

REVISED

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

September 24, 2009
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: Special Board Meeting August 18, 2009
Special Board Meeting August 18, 2009 Closed Session
Budget Hearing Meeting August 27, 2009
Regular Board Meeting August 27, 2009
Regular Board Meeting August 27, 2009 Closed Session
Special Board Meeting September 3, 2009
Special Board Meeting September 3, 2009 Closed Session
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
8. BOARD COMMITTEE REPORTS
Committee of the Whole
9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT
12. PRESENTATIONS
 - A. Student Senate Inductions - Ms. Talia Koronkiewicz, Coordinator of Student Life & Campus Activities, and Students
 - B. Second Year of the Nursing Program - Ms. Joan Flanagan, Dean of Health Care Programs and Nursing, and Students
13. COMMUNICATIONS
 - A. Student Trustee Report
 - B. Faculty Report
 - C. Adjunct Faculty Report
 - D. Staff Council Report
 - E. Trustee Report
14. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary, Board Report #09-238
 - B. Financial Statements
 1. Treasurer's Report, Board Report #09-239
 2. Voucher #1012 - \$1,400,472.32, Board Report #09-240

REVISED

- C. Requests to Purchase
 - 1. Community College Survey of Student Engagement (CCSSE), Board Report #09-241
 - 2. URSA Software Maintenance Agreement Renewal, Board Report #09-242
 - 3. Otis Elevator Service Agreement, Board Report #09-243
 - 4. Adult Education Textbooks, Board Report #09-244
 - 5. Primary Voice Services Contract, Board Report #09-245
 - D. Fiscal Year 2009 Audit and Management Letter, Board Report #09-246
 - E. Certification of Chargeback Reimbursement, Board Report #09-247
 - F. Out-of-District and Out-of-State Tuition and Fees, Board Report #09-248
 - G. Destruction of Audio Tape Recording of the Closed Session of the February 28, 2008 Regular Board Meeting, Board Report #09-249
 - H. Personnel
 - 1. Personnel Adjustments for Fall 2008 Transfer and Occupational Courses, Board Report #08-200, Addendum
 - 2. Personnel Adjustments for Summer 2009 Transfer and Occupational Courses, Board Report #09-120, Addendum
 - 3. Personnel Adjustments for Fall 2009 Transfer and Occupational Courses, Board Report #09-193, Addendum
 - 4. Continuing and Professional Education Personnel Considerations for Fall 2009, Board Report #09-221, Addendum
 - 5. Adult Education Personnel Considerations for Fall 2009, Board Report #09-250
 - 6. Compensation Adjustment for Retired Full-Time Faculty, Board Report #09-251
 - 7. Appointment of Coaching Staff, Board Report #09-252
 - 8. Appointment of Interim Executive Director of the Friends of McHenry County College Foundation, Board Report #09-253
 - 9. Appointment of New Graphics and Publications Specialist, Board Report #09-254
 - 10. Appointment of New Fitness Specialist, Board Report #09-255
 - 11. Appointment of Replacement Dean of Instructional Technology and Interdisciplinary Studies, Board Report #09-256
 - 12. Request for Unpaid Leave of Absence, Board Report #09-257
 - 13. Salary/Advanced Placement Adjustments, Board Report #09-258
15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
16. MEMORANDUM OF UNDERSTANDING WITH THE FRIENDS OF MCHENRY COUNTY COLLEGE FOUNDATION
17. INFORMATION REPORTS
- A. Resignation
 - B. Director of the Children's Learning Center
 - C. ICCB Recognition Visit
 - D. ERP Update
 - E. Distributed Press Releases, August 15-September 11, 2009
18. PRESIDENTIAL SEARCH PROCESS
19. APPOINTMENT OF ACTING ADMINISTRATORS
20. SUMMARY COMMENTS BY BOARD MEMBERS
21. FUTURE AGENDA ITEMS
22. CLOSED SESSION
23. ADJOURNMENT

George Lowe

George Lowe
Chair



**Foundation Update
for the
September 24, 2009 Board of Trustees Meeting**

Foundation Audit

The Foundation audit work has been completed and draft financial statements will be presented to the Foundation Board for approval at their October meeting.

Promise Committee and Promise Partners

The first class of MCC Promise recipients have settled in and are working hard. Shortly, the College will have final data on the final number of MCC Promise recipients for the fall 2009 semester. Students have already reported completion of 266 volunteer hours as of September 14th.

The Promise Committee is currently working on the MCC Promise for spring 2010, examining the needs of the students in the community and our current fundraising goals and will announce changes, if any, to the MCC Promise in October.

Foundation Bylaws Sub-Committee

The policy manual created to support the Bylaws is currently in draft version as are the Bylaws. It is anticipated that both of these documents will go to the full Foundation Board for their approval at the October 14th board meeting. After this is approved, the next step will be to review the Memorandum of Understanding that currently exists between the Foundation and the College.

Nominating Committee

Seven potential board members have been selected by the Executive Committee of the Board with input from the full Board. The Nominating Committee will soon be approaching the potential board members to talk about the work of the Foundation and to gauge their interest in becoming a board member.

Annual Sponsorships

Solicitation has begun for the Annual Sponsorship program. Over \$42,000 has been requested and commitments of nearly \$20,000 have been approved by the sponsors. It is early in the solicitation phase of this program and revenue is expected to increase. The increase is due to the Foundation reaching out further into the community and local businesses including vendors of the College.

Alumni Awards

The Foundation is currently receiving nominations for the College's Alumni Awards Recognition Program. The candidates we received this year are stellar and depict the very reason why community colleges are so important to both our economy and the students we serve. More information on the candidates will come before the Board of Trustees at the October meeting as a formal report requesting approval of the nominations of the alumni to receive the College award.

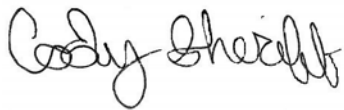
Student Trustee Report

A challenge for students during the first month of class was the ever prevailing issue of parking. I became actively engaged with the students during Welcome Week, and upon learning their concerns, informed them the Board of Trustees and college administration were addressing this issue with proactive strategies. Student Senate would like to host a parking forum to allow students to express concerns and learn of these parking strategies.

Student Senate has been actively engaged in the distribution of the survey of Important Qualities in a College President. Currently a work in progress, around 300 students have completed the survey and we hope to distribute the survey to at least 600 students in the next coming weeks.

On September 10th, I attended the H1N1 committee, where myself and others were informed by the McHenry County Health Department of what to expect in worst case scenarios and the differences between H1N1 and the seasonal influenza virus. I took this knowledge and presented it to the Student Senate who in turn is encouraging students to stay home if sick and wash their hands repeatedly when in contact with highly touched surfaces.

Student Senate has also been attending student organization meetings to inform them of their right to elect a club representative to Student Senate and share with them the process of requesting funding. The overall mood of the students throughout these past few weeks has been excitement. This excitement helped relieve tension associated with the first few weeks of classes, creating a more relaxed atmosphere. We hope for an exciting Fall semester to keep the students actively engaged on campus.



Cody Sheriff
Student Trustee

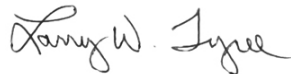
Executive Summary

Information:

Attached is the Executive Summary of financial information with year-to-date results for FY 2010 through the month of August. 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.

A handwritten signature in cursive script that reads "Larry W. Tyree".

Larry W. Tyree
Interim President

McHenry County College
Operating Funds Financial Comparison
Two Months Actual Ended August 31, 2008 and August 31, 2009

	FY 2009 Actual to August 31, 2008				FY 2010 Actual to August 31, 2009				Variance Over (Under) Prior Year Actual
	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	
Revenue									
Local	\$ 1,713,275	\$ 191,450	\$ 1,904,725	8%	\$ 1,814,577	\$ 237,216	\$ 2,051,793	8%	\$ 147,068
State	51,951	34,634	86,585	3%	535,310	189,609	724,919	26%	638,334
Student Tuition & Fees	4,922,829	1,266,101	6,188,930	56%	6,276,907	1,621,712	7,898,619	68%	1,709,689
Sales & Service Fees	4,544	-	4,544	18%	4,980	-	4,980	21%	436
Facilities	5,354	3,240	8,594	27%	680	-	680	3%	(7,914)
Interest	79,312	-	79,312	12%	12,301	-	12,301	5%	(67,011)
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	-	-
Other	966	-	966	1%	1,283	1,454	2,737	13%	1,771
Total Revenue	6,778,231	1,495,425	8,273,656	21%	8,646,038	2,049,991	10,696,029	26%	2,422,373
Expenditures									
Salaries	2,065,182	181,660	2,246,842	10%	2,391,578	197,407	2,588,985	12%	342,143
Employee Benefits	750,159	52,536	802,695	13%	1,161,367	58,214	1,219,581	17%	416,886
Contractual Services	266,556	24,990	291,546	6%	496,888	13,827	510,715	14%	219,169
General Materials & Supplies	813,348	18,473	831,821	18%	286,557	21,126	307,683	7%	(524,138)
Conference and Meeting	35,503	1,818	37,321	5%	28,629	944	29,573	5%	(7,748)
Fixed Charges	501,379	-	501,379	42%	546,688	-	546,688	51%	45,309
Utilities	2,206	161,598	163,804	16%	847	136,060	136,907	13%	(26,897)
Capital Outlay	4,280	-	4,280	0%	2,496	9,178	11,674	1%	7,394
Other Expenditures	38,011	-	38,011	1%	50,735	-	50,735	11%	12,724
Total Expenditures	4,476,624	441,075	4,917,699	11%	4,965,785	436,756	5,402,541	13%	484,842
Excess (deficiency) of revenues over expenditures	2,301,607	1,054,350	3,355,957		3,680,253	1,613,235	5,293,488		1,937,531
Other financing sources (uses) Operating transfers out	-	(2,000,000)	(2,000,000)		-	-	-		2,000,000
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	\$ 2,301,607	\$ (945,650)	\$ 1,355,957		\$ 3,680,253	\$ 1,613,235	\$ 5,293,488		\$ 3,937,531

McHenry County College
 Operating Funds Financial Summary
 Two Months ended August 31, 2009

	FY 2010 Budget				FY 2010 Actual				Variance Over (Under) FY 2009 Budget	5 yr Avg Percent of Budget
	Education Fund	Operations & Maintenance Fund	Total	Percent to Total	Education Fund	Operations & Maintenance Fund	Total	Percent of Budget		
Revenue										
Local	\$ 23,433,555	\$ 3,065,872	\$ 26,499,427	64%	\$ 1,814,577	\$ 237,216	\$ 2,051,793	8%	\$ (24,447,634)	
State	2,072,566	724,189	2,796,755	7%	535,310	189,609	724,919	26%	(2,071,836)	
Student Tuition & Fees	9,364,451	2,228,492	11,592,943	28%	6,276,907	1,621,712	7,898,619	68%	(3,694,324)	
Sales & Service Fees	23,400	-	23,400	-	4,980	-	4,980	21%	(18,420)	
Facilities	15,000	7,000	22,000	-	680	-	680	3%	(21,320)	
Interest	250,000	-	250,000	1%	12,301	-	12,301	5%	(237,699)	
Non-Govt Gifts, Grants	118,000	-	118,000	-	-	-	-	-	(118,000)	
Other	21,000	500	21,500	-	1,283	1,454	2,737	13%	(18,763)	
Total Revenue	35,297,972	6,026,053	41,324,025	100%	8,646,038	2,049,991	10,696,029	26%	(30,627,996)	
Expenditures										
Salaries	21,234,650	1,195,214	22,429,864	53%	2,391,578	197,407	2,588,985	12%	(19,840,879)	
Employee Benefits	6,964,153	361,477	7,325,630	17%	1,161,367	58,214	1,219,581	17%	(6,106,049)	
Contractual Services	3,517,506	248,700	3,766,206	9%	496,888	13,827	510,715	14%	(3,255,491)	
General Materials & Supplies	4,004,990	145,590	4,150,580	10%	286,557	21,126	307,683	7%	(3,842,897)	
Conference and Meeting	547,648	27,050	574,698	1%	28,629	944	29,573	5%	(545,125)	
Fixed Charges	1,078,650	800	1,079,450	2%	546,688	-	546,688	51%	(532,762)	
Utilities	20,363	1,047,051	1,067,414	2%	847	136,060	136,907	13%	(930,507)	
Capital Outlay	1,305,745	36,886	1,342,631	3%	2,496	9,178	11,674	1%	(1,330,957)	
Other Expenditures	473,060	-	473,060	1%	50,735	-	50,735	11%	(422,325)	
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%	4,965,785	436,756	5,402,541	12%	(37,879,507)	
Excess (deficiency) of revenues over expenditures	(4,797,213)	2,839,190	(1,958,023)		3,680,253	1,613,235	5,293,488		7,251,511	
Other financing sources (uses):										
Operating transfers (out)	(250,000)	(2,000,000)	(2,250,000)		-	-	-		-	
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ (5,047,213)	\$ 839,190	\$ (4,208,023)		\$ 3,680,253	\$ 1,613,235	\$ 5,293,488		\$ 7,251,511	

McHenry County College
All Funds Financial Summary
Two Months ended August 31, 2009

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
Revenue											
Local	\$ 1,814,577	\$ 237,216	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87	\$ 173	\$ -	\$ 2,052,053
State	535,310	189,609	-	-	31,823	-	-	-	-	-	756,742
Federal	-	-	-	-	81,272	-	276,237	-	-	-	357,509
Tuition & Fees	6,276,907	1,621,712	-	236,067	-	-	-	-	-	-	8,134,686
Sales & Service Fees	4,980	-	-	1,475,977	-	-	-	-	-	-	1,480,957
Facilities	680	-	-	-	-	-	-	-	-	-	680
Interest	12,301	-	1,978	-	-	178	-	-	102	-	14,559
Non-Govt Gifts, Grants	-	-	-	11,833	6,502	-	-	-	-	-	18,335
Other	1,283	1,454	-	-	-	-	-	-	-	656,003	658,740
Total Revenue	8,646,038	2,049,991	1,978	1,723,877	119,597	178	276,237	87	275	656,003	13,474,261
Expenditures											
Instruction	1,517,386	-	-	-	-	-	-	-	-	-	1,517,386
Academic Support	271,407	-	-	-	4,560	-	-	-	-	-	275,967
Student Services	401,445	-	-	-	4,604	-	-	-	-	-	406,049
Public Service	172,807	-	-	163,235	22,934	-	-	-	-	-	358,976
Auxiliary Services	-	-	-	996,697	2,654	-	-	-	-	-	999,351
Operations & Maintenance	-	436,756	-	-	-	-	-	-	48,114	-	484,870
Institutional Support	2,602,740	-	10,346	-	13,805	-	40,279	20,000	222,876	463,287	3,373,333
Total Expenditures	4,965,785	436,756	10,346	1,159,932	48,557	-	40,279	20,000	270,990	463,287	7,415,932
Excess (deficiency) of revenues over expenditures	3,680,253	1,613,235	(8,368)	563,945	71,040	178	235,958	(19,913)	(270,715)	192,716	6,058,329
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	3,680,253	1,613,235	(8,368)	563,945	71,040	178	235,958	(19,913)	(270,715)	192,716	6,058,329
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	\$ 18,143,993	\$ 3,570,320	\$ 6,325,526	\$ 882,974	\$ 122,721	\$ 2,810,897	\$ 284,515	\$ 222,116	\$ 2,876,644	\$ 755,696	\$ 35,995,402

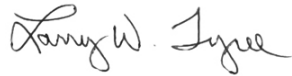
Treasurer's Report

Information:

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

Recommendation:

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

A handwritten signature in cursive script that reads "Larry W. Tyree".

Larry W. Tyree
Interim President

**McHenry County College
Treasurer's Report
For the Month of August 2009**

Bank Name Location / Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Home State Bank Crystal Lake Main	\$2,366,715.35	\$4,957,828.60	\$5,222,466.93	\$2,102,077.02
Harvard State Bank Harvard Credit Card	\$871,393.60	\$1,054,738.15	\$26,375.14	\$1,899,756.61
Home State Bank Crystal Lake Online	\$13,612.45	\$2,860.81	\$0	\$16,473.26
Home State Bank Crystal Lake Flexible Spending	\$0	\$22,622.77	\$22,622.77	\$0
Home State Bank Crystal Lake Dental Claims	(\$1,204.00)	\$16,898.18	\$16,336.38	(\$642.20)
Amcore Bank Woodstock Payroll	\$0	\$0	\$0	\$0
Harvard State Bank Harvard Operations	\$486.30	\$3,617.00	\$50.00	\$4,053.30
First Midwest Bank McHenry Student Grant & Loan	\$166,398.12	\$79,317.74	\$2,155.33	\$243,560.53

McHenry County College
September 24, 2009

Investments

College Fund	Financial Institution	August 31, 2009 Investments	June 30, 2009 Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	17,193,647.84	\$11,897,374.44	see below	N/A	On Demand
Education	Illinois Funds - Prime Fund	-	8,126,529.33	see below	30	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	1,000,000.00	1.000%	180	8/12/2010
Education	CDARS via Home State Bank *	2,000,000.00	-	0.400%	90	11/12/2009
Operations & Maintenance (Restricted)	Illinois Funds	6,157,879.61	1,747.35	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds - Prime Fund	-	6,154,419.39	see below	30	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds	920,081.77	918,904.39	see below	N/A	On Demand
Working Cash	Illinois Funds	616,483.43	616,305.40	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	351,531.02	351,429.51	see below	N/A	On Demand
	Total	29,244,597.61	\$30,066,709.81			

Interest Revenue

College Fund	Aug-09	Fiscal YTD
Education	\$6,381.27	\$12,300.90
Operations & Maintenance (Restricted)	925.41	1,978.30
Working Cash	83.50	178.03
Liability, Protection and Settlement	47.61	101.51
	Total	\$7,437.79

Illinois Fund Rates - August 2009

	Annualized rate - Money Mkt
Low	0.130%
High	0.197%
Average	0.153%

* 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 #1012

Information:

With the implementation of the Campus Management Vantage financial system on July 1, 2009, there are changes to the format of the monthly voucher listing Board Report. The attached Vendor Activity Report is a standard report available in the Vantage system that does not require any programming intervention by the Computing Services staff.

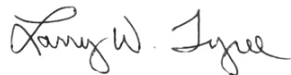
The College reviewed the standard vendor reports available from the Vantage system with Campus Management. At the current time none of the standard vendor reports display the object number and description that an invoice payment was charged to.

Checks written August 1-August 31, 2009

\$1,400,472.32

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #1012 showing checks written August 1-August 31, 2009 totaling \$1,400,472.32.



Larry W. Tyree
Interim President

Request to Purchase
Community College Survey of Student Engagement (CCSSE)

Information:

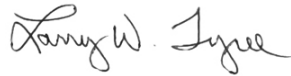
As an ongoing effort to assess institutional practices and student behaviors that are correlated with student learning and retention, the College participates in a nation-wide Community College Survey of Student Engagement (CCSSE) every three years. MCC has participated since the spring of 2004. Administration for this effort occurs during the Spring semester and consists of MCC student and faculty participation.

The cost to participate in CCSSE will not exceed \$7,250.00.

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

Recommendation:

It is recommended that the Board of Trustees approves the expenditure for participation in the Community College Survey of Student Engagement, Austin, TX for a cost not to exceed \$7,250.00.



Larry W. Tyree
Interim President

Request to Purchase
URSA Software Maintenance Agreement Renewal

Information:

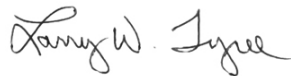
URSA is a Unisys database inquiry and reporting tool. It is used extensively by Computing Services, the Office of Institutional Research, and Degree Audit specialists to provide printed and electronic reports and downloads of mainframe data for all aspects of our daily and historic business operations.

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 October 31, 2009. The renewal cost is \$9,518.76. This software maintenance renewal is necessary for continued operations of an active database query tool.

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 the URSA software maintenance agreement for a cost of \$9,518.76 from Decision Support, Inc., Matthews, NC.



Larry W. Tyree
Interim President

Request to Purchase
Otis Elevator Service Agreement

Information:

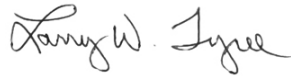
The Otis elevators at McHenry County College are manufactured by and have been maintained by the Otis Elevator Company, and Otis is primarily the sole source provider for proper service to its own equipment. The annual agreement for this service agreement is necessary to maintain appropriate and safe elevator operations at MCC. This is a renewal of an existing agreement and is in effect through August 31, 2010. The cost is through the Illinois Community College Systems Procurement Consortium (ICCSPC). ICCSPC provides for the best pricing available.

The agreement consists of comprehensive preventive maintenance, inspections, testing, and repair of any elevator on the MCC campus and includes emergency service for \$19,955.76. This agreement also consists of proper training of elevator usage for MCC maintenance and security staff.

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

Recommendation:

It is recommended that the Board of Trustees approves the Otis Elevator Agreement as described above for \$19,955.76 from Otis Elevators, Highland Village, TX.



Larry W. Tyree
Interim President

Request to Purchase
Adult Education Textbooks

Information:

As part of ongoing efforts to offer quality Adult Education programming throughout the district, Adult Education aims to keep the curriculum up-to-date. These textbooks will be used in the Adult Education ESL classes. They are economically procurable from only one source, Pearson Education.

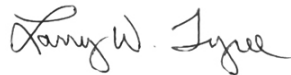
The purchase of magazines, books, periodicals, pamphlets and reports is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (l) which reads: "contracts for goods or services which are economically procurable from only one source,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

<u>Quantity</u>	<u>Item</u>	<u>Pearson Education</u>
800	Student Books	\$14,800.00
40	Workbook Packs	940.00
	Estimated Shipping	<u>1,574.00</u>
Total Cost		<u>\$17,314.00</u>

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

Recommendation:

It is recommended that the Board of Trustees approves the expenditure for purchase of textbooks as listed above for \$17,314.00 from Pearson Education, Old Tappan, NJ.



Larry W. Tyree
Interim President

Request to Renew
Primary Voice Services Contract

Information:

Since the inception of Enhanced 911 (E911) regulations in 2000, the College has maintained its primary telephone service through trunk circuits known as Primary Rate Interface (PRI). PRI circuits allow the College to pass important location information for 911 calls and have lowered telecom costs by combining 23 inbound and outbound circuits to one PRI line. The College maintains two PRI circuits as primary voice services for the College. These are the major circuits for almost 600 College telephone extensions. The current contract with First Communication, formerly known as Globalcom, Inc., expires in October. The College received the following quotes for a new contract:

The purchase of telecommunication services is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads: “purchases 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.”

Net Average Annual Cost for two PRI circuits
including toll charges for local and long distance

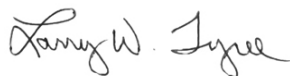
	<u>1-year term</u>	3-year term <u>per year</u>	<u>3-year term</u>
AT&T Business Services	Not Offered	\$23,901.84	\$71,705.52
First Communications, formerly known as Globalcom, Inc.	\$20,446.68	\$17,790.84	\$53,372.52
Paetec Communications	Not Offered	\$26,245.80	\$78,737.40

First Communications, formerly known as Globalcom, Inc., has provided extremely reliable service to the College in the past six years. The College recommends a three-year term in this case due to the substantial price savings of \$2655.84 annually.

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

Recommendation:

It is recommended that the Board of Trustees approves the three-year contract of the two Primary PRI circuits for the combined twelve-month cost of \$17,790.84 from First Communications, Chicago, IL.



Larry W. Tyree
Interim President

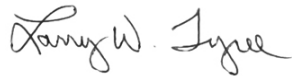
Fiscal Year 2009 Audit and Management Letter

Information:

Sikich LLP, has completed their independent audit of McHenry County College for FY 2009. The auditor's opinion is unqualified, or a "clean" audit opinion. A management letter has also been provided. The auditors met with the Committee of the Whole on September 21, 2009, to discuss their reports.

Recommendation:

It is recommended that the Board of Trustees approves the FY 2009 Audit and Management Letter as presented.



Larry W. Tyree
Interim President

Certification of Chargeback Reimbursement

Information:

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

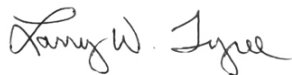
The total per capita cost per credit hour increased to \$339.79 in FY 2009 from \$321.92 in FY 2008. Credit hours increased to \$112,221 in FY 2009 from \$107,763 in FY 2008.

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

	<u>Current</u>	<u>Proposed</u>
Per capita cost	\$321.92	\$339.79
Less: Average ICCB grant rate	(22.63)	(26.17)
Less: State and Federal grants, excluding ICCB	(15.23)	(8.53)
Less: Tuition and fees	<u>(86.00)</u>	<u>(89.00)</u>
Chargeback reimbursement per semester credit hour	<u>\$198.06</u>	<u>\$216.09</u>

Recommendation:

It is recommended that the Board of Trustees approves the above Certification of Chargeback Reimbursement to be used for chargeback billings beginning Spring Semester, 2010.



Larry W. Tyree
Interim President

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

Information:

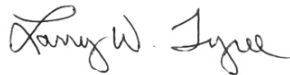
When the annual audit is complete, the College adjusts the tuition and fee rates for out-of-district and out-of-state students to more currently reflect the actual cost of instruction.

Following are the Calendar Year 2010 rates that will be charged based upon FY 2009 audited figures:

	<u>Current - 2009</u>	<u>Proposed - 2010</u>
Out-of-district Illinois residents without an approved chargeback	\$284.06	\$305.09
Out-of-district (audit courses)	\$321.92	\$339.79
Out-of-state residents	\$321.92	\$339.79

Recommendation:

It is recommended that the Board of Trustees approves the above tuition and fees rates effective Spring Semester, 2010.



Larry W. Tyree
Interim President

Destruction of Audio Tape Recording of the Closed Session
of the February 28, 2008 Regular Board Meeting

Information:

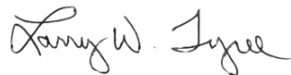
Public Act 93-523 amended the Open Meetings Act to require public bodies in Illinois to keep “verbatim records” of their closed (executive) sessions. The verbatim record needs to be in the form of an audio or video recording. The law provides for the following regarding destruction of the cassette recording:

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

The identified tape will be physically destroyed.

Recommendation:

It is recommended that the Board of Trustees approves the destruction of the audio recording on September 25, 2009 of the Closed Session of the February 28, 2008 Regular Board Meeting.



Larry W. Tyree
Acting President

Personnel Adjustments for Fall 2008
Transfer and Occupational Courses

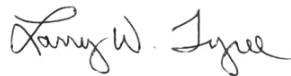
Information:

Listed below is an adjustment for Fall 2008 Transfer and Occupational courses and program development:

Overload			
<u>Name</u>	<u>Course</u>	<u>Percent of Overload</u>	<u>\$ Amount</u>
Middaugh, Laura S	MAT095011	6.66	613.64

Recommendation:

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



Larry W. Tyree
Interim President

Personnel Adjustments for Summer 2009
Transfer and Occupational Courses

Information:

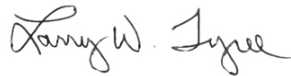
Listed below are adjustments for Summer 2009 Transfer and Occupational courses and program development:

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>\$ Amount</u>
Arctander, Mark C	Lead Faculty	555.56
Braasch, Teresa M	Lead Faculty	555.56
Carson, Lindsay S	Lead Faculty	555.56
Geller, Jay	Lead Faculty	555.56
Irie, Matt J	Voices Magazine	250.00
Lozier, Christopher	Counseling	5,510.71
Neef, William	Voices Magazine	250.00
Ortiz, Amy B	Voices magazine	250.00
Power, Laura A	Voices Magazine	250.00
Seitz, Timothy T	Lead Faculty	555.56
Smith, Robert D	Lead Faculty	555.56
Socol, Steven M	Lead Faculty	555.56
Takayama, Thomas T	Voices Magazine	1,000.00
Vitale, Sandra A	Lead Faculty	555.56
White, David K	Lead Faculty	555.56

Recommendation:

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



Larry W. Tyree
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:

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>\$ Amount</u>
Abrahamson, Nadia S	BIO157008	3	3,161.30
Abu-Ghalyun, Younes	BIO110009	3	3,192.60
Abu-Ghalyun, Younes	BIO110011	3	3,192.60
Albright, Beverly C	MAT078001	3	1,831.05
Allare, Robert P	HIS131004	3	1,580.65
Allen, Benjamin D	MCC101001	1	263.44
Altman, John L	ACC151006	3	1,705.85
Amore, Cynthia A	FRS100001	2	399.39
Andel, Mark D	ENG151015	3	1,627.60
Andel, Mark D	ENG152011	3	1,627.60
Andel, Mark D	ENG152012	3	1,627.60
Anderson, Barbara	MAT095021	4	2,107.53
Anderson, Barbara	MAT120002	3	1,580.65
Archambeau, Gena M	HRT120001	4	2,420.53
Arkenberg, Jerome S	HIS130001	3	1,721.50
Arkenberg, Jerome S	HIS130002	3	1,721.50
Arkenberg, Jerome S	HIS131002	3	1,721.50
Armbruster, Patricia	CHM164004	3	3,161.30
Aubert, Linda	AOM101004	3	1,831.05
Baia, Diane	HFE125001	2	1,085.07
Barnard, Allison A	SPA101001	3	1,565.00
Barnard, Allison A	SPA102001	3	1,565.00
Barroso, Peter	IMT116302	3	1,611.95
Barroso, Peter	MET101302	3	1,611.95
Barski, Sara L	ENG152013	3	1,627.60
Barski, Sara L	ENG152014	3	1,627.60
Baser, Julia A	MCC101112	1	526.88
Bazan, Michael J	MUS160001	2	1,210.27
Beagle, Patricia L	ENG090001	3	1,580.65
Beruscha, Melissa M	MAT095009	4	2,086.67
Beruscha, Melissa M	MAT095010	4	2,086.67
Birks, Patricia A	NAE100F01	3	1,703.52
Birks, Patricia A	NAE100F02	3	1,703.52
Blanco, Joseph	BUS145301	3	1,831.05
Blanco, Joseph	MGT210001	3	1,831.05
Boehm, Leanne B	EAS170003	3	2,634.42
Bowman, Thomas C	ART168001	6	1,705.85
Bowman, Thomas C	DGM168001	6	1,705.85
Bowman, Thomas C	DGM100001	6	3,411.70
Bowman, Thomas C	DGM123002	6	3,411.70

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>\$ Amount</u>
Bretz, John M	MAT099005	4	2,253.60
Bretz, John M	MAT099008	4	2,253.60
Brockhoff, Curtis L	AMT100003	6	3,223.90
Brockhoff, Curtis L	AMT100702	6	3,223.90
Brogan, Linda R	HFE151001	2	1,210.27
Bruce, Richard E	BUS145002	3	1,705.85
Bruce, Richard E	BUS145601	3	1,705.85
Bruce, Richard E	BUS150001	3	1,705.85
Buckler, Andrew M	ENG 151604	3	1,627.60
Buckler, Andrew M	ENG152603	3	1,627.60
Buckler, Andrew M	ENG151016	3	1,627.60
Burks, Steven J	CHM265001	4	4,382.00
Button, Sharon S	MAT099014	4	2,441.40
Button, Sharon S	MAT099015	4	2,441.40
Campbell, James R	PHI261004	3	1,831.05
Campbell, James R	PHI261005	3	1,831.05
Cano, Guinevere	SPE151001	3	1,705.85
Cano, Guinevere	SPE151003	3	1,705.85
Castro, Miguel A	SPA151002	4	2,107.53
Castro, Miguel A	SPA151006	4	2,107.53
Chapman, Joel W	HFE120004	2	1,220.70
Chapman, Joel W	HFE120050	2	1,220.70
Christensen, James D	ART241001	6	3,161.30
Cofield, John B	PHI261002	3	1,831.05
Coleman-Cruz, Erin D	ART151001	3	1,580.65
Coleman-Cruz, Erin D	ART151009	3	1,580.65
Collins, Charlotte M	AOM101001	3	1,815.40
Collins, Charlotte M	AOM101002	3	1,815.40
Cooney, Melissa J	AOM225001	4	2,295.33
Cornelius, Erwin C	PLT150601	3	1,831.05
Cornelius, Erwin C	PLT261601	3	1,831.05
Cotey, Joseph E Jr	EGR151001	6	2,942.20
Cottrell, Julie A	ACC110001	4	2,274.47
Crain, Wesley R	FRS150001	1	5,446.20
Daley, Peter F	ECO251005	3	1,580.65
Dallstream, David M	HIS131003	3	1,705.85
Dallstream, David M	HIS172004	3	1,705.85
Danek, Alamelu	BUS145001	3	1,580.65
Danisch, Bryant J	HFE150001	3	1,831.05
Danisch, Bryant J	HFE251001	3	1,831.05
Davis, Donna S	MAT095013	4	2,420.53
Davis, Donna S	MAT202001	3	1,815.40
Davis, Tiffany E	CJS115001	3	1,721.50
Deak, Robin A	PSY151011	3	1,831.05
Deak, Robin A	PSY151015	3	1,831.05
Deak, Robin A	PSY250001	3	1,831.05
Dean, Lawrence O	ENG151034	3	1,580.65
Dean, Lawrence O	ENG151049	3	1,580.65
Deemer, Diane L	MAT090001	3	1,565.00
Deemer, Diane L	MAT090003	3	1,565.00
Degross, Helene E	SPE151013	3	1,831.05

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>\$ Amount</u>
Degross, Helene E	SPE151015	3	1,831.05
Degross, Helene E	SPE151051	3	1,831.05
Del Giudice, Frank J	SPE151017	3	1,580.65
Del Giudice, Frank J	SPE151019	3	1,580.65
Dettmer, William A	CMT115302	3	1,611.95
Diaz, Franklin E	CIS145101	2	1,053.77
Dittus, Melanie K	ENG151039	3	1,831.05
Dittus, Melanie K	ENG151040	3	1,831.05
Donato, William C	GEG220002	3	1,580.65
Douglas, Jason G	ENG152001	3	1,580.65
Douglas, Jason G	ENG152002	3	1,580.65
Druml, Amy M	NUR210A02	12	6,322.60
Drzal, Tina M	CLM105001	2	1,043.33
Duffy, Kari L	SPE151007	3	1,596.30
Duffy, Kari L	SPE151031	3	1,596.30
Dzike, Leslie A	ENG151001	3	1,580.65
Dzike, Leslie A	ENG151005	3	1,580.65
Dzike, Leslie A	ENG151008	3	1,580.65
Elder, David A	HUM250099	3	1,831.05
Elliott, Lawrence Jr	PSY151016	3	1,831.05
Elliott, Lawrence Jr	PSY271001	3	1,831.05
Enskat, Aaron M	SPE151035	3	1,580.65
Fallon, Kelly A	BIO110010	3	3,192.60
Fallon, Kelly A	BIO263003	3	3,192.60
Finer, Evan	PSY151013	3	1,580.65
Finer, Evan	PSY151014	3	1,580.65
Flanigan, John W	ART264001	6	3,161.30
Flashing, Sarah J	PHI251002	3	1,580.65
Flashing, Sarah J	PHI251006	3	1,580.65
Flashing, Sarah J	PHI251007	3	1,580.65
Fox, Jay J	ENG151011	3	1,627.60
Fox, Jay J	ENG151025	3	1,627.60
Fox, Jay J	ENG151031	3	1,627.60
Foxworthy, Kimberly	NUR110A02	12	6,322.60
Fugate, Charisse	NAE100A02	3	1,918.00
Fugate, Charisse	NAE100D02	3	1,918.00
Garcia, Abel	ART151002	3	1,580.65
Garcia, Abel	ART151007	3	1,580.65
Gartner, Amy J	HFE152001	3	1,580.65
Gaughan, Patricia L	MUS153001	3	1,831.05
Gaughan, Patricia L	MUS154002	3	1,831.05
Gordon, Jenay M	ART151006	3	1,627.60
Gowans, Matthew S	PHI151003	3	1,705.85
Gowans, Matthew S	PHI151004	3	1,705.85
Gowans, Matthew S	PHI151005	3	1,705.85
Gowans, Matthew S	PHI251009	3	1,705.85
Green, Michelle L	ENG151017	3	1,580.65
Green, Michelle L	ENG151037	3	1,580.65
Gregor, Christina L	ART156001	6	3,255.20
Gregor, Christina L	ART156003	6	3,255.20
Gregor, Christina L	ART157001	6	3,255.20

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>\$ Amount</u>
Griffith, Catherine	ENG151038	3	1,627.60
Gruba, Henry V	FRS122001	3	1,815.40
Hagaman, Robert	HIS170003	3	3,693.40
Hagaman, Robert	HIS170004	3	1,846.70
Hageman, Jeffrey A	MAT095012	4	2,170.13
Hageman, Jeffrey A	MAT095014	4	2,170.13
Hamill, Vicki L	HFE120007	2	1,043.33
Hamill, Vicki L	HFE170101	1	521.67
Hamill, Vicki L	HFE170701	1	521.67
Hamill, Vicki L	HFE176001	2	1,304.17
Hamill, Vicki L	HFE176701	2	1,304.17
Hankins, Kimberly O	GEG220003	3	1,580.65
Hankins, Kimberly O	GEG221003	3	1,580.65
Hansel, Matthew P	PLT151002	3	1,831.05
Harreld, Kristen A	ENG151045	3	1,580.65
Harreld, Kristen A	ENG151046	3	1,580.65
Healy, John D	ENG095011	3	1,831.05
Healy, John D	ENG151301	3	1,831.05
Helm, Corrine E	MAT201002	3	1,815.40
Henry, Marla I	MAT095002	4	2,107.53
Henry, Marla I	MAT095003	4	2,107.53
Herbst-Synowicz, Mic	PHI251003	3	1,580.65
Himley, John W	BIO110007	3	3,130.00
Hixson, David F	BUS240002	3	1,846.70
Hixson, David F	BUS241001	3	1,846.70
Hoffmann, Jennie	MCC101110	1	526.88
Honeyman, Bradley D	ENG152007	3	1,580.65
Howard, Dean J	CIS110105	2	1,210.27
Howard, Dean J	CIS110106	2	1,210.27
Howard, Dean J	CIS118101	2	1,210.27
Jackson, Beverly S	CIS090001	2	907.70
Jackson, Beverly S	CIS110002	2	1,210.27
Jackson, Beverly S	CIS110101	2	1,210.27
Jaffe, Christopher E	HIS132001	3	1,705.85
Jaffe, Christopher E	HIS170001	3	1,705.85
Jaffe, Christopher E	HIS180001	3	1,705.85
Jagielski, Rudolph	SPE151012	3	1,831.05
Jagielski, Rudolph	SPE151014	3	1,831.05
Jahnke, Marianne F	EAS171002	3	2,608.33
Jahnke, Stephen Jame	ACC151005	3	1,831.05
Jansen, Brittany R	ENG151032	3	1,580.65
Jones, Tracey F	PSY151004	3	1,565.00
Jones, Tracey F	PSY151006	3	1,565.00
Jost, Helen Gallivan	PHI251001	3	1,831.05
Kamarajan, Shanthi	MAT099001	4	2,441.40
Kamarajan, Shanthi	MAT099003	4	2,441.40
Kamarajan, Shanthi	MCC101109	1	610.35
Kearns, James R	ART271003	6	3,161.30
Keller, Loreen M	ENG095004	3	1,627.60
Keller, Loreen M	ENG095005	3	1,627.60
Keller, Loreen M	PHI151001	3	1,627.60

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>\$ Amount</u>
Keller, Loreen M	PHI151002	3	1,627.60
Keyzer, Deborah M	MCC101101	1	542.53
Keyzer, Deborah M	MCC101105	1	542.53
Keyzer, Deborah M	MCC101601	1	542.53
Khan, Rubina S	ENG152008	3	1,643.25
Khan, Rubina S	ENG152009	3	1,643.25
Khan, Rubina S	ENG152010	3	1,643.25
Kleisch, Elke A	RDG110003	3	1,580.65
Kleisch, Elke A	RDG110004	3	1,580.65
Kleisch, Elke A	RDG110005	3	1,580.65
Koehler, Gwendolyn A	RDG089002	3	1,580.65
Koronkiewicz, Talia	MCC101114	1	526.88
Kostova, Zhanina M	FRE151001	4	2,170.13
Krahn, Thomas E	CIS148001	4	2,441.40
Kreutzmann, Barbara	BUS110050	3	1,831.05
Kreutzmann, Barbara	BUS150002	3	1,831.05
Kreutzmann, Barbara	MGT150601	3	1,831.05
Kropp, Marilyn B	MCC101002	1	542.53
Kropp, Marilyn B	MCC101051	1	542.53
Kvam-Holub, Janet A	MUS151006	3	1,846.70
Kvam-Holub, Janet A	MUS161002	2	1,231.13
Lang, Sandra L	ART253001	6	3,662.10
Lang, Sandra L	HUM150513	3	1,831.05
Lanko, Frank A	MCC101115	1	260.83
Lechowicz, Yvonee B	GER151001	4	2,107.53
Lechowicz, Yvonee B	GER152001	4	2,107.53
Lee, Rosalind	CHM165A01	3	1,831.05
Lee, Rosalind	CHM165A02	3	1,831.05
Lee, Rosalind	CHM165B01	3	1,831.05
Lee, Rosalind	CHM165B02	3	1,831.05
Lee, San A	CHM164C01	3	1,643.25
Lee, San A	CHM164C02	3	1,643.25
Lee, San A	CHM164E01	3	1,643.25
Levin, Jeffrey A	ENG095013	3	1,705.85
Lewis, Nikki G	HFE120003	2	1,126.80
Lewis, Nikki G	HFE171701	3	1,690.20
Linse-Zurio, Marybet	BIO110006	3	3,693.40
Love, Karen C	ECO252002	3	1,580.65
Love, Karen C	ECO252301	3	1,580.65
Luka, Florence D	RDG090002	3	1,580.65
Luka, Florence D	RDG110001	3	1,580.65
Lyons, Mary Jennifer	PSY151017	3	1,580.65
Mack, Stephen H	FRE152001	4	2,441.40
Mack, Stephen H	FRE252001	4	2,441.40
Malecki, Daniel J	CHM115001	3	2,686.58
Mangano, Doris	NAE100B02	3	1,703.52
Mangano, Doris	NAE100E02	3	1,703.52
Manley, Douglas M	ART175601	3	1,831.05
Manley, Douglas M	ART241003	6	3,662.10
Manley, Douglas M	ART250002	6	3,662.10
Marquardt-Casper, Lo	CHM164002	3	3,662.10

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>\$ Amount</u>
Marquardt-Casper, Lo	CHM164005	3	1,831.05
Martin, Mark	HRT130001	4	2,420.53
Marzahl, Stephen W	HRT161001	4	2,149.27
Mccrea, Philip J	BIO110E02	3	1,580.65
Mccrea, Philip J	BIO110005	3	3,161.30
Mcinnis, Megan B	MAT099009	4	2,086.67
Mclaughlin, Terri	ENG095002	3	1,831.05
Mclaughlin, Terri	ENG095003	3	1,831.05
Mclaughlin, Terri	ENG095014	3	1,831.05
Mcqueen, Coy E	TWL101001	2	790.33
Mcsherry, Dennis P	SPE151021	3	1,580.65
Mcsherry, Dennis P	SPE151025	3	1,580.65
Melesio, Kathryn M	NUR110A03	12	6,510.40
Merrell, Aprildawn	MAT095008	4	2,441.40
Mink, John M	MKT120076	3	1,627.60
Moeller, Victor J	ENG151010	3	1,705.85
Moeller, Victor J	ENG151013	3	1,705.85
Moeller, Victor J	ENG151028	3	1,705.85
Moore, Susan L	MAT074001	3	1,815.40
Moore, Susan L	MAT099002	4	2,420.53
Moore, Susan L	MAT099018	4	2,420.53
Morauw, Charlie Ann	PSY151018	3	1,565.00
Morauw, Charlie Ann	PSY250003	3	1,565.00
Mullaney, Michael	HFE120005	2	1,053.77
Mullaney, Michael	HFE120006	2	1,053.77
Murphy, Patric F	HFE103001	2	1,085.07
Naughton, Kathleen R	ACC250001	3	1,815.40
Neumann, Candace	MAT099016	4	2,420.53
Nichols, Jody L	MAT095022	4	2,107.53
Niemi, Eric J	ENG151026	3	1,705.85
Niemi, Eric J	ENG151043	3	1,705.85
Niemi, Eric J	ENG152015	3	1,705.85
Nothnagel, Joseph L	CHM115002	3	3,051.75
O Brien, Laura A	MAT095019	4	2,149.27
Ochwat, Melissa	MCC101107	1	542.53
Ollerenshaw, Joanne	DGM150001	4	2,128.40
Omeara, Lawrence	RDG089001	3	1,705.85
Omeara, Lawrence	RDG090001	3	1,705.85
Pace, Danny G	AMT140001	6	3,630.80
Papke, Mary M	NAE100E01	3	1,703.52
Patel, Purvi K	MCC101115	1	263.44
Perry, Louise J	SPE151008	3	1,846.70
Perry, Louise J	SPE151024	3	1,846.70
Perry, Louise J	SPE151032	3	1,846.70
Peterson, Anne Marie	BIO110B02	3	1,580.65
Peterson, Anne Marie	BIO110002	3	3,161.30
Peterson, Anne Marie	BIO157007	3	3,161.30
Peterson, Cassandra	ENG152005	3	1,580.65
Plinske, Kathleen A	MCC101113	1	615.57
Plinske, Kathleen A	SPA151050	4	2,462.27
Pokharel, Janardan	PHY291001	3	3,161.30

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>\$ Amount</u>
Pomerantz, Henry A	HIS171001	3	1,831.05
Pomerantz, Henry A	HIS172003	3	1,831.05
Pomili, Mary Jane	MAT071001	2	1,220.70
Ponzio, Peter J	ENG151019	3	1,580.65
Quinn, Arleen	ENG151018	3	1,565.00
Quinn, Arleen	ENG151021	3	1,565.00
Quirk, Donald	ENG095008	3	1,596.30
Rademaker, Dana R	SPE151023	3	1,580.65
Rademaker, Dana R	SPE151034	3	1,580.65
Rao, Jyoti K	MCC101102	1	260.83
Reass, Robert M	MAT095007	4	2,441.40
Reass, Robert M	MAT150002	3	1,831.05
Reynolds, James L	MAT095018	4	2,107.53
Ridge, Sherry M	BUS160001	3	1,627.60
Ridge, Sherry M	BUS162001	3	1,627.60
Riggin, Laurie A	ART151003	3	1,565.00
Riggin, Laurie A	ART151604	3	1,565.00
Riggin, Laurie A	ART155601	3	1,565.00
Rios, Pili M	PAS101101	12	6,260.00
Rosenfield, Laurie B	ENG151044	3	1,705.85
Rosenfield, Laurie B	ENG151047	3	1,705.85
Rosenfield, Laurie B	ENG151302	3	1,705.85
Rossmann, Teri C	HFE250601	3	1,705.85
Rossmann, Teri C	HFE250602	3	1,705.85
Rossmiller, Tonja R	ACC151004	3	1,580.65
Rover, Gail Anne	ENG151030	3	1,580.65
Russell, Susan A	ART151004	3	1,580.65
Russell, Susan A	ART151008	3	1,580.65
Ryan, Debra L	EDU251001	3	114.44
Ryan, Debra L	EDU251601	3	114.44
Ryan, Stephen K	HFE141101	2	1,126.80
Sachs, Neill G	GEG203002	3	1,831.05
Salhi, Ribhi I	PLT151003	3	1,580.65
Salhi, Ribhi I	PLT281001	3	1,580.65
Santos, Vicki A	PSY151010	3	1,846.70
Santos, Vicki A	PSY151012	3	1,846.70
Santos, Vicki A	PSY271601	3	1,846.70
Schaefer, David J	PSY151007	3	1,611.95
Scherman, Cathleen J	BUS155001	3	1,831.05
Schmit, Bernard H	MAT095023	4	2,107.53
Schopen, Tamara J	ENG151002	3	1,627.60
Schopen, Tamara J	ENG151003	3	1,627.60
Schopen, Tamara J	ENG151004	3	1,627.60
Schultz, Linda	MAT099017	4	2,441.40
Schultz, Linda	MAT171001	4	2,441.40
Senica, Eric T	CJS140001	3	1,580.65
Sergey, Thomas Micha	MUS151004	3	1,831.05
Shuman, Karen S	SPE151002	3	1,580.65
Shuman, Karen S	SPE151016	3	1,580.65
Singer, Tara J	MUS240001	3	1,815.40
Singer, Tara J	MUS241001	3	1,815.40

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>\$ Amount</u>
Skozek, Deborah Ann	ENG090801	3	3,630.80
Small, John E	SPE151026	3	1,627.60
Small, John E	SPE151030	3	1,627.60
Small, John E	SPE151301	3	1,627.60
Smith, Dean L	HIS132002	3	1,580.65
Smith, Dean L	HIS165001	3	1,580.65
Smith, Dean L	HIS170005	3	1,580.65
Spillane, Susan J	PHY280A02	3	1,580.65
Spillane, Susan J	PHY280001	3	3,161.30
Stanton, Lee A	HUM150601	3	1,831.05
Stanton, Lee A	HUM150602	3	1,831.05
Stanton, Lee A	HUM150603	3	1,831.05
Stejskal, Patricia A	MCC101001	1	260.83
Stockwell, James C	JRN180005	3	1,831.05
Stockwell, James C	JRN180006	3	1,831.05
Stockwell, James C	JRN180007	3	1,831.05
Stone, Pamela A	MAT161008	3	1,815.40
Strang, David J	PHI251008	3	1,831.05
Straw, Kristin L	ENG151024	3	1,627.60
Straw, Kristin L	ENG151029	3	1,627.60
Straw, Kristin L	ENG151033	3	1,627.60
Sullivan, Michael J	MAT090007	3	1,831.05
Sullivan, Michael J	MAT096002	4	2,441.40
Sullivan, Michael J	MAT099013	4	2,441.40
Swanson, Christina L	SOC151009	3	1,831.05
Swanson, Christina L	SOC151010	3	1,831.05
Swanson, Christina L	SOC151602	3	1,831.05
Swanson, Christine M	NAE100C02	3	1,653.68
Szalaj, Steven J	MUS100001	2	1,220.70
Szymkowiak, Dennis R	RDG110002	3	1,580.65
Takayama, Thomas T	MUS151801	3	3,693.40
Tambellini, Lisa M	BIO157006	3	3,255.20
Taylor, Dennis R	CHM164006	3	3,443.00
Thillens, Melanie E	SPE151022	3	1,831.05
Thillens, Melanie E	SPE151029	3	1,831.05
Thomas, Flecia	MCC101108	1	532.10
Thomas, Tammy M	RDG090801	3	3,662.10
Thomas, Tammy M	RDG110006	3	1,831.05
Tobiasz, Richard	FRS220001	3	1,690.20
Toranzo, Rafael M	SPA151007	4	2,107.53
Uhwat, Robert D	PHI151007	3	1,831.05
Uhwat, Robert D	PHI155001	3	1,831.05
Uhwat, Robert D	PHI155002	3	1,831.05
Urban, Edward	CJS125001	3	1,565.00
Valdes Rivera, Arman	SPA152003	4	2,274.47
Valverde, Osiris	DGM110002	4	2,086.67
Valverde, Osiris	DGM200001	6	3,130.00
Valverde, Osiris	DGM210001	4	2,086.67
Vorel, Kim F	ART184001	6	3,411.70
Vorel, Kim F	ART184002	6	3,411.70
Vorel, Kim F	ART184003	6	3,411.70

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>\$ Amount</u>
Wade, Marianna	NAE100C01	3	1,653.68
Wales, James A	CJS101004	3	1,815.40
Wallen, Thomas J	BIO110D02	3	1,846.70
Wallen, Thomas J	BIO110004	3	3,693.40
Weber, William J	ART241004	6	3,662.10
Webster, Ralph	FRS221001	3	1,815.40
Wedemeyer, Jessica J	ENG151023	3	1,580.65
Wedoff, Bridget E	ART151601	3	1,580.65
Wedoff, Bridget E	ART171601	3	1,580.65
Wendt, Michael R	MAT095001	4	2,086.67
Wendt, Michael R	MAT095005	4	2,086.67
Westerhof, Sonia S	MCC101106	1	610.35
Whitcomb, Jessica M	SPA151005	4	2,107.53
Whitcomb, Jessica M	SPA251004	4	2,107.53
White, Russell Iv	MAT095017	4	2,441.40
White, Russell Iv	MAT099010	4	2,441.40
White, Sara K	BUS155002	3	1,627.60
White, Sara K	BUS155601	3	1,627.60
White, Sherry M	BUS155076	3	790.33
Wickman, Peter J	ACC152003	3	1,565.00
Wilbrandt, Robert A	BUS240001	3	1,846.70
Williams, Linda S	ART182001	4	2,170.13
Wittkamp, Roxanne	AOM120101	2	1,085.07
Wittkamp, Roxanne	CIS110301	2	1,085.07
Wood, Marianne A	CIS110001	2	1,085.07
Wood, Marianne A	CIS110003	2	1,085.07
Wylie, Karen F	MAT090006	3	1,690.20
Zobott, Anthony F	AMT240001	6	3,130.00
Zopp, Marilyn A	MCC101102	1	307.78

Independent/Individualized/Internships

<u>Name</u>	<u>Courses</u>	<u>Contact Hours</u>	<u>\$ Amount</u>
Aubert, Linda	AOMCLSES	0	69.10
Aubert, Linda	AOMCLSES	0	69.10
Blitek, Renee S	HRT250002	10	225.00
Collins, Charlotte M	AOMCLSES	0	68.50
Collins, Charlotte M	AOMCLSES	0	68.50
Gordon, Jenay M	ART151602	3	1,627.60
Gordon, Jenay M	ART151603	3	1,627.60
Mani, Balraj S	EGR151001	6	178.92
Rasmussen, Robert G	CIS110612	2	1,043.33
Scott, Gina M	CIS110603	2	1,043.33
Spangenberg, Bruce	HRT250001	10	450.00

Faculty Non-Teaching Roles

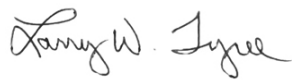
<u>Name</u>	<u>Assignment</u>	<u>\$ Amount</u>
Amore, Cynthia A	Lead Faculty	2,500.00
Blaz, James G	FIT Advisor	2,500.00
Braasch, Teresa	Lead Faculty	2,500.00
Carson, Lindsay S	Lead Faculty	2,500.00
Clark, Katherine A	Reference Librarian	7,753.20
David, Elder A	Lead Phi Theta Kappa	1,813.50
Frostman, Marie V	Lead Faculty	2,500.00
Gabel, Bonnie L	Forensics Stipend	1,500.00
Hovious, Amanda S	Reference Librarian	7,886.55
Lozier, Christopher	Counseling	2,195.55
Nelson, Elizabeth N	Reference Librarian	5,665.80
Ochwat, Melissa	Counseling	1,612.27
Reass, Robert M	Math Review	252.64
Seitz, Timothy T	Lead Faculty	2,500.00
Smith, Robert D	Lead Faculty	2,500.00
Socol, Steven M	Lead Faculty	2,500.00
Spangenberg, Bruce	Lead Faculty	2,500.00
Whalen, Elaine A	Lead Faculty	2,500.00
White, David K	Lead Faculty	2,500.00
Zimmerman, Ellen	Counseling	3,132.15

Overload

<u>Name</u>	<u>Course</u>	<u>Percent of Overload</u>	<u>\$ Amount</u>
Alheit, Deborah C	MAT099007	6.66	659.18

Recommendation:

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



Larry W. Tyree
Interim President

Continuing and Professional Education Personnel Considerations for Fall 2009

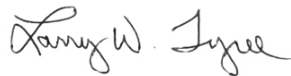
Information:

Listed below are instructors to be hired for the Fall 2009 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, B	NMD C01 004	Administer CNA Re-test	300.00
Meinke, B	NMD S90 001	BNATP CPR Certification 1	30.00
Meinke, B	NMD S91 001	BNATP CPR Certification 2	30.00
Ziszik, C	NMD C01 003	Administer CNA Re-test	300.00

Recommendation:

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



Larry W. Tyree
Interim President

Adult Education Personnel Considerations for Fall 2009

Information:

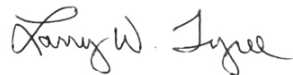
Listed below are teachers to be hired for the Fall 2009 Semester in the Adult Education Program:

<u>Part-time Personnel – Adult Education classes:</u>		<u>\$ Amount</u>
Allen, N	ESL	2,347.50
Allen, N	ESL	383.89
Arboleda, R	Spanish GED	2,746.58
Arboleda, R	Spanish GED	2,746.58
Arboleda, R	Site Liaison	449.15
Bazan, J	ESL	3,328.23
Carbajal, A	Spanish GED	1,525.88
Carbajal, A	Spanish GED	1,525.88
Cook, J	ESL	2,370.98
Cunningham, L	ESL	3,651.67
Day, M	ESL	2,746.58
Day, M	ESL	431.86
Eike, N	ESL	2,370.98
Falk, J	ABE	1,043.33
Griese, J	ESL	4,235.93
Hoag, M	ESL	4,235.93
Hoag, M	Citizenship	605.13
Howard, G	ESL	2,723.10
Huseby, M	ESL	2,370.98
Huseby, M	ESL	372.86
Kanter, M	ESL	2,723.10
Kanter, M	ESL	2,723.10
Larsen, C	ABE	2,441.40
Larsen, C	STAR Diagnostics	905.94
Lukaczyk, A	ESL	2,370.98
McCord, L	ESL	3,328.23
Mitchell, R	ASE	1,971.90
Mitchell, R	ASE	1,690.20
Mitchell, R	Site Liaison	574.02
Mitchell, R	GEDi	382.68
Mitchell, R	ASE	382.68
Moore, E	ASE	2,347.50
Osmanski, J	ASE	2,370.98
Palmer, S	ESL	2,723.10
Peterson, C	ESL	2,370.98
Riggs, L	ABE	2,370.98
Riggs, L	ABE	1,844.09
Riggs, L	STAR Diagnostics	328.13
Rudnik, L	ESL	2,417.93
Rudnik, L	ESL	2,417.93
Rudnik, L	ESL	369.13
Schleich, C	ESL	2,723.10

Schleich, C	ESL	445.25
Schlup, M	ESL	2,370.98
Schlup, M	ABE	2,370.98
Schlup, M	STAR Diagnostics	365.42
Shank, J	STAR Diagnostics	745.75
Shinabarger, B	ESL	3,980.32
Shinabarger, B	ESL	643.80
Shinabarger, B	ESL	643.80
Soto, O	ESL	2,723.10
Thomas, T	STAR Diagnostics	172.75
Tindall, J	GED	2,723.10
Vergara, A	Spanish ASE	2,370.98
Villarreal, J	Spanish Lit	974.49
Watts, M	ABE	2,441.40
Zywiciel, E	ESL	2,370.98
Zywiciel, R	ASE	2,746.58

Recommendation:

It is recommended that the Board of Trustees approves the employment additions for Fall 2009 as listed.



Larry W. Tyree
Acting President

Compensation Adjustment for Retired Full-Time Faculty

Information:

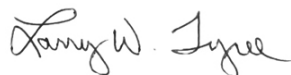
At the July 2009 Regular Board Meeting, Board Report #09-200 was approved. This report was based on the settlement of the first collective bargaining agreement between the College and the McHenry County College Adjunct Faculty Association (MCCAFA) which established a compensation schedule for adjunct faculty in the bargaining unit. This same schedule was applied to all adjunct faculty at the College whether in the unit or not in the unit. The collective bargaining agreement application to all adjunct faculty also changed the pay structure for retired full-time faculty members who are paid based on the adjunct faculty rate. These retirees are not a part of the MCCAFA because they do not teach enough credit hours to meet the threshold requirements for inclusion in that unit. As a result of the MCCAFA collective bargaining agreement the compensation structure went from paying retired full-time faculty 1.5 times the appropriate adjunct rate, to 1 times the appropriate adjunct rate. However, full-time faculty members who retired in May made decisions to teach based on the pre-collective bargaining rate of 1.5 times the appropriate adjunct faculty rate. Consequently, the group of faculty listed below received a reduction in pay with little or no notice.

Name	Ed Level	Contact Hours	Expected Pay	Actual Pay	Difference
Marilyn Zopp	Doctorate	0.5	\$461.68	\$307.78	
Linda Schultz	MA	8	\$7,324.20	\$4,882.80	
David Elder	MA	3	\$2,746.58	\$1,831.05	
Erwin Cornelius	MA	6	\$5,493.15	\$3,662.10	
Rosemarie Janowiak	MA	3	\$2,746.58	\$1,831.01	
Total			\$18,772.19	\$12,514.74	\$6,257.45

While Board report #09-200 was put forward based on the settlement of the MCCAFA collective bargaining agreement, the timing of the settlement of that bargaining agreement prevented the issuance of appropriate communication to those retired faculty affected, therefore eliminating their ability to reevaluate their decision to teach for the fall semester.

Recommendation:

It is recommended that the Board of Trustees approves a compensation adjustment for retired full-time faculty that do not meet the criteria for inclusion in the McHenry County College Adjunct Faculty Association (MCCAFA), back to 1.5 times the appropriate adjunct faculty rate as stated in the MCCAFA contract, for the Fall 2009 semester only. After the Fall 2009 semester, retired full-time faculty that do not meet the criteria for inclusion in MCCAFA, will be paid according to the MCCAFA contract.



Larry W. Tyree
Interim President

Appointment of Coaching Staff

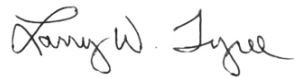
Information:

Listed below is the coach to be hired for the 2009–2010 school year as recommended by the Director of Athletics, Intramurals and Recreation and the Dean of Students.

<u>Name</u>	<u>Sport</u>	<u>Position</u>	<u>\$ Amount</u>	<u>Status</u>
Andrew Gilliam	Baseball – Fall Ball	Assistant	1,563.39	New

Recommendation:

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



Larry W. Tyree
Interim President

Appointment of Interim
Executive Director of the Friends of McHenry County College Foundation

Information:

Effective June 30, 2009, the full-time administrative position of Executive Director of the Friends of McHenry County College Foundation became vacant. The decision has been made to fill this vacancy on an interim basis while a search is conducted. William Brennan has been recommended to fill this position. His experience is as follows:

- 2006 – Present Owner/Operator
Creative Advertising Promotions, Marengo, IL

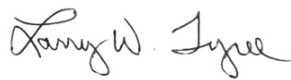
- 2005 – 2006 Director of Business Development
Shaw Suburban Media, Crystal Lake, IL

- 2002 – 2006 Vice President of Promotions Division
MZR Solutions, Port Washington, WI

- 1999 – 2002 Vice President/Chief Operating Officer
Belvidere Daily Republican/Belrock Printing and Mailing, Belvidere, IL

Recommendation:

It is recommended that the Board of Trustees approves the appointment of William Brennan to the administrative position of Interim Executive Director of the Friends of McHenry County College Foundation, effective September 28, 2009, at a monthly salary of \$6,667.00.



Larry W. Tyree
Interim President

Administrator Salary Level	Low Salary	Midpoint Salary	High Salary	Salary Offer	Salary of Replaced Employee
Level VII	\$81,799.00	\$100,667.00	\$119,554.00	\$80,000.00	\$88,500.00

POSITION: **INTERIM EXECUTIVE DIRECTOR, FRIENDS OF MCHENRY COUNTY COLLEGE FOUNDATION**

CLASSIFICATION: Administrative

PRIMARY PURPOSE: Responsible for providing management and leadership in fundraising to Friends of McHenry County College Foundation and College-wide operations. Works closely with the Friends of McHenry County College Foundation Board of Directors to plan and implement fundraising efforts to support College needs. Maintains communication with College offices so as to match fundraising efforts with emerging College needs.

ESSENTIAL JOB FUNCTIONS:

- Provide leadership for the development of a comprehensive College development effort designed to position the College to the external public in ways which will maximize fundraising goals and encourage continued private support.
- Manage the Friends of McHenry County College Foundation operations including development of appropriate fundraising strategies to meet College needs; recruitment and orientation of new directors; and management of donor and prospect record keeping systems. The Executive Director will operate the Foundation according to the Foundation charter, bylaws, strategic plan, committee descriptions, as well as goals and objectives established by the Board of Directors and its committees.
- Develop fundraising plans that will include planned gifts, major gifts, alumni relations and fundraising campaigns, appeals, and events.
- Oversee the management and operations of the Alumni Relations and Special Events area.
- Cooperate with the Vice Presidents and Executive Deans to identify emerging College needs and priorities which may require targeted private fundraising efforts.
- Maintain communication within the College which seeks input from faculty, staff, and administrators, and updates the College community on Foundation efforts.
- Develop donor prospects and maintain continuing relations with donors and donor prospects, including donor recognition events and other innovative development programs.
- Coordinate accountability of contributions from the Foundation to the College and, when appropriate, report the use of donor's funds to the donor.
- Oversee the production of marketing materials that effectively communicate the Foundation's goals and efforts to the community, including a quarterly newsletter.
- Works with the College's Resource Development Office to ensure fundraising and grant-writing efforts are handled by the appropriate staff.
- Act as Chief Executive Officer of the Foundation, and in this capacity carry out the day-to-day operations of the Foundation, including staff supervision; budget, audit and tax compliance responsibilities and asset management.
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities.
- Assumes other related duties as assigned or delegated by the President.

SUPERVISION: Reports to the President of the College. The President delegates authority to the Executive Director of the Friends of MCC Foundation to carry out the responsibilities of this position.

**INTERIM EXECUTIVE DIRECTOR, FRIENDS OF MCHENRY
COUNTY COLLEGE FOUNDATION – Page 2**

MINIMUM POSITION QUALIFICATIONS:

EXPERIENCE: Experience in resource development, leadership, and project management.

SKILLS AND ABILITIES:

- Present a positive image for the Foundation and College and be comfortable approaching individual, group, and corporate donors requesting their contributions and sponsorships.
- Excellent oral, written, and interpersonal communication skills.
- Proven track record in successfully meeting fundraising goals.
- Staff management experience.
- Working knowledge of personal computers and appropriate software.
- Commitment to the mission of the College and the Friends of MCC Foundation.

EMPLOYMENT IS SUBJECT TO A CRIMINAL BACKGROUND CHECK.

Appointment of New
Graphics and Publications Specialist

Information:

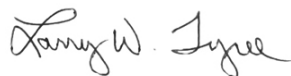
At the May 2009 Board Meeting, the Board of Trustees approved the new full-time professional position of Graphics and Publications Specialist. Audra Schlaupitz has been recommended to fill this position. Ms. Schlaupitz has a Bachelor of Science in Graphic Communication from Carroll College, Waukesha, WI. Her experience is as follows:

2007 – Present	Publications Coordinator Carmel Catholic High School, Mundelein, IL
2006 – 2007	Production Designer W.R. Powers Ad Agency, Des Plaines, IL
2006	Marketing Assistant United Group, Inc., Lake Forest, IL

One hundred forty-seven applications were received, and the search committee interviewed five candidates.

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Audra Schlaupitz to the professional position of Graphics and Publications Specialist, effective September 28, 2009, at a salary of \$28,599.12 (based on the 12-month salary of \$37,700.00).



Larry W. Tyree
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	Not Applicable

POSITION: **GRAPHICS AND PUBLICATIONS SPECIALIST**

CLASSIFICATION: Professional

WORK YEAR: 12 months, occasionally additional hours may be required.

PRIMARY PURPOSE: To prepare creative layout and digital files for the production of the College catalog, course schedules, displays and marketing campaigns, both in print and online.

ESSENTIAL JOB FUNCTIONS:

- Manage design and layout for credit and noncredit course schedules.
- Manage layout for annual College catalog.
- Coordinate production schedules and details of College publications with printers and internal customers/staff.
- Collaborate with writer(s) and photographer on College publications.
- Provide creative concepts and graphic design for other College publications, as needed.
- Demonstrate an understanding of project management methodology and utilize project management concepts in execution of daily work.
- Lead an active effort to acquire and review publications and marketing materials from other colleges to prompt the continuous improvement of MCC marketing materials.
- Create logos, design and layout brochures, print ads, banner ads, and other online communications, draw and print charts, graphs, maps, illustrations, html coding, and other related artwork as needed.
- Assist College staff by developing and training them in the use of templates that will allow them to produce basic flyers and communication pieces on their desktop.
- Work closely with writer(s) and Media Relations Specialist to assess and meet the publication needs of various departments.
- Meet weekly with other design and creative staff to strengthen concept development skills, communication, and provide support.
- Consult with MCC employee clients on a project-by-project basis, advising them in all pre-production planning and assisting them with production procedures and processes.
- Meet all deadlines mutually determined with the project originator and/or Director of Marketing and Public Relations.
- Contribute to the overall success of Marketing and Public Relations department efforts.
- Continue to develop professional skills to stay current with technology and new developments in the profession.
- Think creatively to produce new concepts and ideas.
- Responsible for efficient electronic files for all creative projects and resources, including layout and photo archiving.
- Additional duties as assigned by immediate supervisor.

SUPERVISION: Under direct supervision of the Director of Marketing and Public Relations.

MINIMUM POSITION REQUIREMENTS:

EDUCATION:

Associate's Degree in Graphic Design or equivalent. Bachelor's Degree preferred.

EXPERIENCE:

- Three+ years of experience in a related field. Previous experience in graphic design, publications layout, and/or computer graphics preferred.
- Word processing and desktop publishing background in a Macintosh environment.

SKILLS AND ABILITIES:

- Excellent keyboarding and proofreading skills.
- Thorough knowledge of and experience with:
 - Macintosh OS X.
 - MS Office Suite.
 - Adobe InDesign CS.
 - Illustrator 7.0 and above.
 - Photoshop 6.0 and above (ImageReady).
 - Director or AfterEffect.
 - Macromedia Dreamweaver, Flash and Fireworks.
 - Quark Xpress.
- Professional level skills in typesetting, layout, keylining, integration of photography and illustration, and use of equipment and software required.
- Keen knowledge of typography.
- High degree of creativity and strong understanding of color, line, composition, and design.
- Excellent interpersonal skills – both verbal and written.
- Ability to establish and maintain mutually cooperative working relationships with persons contacted in the course of work.
- Strong customer service orientation.
- Effective organizational and time management skills.
- Ability to manage several projects concurrently, often with tight deadlines.
- Strong focus on detail.
- Ability to work well under pressure.

ISSUED: June 2009

Appointment of New
Fitness Specialist

Information:

At the July 2009 Board Meeting, the Board of Trustees approved the new full-time professional position of Fitness Specialist. Scott Mezzano has been recommended to fill this position. Mr. Mezzano has a Master and Bachelor of Science in Exercise Science from Western Illinois University, Macomb, IL. His experience is as follows:

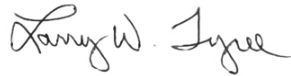
- 2008 – 2009 Personal Trainer/Instructor
 YMCA, Macomb, IL

- 2005 – 2007 Personal Trainer
 Western Illinois University, Macomb, IL

Forty-five applications were received, and the search committee interviewed five candidates.

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Scott Mezzano to the professional position of Fitness Specialist, effective September 28, 2009, at a salary of \$24,124.32 (based on the 12-month salary of \$31,800.00).



Larry W. Tyree
Interim President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
7	\$30,218.00	\$43,060.50	\$55,903.00	Not applicable	\$31,800.00	Not applicable

POSITION: **FITNESS SPECIALIST**

CLASSIFICATION: Professional

WORK YEAR: 12 Months

WORK WEEK: Flexible

PRIMARY PURPOSE: To assist the Coordinator of the Fitness Center in providing support for educating participants and assisting in the development and implementation of fitness/wellness programs.

ESSENTIAL JOB FUNCTIONS:

- Provide coverage, as needed, in the absence of the Coordinator of Fitness Center.
- Conduct fitness testing and one-on-one fitness consultations.
- Provide support and serve as a resource for fitness participants, McHenry County College staff, and the community concerning exercise science concepts and programming.
- Provide direction and instruction for fitness participants regarding fitness programming, exercise technique, and basic theoretical and procedural concepts.
- Enforce all policies and procedures to allow for safe and effective implementation of fitness/wellness programs.
- Coordinate the student workers with respect to scheduling, cleaning, front desk operations, and other assigned duties.
- Foster a positive fitness/wellness educational environment to ensure that each participant is educated as to the benefits of exercise and motivated to establish a life-long commitment to physical activity.
- Monitor and control participant flow to allow for appropriate involvement by all individuals.
- Assist in the development and implementation of Fitness Center programming with emphasis on marketing and participant retention.
- Submit timely reports of all facility malfunctions, personal concerns, and accidents to the Coordinator of Fitness Center.
- Manage and coordinate incentive programs, student athlete access to Fitness Center, and Fitness Center newsletter.
- Assist or coordinate in Fitness Center events: Fit for Life Walk/Run, Midwest Strength & Conditioning Clinic, educational symposiums or other events which may take place.
- Will include some early morning, some evening, and some weekend hours.
- Additional duties as assigned by immediate supervisor.

SUPERVISION: Under the direct supervision of the Dean of Education. May provide daily direction to Secretary/Receptionist and student workers.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree in a fitness/health related area required; Master's Degree preferred.

EXPERIENCE: One year of experience in a fitness or health promotion program.

CERTIFICATION:

- CPR and AED certifications are required.
- One or more of the following certifications are required: ACSM, NSCA, or ACE.

SKILLS AND ABILITIES:

- Knowledge of exercise science, exercise techniques, fitness, and health-related concepts.
- Ability to perform sub maximal fitness evaluations.
- Positive, enthusiastic attitude toward the benefits of health and fitness.
- Creative, self-directed, team player, motivated to develop and implement programs to improve exercise adherence.
- Responsible, reliable, trustworthy, and conscientious.
- Ability to establish and maintain an effective, positive working relationship with fitness participants, Fitness Center support staff, and McHenry County College staff.
- Strong customer service skills.
- Ability to safely lift up to 45 lbs. unassisted.

REVISED: March 2009

ISSUED: May 1988

Appointment of Replacement
Dean of Instructional Technology and Interdisciplinary Studies

Information:

The resignation of John Birnbaum, effective February 28, 2008, created a vacancy for the full-time administrative position of Dean of Instructional Technology and Interdisciplinary Studies. Josephine Crawford has been recommended to fill this position. Ms. Crawford has a Master of Library Science degree from the University of California, Los Angeles, CA, a Bachelor of Arts in French from the University of California, Riverside, CA, and an Associate of Arts in French from Mount San Antonio College, Pomona, CA. Her experience is as follows:

- 2003 – 2009 Manager of Curriculum Development
Ex Libris, USA and Endeavor Information Systems, Des Plaines, IL

- 2000 – 2006 Adjunct
Dominican University, River Forest, IL

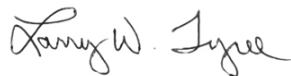
- 2000 – 2006 Adjunct
College of St. Catherine, St. Paul MN

- 1998 – 2003 Librarian and Head of Information Systems
University of Minnesota, Twin Lakes, MN

Fifty-two applications were received, and the search committee interviewed seven candidates.

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Josephine Crawford for the administrative position of Dean of Instructional Technology and Interdisciplinary Studies, effective September 28, 2009, at a salary of \$56,897.28 (based on a 12-month salary of \$75,000.00).



Larry W. Tyree
Interim President

Administrator Salary Level	Low Salary	Midpoint Salary	High Salary	Current Salary	Salary Offer	Salary of Replaced Employee
V	\$62,922.00	\$81,800.00	\$100,677.00	Not Applicable	\$75,000.00	\$83,724.80

POSITION: **DEAN OF INSTRUCTIONAL TECHNOLOGY AND INTERDISCIPLINARY STUDIES**

CLASSIFICATION: Administrative

WORK YEAR: 12 Months

PRIMARY PURPOSE: Administrate and provide leadership for the development and implementation of services and programs for the Library, Distance Education, Computer Supplemental Instruction Labs, International Studies, Honors and Learning Communities Programs, and Phi Theta Kappa.

ESSENTIAL JOB FUNCTIONS:

- Provide overall leadership and supervision of the Library, Distance Education, supplemental Instruction Labs, International Studies, Honors and Learning Communities Programs, and Phi Theta Kappa.
- Evaluate the performance of assigned faculty/staff, interview and select employees, and recommend disciplinary action when appropriate.
- Prepare and administer the divisional budget (institutional and grants) in consultation with the lead instructor/staff of each area.
- Research and prepare funding proposals in areas of responsibility.
- Use data and assess divisional functions in order to recommend improvement modification and/or implementation of new services to ensure the success of programs and services.
- Design effective workflow for divisional processes that includes effective management of people and data.
- Provide development opportunities for staff members, including training that addresses departmental and College issues and concerns.
- Lead and facilitate a working environment grounded in continuous learning and service excellence.
- Build and maintain strong working relationships with administrators and various student and academic affairs areas of the College to facilitate the educational and personal development of new and continuing students.
- Keep abreast of changing guidelines, legislation, and trends affecting individual programs by attending workshops and seminars.
- Review plans and develop policies, guidelines, and procedures in collaboration with faculty and staff to meet the immediate and long range goals of the areas supervised.
- Represent the division internally and externally on committees, consortia, and organizations.
- Actively participate in and lead institutional quality improvement efforts (including AQIP, Foundations of Excellence, Systems Portfolio, etc.).

ESSENTIAL JOB FUNCTIONS:

- Prepare and complete board and annual reports (e.g. program reviews, performance report, underrepresented report, etc.).
- Lead the growth and expansion of Instructional Technology and Interdisciplinary Studies.
- Assist with College-wide events such as commencement ceremonies, open houses, etc.
- Assist in meeting the College's staff diversity goal.
- Serve as MCC Copyright Officer.
- Perform other related duties and responsibilities as assigned.

SUPERVISION: Reports directly to the Vice President, Academic and Student Affairs. Supervises full-time and part-time faculty and staff in the Library, Distance Education, Computer Supplemental Instruction Labs, International Studies, Honors and Learning Communities Programs, and Phi Theta Kappa.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Master's Degree in Library Science from an ALA accredited library school, Instructional Technology, Education, Higher Education Administration or related field. Doctorate preferred.

EXPERIENCE:

- Minimum three years supervisory experience in higher education, preferably at a community college.
- Experience in Library Science, Instructional Technology and/or Distance Education.
- Knowledge of assessment strategies and research.
- Experience with developing and maintaining budgets.

SKILLS AND ABILITIES:

- Understanding of and commitment to the mission of the community college.
- Understanding of and demonstrated experience with data-driven decision making for developing and refining processes and services.
- Demonstrated ability to collect, analyze, and evaluate data and make verbal or written presentations based on these data.
- Demonstrated excellence in interpersonal and organizational communication and technology skills.
- Understanding of the higher education process and ability to work with the various student and academic affairs areas of the College.

REVISED: February 2009

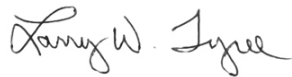
Request for Unpaid Leave of Absence

Information:

Patricia King, Communication Instructor, has requested an unpaid leave of absence for the Fall 2009 semester.

Recommendation:

It is recommended that the Board approve Ms. King's request for an unpaid leave of absence for the Fall 2009 semester.



Larry W. Tyree
Interim President

Salary/Advanced Placement Adjustments

Information:

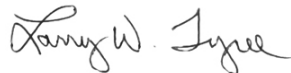
The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association includes an advanced placement adjustment each time a full-time faculty member obtains 15 additional hours of pre-approved course work. In accordance with this agreement, Christine Grela, Edward Hazelgrove, and Laura Middaugh qualify for such an adjustment at this time.

	<u>2009-2010 Placement and Salary</u>	<u>Adjusted 2009-2010 Placement and Salary</u>
Christine Grela	Lane 5, Step 6 \$68,122.50	Lane 6, Step 6 \$71,199.00
Edward Hazelgrove	Lane 6, Step 15 \$94,932.00	Lane 7, Step 15 \$98,008.50
Laura Middaugh	Lane 1, Step 5 \$54,498.00	Lane 2, Step 5 \$57,135.00

II. The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Staff Council includes a salary adjustment of \$1,200.00 for full-time members upon completion of 15 credit hours of pre-approved course work. In accordance with this agreement, Marie Frostman and Brenda Romero qualify for their first adjustment at this time.

Recommendation:

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

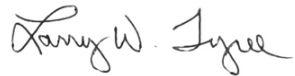


Larry W. Tyree
Interim President

Resignation

Information:

Debra Ryan, Director of MCC Children's Learning Center, has submitted her resignation effective September 8, 2009.

A handwritten signature in cursive script that reads "Larry W. Tyree".

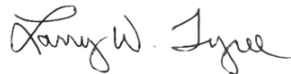
Larry W. Tyree
Interim President

Director of the Children's Learning Center

Information:

On Wednesday September 9th, 2009, the Director of the Children's Learning Center at McHenry County College submitted a resignation letter that was effective immediately. The College is required to have a Director of Record on file with DCFS; due to the immediacy of the resignation, the College has appointed Sue Maifield (Retired Executive Dean), to fill this vacancy on an interim basis. Sue Maifield meets the required qualification to be a Director of Child Care Center.

Sue Maifield will be paid at an hourly rate of \$24.75 and will be on site for an average of twenty-five hours a week. The College will be starting a search process immediately to replace the full time position of Director of the Children's Learning Center.



Larry W. Tyree
Interim President

ICCB Recognition Visit

The ICCB Recognition team was on campus September 22nd and 23rd, 2009. The members of the team included:

Dr. Elaine Johnson, Vice President, Academic Affairs and Workforce Development

Brian Durham, Senior Director, Academic Affairs and Career Tech Education

Ed Smith, Senior Director for System Finances

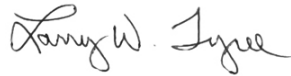
Jennifer Timmons, Senior Director for Student Development

Robb Kerr, Director for Career and Technical Education

Amanda Harmon, Associate Director for Financial Compliance and Program Accountability

Last year McHenry County College requested the Illinois Community College Board to assign a status of “recognition continued” to the district and submitted requested materials and a copy of the College’s self evaluation, in accordance with the provisions of Section 2.15 of the Act, which reflects the College’s compliance with ICCB standards.

The ICCB Recognition team spent time reviewing materials and then met with MCC’s administrators and staff involved in preparing the self evaluation.



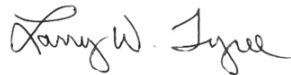
Larry W. Tyree
Interim President

Distributed Press Releases
August 15-September 11, 2009

Information:

The following releases have been distributed to all local media outlets from August 15-September 11, 2009.

- MCC Welcomes New Interim President
- MCC Offers Free Business Plan Assistance
- MCC Prepares for Record Enrollment in Fall 2009
- MCC to Offer Classes for Pet Owners
- Paraprofessional Test Preparation Class Set
- ACT Prep Classes Offered at MCC
- MCC Student Group to Host Health Care Reform Forum
- MCC to Offer "Getting Started Seminars" for Returning Adults
- ISBDC to Offer Classes on Green Business, Trademark Protection
- Photo Opportunity: Bread Bonanza Workshop at 1776 with MCC Continuing Education
- Bioneers Seeks Exhibitors for November 7 Event
- Feature Opportunity: Husband and Wife GED Graduates



Larry W. Tyree
Interim President