

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

February 25, 2010
Special Board Meeting
6:15 p.m.

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

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. TOUR OF ART EXHIBITS
4. ADJOURNMENT

George Lowe

Chair

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

February 25, 2010
Regular Board Meeting
7:00 p.m.

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

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board Meeting January 28, 2010
Regular Board Meeting January 28, 2010 Closed Session
Special Board Meeting February 5, 2010
Special Board Meeting February 5, 2010 Closed Session
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
8. BOARD COMMITTEE REPORTS
9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT
12. PRESENTATIONS
 - A. Leadership Education and Development (L.E.A.D.), Ms. Talia Koronkiewicz
 - B. Art Department Highlights, Dr. Thomas Takayama
13. COMMUNICATIONS
 - A. Faculty Report
 - B. Adjunct Faculty Report
 - C. Staff Council Report
 - D. Student Trustee Report
 - E. Trustee Report
14. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary, Board Report #10-22
 - B. Financial Statements
 1. Treasurer's Report, Board Report #10-23
 2. Authorize Payment of Voucher #1017 - \$1,593,549.16, Board Report #10-24
 - C. Requests to Purchase/Renew
 1. Enterasys SecureStack Network Switches, Board Report #10-25
 2. Replacement Printers, Board Report #10-26
 3. McHenry County Economic Development Corporation Annual Membership, Board Report #10-27
 4. Telecourse Enrollment Fees, Board Report #10-28
 - D. Tuition Increase, Board Report #10-29

- E. Destruction of Audio Tape Recordings of the Closed Sessions of the July 21, 2008 Committee of the Whole Meeting and the July 24, 2008 Regular Board Meeting, Board Report #10-30
- F. Board Policy Revision, Policy 1.9, Freedom of Information Policy, Board Report #10-11, Postponed
- G. 2010 ICCTA Distinguished Alumnus Award, Board Report #10-31
- H. 2010 ICCTA Gigi Campbell Student Trustee Excellence Award, Board Report #10-32
- I. Strategic Plan, Board Report #10-33
- J. Personnel
 - 1. Personnel Adjustments for Spring 2008 Transfer and Occupational Courses, Board Report #07-275, Addendum
 - 2. Personnel Adjustments for Fall 2008 Transfer and Occupational Courses, Board Report #08-200, Addendum
 - 3. Personnel Adjustments for Fall 2009 Transfer and Occupational Courses, Board Report #09-193, Addendum
 - 4. Personnel Adjustments for Spring 2010 Transfer and Occupational Courses, Board Report #10-13, Addendum
 - 5. Continuing and Professional Education Personnel Considerations for Spring 2010, Board Report #10-15, Addendum
 - 6. Approval of Faculty for Tenure Appointment in 2010-2011, Board Report #10-34
 - 7. Approval of New Position, Coordinator of Literacy Placement, Board Report #10-35
 - 8. Authorization for Personnel Appointment, Board Report #10-36
 - 9. Appointment of Replacement Research and Assessment Associate, Board Report #10-37
 - 10. Requests for Sponsored Professional Development Leaves in 2010-2011, Bd. Rept. #10-38
 - 11. Approval of Salary/Advanced Placement Adjustments, Board Report #10-39

15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

16. INFORMATION REPORTS

Distributed Press Releases, January 19, 2010-February 12, 2010

17. AUTHORIZATION TO ACQUIRE TREASURER'S BOND, Bond, Board Report #10-40

18. TEMPORARY SUSPENSION OF BIDDING POLICIES AND PROCEDURES, Board Report #10-41

19. SPRINKLER SYSTEM MODIFICATION, Board Report #10-42

20. PRESIDENTIAL SEARCH

21. TERMINATION/ELIMINATION OF POSITIONS

22. SUMMARY COMMENTS BY BOARD MEMBERS

23. FUTURE AGENDA ITEMS

24. CLOSED SESSION

25. ADJOURNMENT



George Lowe
Chair



Foundation Update
Board of Trustees Meeting
February 25, 2010

Promise

All Promise information is now posted on ANGEL. Students can see what volunteer opportunities are available, post their hours for verification and can now verify they have read, understand and agree to follow all Promise guidelines outlined in the reaffirmation agreement. We have also added a new component to ANGEL which is a multiple choice questionnaire. The questions all focus around the guidelines of the Promise program and students can take the questionnaire as many times as necessary until they get every question correct. All of these new steps will eliminate confusion as to students not knowing about a particular aspect of the program.

Promise II meeting

Two additional meetings were held to discuss the next iteration of the Promise program on Monday, February 15 and Wednesday, February 17. The meetings included members of the Friends of MCC Foundation Board of Directors, Trustee Liaison Ron Parrish, principals from Woodstock and Johnsburg high schools, faculty and staff members from MCC, and counselors from Woodstock, Marengo, Johnsburg and Huntley high schools. The next step is a meeting of the Promise Committee and foundation Board of Directors to develop new Promise guidelines.

Foundation Fundraising

The MCC Promise continues to receive donations; we have received \$10,750 from four donors so far in February. There are two major fundraising events planned: Take a Walk in Her Shoes and the MCC Golf Invitational. Take a Walk in Her Shoes, will be held on March 19, at the Holiday Inn in Crystal Lake. This event is in celebration of Women's History Month, recognizing accomplishments of women throughout history. The MCC Golf Invitational is in process, committee members hard at work contacting sponsors throughout the community.

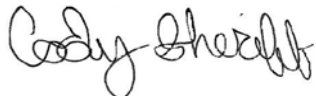
Donor Recognition

We are in the initial planning stage of a new donor recognition process and will have details available in the upcoming months.

Student Trustee Report

This past month, McHenry County College student organizations Latinos Unidos and Student Peace Action Network hosted guest speakers in the Conference Center, free to the public. On February 3, Latinos Unidos brought in actor John Morello who presented *DIRT: A One Man Show of Substance Abuse and Choices*, which has been presented throughout the U.S. and Canada. On February 4, the Student Peace Action Network hosted Northern Illinois University criminal law professor Marc Falkoff, who spoke about his book *Poems from Guantanamo: The Detainees Speak* and his experience representing 16 detainees from Guantanamo Bay. Both events were a great success and had many members from the community and the student population in attendance.

On January 22 and 23, I met with the Student Advisory Committee and other student leaders from Illinois, to discuss the ever-changing economic environment and how community colleges will navigate through the financial storm. The committee decided our main focus for this year is to advocate for less budgetary cuts to community colleges at the Student Advocacy Day, held in Springfield on April 22. In conjunction with the Student Life Office, I am coordinating a trip to take other MCC students to this event and lobby on behalf of Illinois community colleges.



Cody Sheriff
Student Trustee

Executive Summary

Information

Attached is the Executive summary of financial information with year-to-date results for FY 2010 through the month of January. This summary includes an explanation for significant changes as compared with the same time last year, financial comparisons for the Operating Funds, and a summary for all funds.

Recommendation

It is recommended that the Board of Trustees approves the Executive Summary as presented.



Kathleen Plinske
Interim President

Executive Summary

Fiscal Year 2010 is currently 58% complete with the year-to-date results for January 2010 being reported. In the Operating Funds, total revenue is 70% of budget, as compared with 62% at the same time last year. Total expenditures are 48% of budget, as compared with 45% 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:

- Local revenue is currently 49% of budget as compared to 46% at the same time last year. \$1,211,980.00 more revenue has been recorded through January 2010 than the previous year. This increase is due to an increase in EAV as well as shifting tax rates to the Operating Funds from the Audit Fund and Liability Protection, and Settlement Fund.
- Student tuition and fee revenue is currently 124% of budget as compared to 103% at the same time last year. \$3,084,470.00 more revenue has been recorded through January 2010 than the previous year. The primary reason for this increase is the significant increase in enrollment that the College experienced for the 2009-2010 academic year.
- Interest revenue is currently 17% of budget as compared to 33% at the same time last year. \$168,733.00 less revenue has been received through January 2010 than the prior year. This decrease is due to significantly lower interest rates.
- Employee benefit expenditures are currently 51% of budget as compared to 50% last year. \$652,287.00 more in expenditures have been recorded through January 2010 than the prior year. This increased cost is primarily the result of payments to June 30, 2009 retirees under the College's early retirement program.
- Contractual services expenditures are currently 40% of budget as compared to 26% last year. \$288,955.00 more in expenditures have been recorded through January 2010 than the prior year. This increase is primarily due to professional services related to the ERP project which were included in the FY 2010 budget and expenses associated the community engagement process.
- General materials and supplies are currently 25% of budget as compared to 37% last year. \$682,446.00 less in expenditures have been recorded through January 2010 than the previous year. This decreased cost is due to initial software license and maintenance expenses associated with the ERP project which were paid in FY 2009, and are not repeated in FY 2010.
- Conference and meeting expenditures are currently 45% of the budgeted amount as compared to 27% last year. \$67,813.00 more in expenditures have been recorded through January 2010 than the prior year. This increase is primarily due to the timing of conference registrations and travel in FY 2010 as compared to FY 2009.
- Capital outlay expenditures are currently 11% of budget as compared to 14% last year. \$147,938.00 less in expenditures have been recorded through January 2010 than the prior year. This is primarily due to initial hardware purchases associated with the ERP project which were paid in FY 2009, and will not be repeated in FY 2010.
- Other expenditures are currently 55% of the budget amount as compared to 7% last year. \$41,152.00 more in expenditures have been recorded through January 2010 than the prior year. This increase is primarily due to increased fees for credit card processing as a result of an increased volume of credit card payments.

McHenry County College
Operating Funds Financial Comparison
Seven Months Actual Ended January 31, 2009 and January 31, 2010

	FY 2009 Actual to January 31, 2009				FY 2010 Actual to January 31, 2010				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	\$ 10,530,615	\$ 1,177,002	\$ 11,707,617	46%	\$ 11,425,076	\$ 1,494,521	\$ 12,919,597	49%	\$ 1,211,980
State	1,060,895	377,652	1,438,547	51%	1,162,939	397,543	1,560,482	56%	121,935
Student Tuition & Fees	9,041,605	2,220,676	11,262,281	103%	11,444,746	2,902,005	14,346,751	124%	3,084,470
Sales & Service Fees	14,728	-	14,728	58%	16,465	-	16,465	70%	1,737
Facilities	10,386	11,105	21,491	67%	5,576	7,582	13,158	60%	(8,333)
Interest	211,500	-	211,500	33%	42,767	-	42,767	17%	(168,733)
Non-Govt Gifts, Grants	63,540	-	63,540	-	63,802	-	63,802	54%	262
Other	10,615	175	10,790	8%	4,486	5,747	10,233	48%	(557)
Total Revenue	20,943,884	3,786,610	24,730,494	62%	24,165,857	4,807,398	28,973,255	70%	4,242,761
Expenditures									
Salaries	10,368,420	663,672	11,032,092	50%	11,267,896	691,231	11,959,127	53%	927,035
Employee Benefits	2,916,738	178,408	3,095,146	50%	3,548,102	199,331	3,747,433	51%	652,287
Contractual Services	1,078,529	137,857	1,216,386	26%	1,423,258	82,083	1,505,341	40%	288,955
General Materials & Supplies	1,642,594	65,299	1,707,893	37%	937,192	88,255	1,025,447	25%	(682,446)
Conference and Meeting	177,771	11,252	189,023	27%	240,320	16,516	256,836	45%	67,813
Fixed Charges	1,067,067	-	1,067,067	89%	1,039,744	-	1,039,744	96%	(27,323)
Utilities	7,506	536,314	543,820	52%	4,415	508,258	512,673	48%	(31,147)
Capital Outlay	261,812	30,816	292,628	14%	121,974	22,716	144,690	11%	(147,938)
Other Expenditures	220,768	-	220,768	7%	261,920	-	261,920	55%	41,152
Total Expenditures	17,741,205	1,623,618	19,364,823	45%	18,844,821	1,608,390	20,453,211	48%	1,088,388
Excess (deficiency) of revenues over expenditures	3,202,679	2,162,992	5,365,671		5,321,036	3,199,008	8,520,044		3,154,373
Other financing sources (uses) Operating transfers out	-	(2,000,000)	(2,000,000)		-	(2,000,000)	(2,000,000)		-
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	\$ 3,202,679	\$ 162,992	\$ 3,365,671		\$ 5,321,036	\$ 1,199,008	\$ 6,520,044		\$ 3,154,373

McHenry County College
All Funds Financial Summary
Seven Months Ended January 31, 2010

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
Revenue											
Local	\$ 11,425,076	\$ 1,494,521	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 730	\$ 1,458	\$ -	\$ 12,921,785
State	1,162,939	397,543	-	-	342,208	-	-	-	-	-	1,902,690
Federal	-	-	-	-	1,043,886	-	1,513,674	-	-	-	2,557,560
Tuition & Fees	11,444,746	2,902,005	-	892,999	-	-	-	-	-	-	15,239,750
Sales & Service Fees	16,465	-	-	3,129,218	-	-	-	-	-	-	3,145,683
Facilities	5,576	7,582	-	-	-	-	-	-	-	-	13,158
Interest	42,767	-	6,124	-	-	477	-	-	272	-	49,640
Non-Govt Gifts, Grants	63,802	-	-	99,278	26,502	-	-	-	-	-	189,582
Other	4,486	5,747	-	-	-	-	-	-	-	2,476,232	2,486,465
Total Revenue	24,165,857	4,807,398	6,124	4,121,495	1,412,596	477	1,513,674	730	1,730	2,476,232	38,506,313
Expenditures											
Instruction	7,772,072	-	-	-	228,356	-	-	-	-	-	8,000,428
Academic Support	819,829	-	-	-	24,475	-	-	-	-	-	844,304
Student Services	1,552,015	-	-	-	155,750	-	-	-	-	-	1,707,765
Public Service	698,384	-	-	553,517	30,050	-	-	-	-	-	1,281,951
Auxiliary Services	-	-	-	3,105,927	-	-	-	-	-	-	3,105,927
Operations & Maintenance	-	1,608,390	-	-	-	-	-	-	187,078	-	1,795,468
Institutional Support	8,002,521	-	139,985	2,909	72,015	-	1,359,558	83,767	767,242	2,299,731	12,727,728
Total Expenditures	18,844,821	1,608,390	139,985	3,662,353	510,646	-	1,359,558	83,767	954,320	2,299,731	29,463,571
Excess (deficiency) of revenues over expenditures	5,321,036	3,199,008	(133,861)	459,142	901,950	477	154,116	(83,037)	(952,590)	176,501	9,042,742
Other financing sources (uses):											
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-
Operating transfers (out)	-	-	-	-	-	-	-	-	-	-	-
Total Other financing sources (uses)	-	-	-	-	-	-	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	5,321,036	3,199,008	(133,861)	459,142	901,950	477	154,116	(83,037)	(952,590)	176,501	9,042,742
Beginning Fund Balance	14,463,740	1,957,085	6,333,894	319,029	51,681	2,810,719	48,557	242,029	3,147,359	562,980	29,937,073
Ending Fund Balance	\$ 19,784,776	\$ 5,156,093	\$ 6,200,033	\$ 778,171	\$ 953,631	\$ 2,811,196	\$ 202,673	\$ 158,992	\$ 2,194,769	\$ 739,481	\$ 38,979,815

McHenry County College
 Operating Funds Financial Summary
 Seven Months Ended January 31, 2010

	FY 2010 Budget				FY 2010 Actual				Variance Over (Under) FY 2010 Budget
	Education Fund	Operations & Maintenance Fund	Total	Percent to Total	Education Fund	Operations & Maintenance Fund	Total	Percent of Budget	
Revenue									
Local	\$ 23,433,555	\$ 3,065,872	\$ 26,499,427	64%	\$ 11,425,076	\$ 1,494,521	\$ 12,919,597	49%	\$ (13,579,830)
State	2,072,566	724,189	2,796,755	7%	1,162,939	397,543	1,560,482	56%	(1,236,273)
Student Tuition & Fees	9,364,451	2,228,492	11,592,943	28%	11,444,746	2,902,005	14,346,751	124%	2,753,808
Sales & Service Fees	23,400	-	23,400	-	16,465	-	16,465	70%	(6,935)
Facilities	15,000	7,000	22,000	-	5,576	7,582	13,158	60%	(8,842)
Interest	250,000	-	250,000	1%	42,767	-	42,767	17%	(207,233)
Non-Govt Gifts, Grants	118,000	-	118,000	-	63,802	-	63,802	54%	(54,198)
Other	21,000	500	21,500	-	4,486	5,747	10,233	48%	(11,267)
Total Revenue	35,297,972	6,026,053	41,324,025	100%	24,165,857	4,807,398	28,973,255	70%	(12,350,770)
Expenditures									
Salaries	21,234,650	1,195,214	22,429,864	53%	11,267,896	691,231	11,959,127	53%	(10,470,737)
Employee Benefits	6,964,153	361,477	7,325,630	17%	3,548,102	199,331	3,747,433	51%	(3,578,197)
Contractual Services	3,517,506	248,700	3,766,206	9%	1,423,258	82,083	1,505,341	40%	(2,260,865)
General Materials & Supplies	4,004,990	145,590	4,150,580	10%	937,192	88,255	1,025,447	25%	(3,125,133)
Conference and Meeting	547,648	27,050	574,698	1%	240,320	16,516	256,836	45%	(317,862)
Fixed Charges	1,078,650	800	1,079,450	2%	1,039,744	-	1,039,744	96%	(39,706)
Utilities	20,363	1,047,051	1,067,414	2%	4,415	508,258	512,673	48%	(554,741)
Capital Outlay	1,305,745	36,886	1,342,631	3%	121,974	22,716	144,690	11%	(1,197,941)
Other Expenditures	473,060	-	473,060	1%	261,920	-	261,920	55%	(211,140)
Contingency	948,420	124,095	1,072,515	2%	-	-	-	n/a	(1,072,515)
Total Expenditures	40,095,185	3,186,863	43,282,048	100%	18,844,821	1,608,390	20,453,211	47%	(22,828,837)
Excess (deficiency) of revenues over expenditures	(4,797,213)	2,839,190	(1,958,023)		5,321,036	3,199,008	8,520,044		10,478,067
Other financing sources (uses): Operating transfers (out)	(250,000)	(2,000,000)	(2,250,000)		-	(2,000,000)	(2,000,000)		-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ (5,047,213)	\$ 839,190	\$ (4,208,023)		\$ 5,321,036	\$ 1,199,008	\$ 6,520,044		\$ 10,478,067

Treasurer's Report

Information

Attached is the Treasurer's Report for the month of January, including details regarding the College's investments.

Recommendation

It is recommended that the Board of Trustees approves the Treasurer's Report as presented.



Kathleen Plinske
Interim President

McHenry County College
Treasurer's Report
For the Month of January 2010

Bank Name Location / Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Home State Bank Crystal Lake Main	\$1,852,837.25	\$4,941,934.04	\$4,637,763.19	\$2,157,008.10
Harvard State Bank Harvard Credit Card	\$387,436.27	\$985,295.80	\$756,030.88	\$616,701.19
Home State Bank Crystal Lake Online	\$23,520.65	\$461.66	\$0	\$23,982.31
Home State Bank Crystal Lake Flexible Spending	\$0	\$15,186.12	\$15,186.12	\$0
Home State Bank Crystal Lake Dental Claims	(\$380.25)	\$18,428.65	\$16,709.65	\$1,338.75
Amcore Bank Woodstock Payroll	\$0	\$0	\$0	\$0
Harvard State Bank Harvard Operations	\$4,138.30	\$0	\$0	\$4,138.30
First Midwest Bank McHenry Student Grant & Loan	\$11,679.41	\$24,869.31	\$20,687.50	\$15,861.22

McHenry County College
February 25, 2010

Investments

College Fund	Financial Institution	January 31, 2010	December 31, 2009	Interest	No. of Days	Maturity
		Investments	Investments			
Education	Illinois Funds	19,929,927.22	20,059,213.71	see below	N/A	On Demand
Education	CDARS via Home State Bank *	1,000,000.00	1,000,000.00	1.390%	360	2/11/2010
Education	CDARS via Home State Bank *	1,004,973.94	1,004,973.94	1.000%	180	8/12/2010
Education	CDARS via Home State Bank *	2,001,995.52	2,001,995.52	1.000%	360	11/12/2010
Operations & Maintenance (Restricted)	Illinois Funds	8,161,579.81	8,160,908.83	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds	920,527.12	920,450.47	see below	N/A	On Demand
Working Cash	Illinois Funds	616,782.14	616,730.71	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	351,701.35	351,672.02	see below	N/A	On Demand
	Total	33,987,487.10	34,115,945.20			

Interest Revenue

College Fund	Jan-10	Fiscal YTD
Education	\$6,450.19	\$42,767.19
Operations & Maintenance (Restricted)	747.66	6,123.88
Working Cash	51.43	476.74
Liability, Protection and Settlement	29.33	271.84
Total	\$7,278.61	\$49,639.65

Illinois Fund Rates - January 2010

Annualized rate - Money Mkt	
Low	0.082%
High	0.130%
Average	0.097%

* CDARS stands for Certificates of Deposit Account Registry Service. This program allows the College to purchase fully FDIC covered Certificates of Deposit from multiple institutions through Home State Bank. All CD's are purchased in increments of less than the FDIC insurance maximum to ensure that both principal and interest are eligible for full FDIC insurance.

Authorize Payment of Voucher #1017

Information

Attached is the Vendor Activity Report for January 2010.

Checks written January 1-January 31, 2010	\$1,593,549.16
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Recommendation

It is recommended that the Board of Trustees ratifies payment of Voucher #1017 showing checks written January 1-January 31, 2010 totaling \$1,593,549.16.



Kathleen Plinske
Interim President

Request to Purchase
Enterasys SecureStack Network Switches

Information

The technology expansion and office changes at the College used the spare stock of network switches kept for growth and emergencies. This purchase is to replenish our stock of switches.

	<u>CDW-G</u>	<u>PC Mall Gov</u>	<u>TigerDirect</u>
Four Enterasys Gigabit Switches	\$16,306.11	\$20,853.09	\$21,925.01
Supporting Accessories	<u>\$ 1,787.58</u>	<u>\$ 2,889.87</u>	<u>\$ 2,529.58</u>
Total:	<u>\$18,093.69</u>	<u>\$23,742.96</u>	<u>\$24,454.59</u>

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

This expense is part of the approved FY 2010 Equipment List and is budgeted in the General Institutional Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the Enterasys SecureStack network switches for \$18,093.69 from CDW-G, Vernon Hills, IL.



Kathleen Plinske
Interim President

Request to Purchase
Replacement Printers

Information

The College has 21 laser printers in classrooms that are over five years old. It is estimated that a laser printer’s lifespan is approximately five years. In order to ensure reliable technology in classrooms, these printers need to be replaced.

The purchase of printers 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.”

CDW-G provides best available net pricing through the existing Midwest Higher Education Consortium (MHEC) contract. While the initial purchase price from Xerox Direct is less, this manufacture direct purchase would not be eligible for a \$100 per unit post sales rebate offered through the distribution channel. When factoring in this \$2,100 post sales rebate, CDW-G provides the lowest total net purchase price. Rebate amount will be returned to the Educational Fund upon receipt.

<u>Quantity</u>	<u>Description</u>	<u>CDW-G</u>	<u>Xerox Direct</u>
21	Xerox 3600DN 40 PPM Duplex Network Monochrome Printers with 3-year onsite warranty	\$14,994.00	\$13,713.00

This expense is part of the approved FY 2010 Equipment List and is budgeted in the General Institutional Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of 21 Xerox 3600DN 40 PPM Duplex Network Monochrome printers with 3-year warranty for \$14,994.00 from CDW-G, Vernon Hills, IL.



Kathleen Plinske
Interim President

Request to Renew
McHenry County Economic Development Corporation Annual Membership

Information

McHenry County College has been a member of the McHenry County Economic Development Corporation (MCEDC) since its inception in 1991. The mission of the MCEDC is to encourage and develop the economic health of McHenry County through the retention, expansion and attraction of commerce and industry which is conducive to an optimal quality of life for its citizens. The College's membership in the MCEDC provides a vital partnership which supports the district's economic development and the mission and goals of the College.

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

Recommendation

It is recommended that the Board of Trustees approves the renewal of an annual membership for \$5,000.00 from the McHenry County Economic Development Corporation, McHenry, IL.



Kathleen Plinske
Interim President

Request to Purchase
Telecourse Enrollment Fees

Information

The College utilizes the services of the Network of Illinois Learning Resources in Community Colleges (NILRC) for telecourses as part of our Distance Education offerings. The charges, based on Fall 2009 enrollments, are included below:

Child Development: Stepping Stones	\$ 453.60
Exploring Society	1,109.25
Out of the Past	2,402.40
Shaping America	1,774.80
Transitions throughout the Life Span	<u>840.00</u>
Total	<u>\$ 6,580.05</u>

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

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

Recommendation

It is recommended that the Board of Trustees approves the Telecourse Enrollment Fee for \$6,580.05 from NILRC, Blanchardville, WI.



Kathleen Plinske
Interim President

Tuition Increase

Information

The College’s Three-Year Financial Plan was presented at the February 22, 2010 Committee of the Whole Meeting. The plan includes a \$2.00 per credit hour increase in tuition for FY 2011. This increase is necessary to maintain the College’s programming while continuing to fund priorities identified in the Three-Year Financial Plan. At present, other major revenue sources are constrained due to the continued effect of the tax cap, the uncertainty of the level of state funding, and current economic conditions.

As of December 31, 2009, the Consumer Price Index (CPI) had increased at a rate of 2.7% nationally and 2.5% for the greater Chicago metropolitan area. Given the current economic climate, the administration believes that for FY 2011 it is important to keep the increase in tuition within the range established by CPI. A \$2.00 increase from \$80.00 to \$82.00 is a 2.5% increase.

The recommended increase in tuition would generate approximately \$264,000.00 for FY 2011. Following is a breakdown of current and proposed rates for tuition and the technology fee:

	<u>All Courses</u>	
	<u>Current</u>	<u>Proposed</u>
Tuition	\$ 80.00	\$ 82.00
Technology Fee	<u>9.00</u>	<u>9.00</u>
Total	<u>\$ 89.00</u>	<u>\$ 91.00</u>

Statewide, the range of tuition and fee rates for FY 2009 is a low of \$67.00 to a high of \$131.00 per credit hour, with the average rate being \$88.95.

In addition, the schedule of laboratory fees is attached for information purposes. The laboratory fees for FY 2011 are the same as FY 2010.

Recommendation

It is recommended that the Board of Trustees approves the \$2.00 tuition increase effective for Summer Semester, 2010.



Kathleen Plinske
Interim President

**Laboratory Fees
2010-2011**

TRADITIONAL FEES	
Course	Fee (\$)
ACC	
110	17.00
220	22.00
255	10.00/cr. hr.
AMT	
100	45.00
120	60.00
140	60.00
160	60.00
170	60.00
180	60.00
200	60.00
220	60.00
230	60.00
240	60.00
260	60.00
270	60.00
ANT	
155	10.00
160	10.00
260	10.00
AOM	
101	33.00
102	33.00
105	22.00
120	37.00
122	37.00
135	5.00
134	36.00
136	33.00
140	33.00
145	14.00
150	33.00
225	23.00
234	36.00
ART	
151	20.00
152	25.00
153	25.00
155	15.00
156	25.00

**Laboratory Fees
2010-2011**

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

**Laboratory Fees
2010-2011**

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

**Laboratory Fees
2010-2011**

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

**Laboratory Fees
2010-2011**

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

**Laboratory Fees
2010-2011**

TRADITIONAL FEES	
Course	Fee (\$)
EET	
099	15.00
110	15.00
111	15.00
120	15.00
121	15.00
140	15.00
141	15.00
240	15.00
241	15.00
250	15.00
251	15.00
EGR	
151	25.00
152	25.00
260	24.00
EMS	
105	20.00
110	65.00
120	75.00
121	50.00
122	50.00
123	35.00
ENG	
105	10.00
(Computer) 151	10.00
(Computer) 152	10.00
FRE	
151	10.00
152	10.00
251	10.00
252	10.00
FRS	
150	200.00
252	25.00
253	50.00
GEG	
102	28.00
160	40.00
161	40.00
221	25.00

**Laboratory Fees
2010-2011**

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

**Laboratory Fees
2010-2011**

TRADITIONAL FEES	
Course	Fee (\$)
HRT	
221	195.00
229	100.00
231	45.00
251	15.00
263	15.00
264	15.00
265	20.00
266	15.00
271	30.00
282	15.00
IBS	
190	46.00
MAT	
(computer) 095	24.00
(computer) 099	24.00
170	17.00
253	12.00
MCC	
101	13.00
MET	
130	20.00
131	20.00
135	20.00
136	20.00
150	40.00
151	40.00
221	20.00
222	20.00
MUS	
104	20.00
201-218	*210.00
NAE	
100	100.00
NUR	
95	25.00
110	200.00
120	200.00
125	75.00

**Laboratory Fees
2010-2011**

TRADITIONAL FEES	
Course	Fee (\$)
NUR	
210	200.00
220	175.00
230	50.00
PAS	
101	100.00
102	100.00
PDV	
100	3.00
105	3.00
110	20.00
PHY	
280	25.00
281	25.00
291	25.00
292	25.00
293	25.00
SOC	
(computer) 151	10.00
260	25.00
SPA	
151	10.00
152	10.00
251	10.00
252	10.00
TWL	
111	42.00
115	42.00

Destruction of Audio Tape Recordings of the Closed Sessions
of the July 21, 2008 Committee of the Whole Meeting
and the July 24, 2008 Regular Board Meeting

Information

Public Act 93-523 amended the Open Meetings Act to require public bodies in Illinois to keep “verbatim records” of their closed (executive) sessions. The verbatim record needs to be in the form of an audio or video recording. The law provides for the following regarding destruction of the cassette recording:

- At least 18 months must have passed since the date of the meeting
- The public body approves the destruction of the particular recording
- The public body approves properly detailed minutes of the closed session

The identified tapes will be physically destroyed.

Recommendation

It is recommended that the Board of Trustees approves the destruction of the audio recordings of the Closed Sessions of the July 21, 2008 Committee of the Whole Meeting, and the July 24, 2008 Regular Board Meeting on February 26, 2010.



Kathleen Plinske
Interim President

Board Policy Revision
Policy 1.9, Freedom of Information Policy

Information

Based upon advice from attorneys at a recent Freedom of Information seminar, revisions have been suggested to Board Policy 1.9, Freedom of Information Policy. Revisions are shown in bold below.

1.9 FREEDOM OF INFORMATION POLICY

~~The Board of Trustees of McHenry County College acknowledges that the inspection and dissemination of public records must reflect an appropriate balance between the needs of the Board for administrative effectiveness and confidentiality, the protection of the privacy of individuals, and the legitimate interests of the public in receiving public information. The Board of Trustees of the College will comply with the provisions of the *Illinois Freedom of Information Act*.—~~**The Board of Trustees recognizes the right of members of the public to have access to public records in accordance with the provisions of the Illinois Freedom of Information Act (“FOIA” or the “Act”) and affirms that it is the policy of the College to comply with the Act. (See Procedures Section).**

The College President shall designate one or more officials or employees of the College to serve as its Freedom of Information Officer(s), and shall develop and implement administrative procedures to effect compliance with the Act.

Recommendation

It is recommended that the Board of Trustees approves the revisions to Board Policy 1.9, retroactive to January 1, 2010.



Kathleen Plinske
Interim President

2010 ICCTA Distinguished Alumnus Award

Information

The Illinois Community College Trustees Association's Distinguished Community College Alumnus Award recognizes the many success stories of Illinois' community college students. Each community college is strongly encouraged to submit a nomination.

The following award criteria will be used by the ICCTA to arrive at a selection:

- Outstanding success and distinction in his/her chosen field
- Humanitarian service that has proven greatly beneficial to society
- Continued interest in and support of education and community colleges
- Overcoming life's obstacles
- Completion of a recognized program of instruction at an Illinois public community college prior to June 30, 2003, for the Distinguished Alumnus Award

The ICCTA required deadline for application submission is February 26, 2010. The Foundation and Alumni Office puts forth the following as the College's candidate for the 2010 ICCTA Distinguished Alumni Nominee:

Dr. David E. Kopsell, 1991 MCC graduate and 2009 MCC Career Distinction Award Recipient

Because of his love of teaching, Dave has devoted his professional career to helping students and growers alike become better at what they do. When the chance to return to MCC as an instructor came, he immediately pursued it. In the fall of 2001, Dave became an instructor at MCC and chair of the horticulture department. In his professional career, Dave has worked on over \$1,000,000 in grant-funded projects, authored or co-authored 29 scientific manuscripts publications in national and international journals, and given over 60 presentations to scientific and professional audiences. He has co-authored 3 book chapters in reference textbooks and sits on the editorial board of two international scientific journals. He has developed and taught 13 different courses in horticulture and plant science at the community college and university levels. He has a passion for teaching that is remarkable. From truly humble beginnings, he has risen to the pinnacles of academia. Few people could ever boast of holding both a GED and a Ph.D. Most recently, Dave was approached by the MCC Adult Education department to feature his story to both GED students and adult learners in printed materials for the program.

Recommendation

It is recommended that the Board of Trustees approves the nomination of Dr. David E. Kopsell for the 2010 ICCTA Distinguished Alumnus Award.



Kathleen Plinske
Interim President

2010 ICCTA Gigi Campbell Student Trustee Excellence Award

Information

The Illinois Community College Trustees Association's Gigi Campbell Student Trustee Excellence Award recognizes the system's outstanding student leaders.

The following award criteria will be used by the ICCTA to arrive at a selection:

- Has made notable efforts to communicate with students, providing a viable means for feedback from the student body (this might include posting bulletins, a column in the campus newspaper, a newsletter, a suggestion box or personal campus mailbox, voice mail and/or an e-mail address available for students to contact their board representative)
- Has been a functioning member of the board of trustees, taking part in discussions, both open meetings and closed sessions
- Has exhibited that acting in the best interests of the students, the college, and the system are prime objectives and has knowledge of the issues facing students through interaction with the student government and campus organizations
- Reports on the problems and accomplishments of individual students and student organizations at board meetings
- Has been an asset to the board and the college (this would include ambassadorial comportment at professional conferences and meetings)

During the 2009-2010 academic year, Cody Sheriff has exemplified the characteristics of an outstanding student trustee. He frequently has requested input from students, including studying the characteristics that students consider to be most important when finding a new president. He consistently contributes an insightful analysis to Board discussions, and clearly acts in the best interest of the students, the College, and the system.

Recommendation

It is recommended that the Board of Trustees approves the nomination of Cody Sheriff for the 2010 ICCTA Gigi Campbell Student Trustee Excellence Award.



Kathleen Plinske
Interim President

Strategic Plan

Information

At a “College Update” session for all employees presented during the Spring Faculty Workshops on January 14, 2010, the College launched an initiative known as “42 Days of Strategic Planning.” This effort was designed to encourage College employees to utilize data included in the AQIP Systems Portfolio as well as feedback collected via the recent community engagement process to develop a common set of strategic priorities for the next three years.

Over the last six weeks, employees have been invited to submit input related to strategic priorities via an online blog. Furthermore, all employees have been invited to attend weekly meetings to review and synthesize the input to develop core principles and strategic priorities for the institution. More than 300 comments were posted on the online blog, and more than 30 faculty, staff, and administrators attended each of the weekly meetings.

Upon the Board’s adoption of the identified core principles and strategic priorities, the College will then:

- work to identify departmental tactics to support the strategic priorities
- develop a budgetary process which integrates the identified strategic priorities
- create an institutional “dashboard” to measure the institution’s progress toward the identified strategic priorities

The following core principles and strategic priorities have been identified:

Core Principle: Quality

To achieve excellence in teaching, learning and the services we provide by:

- Promoting student success through outstanding teaching and support services
- Attracting and retaining high-quality employees
- Promoting a culture of personal and professional development among employees
- Providing up-to-date facilities and equipment that meet student learning needs, support program growth, and promote employee effectiveness

Core Principle: Accessibility

To provide learning opportunities and support services that meet the needs of our diverse population by:

- Providing opportunities that allow students, employees, and our community to engage at MCC, inside and outside of the classroom
- Meeting student demand for coursework through diverse offerings and delivery methods
- Providing smooth transitions from one learning stage to another

Core Principle: Affordability

To offer opportunities to those at all economic levels to pursue their educational goals and personal enrichment by:

- Offsetting the financial burden of education on our students by using current resources efficiently and pursuing alternative sources of revenue
- Increasing financial aid resources available to students
- Strengthening the financial stability of the College

Core Principle: Innovation

To collaboratively generate creative and effective solutions by:

- Valuing, inspiring, and cultivating people, partnerships, and processes to embrace dynamic growth
- Creating, reinventing, and promoting opportunities to encourage a lifetime of learning

Core Principle: Accountability

To promote a service-oriented and ethical culture of fiscal, social, professional, and individual responsibility by:

- Increasing transparency in institutional policies, procedures, and processes
- Improving internal controls
- Promoting and modeling sustainability and environmental stewardship
- Creating measurable targets and evaluation processes for key strategies and objectives

Recommendation

It is recommended that the Board of Trustees adopts the core principles and strategic priorities as listed above.



Kathleen Plinske
Interim President

Personnel Adjustments for Spring 2008
Transfer and Occupational Courses

Information

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

Overload				
<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Vitale, Sandra A	CIS125601	6.66	0	613.64

Recommendation

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



Kathleen Plinske
Interim 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:

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Geller, Jay	THE157001	20.00	0	1,841.12
Zaccagnini, Heather	IMT117301	20.00	0	1,841.12

Recommendation

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



Kathleen Plinske
Interim President

Personnel Adjustments for Fall 2009
 Transfer and Occupational Courses

Information

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

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>
Storer, Michael W	MUS211001	2	1	0	240.33

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Curfman, Donald J	ACC151516	20.00	0	1,977.75
Van Sickle, Cynthia	ENG151099	20.00	0	1,977.75

Recommendation

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



Kathleen Plinske
 Interim President

Personnel Adjustments for Spring 2010
Transfer and Occupational CoursesInformation

Listed below are adjustments for Spring 2010 Transfer and Occupational courses and program development:

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Allare, Robert P	HIS132001	3	0	1,580.65
Allare, Robert P	HIS172001	3	0	1,580.65
Allare, Robert P	HIS172005	3	0	1,580.65
Altman, John L	ACC152003	3	0	1,705.85
Amore, Cynthia A	FRS100701	0.66	0	399.39
Andel, Mark D	ENG152025	3	0	1,627.60
Andel, Mark D	ENG152026	3	0	1,627.60
Arkenberg, Jerome S	HIS130001	3	0	1,846.70
Aubert, Linda	AOM101004	3	0	1,831.05
Baia, Diane	HFE125001	2	0	1,085.07
Barnard, Allison A	SPA101001	3	0	1,565.00
Barone, Nicholas A	CIS110108	2	0	1,043.33
Barone, Nicholas A	DGM205001	6	0	3,130.00
Barroso, Peter	IMT135302	3	0	1,611.95
Barski, Sara L	ENG152013	3	0	1,627.60
Barski, Sara L	ENG152014	3	0	1,627.60
Beagle, Patricia L	ENG090001	3	0	1,580.65
Birks, Patricia A	NAE100G01	3	0	1,703.52
Birks, Patricia A	NAE100H02	3	0	1,703.52
Blanco, Joseph	BUS145301	3	0	1,831.05
Blanco, Joseph	MGT150002	3	0	1,831.05
Bowman, Thomas C	DGM125001	6	0	3,411.70
Bowman, Thomas C	DGM259001	4	0	2,274.47
Brenner, Roxane M	NAE100D01	3	0	1,605.52
Brenner, Roxane M	NAE100004	6	0	3,223.90
Brown, Shannon G	NAE100006	6	0	3,130.00
Bruce, Richard E	BUS145003	3	0	1,705.85
Bruce, Richard E	BUS145601	3	0	1,705.85
Bruce, Richard E	BUS150001	3	0	1,705.85
Buckler, Andrew M	ENG152603	3	0	1,627.60
Buckler, Andrew M	ENG152604	3	0	1,627.60
Campbell, James R	PHI251008	3	0	1,831.05
Campbell, James R	PHI261002	3	0	1,831.05
Campbell, James R	PHI261003	3	0	1,831.05
Campbell, James R	PHI261004	3	0	1,831.05
Cano, Guinevere	JRN152002	3	0	1,705.85
Cano, Guinevere	SPE151005	3	0	1,705.85
Cano, Guinevere	SPE151034	3	0	1,705.85
Castro, Miguel A	SPA151002	4	0	2,107.53

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Castro, Miguel A	SPA151003	4	0	2,107.53
Chapman, Joel W	HFE120050	2	0	1,220.70
Christensen, James D	ART241001	6	0	3,161.30
Cluchey, Joseph M	FRS101003	3	0	907.70
Coleman-Cruz, Erin D	ART167001	6	0	3,161.30
Coleman-Cruz, Erin D	ART168001	6	0	3,161.30
Cook, Lori A	NAE100702	6	0	3,130.00
Cornelius, Erwin C	PLT150601	3	0	1,831.05
Cornelius, Erwin C	PLT261601	3	0	1,831.05
Cottrell, Julie A	ACC151002	3	0	1,831.05
Cottrell, Julie A	ACC220601	4	0	2,441.40
Cottrell, Julie A	BUS145002	3	0	1,831.05
Crain, Wesley R	FRS150001	15	0	5,446.20
Daley, Peter F	ECO251006	3	0	1,627.60
Dallstream, David M	HIS132003	3	0	1,705.85
Dallstream, David M	HIS172004	3	0	1,705.85
Danek, Alamelu	BUS145001	3	0	1,580.65
Danisch, Bryant J	HFE150001	3	0	1,831.05
Danisch, Bryant J	HFE251001	3	0	1,831.05
Danisch, Bryant J	HFE251002	3	0	1,831.05
Deak, Robin A	PSY151011	3	0	1,831.05
Deak, Robin A	PSY151012	3	0	1,831.05
Deak, Robin A	PSY250002	3	0	1,831.05
Dean, Lawrence O	ENG151003	3	0	1,580.65
Dean, Lawrence O	ENG151004	3	0	1,580.65
Degross, Helene E	SPE151017	3	0	1,831.05
Degross, Helene E	SPE151019	3	0	1,831.05
Degross, Helene E	SPE151050	3	0	1,831.05
Del Giudice, Frank J	SPE151018	3	0	1,627.60
Del Giudice, Frank J	SPE151020	3	0	1,627.60
Del Giudice, Frank J	SPE151022	3	0	1,627.60
Diaz, Franklin E	CIS145101	2	0	1,053.77
Dibblee, David A	ACC236001	3	0	1,596.30
Dittus, Melanie K	ENG152027	3	0	1,831.05
Dittus, Melanie K	ENG152028	3	0	1,831.05
Douglas, Jason G	ENG152001	3	0	1,627.60
Douglas, Jason G	ENG152002	3	0	1,627.60
Druml, Amy M	NUR120A03	12	0	6,322.60
Drzal, Tina M	CLM107101	3	0	1,565.00
Duffy, Kari L	SPE151007	3	0	1,596.30
Duffy, Kari L	SPE151010	3	0	1,596.30
Duffy, Kari L	SPE151012	3	0	1,596.30
Dunn, Patricia M	ECE209701	3	0	1,705.85
Dzike, Leslie A	ENG151027	3	0	1,580.65
Dzike, Leslie A	ENG152003	3	0	1,580.65
Dzike, Leslie A	ENG152004	3	0	1,580.65
Elliott, Lawrence Jr	PSY151013	3	0	1,831.05
Elliott, Lawrence Jr	PSY151016	3	0	1,831.05
Enskat, Aaron M	SPE151021	3	0	1,580.65
Enskat, Aaron M	SPE151023	3	0	1,580.65
Finer, Evan	PSY151005	3	0	1,580.65
Firak, Dawn J	ECE209001	3	0	1,580.65
Flanigan, John W	ART264001	6	0	3,161.30

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Flashing, Sarah J	PHI251002	3	0	1,580.65
Flashing, Sarah J	PHI251302	3	0	1,580.65
Fox, Jay J	ENG151015	3	0	1,627.60
Fox, Jay J	ENG151017	3	0	1,627.60
Foxworthy, Kimberly	NUR120A02	12	0	6,322.60
Fugate, Charisse	NAE100G02	3	0	1,918.00
Fugate, Charisse	NAE100H01	3	0	1,918.00
Garcia, Abel	ART151001	3	0	1,580.65
Gaughan, Patricia L	MUS153001	3	0	1,831.05
Gaughan, Patricia L	MUS154002	3	0	1,831.05
Gaylord, Paula Jm	EAS170003	3	0	2,634.42
Gonzalez, Albert	PSY151012	3	0	1,580.65
Gordon, Jenay M	ART151601	3	0	1,705.85
Gordon, Jenay M	ART151603	3	0	1,705.85
Gordon, Jenay M	ART151604	3	0	1,705.85
Graves, Lauren Y	ECE121001	3	0	1,580.65
Green, Michelle L	ENG151026	3	0	1,580.65
Gregor, Christina L	ART156001	6	0	3,255.20
Gregor, Christina L	ART156002	6	0	3,255.20
Gregor, Christina L	ART157001	6	0	3,255.20
Griffith, Catherine	ENG151023	3	0	1,627.60
Gruba, Henry V	FRS222001	3	0	1,815.40
Gruba, Henry V	FRS223001	3	0	1,815.40
Hagaman, Robert	HIS131003	3	0	1,846.70
Hagaman, Robert	HIS132004	3	0	1,846.70
Hamill, Vicki L	HFE120005	2	0	1,085.07
Hamill, Vicki L	HFE150701	3	0	1,627.60
Hamill, Vicki L	HFE151701	2	0	1,085.07
Hamill, Vicki L	HFE270001	3	0	1,627.60
Hamilton, Adam A	HFE120007	2	0	1,043.33
Hamilton, Adam A	HFE120201	2	0	1,043.33
Hansel, Matthew P	PLT151003	3	0	1,831.05
Hansel, Matthew P	PLT155001	3	0	1,831.05
Harreld, Kristen A	ENG151024	3	0	1,627.60
Harreld, Kristen A	ENG151025	3	0	1,627.60
Healy, John D	ENG095006	3	0	1,831.05
Healy, John D	ENG151301	3	0	1,831.05
Hixson, David F	BUS240002	3	0	1,846.70
Hixson, David F	BUS241001	3	0	1,846.70
Hogan, Neal P	PHI151005	3	0	1,580.65
Hogan, Neal P	PHI151007	3	0	1,580.65
Jackson, Beverly S	CIS090001	1.5	0	907.70
Jackson, Beverly S	CIS110002	2	0	1,210.27
Jackson, Beverly S	CIS110105	2	0	1,210.27
Jaffe, Christopher E	HIS132002	3	0	1,705.85
Jaffe, Christopher E	HIS170001	3	0	1,705.85
Jaffe, Christopher E	HIS180001	3	0	1,705.85
Jagielski, Rudolph	SPE151014	3	0	1,831.05
Jagielski, Rudolph	SPE151016	3	0	1,831.05
Jahnke, Stephen James	ACC151005	3	0	1,831.05
Jansen, Brittany R	ENG152015	3	0	1,580.65
Johnson, Sara J	PSY151004	3	0	1,580.65
Johnson, Sara J	PSY151017	3	0	1,580.65

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Johnston, Sandra J	CLM101101	12	0	6,260.00
Kafenshtok, Arieh	CMT110301	3	0	1,565.00
Kearns, James R	ART271003	6	0	3,161.30
Keller, Loreen M	PHI151001	3	0	1,627.60
Keller, Loreen M	PHI151002	3	0	1,627.60
Keller, Loreen M	PHI151004	3	0	1,627.60
Kern, Melanie M	ACC110001	4	0	2,107.53
Khan, Rubina S	ENG152021	3	0	1,643.25
Khan, Rubina S	ENG152022	3	0	1,643.25
Kieca, John J	AMT100101	6	0	3,130.00
Kieca, John J	AMT120702	6	0	3,130.00
Kleisch, Elke A	RDG110001	3	0	1,580.65
Kostova, Zhanina M	FRE251001	4	0	2,170.13
Krahn, Thomas E	CIS110109	2	0	1,220.70
Kreutzmann, Barbara	BUS110050	3	0	1,831.05
Kreutzmann, Barbara	BUS150002	3	0	1,831.05
Kreutzmann, Barbara	MGT150601	3	0	1,831.05
Kuhlin, Whitney Anne	BUS220001	3	0	1,580.65
Kvam-Holub, Janet A	MUS151004	3	0	1,846.70
Lambke, Connie	AOM101001	3	0	1,580.65
Lambke, Connie	AOM101002	3	0	1,580.65
Lang, Sandra L	ART180001	6	0	3,662.10
Lang, Sandra L	HUM150531	3	0	1,831.05
Lanko, Frank A	MCC101114	1	0	260.83
Larsen, Amber G	ART151008	3	0	1,580.65
Lechowicz, Yvonne B	GER151001	4	0	2,170.13
Lentz, Thomas S	FRS123001	3	0	1,611.95
Lewis, Nikki G	HFE120006	2	0	1,126.80
Lia, Ralph A	AMT120003	6	0	3,130.00
Love, Karen C	ECO252003	3	0	1,580.65
Mack, Stephen H	FRE151001	4	0	2,441.40
Maifield, Susan R	ECE219701	3	0	1,831.05
Maio, Robert S	ACC152301	3	0	1,580.65
Mangano, Doris	NAE100D02	3	0	1,703.52
Mangano, Doris	NAE100E01	3	0	1,703.52
Manley, Douglas M	ART175601	3	0	1,831.05
Manley, Douglas M	ART241004	6	0	3,662.10
Manley, Douglas M	ART250003	6	0	3,662.10
Martin, Gabriela P	SPA151006	4	0	2,107.53
Martin, Heather	DGM110002	4	0	2,086.67
McElroy, Erin B	MCC101107	1	0	263.44
McElroy, Erin B	MCC101109	1	0	526.88
McGraw, Jason C	GEG220003	3	0	1,580.65
McGraw, Jason C	GEG221003	3	0	1,580.65
McLaughlin, Terri	ENG095002	3	0	1,831.05
McLaughlin, Terri	ENG095003	3	0	1,831.05
McQueen, Coy E	IMT210302	3	0	1,580.65
McSherry, Dennis P	SPE151029	3	0	1,627.60
McWilliams-Dunbar, J	ECE125001	3	0	1,580.65
Melesio, Kathryn M	NAE100005	6	0	3,255.20
Meny, Anne E	FRE151002	4	0	2,107.53
Meny, Anne E	FRE152002	4	0	2,107.53
Mezzano, Scott M	HFE120004	2	0	1,053.77

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Mezzano, Scott M	HFE120701	2	0	1,053.77
Mink, John M	MKT130076	3	0	542.54
Mink, John M	MKT155076	3	0	542.54
Moeller, Victor J	ENG151007	3	0	1,705.85
Moeller, Victor J	ENG151009	3	0	1,705.85
Morauw, Charlie Ann	PSY250003	3	0	1,580.65
Mullaney, Michael	HFE120002	2	0	1,053.77
Mullaney, Michael	HFE120003	2	0	1,053.77
Murphy, Patric F	HFE103001	2	0	1,085.07
Mutert, Cara C	HFE105001	2	0	1,074.63
Mutert, Cara C	HFE290002	3	0	1,074.63
Nabong, Jennifer L	NUR220A04	12	0	3,161.30
Naleway, Teresa E	CIS110302	2	0	1,043.33
Naughton, Kathleen R	ACC251001	3	0	1,815.40
Niemi, Eric J	ENG151016	3	0	1,705.85
Niemi, Eric J	ENG151018	3	0	1,705.85
O Steen, Maryann E	MGT210001	3	0	1,611.95
Ollerenshaw, Joanne	DGM150001	4	0	2,128.40
Ollerenshaw, Joanne	DGM290002	12	0	6,385.20
Omeara, Lawrence	RDG090001	3	0	1,705.85
Pace, Danny G	AMT200001	6	0	3,630.80
Papke, Mary M	NAE100B01	3	0	1,703.52
Papke, Mary M	NAE100E02	3	0	1,703.52
Pedersen, Simon R	CLM100101	3	0	1,565.00
Perry, Louise J	SPE151008	3	0	1,846.70
Perry, Louise J	SPE151011	3	0	1,846.70
Perry, Louise J	SPE151025	3	0	1,846.70
Petersen, Annette M	DRT151001	6	0	3,630.80
Petty, Arthur E	MKT110002	3	0	1,580.65
Petty, Arthur E	MGT150602	3	0	1,580.65
Plinske, Kathleen A	SPA152050	4	0	2,462.27
Polich, Michael D	ANT151004	3	0	1,580.65
Pollnow, Thomas G	FRS121001	3	0	1,815.40
Pomerantz, Henry A	HIS171001	3	0	1,831.05
Pomerantz, Henry A	HIS172003	3	0	1,831.05
Ponzio, Peter J	ENG152005	3	0	1,580.65
Quinn, Arleen	ENG151005	3	0	1,565.00
Quinn, Arleen	ENG151028	3	0	1,565.00
Quirk, Donald	ENG095007	3	0	1,596.30
Rademaker, Dana R	SPE151026	3	0	1,580.65
Rademaker, Dana R	SPE151027	3	0	1,580.65
Rasmussen, G Robert	CIS110605	2	0	1,043.33
Reed, Todd D	ART151004	3	0	1,580.65
Reed, Todd D	ART151010	3	0	1,580.65
Reising, Sonia	MCC101105	1	0	260.83
Ridge, Sherry M	BUS150005	3	0	1,627.60
Ridge, Sherry M	BUS160001	3	0	1,627.60
Ridge, Sherry M	BUS162001	3	0	1,627.60
Ridge, Sherry M	MGT150003	3	0	1,627.60
Riggin, Laurie A	ART151009	3	0	1,627.60
Riggin, Laurie A	ART155001	3	0	1,627.60
Riggin, Laurie A	ART172601	3	0	1,627.60
Rios, M Pili	PAS101101	12	0	6,260.00

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Rosenfield, Laurie B	ENG151010	3	0	1,705.85
Rossman, Teri C	HFE250602	3	0	1,705.85
Rossmiller, Tonja R	ACC151006	3	0	1,627.60
Rover, Gail Anne	ENG151019	3	0	1,580.65
Rover, Gail Anne	ENG151020	3	0	1,580.65
Russell, Susan A	ART151007	3	0	1,580.65
Rynders, Kevin J	FRS101003	3	0	907.70
Sachs, Neill G	GEG220002	3	0	1,831.05
Salhi, Ribhi I	PLT255002	3	0	1,627.60
Santos, Vicki A	PSY151010	3	0	1,846.70
Santos, Vicki A	PSY271001	3	0	1,846.70
Santos, Vicki A	PSY271601	3	0	1,846.70
Saunders-Przybil, S	NAE100B02	3	0	1,653.68
Scardino, Cynthia E	DGM123001	6	0	3,130.00
Schaefer, David J	PSY151014	3	0	1,611.95
Schmit, Meyrl E	PHI261001	3	0	1,565.00
Schneider, Carol M	AOM250001	3	0	1,580.65
Schopen, Tamara J	ENG151001	3	0	1,627.60
Schopen, Tamara J	ENG151002	3	0	1,627.60
Scott, Gina	CIS110604	2	0	1,074.63
Sells, Stephen J	CJS206001	3	0	1,611.95
Senica, Eric T	CJS140001	3	0	1,627.60
Sergey, Thomas Michael	MUS151005	3	0	1,831.05
Shuman, Karen S	SPE151002	3	0	1,580.65
Shuman, Karen S	SPE151006	3	0	1,580.65
Singer, Tara J	MUS245001	3	0	1,815.40
Singer, Tara J	MUS246001	3	0	1,815.40
Sisson, Christopher	ART151003	3	0	1,565.00
Sisson, Christopher	ART156003	6	0	3,130.00
Skozec, Deborah Ann	ENG095001	3	0	1,815.40
Small, John E	SPE151024	3	0	1,627.60
Small, John E	SPE151031	3	0	1,627.60
Small, John E	SPE151032	3	0	1,627.60
Smith, Dean L	HIS131001	3	0	1,580.65
Smith, Dean L	HIS165001	3	0	1,580.65
Stanton, Lee A	ART155601	3	0	1,831.05
Stanton, Lee A	HUM150601	3	0	1,831.05
Stanton, Lee A	HUM150602	3	0	1,831.05
Stockwell, James C	JRN180005	3	0	1,831.05
Stockwell, James C	JRN180006	3	0	1,831.05
Stockwell, James C	JRN180007	3	0	1,831.05
Strang, David J	PHI261005	3	0	1,831.05
Straw, Kristin L	ENG152008	3	0	1,627.60
Straw, Kristin L	ENG152010	3	0	1,627.60
Swanson, Christina L	SOC101003	3	0	1,831.05
Swanson, Christina L	SOC151009	3	0	1,831.05
Swanson, Christina L	SOC151602	3	0	1,831.05
Szalaj, Steven J	MUS100001	2	0	1,220.70
Szymkowiak, Dennis R	RDG110002	3	0	1,580.65
Takayama, Thomas T	MUS154801	3	0	3,693.40
Thillens, Melanie E	SPE151033	3	0	1,831.05
Thillens, Melanie E	SPE151051	3	0	1,831.05
Thomas, Tammy M	RDG110003	3	0	1,831.05

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Travis, Katie E	HFE121002	2	0	1,043.33
Travis, Katie E	HFE151202	2	0	1,043.33
Tristan, Mario H	FRS224001	3	0	1,565.00
Tures, Nancy B	HRT271001	4	0	2,086.67
Uhwat, Robert D	PHI151008	3	0	1,831.05
Uhwat, Robert D	PHI155001	3	0	1,831.05
Uhwat, Robert D	PHI155002	3	0	1,831.05
Valdes Rivera, Arman	SPA251002	4	0	2,441.40
Valverde, Osiris	DGM110001	4	0	2,149.27
Valverde, Osiris	DGM210001	4	0	2,149.27
Vorel, Kim F	ART184001	6	0	3,662.10
Vorel, Kim F	ART184002	6	0	3,662.10
Vorel, Kim F	ART184003	6	0	3,662.10
Wade, Marianna	NAE100F01	3	0	1,653.68
Wales, James A	CJS101004	3	0	1,815.40
Weber, William J	ART241003	6	0	3,662.10
Weber, William J	ART242001	6	0	3,662.10
Webster, Ralph	FRS101701	3	0	1,815.40
Wedemeyer, Jessica J	ENG151008	3	0	1,580.65
Wedemeyer, Jessica J	ENG152012	3	0	1,580.65
Wedoff, Bridget E	ART151005	3	0	1,627.60
Wedoff, Bridget E	ART171601	3	0	1,627.60
Whitcomb, Jessica M	SPA152004	4	0	2,107.53
Whitcomb, Jessica M	SPA152005	4	0	2,107.53
Whitcomb, Jessica M	SPA252003	4	0	2,107.53
White, Sara K	BUS155001	3	0	1,627.60
White, Sara K	BUS155601	3	0	1,627.60
White, Sherry M	BUS155076	3	0	542.54
White, Sherry M	IBS115076	3	0	542.54
White, Sherry M	MGT210076	3	0	542.54
Wickman, Peter J	ACC245001	3	0	1,565.00
Wilbrandt, Douglas	HRT266001	4	0	2,149.27
Wilbrandt, Robert A	BUS240001	3	0	1,846.70
Williams, Linda S	ART182001	4	0	2,274.47
Williams, Linda S	ART282001	4	0	2,274.47
Wittkamp, Roxanne	AOM120101	2	0	1,085.07
Wittkamp, Roxanne	AOM134101	2	0	1,085.07
Wittkamp, Roxanne	CIS131631	2	0	1,085.07
Wood, Marianne A	CIS110001	2	0	1,085.07
Wood, Marianne A	CIS110301	2	0	1,085.07
Yoars, Katherine G	PLT151004	3	0	1,580.65
Zopp, Marilyn A	MCC101114	1	0	461.68

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>
Albright, Beverly C	MAT079002	3	1	0	156.00
Bazan, Michael J	MUS207001	2	4	0	1,115.84
Bazan, Michael J	MUS214001	2	1	0	278.96
Fagiano, Steve C	MUS217001	2	3	0	798.24
Fagiano, Steve C	MUS217002	2	2	0	1,064.32
Gaughan, Patricia L	MUS213001	2	10	0	2,789.60
Gaughan, Patricia L	MUS213002	2	3	0	1,673.76
Kvam-Holub, Janet A	MUS206001	2	2	0	557.92
Kvam-Holub, Janet A	MUS206002	2	2	0	1,115.84
Kvam-Holub, Janet A	MUS215001	2	2	0	557.92
Lange-Connelly, Phyllis	MUS202002	2	1	0	557.92
Lange-Connelly, Phyllis	MUS203003	2	5	0	1,394.80
Lush, Paige C	MUS212001	2	1	0	278.96
Reupert, Roger L	MUS210001	2	5	0	1,394.80
Sergey, Thomas M	MUS213003	2	6	0	1,673.76
Sergey, Thomas M	MUS213004	2	1	0	557.92
Shaw, Nancy	MUS205001	2	9	0	2,510.64
Shaw, Nancy	MUS205002	2	4	0	2,231.68
Singer, Tara J	MUS203001	2	20	0	5,579.20
Singer, Tara J	MUS203002	2	17	0	9,484.64
Storer, Michael W	MUS211001	2	2	0	480.66
Szalaj, Steven J	MUS205003	2	10	0	2,789.60
Szalaj, Steven J	MUS205004	2	2	0	1,115.84

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Alheit, Deborah C	Mentee Stipend	0	90.00
Amore, Cynthia A	Ems Lead Instructor	0	2,500.00
Andre, Lisa B	Mentee Stipend	0	90.00
Arctander, Mark C	Mentor Stipend	0	105.00
Blaz, James G	Fit Advisor	0	2,500.00
Braasch, Gerald	Mentor Stipend	0	105.00
Brzezinski, Jack R	Mentee Stipend	0	90.00
Cameron, Judi L	Mentor Stipend	0	105.00
Carson, Lindsay S	Lead I Language Arts & Phil	0	2,500.00
Carson, Lindsay S	Mentee Stipend	0	90.00
Collins, Charlotte	AOM Lab-Substitute	0	209.10
Compton, Ronald E	Mentee Stipend	0	90.00
Countryman, Antoinette	Mentee Stipend	0	90.00
Crizer, Lisa D	Mentee Stipend	0	90.00
Culp, Todd A	Mentor Stipend	0	105.00
Curfman, Donald J	Mentor Stipend	0	105.00
Dow, Beverly D	Mentor Stipend	0	105.00
Druml, Amy M	Nursing Lab	0	1,053.77
Egan, Susan M	Mentee Stipend	0	90.00
Farc, Maria-Magdalena	Mentee Stipend	0	90.00
Frostman, Marie V	Lead Education	0	2,500.00
Gabel, Bonnie L	Forensics Stipend	0	1,500.00

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Geller, Jay	Lead 3 Comm Visual & Perf Arts	0	2,500.00
Geller, Jay	Learning Communities Program	0	1,500.00
Geller, Jay	Mentor Stipend	0	105.00
Goostree, Douglas C	Mentor Stipend	0	105.00
Grela, Christine L	Mentor Stipend	0	105.00
Haegerich, Heidi M	Mentee Stipend	0	90.00
Hamill, Paul D	Mentor Stipend	0	105.00
Hillstrom, Michael J	Lead 4 Comm Visual & Perf Arts	0	2,500.00
Irie, Matt J	Mentee Stipend	0	90.00
Johnson, Harriet A	Lead Instructor Criminal Justice	0	2,500.00
Johnson, Harriet A	Mentee Stipend	0	90.00
Kaltenecker, Thomas	Mentee Stipend	0	90.00
Kostos, Tamela L	Mentor Stipend	0	210.00
Kramer, Katie L	Mentee Stipend	0	90.00
Letteri, Cynthia R	Member - CAPC	0	955.13
Letteri, Cynthia R	Mentor Stipend	0	105.00
Lozier, Christopher	Counseling	0	3,990.52
Lush, Paige C	Mentee Stipend	0	90.00
Martin, Gabriela P	Mentee Stipend	0	90.00
Middaugh, Laura S	Mentee Stipend	0	90.00
Middaugh, Laura S	Mentor Stipend	0	105.00
Midday, Katherine A	Learning Communities Program	0	1,500.00
Midday, Katherine A	Mentor Stipend	0	105.00
Mihelich, Robert J	Mentee Stipend	0	90.00
Ochwat, Melissa	Counseling	0	1,719.76
Power, Laura A	Mentor Stipend	0	105.00
Radovich, Carol L	Mentee Stipend	0	90.00
Reagan, Mike S	Mentor Stipend	0	105.00
Robison, Marie E	Mentee Stipend	0	90.00
Ruthven, Sarah E	Mentor Stipend	0	105.00
Smith, Robert D	Lead Life & Phys Sci Biology	0	2,500.00
Socol, Steven M	Lead Life & Phys Sci Chemistry	0	2,500.00
Spangenberg, Bruce	Lead Life & Phys Sci Horticulture	0	2,500.00
Stonecliffe, Jill A	Mentor Stipend	0	105.00
Sullivan, Sarah	Lead Business	0	2,500.00
Sullivan, Sarah	Mentor Stipend	0	105.00
Taylor, Amy S	Mentee Stipend	0	90.00
Thompson, Doria L	Mentee Stipend	0	90.00
Valdes Rivera, Arman	Mentor Stipend	0	105.00
Van Sickle, Cynthia	Lead Honors B Interdisciplinary Study	0	1,250.00
Venkataswamy, Shiela	Mentee Stipend	0	90.00
Vician, Tom J	Mentee Stipend	0	90.00
Vitale, Sandra A	AOM-Lab Substitute	0	69.70
Vitale, Sandra A	Lead CIS & DGM	0	2,500.00
Vitale, Sandra A	Mentor Stipend	0	105.00
Whalen, Elaine A	Hfe Lead Instructor	0	2,500.00
Whalen, Elaine A	Mentor Stipend	0	105.00
Whalen, Elaine A	Mentor Stipend	0	105.00
White, David K	Lead 2 Soc Sci/His/Pol-Sci/Economics	0	2,500.00
White, David K	Mentor Stipend	0	105.00
Zaccagnini, Heather	Mentor Stipend	0	105.00
Zimmerman, Ellen M	Counseling	0	3,654.17
Zokal, Patricia	Mentee Stipend	0	90.00

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albright, Meredith L	CIS133201	13.33	0	1,318.46
Albright, Meredith L	DGM100701	40.00	0	3,955.50
Alheit, Deborah C	MAT099007	6.66	0	659.18
Andre, Lisa B	CJS275001	20.00	0	1,977.75
Arctander, Mark C	ART160002	20.00	0	1,977.75
Beggs, Thomm H	DGM167001	30.00	0	2,966.62
Bill, Eva Maria	SPA151001	26.66	0	2,636.93
Bill, Eva Maria	SPA152002	6.66	0	659.18
Blaz, James G	HFE150002	19.99	0	1,977.55
Braasch, Gerald	PSY151531	40.00	0	3,955.50
Cameron, Judi L	ANT290001	20.00	0	1,977.75
Cameron, Judi L	ASMTLIASN	10.00	0	988.87
Carson, Lindsay S	SPA151004	26.66	0	2,636.93
Countryman, Antoinette	ENG152006	20.00	0	1,977.75
Culp, Todd A	PLT251001	20.00	0	1,977.75
Curfman, Donald J	ACC110601	6.66	0	659.18
Egan, Susan M	NURSNGLAB	6.66	0	659.08
Erski, Theodore I	EAS171A01	13.33	0	1,318.46
Erski, Theodore I	EAS171001	33.33	0	3,296.21
Erski, Theodore I	GEG123001	20.00	0	1,977.75
Freelove, Julie A	AOM120001	13.33	0	1,318.46
Freelove, Julie A	AOM135601	20.00	0	1,977.75
Goostree, Douglas C	FRS100701	4.44	0	439.45
Goostree, Douglas C	FRS150001	20.00	0	1,977.75
Goostree, Douglas C	FRS250002	13.33	0	1,318.46
Goostree, Douglas C	MEMBRCAPC	20.00	0	1,977.75
Grela, Christine L	MEMBRCAPC	10.00	0	988.87
Grela, Christine L	PSY250001	20.00	0	1,977.75
Hamill, Paul D	EAS120001	40.00	0	3,955.50
Hamill, Paul D	EAS120601	40.00	0	3,955.50
Hamill, Paul D	EAS120602	40.00	0	3,955.50
Hamill, Paul D	EAS180001	15.00	0	1,483.31
Hand, Arthur James	ART250001	20.00	0	1,977.75
Humphrey, Anne	ENG152050	20.00	0	1,977.75
Irie, Matt J	ART153001	20.00	0	1,977.75
Johnson, Harriet A	FRS100701	4.44	0	439.45
Kramer, Katie L	EAS170002	6.66	0	659.18
Linder, Lisha S	ECE250001	19.99	0	1,977.65
Lush, Paige C	MUS151002	6.66	0	659.18
Midday, Katherine A	ENG152801	20.00	0	1,977.75
Ortiz, Amy B	ART151006	20.00	0	1,977.75
Peters, John E	BIO157002	40.00	0	3,955.50
Radovich, Carol L	HCE110001	6.66	0	659.18
Radovich, Carol L	HCE110002	6.66	0	659.18
Radovich, Carol L	NURSNGLAB	13.33	0	1,318.46
Radovich, Carol L	NUR230A01	33.33	0	3,296.21
Reagan, Mike S	SOC151601	20.00	0	1,977.75
Ruthven, Sarah E	ART171001	10.00	0	988.87
Socol, Steven M	CHM164G01	33.33	0	3,296.21
Socol, Steven M	CHM164001	20.00	0	1,977.75
Socol, Steven M	CHM164002	20.00	0	1,977.75

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Spangenberg, Bruce	HRT103001	40.00	0	3,955.50
Stahmann, Paul C	EAS170A02	13.33	0	1,318.46
Stahmann, Paul C	EAS170001	33.33	0	3,296.21
Stahmann, Paul C	EAS185601	20.00	0	1,977.75
Stahmann, Paul C	EAS185602	10.00	0	988.87
Sullivan, Sarah	BUS150004	20.00	0	1,977.75
Sullivan, Sarah	BUS150302	10.00	0	988.87
Sytsma, Angela M	NUR120001	26.66	0	2,636.93
Tetreault, Mike J	CIS110201	6.66	0	659.18
Tetreault, Mike J	CIS155001	26.66	0	2,636.93
Thompson, Doria L	MCC101105	3.33	0	329.59
Van Sickle, Cynthia	ENG151011	20.00	0	1,977.75
Vician, Tom J	ART271001	20.00	0	1,977.75
Vitale, Sandra A	AOM101003	10.00	0	988.87
Vitale, Sandra A	CIS110203	3.33	0	329.59
Waters, Mark	ENG151012	20.00	0	1,977.75
Ziszik, Cheryl A	NAE100F02	28.00	0	2,768.85

Recommendation

It is recommended that the Board of Trustees ratifies the personnel adjustments for Spring 2010, as listed above.



George Lowe
Chair

Continuing and Professional Education Personnel Considerations for Spring 2010

Information

Listed below are instructors to be hired for the Spring 2010 Semester:

<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Meinke, Barbara	NMD C01 001	Administrator CNA RETEST	300.00
Meinke, Barbara	NMD S90 001	BNATP CPR CERT1	30.00
Meinke, Barbara	NMD S91 001	BNATP CPR CERT2	30.00
Meinke, Barbara	NMD S92 001	BNATP CPR CERT3	30.00

Recommendation

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



Kathleen Plinske
Interim President

Approval of Faculty for Tenure Appointment in 2010-2011

Information

Awarding of tenure by the Board of Trustees to probationary faculty members signifies that both the faculty and the administration endorse each candidate as having the professional skills and personal qualities to contribute to student learning for many years to come. The following group of candidates for tenure has demonstrated that they exhibit instructional excellence in support of McHenry County College's mission and goals and have achieved a level of performance which will make them high quality additions to the College's tenured faculty:

Mr. Michael Hillstrom	Instructor of Music
Ms. Anne Humphrey	Instructor of English
Ms. Cynthia Letteri	Reference Librarian
Ms. Sarah Ruthven	Instructor of Art History / Appreciation
Mr. Robert Smith	Instructor of Biology

Recommendation

It is recommended that the Board of Trustees approves the above list of MCC faculty for tenure appointment in 2010-2011.



Kathleen Plinske
Interim President

Approval of New Position
Coordinator of Literacy Placement

Information

A new part-time, grant-funded position is being recommended as a result of receiving a \$20,000 grant from the McCormick-Tribune Foundation, which requires the hiring of a Coordinator of Literacy Placement for one calendar year from the date of hire. The position will be professional at 20 hours per week to assist the Coordinator of Literacy and Support Services recruit and place adult volunteers in the Harvard, Marengo, and Woodstock area.

Recommendation

It is recommended that the Board of Trustees approves the new part-time professional position of Coordinator of Literacy Placement for one calendar year from date of hire.



Kathleen Plinske
Interim President

Authorization for Personnel Appointment

Information

The College is currently involved in the hiring process to fill three new Campus Public Safety Officers; employment reference and extensive background checks are pending. The hiring process will not be completed in time for the February Board meeting, but it is critical that these employee appointments are made in early March 2010.

Recommendation

It is recommended that the Board of Trustees authorizes Kathleen Plinske, Interim President, to approve the personnel appointments of the new full-time professional positions of Campus Public Safety Officer, which will occur following the February meeting and prior to the April 1, 2010, Regular Board meeting.



Kathleen Plinske
Interim President

Appointment of Replacement
Research and Assessment Associate

Information

The resignation of Meghan Waterbury, effective January 4, 2010, created a vacancy for the full-time professional position of Research and Assessment Associate. Faon Grandinetti has been recommended to fill this position. Ms. Grandinetti has a Master and Bachelor of Arts in Political Science from Northern Illinois University, DeKalb, IL. Her experience is as follows:

- 2007 – Present Assistant
RE/MAX Unlimited Northwest, Crystal Lake, IL

- 2008 – 2009 Instructor
Northern Illinois University, DeKalb, IL

- 2005 – 2008 Teaching Assistant
University of Illinois, Urbana, IL

Thirty-six applications were received, and the search committee interviewed seven candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Faon Grandinetti to the professional position of Research and Assessment Associate, effective March 1, 2010, at a salary of \$12,710.72 (based on the 12-month salary of \$37,700.00).



Kathleen Plinske
Interim President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
9	\$35,497.00	\$50,583.00	\$65,669.00	Not Applicable	\$37,700.00	\$38,296.50

POSITION: RESEARCH AND ASSESSMENT ASSOCIATE

CLASSIFICATION: Professional

WORK YEAR: 12 Months

PRIMARY PURPOSE:

To design, carry out, and report upon outcomes assessment, evaluation, and analytical studies, and to carry out other research tasks in support of program review, outcomes assessment, continuous improvement, and institutional research.

ESSENTIAL JOB FUNCTIONS:

- Coordinate outcomes assessment research, including planning, coordinating, conducting, and reporting upon assessment research.
- Manage program review research, including planning, coordinating, and providing analyses for program review reports.
- Conduct research studies in support of continuous improvement and AQIP and consult with Continuous Improvement teams on appropriate research methodologies.
- Conduct statistical analyses of the institution and its activities (such as enrollment, personnel, revenues, and costs) and environmental features (local demographics and trends, labor market, educational trends), provide statistical summaries and provide interpretive reports in support of institutional assessment, evaluation, and planning.
- Develop annual timetable for program review reporting.
- Provide necessary research and information to support program review for academic and administrative areas.
- Consult with faculty and administrators on program evaluation, program review, outcomes assessment, and institutional effectiveness projects.
- Serve on Program Review Committee, Assessment Team, and institutional special project groups.
- Design surveys and assessment materials. Process and summarize surveys and assessment materials using optical mark scanner technology, and PC reporting software.
- Support continuous improvement action teams and AQIP systems portfolio development.
- Coordinate research, research reporting, and communications with external agencies including the Higher Learning Commission, the Illinois Community College Board, CCSSE staff and with external assessment vendors regarding the College's participation in assessment, continuous improvement, AQIP, and program reviews.
- Maintain Office of Institutional Research databases and files related to assessment, program review, and continuous improvement.
- Maintain security and confidentiality regarding all appropriate files, records, and documents.
- Conduct library and Internet literature and information searches.
- Make a professional commitment to continual professional development through education, related reading, and membership in professional groups (such as AIR and IAIR), participate in professional conferences and workshops, and attend ICCB-sponsored meetings.
- Cross-train with other Office of Institutional Research staff and carry out duties of other staff, as necessary.
- Additional duties as assigned by immediate supervisor.

SUPERVISION: Under direct supervision of the Director of Institutional Research.

RESEARCH AND ASSESSMENT ASSOCIATE – Page 2**MINIMUM POSITION QUALIFICATIONS:****EDUCATION:**

Bachelor's Degree required with coursework in quantitative research methods, or equivalent experience.

EXPERIENCE:

A minimum of one year of work experience in a related area; two or more years in higher education preferred. Advanced educational credential may be substituted for experience. Experience with AQIP preferred.

SKILLS AND ABILITIES:

- An understanding of the meaning and purposes of commonly used inferential statistical procedures (e.g., ANOVA, chi-square, t-tests) and an ability to apply appropriate analytical procedures to assessment and institutional research needs.
- An understanding of general principles used in evaluation and assessment (e.g., reliability, validity, and bias) and an ability to compute and evaluate each.
- Knowledge of the basic concepts and purposes of assessment and formative evaluation.
- Basic knowledge of survey design principles (e.g., developing effective survey instruments, sampling methodology, etc.).
- Working knowledge of MS Office, and intermediate to advanced skills with MS Excel.
- Basic knowledge of relational database systems (e.g., MS Access).
- Ability to prepare analyses and summary tables in a statistical software package (e.g., SPSS, SAS).
- Strong organizational skills.
- Strong oral and written communication skills.
- Ability to work independently.
- Ability to prioritize and manage multiple tasks/projects.
- Ability to work well in a team setting with faculty and staff, and to collaborate on departmental projects.
- Detail oriented.

REVISED: November 2009

Requests for
Sponsored Professional Development Leaves in 2010-2011

Information

The following Sponsored Professional Development Leaves were reviewed and recommended to the President by a committee consisting of past sponsored professional development awardees, a dean and the Vice President of Academic and Student Affairs. The committee has confirmed that each leave meets all obligations relative to sponsored leaves, as outlined in Section 13.1 of the Faculty Agreement.

- Jay Geller - Instructor of Theatre and Speech: Requests a sponsored leave for Fall 2010. Mr. Geller will be writing a book and creating a one man play based upon his experiences as a widower and single parent. He plans on performing the play at MCC and for various organizations.
- Cynthia Van Sickle - Instructor of English: Requests a sponsored leave for Fall 2010. Ms. Van Sickle will be writing her dissertation with the goal of completing the requirements for a Ph.D. in English Literature at Wayne State University in December 2010.
- Mark Kuhlman - Instructor of Biology: Requests a sponsored leave for Fall 2010. Mr. Kuhlman will be taking courses at the Morton Arboretum in support of earning a certificate in biological illustration. He also plans to participate in environmental preservation and restoration work within the community.
- Ted Hazelgrove - Instructor of English: Requests a sponsored leave for Fall 2010. Mr. Hazelgrove will be working to complete a collection of creative non-fiction essays. This will help to develop a new course in creative non-fiction that will enhance the English department curriculum.
- Barbara Meinke - Instructor of Nursing: Requests a sponsored leave for Spring 2011. Ms. Meinke will be working to develop and promote a model Approved Instructor Educational Update Program in preparation for the passage of the new Illinois Administrative Code. This new training program will be developed in collaboration with the Illinois Department of Public Health and Southern Illinois University's College of Education and Services Department of Workforce Education and Development.
- Timothy Seitz - Instructor of Philosophy: Requests a sponsored leave for Spring 2011. Mr. Seitz will be pursuing the extensive study of two philosophical problems: 1) death and dying, and 2) ethical issues of poverty and state power. This research and study will help to communicate these issues to students.

Upon completion of the Sponsored Professional Development Leaves, each faculty member will be required to present a short summary of the project to the Board of Trustees, provide a faculty-wide presentation and submit a portfolio of the project to be archived for historical reference.

Recommendation

It is recommended that the Board of Trustees approves the above requests for sponsored professional development leaves in 2010-2011.



Kathleen Plinske
Interim President

Approval of Salary/Advanced Placement Adjustments

Information

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Staff Council includes a salary adjustment of \$1,200.00 for full-time members upon completion of 15 credit hours of pre-approved course work. In accordance with this agreement, Linda M. Spengel and Virginia A. Gorski qualify for their first adjustment at this time; Peggy M. Smith qualifies for her third adjustment at this time.

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association allows individuals in Lane VII who continue to advance professionally under the guidelines of the contract to be rewarded for such advancement with a payment of \$3,500.00. Anne Martincic qualifies for her first such payment at this time.

Recommendation

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



Kathleen Plinske
Interim President

Distributed Press Releases
January 19-February 12, 2010

Information

The following releases have been distributed to all local media outlets from January 19-February 12, 2010.

- Resources for People in Need Focus of Forum Jan. 30
- Continued Enrollment Growth at MCC for Spring 2010
- MCC to Offer Getting Started Seminars for Returning Adults
- MCC to Offer Paraprofessional Test Preparation
- MCC to Offer Enrichment Classes for Home School Kids
- MCC Seeks Literacy Volunteers; Training Sessions Set
- New Innovation Teaching Grants Support Unique College Projects
- MCC to Host African American History Month Events
- MCC to Offer Continuing Education Art Classes
- MCC Speaker Series Kicks Off Jan. 28
- MCC to Offer Construction Zone Flagger Training Courses
- MCC's Second Sunday Concert Set Feb. 14
- MCC Spanish Instructor Selected to Oversee Summer Study Abroad Program in Costa Rica
- Sage Learning Center Tutors Earn Level II Certification
- MCC to Offer Recreation Classes in February
- MCC Sets FAFSA Financial Aid Workshop Feb. 25
- MCC Board Appoints Two New Interim Administrators
- MCC Staff Council Awards Scholarships for Spring Semester
- MCC Softball Team to Host Craft Fair Feb. 28
- MCC Adult Education Department Awarded \$20,000
- MCC to Host Volunteer Fair Feb. 10
- MCC to Offer Classes in Creative Visual Communications, Blogging
- MCC to Offer Continuing Education Language and Jewelry Classes
- Pharmacy Technician Training Starts Feb. 16 at MCC
- MCC Identifies Strategic Priorities
- MCC Ceramics Department Participates in Empty Bowls 2010
- MCC Names Recipient of Joseph A. Blanco Spirit Award
- MCC to Feature "Mississippi Burning" Activist
- MCC to Offer Continuing Education Culinary Classes
- Workplace Spanish for Supervisors Class Begins Feb. 25 at Shah Center
- MCC's Center for Corporate Training Offers Hands-On Computer Skills Courses
- APICS Master Planning of Resources Course Available at MCC's Shah Center
- MCC Shah Center to Offer Industry Fundamental Courses
- MCC to Offer ACT Prep Classes for High School Students
- MCC Shah Center to Feature Breakfast Series for Leaders
- OSHA 10-Hour For General Industry Training Set at Shah Center
- Five Dysfunctions of a Team Course Offered at MCC's Shah Center
- MCC Announces New Green Online Career Training Programs



Kathleen Plinske
Interim President

Authorization to Acquire Treasurer's Bond

Information

Section 805/3-19 of the *Community College Act* requires that the Treasurer of a Community College execute a bond with a surety company authorized to do business in Illinois. The amount of the bond must be at least 25% of the amount of all bonds, notes, mortgages, monies, and effects of which the Treasurer is to have custody. The bond currently in place is for Frank Zeller as Treasurer. Given the transition of the Treasurer position to Don Wilske, it is necessary that the Board of Trustees approve the acquisition of a new Treasurer's Bond. The current Treasurer's Bond is in the amount of \$15,000,000 which represents approximately 50% of the outstanding obligations. The College has received a quote from Travelers Insurance to provide a \$15,000,000 Treasurer's Bond for Don Wilske for \$17,049.

Recommendation

It is recommended that the Board of Trustees authorize the acquisition of the Treasurer's Bond from Travelers Insurance in the amount of \$15,000,000 naming Don Wilske as Treasurer.



Kathleen Plinske
Interim President

Temporary Suspension of Bidding Policies and Procedures

Information

A recent inspection revealed that there are sprinkler heads in close vicinity of sensitive technology equipment within the IT Department. This area and sprinklers should be immediately modified to include a proper fire suppression system.

The College will request quotes from multiple vendors that specialize in the FM-200 Clean Agent Fire Suppression System. The quotes will exceed \$10,000, which is the threshold established in the *MCC Employee Handbook of Purchasing and Payment Policies and Procedures* at which formal bids are required. The *Illinois Public Community College Act* does not require bids for contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving a change or increase in the size, type, or extent of an existing facility that is under \$50,000. The quotes for the reconfiguration of the sprinkler system should be under the \$50,000 threshold.

Recommendation

It is recommended that the Board of Trustees temporarily suspends bidding policies and procedures on an emergency basis for the specific purpose of approving Board Report #10-42, Sprinkler System Modification. The College will continue to act in accordance with applicable provisions of the *Illinois Public Community College Act*.



Kathleen Plinske
Interim President

Sprinkler System Modification

Information

The main campus has two server rooms, one for the phone system (A108f) and one for the mainframe/network servers (A108e), which contain over \$1,600,000.00 in equipment. In order to protect this equipment and to reduce the risk of significant system downtime, it is recommended that the College replace the water sprinkler system currently in these rooms.

The FM-200 system is designed to detect and extinguish fires at their earliest stages to prevent any damage or downtime from occurring. Similar to a Halon system, the FM-200 agent extinguishes Class A, B, and C fires by interrupting the chemical chain reaction. It absorbs heat, accelerating the suppression process. FM-200 is part of the EPA’s list of acceptable Halon alternatives for use in environments like this. It is non-toxic when installed by professionals in accordance with NFPA Standard 2001. The Shah Center redesign included a FM-200 Clean Agent Fire Suppression System for the server room.

Quotes were received from two area businesses that provide the FM-200 Clean Agent Fire Suppression System and are listed below:

	<u>Fire Guard of Illinois</u>	<u>Phoenix Fire Systems</u>
FM-200 Clean Agent Fire Suppression System	\$41,750.00	\$36,250.00

KJWW, an engineering firm, has been consulted and will provide the services necessary for the project to be compliant with the local fire codes. The cost will not exceed \$3,000.00.

In addition to the engineering and installation components of this project, it is anticipated that some remodeling of the area will be required. The remodeling can be handled in-house and would cost approximately \$2,000.00.

Recommendation

It is recommended that the Board of Trustees approves engineering services not to exceed \$3,000.00 from KJWW, Naperville, IL, and installation of the FM-200 Clean Agent Fire Suppression System for \$36,250.00 from Phoenix Fire Systems, Frankfort, IL.



Kathleen Plinske
Interim President