

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

April 1, 2010  
Special Board Meeting  
6:00 p.m.

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

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. THREE-YEAR FINANCIAL PLAN
4. CLOSED SESSION
5. ADJOURNMENT

*George Lowe*

Chair

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

April 1, 2010  
Regular Board Meeting  
Immediately Following Special Board Meeting

**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: Special Board Meeting, February 25, 2010  
Regular Board Meeting February 25, 2010  
Regular Board Meeting February 25, 2010 Closed Session  
Special Board Meeting March 16, 2010  
Special Board Meeting March 16, 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. Theatre, Mr. Geller, Instructor of Theatre and Speech
  - B. Digital Media, Mr. Falco, Executive Dean of Career and Technology Education
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 #10-43
  - B. Financial Statements
    1. Treasurer's Report, Board Report #10-44
    2. Authorize Payment of Voucher #1018 - \$1,969,699.17, Board Report #10-45
  - C. Requests to Purchase/Issue/Renew/Lease
    1. Annual Maintenance for Astra Scheduler Software, Board Report #10-46
    2. Hallway Furniture for Student Use, Board Report #10-47
    3. Maintenance Work on Fire Tower, Board Report #10-48

4. A229 Science Lab Remodel – Casework, Board Report #10-49
5. Employee Appreciation and Recognition Reception Banquet Services, Board Report #10-50
6. Employee Appreciation and Recognition Reception Service Awards, Board Report #10-51
7. URSA Software Maintenance Agreement, Board Report #10-52
8. Windows-based Desktop and Laptop Computers, Board Report #10-53
9. Purchase Orders, Board Report #10-54
- D. Approval of New and Eliminated Positions, Board Report #10-55
- E. Tuition Increase, Board Report #10-56
- F. ICCTA Faculty of the Year Award, Board Report #10-57
- G. Personnel
  1. Personnel Adjustments for Spring 2010 Transfer and Occupational Courses, Board Report #10-13, Addendum
  2. Approval of Stipend for Acting Executive Dean of Math and Science, Board Report #10-58
  3. Approval of Stipend for Acting Assistant Vice President of Academic and Student Affairs, Board Report #10-59
  4. Appointment of Coaching Staff, Board Report #10-60
  5. Appointment of New Credentials Evaluator, Board Report #10-61
  6. Appointment of Replacement Coordinator of Contract Training, Board Report #10-62
  7. Salary/Advanced Placement Adjustment, Board Report #10-63

15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

16. STAFF COUNCIL MEMORANDUM OF AGREEMENT

17. INFORMATION REPORTS

- A. Appointment of New Campus Public Safety Officer
- B. Appointment of New Campus Public Safety Officer
- C. Resignation
- D. Resignation
- E. Resignation
- F. Retirement
- G. ICCTA Paul Simon Student Essay Contest
- H. Alternative Spring Break
- I. Partnership Agreement with Bradley University
- J. Distributed Press Releases, February 13 - March 15, 2010

18. PRESIDENTIAL SEARCH

19. SUMMARY COMMENTS BY BOARD MEMBERS

20. FUTURE AGENDA ITEMS

21. CLOSED SESSION

22. ADJOURNMENT



George Lowe  
Chair



Foundation Update  
Board of Trustees Meeting  
April 1, 2010

Promise

Current Promise students seem to be comfortable with the changes made requiring electronic reporting of volunteer hours and completion of reaffirmation agreements. As with the fall 2009 semester, as of the end of March, 65% of Promise students had not logged any volunteer hours. Coordinator of Service Learning and Volunteerism Emily Smith has been working hard contacting all those students via e-mail, ANGEL and in-person, encouraging them not to procrastinate in doing their volunteer work. All Promise students must have their volunteer work completed by May 3, 2010.

Promise Revision Meetings

The Promise Committee is still working on finalizing the requirements for the next iteration of Promise and expects to have a finalized program design by the end of April.

Foundation Fundraising

- Promise program received 6 donations in the amount of \$520.00 since the final week of February; this money does not include the matching gifts program for Crystal Lake Dawnbreakers Rotary Club, which will be over \$10,000.00.
- Take a Walk in Her Shoes has taken in close to \$30,000.00 prior to the event, which is already \$6,000.00 over the expected revenue for the event.
- The McHenry County College Golf Invitational, which will be held at Hawk's View Golf Course in Lake Geneva, is already in "full swing" with fundraising. Ten sponsors have committed to the event, with a total of \$22,400.00. Committee members continue to work hard contacting sponsors throughout the community.

Scholarships

The Fall 2010 scholarship booklet has been distributed around campus and is also available online. The Foundation is offering 24 scholarships, with an aggregate value close to \$20,000.00. Overall, the Foundation currently has 44 Endowed Scholarships and 68 Annual Scholarships.

Student Trustee Report

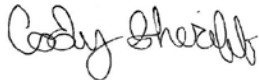
This past month, student organizations have been working around campus to raise money for Haiti Relief. There are many student organizations involved with the effort and around \$250.00 has been collected from the student population and community. The Student Senate formed a committee to sell bracelets with the slogan "Relieve, Recover, Rebuild" written on the outside of the band. The money being raised by the student organizations will be donated to the Red Cross.

On March 4, McHenry County College's Student Peace Action Network (SPAN) hosted the event *The United States: Leading Jailer of the World* which featured guest speaker Dr. Vince Gaddis who spoke about the American prison system and how Americans are in desperate need of a "revolution in values."

On March 12, McHenry County College's Equality Club hosted a free screening of the movie *Fish Out of Water* to the community and students in the Conference Center. The movie has not yet been released to the public and Equality Club was given special permission to show the screening. The movie addresses the impassioned relationship between homosexuality and the Bible. Following the screening, there was a discussion and Q&A session in which pastors from different Christian denominations answered questions raised by audience members.

On March 21, the MCC Student Life and Service-Learning Office will be hosting an Alternative Spring Break trip to Virginia where 20 MCC students will work on building homes for the local community. The students have been given a great opportunity by McHenry County College to spend their break building character and helping others in an alcohol-free environment.

The opportunities McHenry County College has made available to the community and its students are invaluable.



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 February. 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 66% complete with the year-to-date results for February 2010 being reported. In the Operating Funds, total revenue is 72% of budget, as compared with 62% at the same time last year. Total expenditures are 54% of budget, as compared with 51% 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 45% at the same time last year. \$1,475,516.00 more revenue has been recorded through February 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.
- State revenue is currently 81% of budget as compared to 51% at the same time last year. \$815,090.00 more in revenue has been recorded through February 2010 than the prior year. The primary reason for this is the timing of receipt of the third quarter ICCB operating grant payment in FY 2010 as compared to FY 2009.
- Student tuition and fee revenue is currently 123% of budget as compared to 104% at the same time last year. \$2,897,578.00 more revenue has been recorded through February 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 19% of budget as compared to 34% at the same time last year. \$173,532.00 less revenue has been received through February 2010 than the prior year. This decrease is due to significantly lower interest rates.
- Employee benefit expenditures are currently 56% of budget as compared to 55% last year. \$651,710.00 more in expenditures have been recorded through February 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 44% of budget as compared to 31% last year. \$170,120.00 more in expenditures have been recorded through February 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 28% of budget as compared to 42% last year. \$745,951.00 less in expenditures have been recorded through February 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.
- Capital outlay expenditures are currently 12% of budget as compared to 16% last year. \$164,969.00 less in expenditures have been recorded through February 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 60% of the budget amount as compared to 11% last year. \$41,903.00 less in expenditures have been recorded through February 2010 than the prior year. This decrease is primarily due to timing of recording tuition waivers in FY 2010 as compared to FY 2009.

McHenry County College  
 Operating Funds Financial Comparison  
 Eight Months Actual Ended February 28, 2009 and February 28, 2010

	FY 2009 Actual to February 28, 2009				FY 2010 Actual to February 28, 2010				
	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	Variance Over (Under) Prior Year Actual
<b>Revenue</b>									
Local	\$ 10,293,578	\$ 1,150,503	\$ 11,444,081	45%	\$ 11,425,076	\$ 1,494,521	\$ 12,919,597	49%	\$ 1,475,516
State	1,060,895	377,652	1,438,547	51%	1,682,806	570,831	2,253,637	81%	815,090
Student Tuition & Fees	9,174,273	2,227,669	11,401,942	104%	11,396,217	2,903,303	14,299,520	123%	2,897,578
Sales & Service Fees	15,175	-	15,175	60%	18,330	-	18,330	78%	3,155
Facilities	12,334	11,259	23,593	74%	7,416	7,750	15,166	69%	(8,427)
Interest	220,765	-	220,765	34%	47,233	-	47,233	19%	(173,532)
Non-Govt Gifts, Grants	63,540	-	63,540	-	64,323	-	64,323	55%	783
Other	26,261	275	26,536	20%	4,507	5,882	10,389	48%	(16,147)
<b>Total Revenue</b>	<b>20,866,821</b>	<b>3,767,358</b>	<b>24,634,179</b>	<b>62%</b>	<b>24,645,908</b>	<b>4,982,287</b>	<b>29,628,195</b>	<b>72%</b>	<b>4,994,016</b>
<b>Expenditures</b>									
Salaries	11,937,576	752,110	12,689,686	57%	12,865,690	771,786	13,637,476	61%	947,790
Employee Benefits	3,211,744	202,909	3,414,653	55%	3,839,364	226,999	4,066,363	56%	651,710
Contractual Services	1,293,895	180,799	1,474,694	31%	1,520,667	124,147	1,644,814	44%	170,120
General Materials & Supplies	1,844,660	83,060	1,927,720	42%	1,073,714	108,055	1,181,769	28%	(745,951)
Conference and Meeting	193,773	12,122	205,895	30%	277,601	17,640	295,241	51%	89,346
Fixed Charges	1,078,081	-	1,078,081	90%	1,038,504	-	1,038,504	96%	(39,577)
Utilities	8,477	607,745	616,222	59%	5,069	545,963	551,032	52%	(65,190)
Capital Outlay	298,255	30,816	329,071	16%	137,893	26,209	164,102	12%	(164,969)
Other Expenditures	325,577	-	325,577	11%	283,674	-	283,674	60%	(41,903)
<b>Total Expenditures</b>	<b>20,192,038</b>	<b>1,869,561</b>	<b>22,061,599</b>	<b>51%</b>	<b>21,042,176</b>	<b>1,820,799</b>	<b>22,862,975</b>	<b>54%</b>	<b>801,376</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>674,783</b>	<b>1,897,797</b>	<b>2,572,580</b>		<b>3,603,732</b>	<b>3,161,488</b>	<b>6,765,220</b>		<b>4,192,640</b>
<b>Other financing sources (uses)</b>									
Operating transfers out	-	(2,000,000)	(2,000,000)		-	(2,000,000)	(2,000,000)		-
<b>Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses</b>	<b>\$ 674,783</b>	<b>\$ (102,203)</b>	<b>\$ 572,580</b>		<b>\$ 3,603,732</b>	<b>\$ 1,161,488</b>	<b>\$ 4,765,220</b>		<b>\$ 4,192,640</b>



McHenry County College  
 Operating Funds Financial Summary  
 Eight Months Ended February 28, 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	
<b>Revenue</b>									
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%	1,682,806	570,831	2,253,637	81%	(543,118)
Student Tuition & Fees	9,364,451	2,228,492	11,592,943	28%	11,396,217	2,903,303	14,299,520	123%	2,706,577
Sales & Service Fees	23,400	-	23,400	-	18,330	-	18,330	78%	(5,070)
Facilities	15,000	7,000	22,000	-	7,416	7,750	15,166	69%	(6,834)
Interest	250,000	-	250,000	1%	47,233	-	47,233	19%	(202,767)
Non-Govt Gifts, Grants	118,000	-	118,000	-	64,323	-	64,323	55%	(53,677)
Other	21,000	500	21,500	-	4,507	5,882	10,389	48%	(11,111)
<b>Total Revenue</b>	<b>35,297,972</b>	<b>6,026,053</b>	<b>41,324,025</b>	<b>100%</b>	<b>24,645,908</b>	<b>4,982,287</b>	<b>29,628,195</b>	<b>72%</b>	<b>(11,695,830)</b>
<b>Expenditures</b>									
Salaries	21,234,650	1,195,214	22,429,864	53%	12,865,690	771,786	13,637,476	61%	(8,792,388)
Employee Benefits	6,964,153	361,477	7,325,630	17%	3,839,364	226,999	4,066,363	56%	(3,259,267)
Contractual Services	3,517,506	248,700	3,766,206	9%	1,520,667	124,147	1,644,814	44%	(2,121,392)
General Materials & Supplies	4,004,990	145,590	4,150,580	10%	1,073,714	108,055	1,181,769	28%	(2,968,811)
Conference and Meeting	547,648	27,050	574,698	1%	277,601	17,640	295,241	51%	(279,457)
Fixed Charges	1,078,650	800	1,079,450	2%	1,038,504	-	1,038,504	96%	(40,946)
Utilities	20,363	1,047,051	1,067,414	2%	5,069	545,963	551,032	52%	(516,382)
Capital Outlay	1,305,745	36,886	1,342,631	3%	137,893	26,209	164,102	12%	(1,178,529)
Other Expenditures	473,060	-	473,060	1%	283,674	-	283,674	60%	(189,386)
Contingency	948,420	124,095	1,072,515	2%	-	-	-	n/a	(1,072,515)
<b>Total Expenditures</b>	<b>40,095,185</b>	<b>3,186,863</b>	<b>43,282,048</b>	<b>100%</b>	<b>21,042,176</b>	<b>1,820,799</b>	<b>22,862,975</b>	<b>53%</b>	<b>(20,419,073)</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(4,797,213)</b>	<b>2,839,190</b>	<b>(1,958,023)</b>		<b>3,603,732</b>	<b>3,161,488</b>	<b>6,765,220</b>		<b>8,723,243</b>
<b>Other financing sources (uses):</b>									
Operating transfers (out)	(250,000)	(2,000,000)	(2,250,000)		-	(2,000,000)	(2,000,000)		-
<b>Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses</b>	<b>\$ (5,047,213)</b>	<b>\$ 839,190</b>	<b>\$ (4,208,023)</b>		<b>\$ 3,603,732</b>	<b>\$ 1,161,488</b>	<b>\$ 4,765,220</b>		<b>\$ 8,723,243</b>

McHenry County College  
All Funds Financial Summary  
Eight Months Ended February 28, 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
<b>Revenue</b>											
Local	\$ 11,425,076	\$ 1,494,521	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 730	\$ 1,458	\$ -	\$ 12,921,785
State	1,682,806	570,831	-	-	343,664	-	-	-	-	-	2,597,301
Federal	-	-	-	-	321,728	-	2,364,534	-	-	-	2,686,262
Tuition & Fees	11,396,217	2,903,303	-	985,506	-	-	-	-	-	-	15,285,026
Sales & Service Fees	18,330	-	-	3,280,547	-	-	-	-	-	-	3,298,877
Facilities	7,416	7,750	-	-	-	-	-	-	-	-	15,166
Interest	47,233	-	6,750	-	-	518	-	-	296	-	54,797
Non-Govt Gifts, Grants	64,323	-	-	130,980	27,882	-	-	-	-	-	223,185
Other	4,507	5,882	-	-	-	-	-	-	-	2,833,517	2,843,906
<b>Total Revenue</b>	<b>24,645,908</b>	<b>4,982,287</b>	<b>6,750</b>	<b>4,397,033</b>	<b>693,274</b>	<b>518</b>	<b>2,364,534</b>	<b>730</b>	<b>1,754</b>	<b>2,833,517</b>	<b>39,926,305</b>
<b>Expenditures</b>											
Instruction	8,966,019	-	-	-	254,388	-	-	-	-	-	9,220,407
Academic Support	912,593	-	-	-	28,081	-	-	-	-	-	940,674
Student Services	1,738,375	-	-	-	184,643	-	-	-	-	-	1,923,018
Public Service	783,515	-	-	630,714	42,586	-	-	-	-	-	1,456,815
Auxiliary Services	-	-	-	3,337,917	-	-	-	-	-	-	3,337,917
Operations & Maintenance	-	1,820,799	-	-	-	-	-	-	240,499	-	2,061,298
Institutional Support	8,641,674	-	176,597	2,909	76,612	-	2,202,130	84,517	885,991	2,649,888	14,720,318
<b>Total Expenditures</b>	<b>21,042,176</b>	<b>1,820,799</b>	<b>176,597</b>	<b>3,971,540</b>	<b>586,310</b>	<b>-</b>	<b>2,202,130</b>	<b>84,517</b>	<b>1,126,490</b>	<b>2,649,888</b>	<b>33,660,447</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>3,603,732</b>	<b>3,161,488</b>	<b>(169,847)</b>	<b>425,493</b>	<b>106,964</b>	<b>518</b>	<b>162,404</b>	<b>(83,787)</b>	<b>(1,124,736)</b>	<b>183,629</b>	<b>6,265,858</b>
<b>Other financing sources (uses):</b>											
Operating transfers in	-	-	2,000,000	-	-	-	-	-	-	-	2,000,000
Operating transfers (out)	-	(2,000,000)	-	-	-	-	-	-	-	-	(2,000,000)
<b>Total Other financing sources (uses)</b>	<b>-</b>	<b>(2,000,000)</b>	<b>2,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses</b>	<b>3,603,732</b>	<b>1,161,488</b>	<b>1,830,153</b>	<b>425,493</b>	<b>106,964</b>	<b>518</b>	<b>162,404</b>	<b>(83,787)</b>	<b>(1,124,736)</b>	<b>183,629</b>	<b>6,265,858</b>
<b>Beginning Fund Balance</b>	<b>14,463,740</b>	<b>1,957,085</b>	<b>6,333,894</b>	<b>319,029</b>	<b>51,681</b>	<b>2,810,719</b>	<b>48,557</b>	<b>242,029</b>	<b>3,147,359</b>	<b>562,980</b>	<b>29,937,073</b>
<b>Ending Fund Balance</b>	<b>\$ 18,067,472</b>	<b>\$ 3,118,573</b>	<b>\$ 8,164,047</b>	<b>\$ 744,522</b>	<b>\$ 158,645</b>	<b>\$ 2,811,237</b>	<b>\$ 210,961</b>	<b>\$ 158,242</b>	<b>\$ 2,022,623</b>	<b>\$ 746,609</b>	<b>\$ 36,202,931</b>

Treasurer's Report

Information

Attached is the Treasurer's Report for the month of February, 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 February 2010**

<b>Bank Name Location / Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
Home State Bank Crystal Lake <b>Main</b>	\$2,157,008.10	\$3,273,816.03	\$3,786,330.49	\$1,644,493.64
Harvard State Bank Harvard <b>Credit Card</b>	\$616,701.19	\$111,659.69	\$616,783.30	\$111,577.58
Home State Bank Crystal Lake <b>Online</b>	\$23,982.31	\$1,349.03	\$0	\$25,331.34
Home State Bank Crystal Lake <b>Flexible Spending</b>	\$0	\$13,770.24	\$13,770.24	\$0
Home State Bank Crystal Lake <b>Dental Claims</b>	\$1,338.75	\$17,280.48	\$17,280.48	\$1,338.75
Amcore Bank Woodstock <b>Payroll</b>	\$0	Payroll checks are now issued from Home State Bank Main Account \$0	\$0	<b>ACCOUNT CLOSED</b>
Harvard State Bank Harvard <b>Operations</b>	\$4,138.30	\$0	\$0	\$4,138.30
First Midwest Bank McHenry <b>Student Grant &amp; Loan</b>	\$15,861.22	\$850,860.33	\$842,477.29	\$24,244.26

**McHenry County College**  
**April 1, 2010**

**Investments**

<b>College Fund</b>	<b>Financial Institution</b>	<b>February 28, 2010</b>	<b>January 31, 2010</b>	<b>Interest</b>	<b>No. of Days</b>	<b>Maturity</b>
		<b>Investments</b>	<b>Investments</b>			
Education	Illinois Funds	20,626,455.12	19,929,927.22	see below	N/A	On Demand
Education	CDARS via Home State Bank *	-	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	8,162,143.96	8,161,579.81	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds	920,589.24	920,527.12	see below	N/A	On Demand
Working Cash	Illinois Funds	616,823.79	616,782.14	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	351,725.10	351,701.35	see below	N/A	On Demand
	<b>Total</b>	<b>33,684,706.67</b>	<b>33,987,487.10</b>			

**Interest Revenue**

<b>College Fund</b>	<b>Feb-10</b>	<b>Fiscal YTD</b>
Education	\$4,465.85	\$47,233.04
Operations & Maintenance (Restricted)	626.24	6,750.12
Working Cash	41.65	518.39
Liability, Protection and Settlement	23.75	295.59
<b>Total</b>	<b>\$5,157.49</b>	<b>\$54,797.14</b>

**Illinois Fund Rates - February 2010**

<b>Annualized rate - Money Mkt</b>	
Low	0.114%
High	0.075%
Average	0.090%

\* 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 #1018

Information

Attached is the Vendor Activity Report for February 2010.

Checks written February 1-February 28, 2010	\$1,969,699.17
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Recommendation

It is recommended that the Board of Trustees ratifies payment of Voucher #1018 showing checks written February 1-February 28, 2010 totaling \$1,969,699.17.



Kathleen Plinske  
Interim President

Request to Renew  
Annual Maintenance for Astra Scheduler Software

Information

This software is used to schedule rooms and resources for classes and events at MCC. Astra Scheduler has the capability of running optimization models to ensure that the College obtains maximum utilization of rooms. This spring, the Scheduler will be connected to the mainframe for the purposes of importing schedule information and testing of the Optimizer function. In the future it will be integrated with the new ERP system.

The annual maintenance license includes phone support and updates at a cost of \$12,500.00.

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 budgeted in the ERP System Implementation Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of Annual Maintenance for Astra Scheduler for \$12,500.00 from Ad Astra Information Systems, L.L.C., Overland Park, KS.



Kathleen Plinske  
Interim 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 was 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 groups and social congregation. The Student Senate members specifically identified several key areas where students gather for study groups and seek comfortable seating areas for socializing. In 2008, 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. In 2008-2009, members of the Student Senate provided suggestions for the design and location of furniture.

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 areas where hallway group seating will be installed are the hallways in Building A, B, C, D, and E. A total of 60 lounge or bench seats will be installed at a cost of \$16,661.50 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 110ILCS 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 \$16,661.50 from Interiors for Business, Inc., Batavia, IL through the IPHEC volume pricing agreement.



Kathleen Plinske  
Interim President



Request to Purchase  
Maintenance Work on Fire Tower

Information

The MCC Fire Tower is now 18 years old and needs maintenance to maintain the integrity of the structure. There are two Firefighter II courses taught in the tower each year, and the structure is used throughout all four seasons. The combination of weather conditions and the spraying of water inside of the building has caused the need to caulk and seal the concrete block.

Two companies submitted quotes to do water sealing of the concrete block and caulk repair on the MCC Fire Tower:

<u>Description</u>	<u>Prestia Tuckpointing</u>	<u>Greg's Masonry</u>
Fire Tower Work: Water seal block and caulk work	\$5,500.00	\$6,080.00

This expense is budgeted in the Perkins Grant Account in the Restricted Fund.

Recommendation

It is recommended that the Board of Trustees approve the purchase of maintenance work on the Fire Tower for \$5,500.00 from Prestia Tuckpointing, Algonquin, IL.



Kathleen Plinske  
Interim President

Request to Purchase  
A229 Science Lab Remodel – Casework

Information

On August 27, 2009, the Board approved the proposed FY 2010 budget that was submitted in Board Report #09-191. In the board report was an item for the conversion of room A229 to a dual use Physics/Chemistry lab.

Part of the conversion requires the purchase of new casework to meet the educational needs of the Physics and Chemistry Departments. Two bids were submitted prior to the specified closing time. Legat Architects, the firm contracted by the College to lead the conversion project, reviewed the qualifications and references of the low bid contractor and have found no evidence which would disqualify them from being awarded the contract for all work under the casework pre-purchase bid documents.

Larson Equipment

\$99,232.00

Harry J. Kloeppe

\$85,702.00

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of casework for \$85,702.00 from Harry J. Kloeppe and Associates Inc., Wheeling, IL.



Kathleen Plinske  
Interim President

Request to Purchase  
Employee Appreciation and Recognition Reception Banquet Services

Information

The 2010 Employee Appreciation and Recognition Reception will be held at D'Andrea Banquets, Crystal Lake, IL on April 23, 2010. The estimated cost is \$9,500.00 based upon an attendance of 300 individuals. A deposit of \$1,000.00 is due at this time.

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

Recommendation

It is recommended that the Board of Trustees approves the estimated expenditure to D'Andrea's Banquets, Crystal Lake, IL in an amount not to exceed \$9,500.00.



Kathleen Plinske  
Interim President

Request to Purchase  
Employee Appreciation and Recognition Reception Service Awards

Information

Employee service awards will be presented at the 2010 Employee Appreciation and Recognition Reception, which will be held at D'Andrea Banquets on April 23, 2010. Five, 10, 15 and 20 year service awards will be purchased from O. C. Tanner Recognition Company in the form of tangible items and from Home State Bank in the form of gift cards. The estimated cost for all 91 of these employee recognition service awards is approximately \$8,200.00. The exact amount is not known at this time because employees choose their awards from a brochure with several choices at different prices. The awards must be ordered in early April to be delivered in a timely manner.

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

Recommendation

It is recommended that the Board of Trustees approves the estimated expenditure to O. C. Tanner Recognition Company, Salt Lake City, UT, and Home State Bank, Crystal Lake, IL in an amount not to exceed \$8,200.00.



Kathleen Plinske  
Interim President

Request to Renew  
URSA Software Maintenance Agreement

Information

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

Decision Support, Inc., is the sole company which holds the URSA license. Decision Support, Inc., provides maintenance and upgrades to the software on an annual basis. The current software maintenance agreement is due to end on April 30, 2010. The renewal cost for one year is \$12,691.68. This software maintenance renewal is necessary for continued operations of an active database query tool.

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 budgeted in the General Institutional Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of the URSA software maintenance agreement for \$12,691.68 from Decision Support, Inc., Matthews, NC.



Kathleen Plinske  
Interim President

Request to Lease  
Windows-based Desktop and Laptop Computers

Information

The number of Windows-based desktop and laptop computers required to replace those going off lease on June 30, 2010, as well as meet new equipment requests accommodating growth, has been determined. Specifications are established based on known and projected needs over the three years the units will be in service. Competitive proposals were solicited from a number of computer vendors and value-added services designed to minimize the total cost of initial deployment and on-going maintenance were requested as part of the quote process. Application of best discounted pricing available through the consortia in which the College participates was specified.

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."

The results are as follows:

<u>Quantity</u>	<u>Description</u>	<u>Dell, Inc.</u>	<u>Ace</u>	<u>HP/CDW-G</u>	<u>Lenovo</u>
22	Windows-based Laptop Computers	\$ 22,221.71	N/A	\$ 28,005.12	\$ 32,802.00
453	Windows-based Desktop Computers	\$328,980.31	\$331,290.00	\$375,706.24	\$454,522.20
		<u>\$351,202.02</u>			

The purchase value of the computers to be leased for three years is \$351,202.02.

Once a computer vendor was identified, requests for a three-year operating lease were sent to several leasing companies.

<u>Description</u>	<u>Orlan Capital</u>	<u>American Capital Financial</u>	<u>University Leasing</u>
Annual Payment	\$109,077.00	\$110,932.00	\$111,050.07
Total Three-Year Lease	<u>\$327,231.00</u>	<u>\$332,796.00</u>	<u>\$333,150.21</u>
Interim Rent Period from April 15, 2010 to June 30, 2010	-	-	-
End of Lease Equipment Return Costs	-	-	-
Total Three-Year Lease	<u>\$327,231.00</u>	<u>\$332,796.00</u>	<u>\$333,150.21</u>

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

Recommendation

It is recommended that the Board of Trustees approves the three-year lease of 22 Dell laptop computers and 453 Dell desktop computers at an annual lease payment of \$109,077.00 for a total three-year expenditure of \$327,231.00 from Orlan Capital, Schaumburg, IL.

A handwritten signature in cursive script that reads "Kathleen Plinske".

Kathleen Plinske  
Interim President

Request to Issue  
Purchase Orders

Information

The College's Culinary Management program works with multiple vendors to provide supplies, materials and food product necessary in the classroom for instructional purposes. The results of reviewing the current and future needs indicate that purchase orders should be issued to the following vendors not to exceed the amounts listed:

<u>Vendor</u>	<u>Purchase Order Amount</u>
Edward Don & Company, Chicago, IL	\$8,000.00
Gordon Food Service, Palatine, IL	\$8,000.00

The program staff will continue to obtain the best possible pricing for the necessary materials and supplies.

This expense is budgeted for \$10,944.31 in the Culinary Account in the Education Fund. \$3,024.17 will be paid for using the Perkins Grant, and \$2,031.52 will be paid for using the Program Improvement Grant.

Recommendation

It is recommended that the Board of Trustees approves the issuance of purchase orders not to exceed the amounts listed above for the period April 1, 2010 through June 30, 2010.



Kathleen Plinske  
Interim President



Approval of New and Eliminated Positions

Information

Due to a re-evaluation of the Business Office Department including the impact of current year changes in administrative software, process improvements to the department, and ongoing staffing evaluation, the decision has been made to reconfigure an existing vacant full-time position. This change in duties and responsibilities will more accurately reflect the current needs of the department.

New and Eliminated Positions

<u>Title</u>	<u>Salary Range</u>	<u>Effective Date</u>	<u>FTE</u>
Accounting/Business Office Assistant Full-Time	7*	April 1, 2010	1.00
Accounting Assistant/General Full-Time	7	April 1, 2010	(1.00)
Total Change			<u>(0.00)</u>

\*Tentative salary range pending final review by Human Resources.

Recommendation

It is recommended that the Board of Trustees approves the elimination of the existing full-time Accounting Assistant/General position and create the new full-time Accounting/Business Office Assistant position. The new position salary will be consistent with that of the prior position salary with no additional funding required.



Kathleen Plinske  
 Interim President

Tuition Increase

Information

The College’s Three-Year Financial Plan was presented at the March 29, 2010 Committee of the Whole Meeting. The plan includes a \$2.00 per credit hour increase in tuition for FY 2011 effective with the Fall Semester. 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 \$258,000.00 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 2010 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 Fall Semester, 2010.



Kathleen Plinske  
 Interim President

**Laboratory Fees  
2010-2011**

<b>TRADITIONAL FEES</b>	
<b>Course</b>	<b>Fee (\$)</b>
<b>ACC</b>	
110	17.00
220	22.00
255	10.00/cr. hr.
<b>AMT</b>	
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
<b>ANT</b>	
155	10.00
160	10.00
260	10.00
<b>AOM</b>	
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
<b>ART</b>	
151	20.00
152	25.00
153	25.00
155	15.00
156	25.00

**Laboratory Fees  
2010-2011**

<b>TRADITIONAL FEES</b>	
<b>Course</b>	<b>Fee (\$)</b>
<b>ART</b>	
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**

<b>TRADITIONAL FEES</b>	
<b>Course</b>	<b>Fee (\$)</b>
<b>ART</b>	
282	25.00
290	50.00
Ind. Study Ceramics	50.00
<b>BIO</b>	
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
<b>CHM</b>	
115	40.00
164	40.00
165	40.00
166	40.00
170	40.00
265	53.00
266	53.00
<b>CIS</b>	
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**

<b>TRADITIONAL FEES</b>	
<b>Course</b>	<b>Fee (\$)</b>
<b>CIS</b>	
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
<b>CJS</b>	
106	25.00
112	25.00
<b>CLM</b>	
101	100.00
102	100.00
<b>CSC</b>	
121	27.00
122	27.00
<b>DGM</b>	
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**

<b>TRADITIONAL FEES</b>	
<b>Course</b>	<b>Fee (\$)</b>
<b>DGM</b>	
205	75.00
210	75.00
230	75.00
250	75.00
259	75.00
260	75.00
290	75.00
<b>DRT</b>	
101	25.00
102	25.00
150	42.00
151	42.00
299	30.00
<b>EAS</b>	
120	28.00
170	28.00
171	28.00
180	28.00
<b>ECE</b>	
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
<b>ECO</b>	
251	4.00
252	4.00
<b>EDU</b>	
251	10.00
253	10.00
257	10.00
275	10.00

**Laboratory Fees  
2010-2011**

<b>TRADITIONAL FEES</b>	
<b>Course</b>	<b>Fee (\$)</b>
<b>EET</b>	
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
<b>EGR</b>	
151	25.00
152	25.00
260	24.00
<b>EMS</b>	
105	20.00
110	65.00
120	75.00
121	50.00
122	50.00
123	35.00
<b>ENG</b>	
105	10.00
(Computer) 151	10.00
(Computer) 152	10.00
<b>FRE</b>	
151	10.00
152	10.00
251	10.00
252	10.00
<b>FRS</b>	
150	200.00
252	25.00
253	50.00
<b>GEG</b>	
102	28.00
160	40.00
161	40.00
221	25.00



**Laboratory Fees  
2010-2011**

<b>TRADITIONAL FEES</b>	
<b>Course</b>	<b>Fee (\$)</b>
290	10.00
<b>GEL</b>	
103	28.00
<b>GER</b>	
151	10.00
152	10.00
251	10.00
252	10.00
<b>HCE</b>	
100	15.00
110	25.00
111	25.00
<b>HFE</b>	
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
<b>HRT</b>	
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**

<b>TRADITIONAL FEES</b>	
<b>Course</b>	<b>Fee (\$)</b>
<b>HRT</b>	
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
<b>IBS</b>	
190	46.00
<b>MAT</b>	
(computer) 095	24.00
(computer) 099	24.00
170	17.00
253	12.00
<b>MCC</b>	
101	13.00
<b>MET</b>	
130	20.00
131	20.00
135	20.00
136	20.00
150	40.00
151	40.00
221	20.00
222	20.00
<b>MUS</b>	
104	20.00
201-218	*210.00
<b>NAE</b>	
100	100.00
<b>NUR</b>	
95	25.00
110	200.00
120	200.00
125	75.00

**Laboratory Fees  
2010-2011**

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

### ICCTA Faculty of the Year Award

#### Information

Since 1986, the College has participated in a statewide recognition program sponsored by the Illinois Community College Trustees Association (ICCTA). The Board of Trustees has taken this occasion to honor, in a public way, the outstanding faculty members of McHenry County College and provide an incentive for excellence for all instructional staff.

For the 2010 selection process, the Selection Committee was comprised of past nominees and led by Cynthia Letteri, faculty representative, and Tony Miksa, Vice President of Academic and Student Affairs. Ten nominations were received for consideration by the committee.

Each finalist submitted supporting materials which responded to the following criteria:

- Institutional Contributions
- Community Service
- Teaching/Professional Capabilities
- Professional Development

The many accomplishments and contributions of each of the following faculty members led to their nomination by their peers:

- A. Meredith Albright – Instructor of Computer Information Systems
- B. Beverly Dow – Instructor of Biology
- C. Ted Hazelgrove – Instructor of English
- D. Luisa Lauf – Counselor
- E. Katherine Middy – Instructor of English
- F. Sarah Ruthven – Instructor of Art
- G. Janet Scott – Reference Librarian
- H. Cynthia Van Sickle – Instructor of English
- I. Sandy Vitale – Instructor of Computer Information Systems
- J. Dawn Wagner – Instructor of Business, Management, Marketing, International Business

By virtue of this nomination, each of these individuals has been acknowledged by their colleagues for excellence and service to students. The nominee from McHenry County College is Janet Scott, Reference Librarian. Ms. Scott routinely receives excellent evaluations from students in her information literacy sessions and from MCC employees in her professional development workshops. Ms. Scott is committed to a continual cycle of assessment and transformation of the Information Literacy Program. Ms. Scott has served on many campus committees and has been a part of the evolution of numerous College programs.

All of the nominees will be recognized at a special luncheon and will again be applauded for their achievements at the annual Employee Appreciation and Recognition Reception this Spring.

#### Recommendation

It is recommended that the Board of Trustees ratifies the nomination of faculty member Janet Scott to represent McHenry County College in the 2010 ICCTA competition and to attend the ICCTA awards banquet on June 4, 2010 in Springfield.



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>
Baser, Julia	MCC101208	1	0	526.88
Keyzer, Deborah M	MCC101202	1	0	542.53
Kieca, John J	AMT180101	6	0	2,738.86
Koronkiewicz, Talia	MCC101206	1	0	526.88
Kuhlin, Whitney Anne	MCC101204	1	0	526.88
Lanko, Frank A	MCC101205	1	0	260.83
O'Steen, Maryann E	MGT210001	3	1,611.95	1,627.60
Ochwat, Melissa	MCC101203	1	0	542.53
Odishoo, Tracy	NUR220001	.5	0	263.33
Quinn, Arleen	MCC101201	1	0	521.27
Westerhof, Sonia S	MCC101207	1	0	610.35
Zopp, Marilyn A	MCC101205	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>
Bazan, Michael J	MUS161003	2	2	0	1,210.27
Sobolak, Caroline P	MCC101602	1	1	0	568.62

## Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Eckel, Mark	Lead Honors	0	3,750.00
Erski, Theodore I	Additional Students EAS	0	1,000.00
Firak, Deborah L	Additional Students BIO	0	1,000.00
Garrison, Marla	Additional Students BIO	0	1,000.00
Geller, Jay	Production Director	0	1,000.00
Hillstrom, Michael J	Band Member	0	500.00
Lauf, Maria Luisa	Counseling	1,261.40	1,306.20
Lozier, Christopher	Counseling	3,990.52	4,232.37
Peters, John E	Additional Students BIO	0	1,000.00
Seitz, Timothy T	Lead 1 Language Arts & Philosophy	0	2,500.00
Smith, Robert D	Additional Students BIO	0	1,000.00
Socol, Steven M	Additional Students CHM	0	1,000.00
Stahmann, Paul C	Additional Students EAS	0	1,000.00
Takayama, Thomas T	Music Director	0	1,500.00
Taylor, Amy S	Counseling	0	522.48
Taylor, Amy S	Counseling	1,009.12	1,044.96

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Terlep, Diane L	Lead 2 Phi Theta Kappa	0	2,500.00
Thompson, Doria L	Counseling	0	522.48
Thompson, Doria L	Counseling	1,009.12	1,044.96
Zimmerman, Ellen M	Counseling	3,654.17	4,071.79
Zokal, Patricia	Counseling	0	261.24
Zokal, Patricia	Counseling	1,261.40	1,306.20

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Braasch, Gerald	PSY151532	20.00	0	1,977.75
Brzezinski, Jacek	CIS110205	13.33	0	1,318.46
Decio, Gabriel A	ENG097001	20.00	0	1,977.75
Eckel, Mark G	SOC151532	20.00	0	1,977.75
Reagan, Mike S	SOC101532	20.00	0	1,977.75
White, David K	HIS170532	20.00	0	1,977.75

Recommendation

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



Kathleen Plinske  
Interim President

Approval of Stipend for  
Acting Executive Dean of Math and Science

Information

Due to the resignation of Robert Whittaker, it has been recommended that Amy Maxeiner act as Acting Executive Dean of Math and Science from March 15, 2010 until the position is filled. This appointment includes a stipend for the additional responsibilities of \$700.00 per month. The amount of the stipend is consistent with what has been paid to others assuming similar additional roles and functions.

Recommendation

It is recommended that the Board of Trustees approves the assignment and stipend as described above.



Kathleen Plinske  
Interim President

Approval of Stipend for  
Acting Assistant Vice President of Academic and Student Affairs

Information

Due to the resignation of Normah Salleh-Barone, it has been recommended that Lesley Frederick act as Acting Assistant Vice President of Academic and Student Affairs from April 12, 2010 until the position is filled. This appointment includes a stipend for the additional responsibilities of \$700.00 per month. The amount of the stipend is consistent with what has been paid to others assuming similar additional roles and functions.

Recommendation

It is recommended that the Board of Trustees approves the assignment and stipend as described above.



Kathleen Plinske  
Interim President



Appointment of Coaching Staff

Information

Listed below are coaches to be appointed for the 2010-2011 academic 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>
Jason Robinson	Men's Basketball	Head Coach	\$7,400.01	New
Jyllianne Czanstkowski	Volleyball	Head Coach	5,796.37	New

Recommendation

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



Kathleen Plinske  
Interim President

Appointment of New  
Credentials Evaluator

Information

At the January 2009 Board Meeting, the Board of Trustees approved the new full-time professional position of Academic Audit Specialist, as recommended by the Academic Organizational Review Committee. This position was re-titled to Credentials Evaluator. It has been determined that Ramona Silvester, Academic Credentials Evaluator, has been performing more than 50% of the duties of the Credentials Evaluator. Therefore, according to Section 1.2 of the MCCSC contract, she has been selected to fill this position.

Recommendation

It is recommended that the Board of Trustees approves the selection of Ramona Silvester to the professional position of Credentials Evaluator, effective April 5, 2010, at a salary of \$9,099.72 (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
8	\$32,856.00	\$46,820.00	\$60,784.00	\$36,753.60*	\$37,700.00	Not applicable

\*Full-time equivalent (\$18,376.80, part-time salary at 20 hours)

McHenry County College

Board Report #10-62  
April 1, 2010

Appointment of Replacement Coordinator of Contract Training

To Be Developed

Salary/Advanced Placement Adjustment

Information

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. Sarah Sullivan qualifies for her first such payment at this time.

Recommendation

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



Kathleen Plinske  
Interim President

Appointment of New Campus Public Safety Officers

At the February 2010 Board Meeting, the Board of Trustees authorized Dr. Kathleen Plinske, Interim President, to approve the personnel appointment of three full-time, professional Campus Public Safety Officer positions. The following appointments have been approved.

Barbara Felton has been appointed to fill the first position, effective April 12, 2010, at a salary of \$7,777.80 (based on the 12-month salary of \$35,000.00). Ms. Felton has a Bachelor of Science in Law Enforcement Administration from Western Illinois University, Macomb, IL. Her experience is as follows:

1980 – Present                      Mount Prospect Police Department  
Mount Prospect, IL

Marcus Pittl has been appointed to fill the second position, effective April 19, 2010, at a salary of \$7,107.30 (based on the 12-month salary of \$35,000.00). Mr. Pittl has a Bachelor of Arts in Communication and Organizational Leadership from Trinity International University, Deerfield, IL. His experience is as follows:

2005 – Present                      Global Command Center Communication Analyst  
Abbott Labs, Abbott Park, IL

2006 – Present                      Marine Unit Deputy  
Lake County Sheriff’s Office – Marine Unit, Waukegan, IL

Scott Sosnowski has been appointed to fill the third position, effective June 14, 2010, at a salary of \$2,279.70 (based on the 12-month salary of \$35,000.00). Mr. Sosnowski has a Bachelor of Science in Administration of Justice from Southern Illinois University, Carbondale, IL. His experience is as follows:

1980 – Present                      Police Officer/Sergeant  
City of Crystal Lake, Crystal Lake, IL



Kathleen Plinske  
Interim President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Salary Offer	Salary of Replaced Employee
8	\$32,856.00	\$46,819.00	\$60,728.00	\$35,000.00	Not Applicable

McHenry County College

Information Report  
April 1, 2010

Appointment of New Campus Public Safety Officer

To Be Developed

Resignation

Information

Normah Salleh-Barone, Assistant Vice President of Academic and Student Affairs, has submitted her resignation effective April 12, 2010.

A handwritten signature in cursive script that reads "Kathleen Plinske".

Kathleen Plinske  
Interim President

Resignation

Information

Tim Soutar, Custodian, First Shift, has submitted his resignation effective March 16, 2010.

A handwritten signature in cursive script that reads "Kathleen Plinske".

Kathleen Plinske  
Interim President



Resignation

Information

Robert R. Whittaker, Executive Dean of Mathematics & Sciences, has submitted his resignation effective March 15, 2010.

A handwritten signature in cursive script that reads "Kathleen Plinske".

Kathleen Plinske  
Interim President

Retirement

Information

Mike Juers, Groundskeeper, has submitted his retirement effective March 1, 2010.

A handwritten signature in cursive script that reads "Kathleen Plinske".

Kathleen Plinske  
Interim President

ICCTA Paul Simon Student Essay Contest

Information:

The Illinois Community College Trustee Association's Paul Simon Student Essay Contest provides a \$500 scholarship to the student who best describes "*How My Community College Has Changed My Life.*"

All currently enrolled students at ICCTA member colleges are eligible to participate in the contest at the local level. However, each ICCTA member college may enter only one student essay in the statewide competition each year. The winner of the statewide competition will receive a \$500 cash stipend for educational expenses during the fall 2010 semester. In addition, ICCTA will invite the winner to attend the association's June awards banquet in Springfield.

Promotion of the competition began in December. English instructors were given the flyer announcing the contest, it was discussed in their classes, and 45 individuals completed the process. All essays were reviewed by the Chair of the English department. A committee of English instructors judged the entries and selected the essay written by Kathrine Miller who will represent McHenry County College in the ICCTA's statewide competition.



Kathleen Plinske  
Interim President

## LEARNING AGAIN

I always told my sons they could do or be anything they wanted – yes, even cowboys - after they got out of college. In our house it was never a question whether or not they would go to college, it was never optional. They were in elementary school when they found out that, technically, you do not have to go to college. Imagine the hurt in their eyes and the pain in my heart when they learned that had I not been completely honest with them about having to go to college, and then learned that I had not been to college and only had my GED. I meant to return to school, but there were always excuses not to go... time, money, even less time, even less money. Fast forward ten years later; as my youngest son walked away from the car, anxious to begin his new life as an Illini, he slowed to turn and look at me, and spoke with the unsullied wisdom of youth and the brashness of a newly minted adult: “It’s time to put your money where your mouth is, Mom.”

A McHenry County College *Academy Program* poster that magically appeared that week at work was the proverbial straw that broke the camel’s back and ultimately goaded me into action. I made an inquiring phone call, responded to the answering email, and the next thing I knew I was a college student working toward my Associate Degree; it was that fast and that easy. The first semester came and went and suddenly, returning to school and getting a degree did not seem like such a formidable a task.

CS Lewis said, “You are never too old to set another goal or to dream a new dream.” After twenty years of working toward goals for others, and that jolting wake-up call from my son, it was time to set some goals for me. I set a goal to advance from *doing* a manager’s job

tasks, to *being* the manager. I set a goal to be the example for my sons, to get the degree they had always assumed I already had. The attainment of all these goals rests on finishing my education – finally earning my degree. I will be able to submit my résumé for an opportunity and know that finally I will meet *all* the qualifications, not just the knowledge and experience, but the education as well. I will be able to continue to lead by example, to demonstrate that education is important at any age.

I will accomplish all of this and more, in no small part because of the easy access, friendly environment, and affordability available at my community college.

Alternative Spring Break

Information

A group of 20 MCC students and three advisors took an Alternative Spring Break trip to Dungannon, VA over the March 2010 MCC Spring Break. On this trip, the group assisted with the Project HELP Home Repair Program, which was first established in 1991. The Dungannon Development Commission, Inc. created the Project HELP program because they saw a need to assist low-income citizens in the Dungannon community and the surrounding Scott County area with home repairs.

Applications for students were due no later than Friday, February 19. The applicants selected to attend the trip were notified by mail on Friday, February 26. Those selected were required to submit a non-refundable deposit (\$50.00) before the group's first meeting on Wednesday, March 3. Final student participation could not be determined until receipt of the non-refundable deposits at the March 3 meeting.

Given that 20 students elected to participate in the trip, the total cost for room and board for the students and advisors totaled \$5,175.00; therefore, a check was issued in excess of \$5,000.00 without prior Board approval. However, the total cost to the College was \$4,175.00 while students' non-refundable deposits totaling \$1,000.00 covered the remaining cost.



Kathleen Plinske  
Interim President

Partnership Agreement with Bradley University

Information

McHenry County College (MCC) and Bradley University have established The Presidents' Partnership Scholarship Agreement. Under the agreement, Bradley will offer twenty \$3,500 scholarships, annually, to eligible transfer students.

To qualify for the scholarship, students must transfer directly from MCC, have a 3.25 or better GPA and either 30 transferable hours or an associate's degree from MCC. This competitive scholarship, when combined with other scholarship opportunities, will provide qualified students at least \$8,500 in annual tuition support.

In addition, Bradley University agrees to visit MCC on a regular basis, provide on-site admissions, host an Honors Luncheon at MCC and maintain a current course equivalency guide.

MCC's commitment is to work with Bradley to help provide a clear path for students whose goal is to attend Bradley University.



Kathleen Plinske  
Interim President

Distributed Press Releases  
February 13 - March 15, 2010

Information

The following releases have been distributed to all local media outlets from February 13-March 15, 2010.

- MCC to Launch Priority Registration for Summer Semester
- MCC's "An Affair with Food" Speaker Series Feb. 18
- MCC Student Peace Group to Host "Risking it All For Peace" Forum Feb. 19
- MCC to Begin International Film Festival Feb. 22
- MCC to Offer Professional Organizer Class
- MCC to Host Chicago-Based About Face Youth Theater Feb. 24
- Athletics Craft Fair Cancelled
- Real Estate Class Begins March 3 at MCC
- MCC to Continue African American History Month Events
- MCC to Feature Women's History Month in March
- MCC Names Winners of High School WYSE 2010 Competition
- MCC to Present "Pippin" Beginning March 4
- MCC to Screen Documentary "Fish Out of Water" March 11
- MCC Speech Team Wins Triple Double in Invitational Tournament
- MCC's Head Volleyball Coach Chas Kennedy Resigns; MCC Seeks Replacement
- MCC to Present Two March Concerts: Woodwinds, St. Patrick's
- MCC to Offer Breakpoint Chlorination Class for Water Professionals March 30
- Three Founding Faculty Scholarships Available at MCC
- MCC Names Presidential Academy Scholarship Recipients
- MCC to Offer Free Seminars for Adults Interested in Returning to College
- MCC Peace Group to Host Seminar on U.S. Prison System
- MCC to Offer Crew Management Safety Seminar March 12
- MCC to Host Take a Walk in Her Shoes Ball March 19
- MCC to Offer "ScotStars" Girls Softball Clinic March 14
- MCC to Present Women's Film Festival March 7
- MCC to Offer New Classes in March for Women
- Get Crafty with MCC's Continuing Education Department
- MCC Classes to Feature Home Buying, Refinancing
- MCC's March Board Meetings Rescheduled
- MCC to "Go Green" on Trip to Shrek The Musical
- MCC Offers Exciting Trips for 2010
- MCC Names Dean's List Recipients for Fall 2009
- MCC Names President's List Recipients For Fall 2009
- MCC Pastry Skills I Students Bake and Set Up Sweet Table for Midterm Exam
- MCC to Host Second Annual Women's Care Fair and Expo March 10
- McHenry County College Enrollment Growth Highest in State
- MCC to Offer Special Interest Classes in Communicating on Internet
- MCC to Offer Voiceover Class for Aspiring Commercial Actors
- McHenry County College to Offer ACT Prep Classes
- MCC Forensics Team Wins 3rd at State Tournament
- MCC Seeks Literacy Volunteers; Training Sessions Set
- "Vote with Your Fork" MCC Speakers Series Event



Kathleen Plinske  
Interim President