign near Cafeteria/Loading Dock	Completed	July, 2008
38	5/19/08	Walters		•	Require scholarship recipients to write thank you notes	Completed	July, 2008
39	5/19/08	Walters	•		Unification of scholarship application form (Information Report)	Completed	July 2008 BOT Information Report
40	5/22/08	Kurtz		•	Detail of Centegra Payments	Completed	May 29, 2008 - Email from Kriegermeier
41	5/22/08	Summers	•		Interactive spreadsheet for negotiations discussions	Completed	June 24, 2008 - BOT
42	5/22/08	Kurtz		•	MCC Event Calendar	Completed	May 23, 2008 - Email from Packard
43	6/24/08	Summers		•	Liability due to sunseting of Early Retirement Policy	Completed	September 2008 COW (FY 2008 Audit)

Requests from Trustees - Completed Items

#	Requested	Requestor	Consensus		Item	Status	Date Addressed
			Yes	No			
47	6/24/08	Kurtz	•		One-page wrap-up from HWAC (costs/deliverables)	Completed	Sent via email - 8/6/08
49	6/24/08	Summers		•	Install hand sanitizers in cafeteria/computer labs	Completed	July, 2008
50	6/24/08	Summers	•		Itemize future legal fees by project	Completed	Beginning with July, 2008 legal billings
51	6/24/08	Summers	•		RFP for legal services and auditor	Completed	November 2008 COW
52	6/24/08	Lowe	•		Hold Board Report 08-140 until July	Completed	July 2008 BOT
54	6/24/08	Walters	•		Presentation about electronic time keeping	Completed	September 2008 COW
55	7/21/08	Larson	•		Recommendation regarding University and Shah Centers	Completed	September 2008 COW & BOT
56	7/21/08	Staff	•		Hold August COW at University Center and provide tour	Completed	August 2008 COW
57	7/21/08	Kurtz	•		Modify ERP Project Charter	Completed	July 2008 BOT
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)
63	9/4/2008	Staff			Update on Student Senate's "I Vote" Activities	Completed	October 2008 BOT