

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

October 22, 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 September 17, 2009
Special Board Meeting September 17, 2009 Closed Session
Special Board Meeting September 21, 2009
Special Board Meeting September 21, 2009 Closed Session
Regular Board Meeting September 24, 2009
Regular Board Meeting September 24, 2009 Closed Session
Special Board Meeting October 1, 2009
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person.
8. BOARD COMMITTEE REPORTS
9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT
12. PRESENTATION
Veteran Services - Ms. Laura McGee; Director of Financial Aid, Don Curfman; Accounting Instructor, 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 #09-262
 - B. Financial Statements
 1. Treasurer's Report, Board Report #09-263
 2. Voucher #1013 - \$2,344,155.49, Board Report #09-264
 - C. Resolution for Estimated Tax Levy and Notice of Public Hearing, Board Report #09-265

- D. Requests to Purchase
 - 1. SirsiDynix Software License and Maintenance Agreement Renewal, Board Report #09-266
 - 2. Lighting Fixtures for the Black Box Theatre, Board Report #09-267
 - 3. Replacement of Telephone System Core Components, Board Report #09-268
 - 4. Renewal of AACC Annual Membership, Board Report #09-269
 - 5. Professional Architectural Services – Biology/Chemistry Lab, Board Report #09-270
 - 6. Software and Maintenance - Art Department, Board Report #09-271
 - 7. Rotary Lift - Automotive Department, Board Report #09-272
 - 8. Sterilizers - Biology Department, Board Report #09-273
 - 9. Water Purification Unit - Biology Department, Board Report #09-274
 - 10. ERP Project Management Services, Board Report #09-275
 - 11. Baseball Field Repairs, Board Report #09-276
- E. Destruction of Audio Tape Recording of the Closed Session of the March 27, 2008 Regular Board Meeting, Board Report #09-277
- F. McHenry County College Alumni Awards, Board Report #09-278
- G. New Board Policy – 2.8, Whistleblower Policy, Board Report #09-279
- H. Personnel
 - 1. Personnel Adjustments for Fall 2006 Transfer and Occupational Courses, Board Report #06-187 Addendum
 - 2. Personnel Adjustments for Spring 2009 Transfer and Occupational Courses, Board Report #08-260 Addendum
 - 3. Personnel Adjustments for Summer 2009 Transfer and Occupational Courses, Board Report #09-120 Addendum
 - 4. Personnel Adjustments for Fall 2009 Transfer and Occupational Courses, Board Report #09-193, Addendum
 - 5. Request for New Administrative Position, Internal Auditor, Board Report #09-280
 - 6. Appointment of New Coordinator of F.A.S.T. Grant, Board Report #09-281
 - 7. Appointment of Replacement Divisional Secretary, Career and Technical Education, Board Report #09-282
 - 8. Appointment of Replacement Illinois Small Business Development Specialist, Board Report #09-283
 - 9. Appointment of Replacement Secretary, Office of Academic and Student Affairs, Board Report #09-284
 - 10. Salary/Advanced Placement Adjustments, Board Report #09-285
- I. Spring 2010 Academic Calendar, Board Report #09-286

15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

16. INFORMATION REPORTS

- A. Resignation
- B. H1N1 Communications Update
- C. Distributed Press Releases, September 12, 2009 - October 14, 2009

17. PRESIDENTIAL SEARCH PROCESS

18. SUMMARY COMMENTS BY BOARD MEMBERS

19. FUTURE AGENDA ITEMS

20. CLOSED SESSION

21. ADJOURNMENT



George Lowe
Chair

FRIENDS OF M · C · C FOUNDATION

Friends of McHenry County College Foundation Update
MCC Board of Trustees Meeting
October 22, 2009

MCC Promise

Several changes and one new criterion (re-affirmation agreement) have been made to the MCC Promise. Beginning in the Spring 2010 semester:

- Hours: MCC Promise will pay a maximum of 12 credit hours per semester (previously was up to 15 credit hours).
- G.P.A.: 2.5 for Spring 2010, 2.75 for Fall 2010, 3.0 for Spring 2011 (previously was 2.0 all semesters). G.P.A. will be per term, not cumulative.
- Community Service: This will remain at 16 hours per semester for Spring 2010 and then increase to 32 hours per semester for Fall 2010 and Spring 2011 (previously was 16 hours per semester).
- Tuition Reimbursement: Tuition will change to a reimbursement model. Tuition and fees will be due in full by tuition due date; students unable to meet this requirement may visit/talk with the Office of Financial Aid for payment options.
- Re-affirmation Agreement: Students must complete and submit a re-affirmation agreement each semester. The document will indicate the student has read, understands and agrees to the program requirements and intends to attend McHenry County College as an MCC Promise student the following semester.

Fundraising Efforts

A new Fundraising Task Force has been formed to raise money for the MCC Promise and any unrestricted funds needed to support the Foundation's operating costs. The task force is comprised of 12 members of the community, who will be assigned prospective donors, targeted by category (i.e. commercial; industry; etc.). Strategies will then be put into place to address each category. Teams of two-to-four people will be assigned by those with personal experience and expertise in those categories, facilitated by a team leader. Teams will then be given fundraising assignments, specific and measurable goals and project deadlines to insure each group stays active.

Gifts of Note

The Crystal Lake Dawnbreakers Rotary Club has committed up to \$100,000 over 10 years in matching funds. A member of *Dawnbreakers "Promise Task Force"* will be present at MCC Promise service organization speaking engagements to present their matching funds program. They will match that group's donation and continue to do that up to \$10,000 per year.

Aptar Group also announced they will contribute \$5,000 to MCC Promise in 2010.

Connections Appeal

The Foundation is working with the Office of Marketing and Public Relations on a special MCC Promise edition of *Connections*. The issue will be mailed to donors and all alumni and also will contain a readership survey to identify areas for improvement and gauge interest in the publication going to an online format, with a print edition available on a requested basis. Doing this would save thousands of dollars each year. In addition, an advertising program is being formulated, which will offer businesses the opportunity to reach a targeted market in both print and online for one price. Having a targeted audience should be an attractive buy for many advertisers and has the potential to become a powerful revenue stream.

Student Trustee Report

Student Senate just recently started a new term with new senators from various campus clubs and organizations. An orientation meeting was held September 25 for these newly elected senators. The orientation meeting was conducted to easily transition the new senators and familiarize them with general Student Senate procedures such as funding proposals. Student Senate Treasurer Kevin Rhode reviewed the 2008-2009 Student Senate budget and spending patterns. He has developed a new efficient budget for this upcoming year. In addition to changes made to the allocation of funding, a few minor changes have been proposed to the Student Senate Constitution. Over the next few weeks, the current Student Senate will review, discuss and vote on the changes. Student Senate most recently discussed their attendance and participation at the 2009 Illinois Community College Student Activities Association (ICCSAA) Conference. This conference is scheduled for November 13-14. Student Senate will further discuss the event in future meetings this month.

On October 6, I, along with other MCC Trustees attended the annual ACCT meeting in San Francisco. While there, I attended the workshops Facilitating a Successful Transition: Developing Board/President Expectations and Boundaries and The Leadership and Core Values Initiative in Illinois as well as many other programs. The workshops have been most beneficial and I plan to share my knowledge with the Student Senate later in the month.

A handwritten signature in black ink that reads "Cody Sheriff". The signature is written in a cursive, flowing style.

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 September. 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 25% complete with the year-to-date results for September 2009 being reported. In the Operating Funds, total revenue is 49% of budget, as compared with 45% at the same time last year. Total expenditures are 19% of budget, as compared with 19% 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:

- Student tuition and fee revenue is currently 69% of budget as compared to 57% at the same time last year. \$1,697,387 more revenue has been recorded through September 2009 than the previous year. The primary reason for this increase is the significant increase in enrollment that the College experienced for the Fall 2009 semester.
- Interest revenue is currently 7% of budget as compared to 19% at the same time last year. \$107,895 less revenue has been received through September 2009 than the prior year. This decrease is due to lower interest rates.
- Employee benefit expenditures are currently 21% of budget as compared to 17% last year. \$465,395 more in expenditures have been recorded through September 2009 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 23% of budget as compared to 10% last year. \$391,142 more in expenditures have been recorded through September 2009 than the prior year. This increase is primarily due to professional services related to the ERP project and was included in the FY 2010 budget.
- General materials and supplies are currently 10% of budget as compared to 27% last year. \$821,701 less in expenditures have been recorded through September 2009 than the previous year. This decreased cost is due to initial software license expenses associated with the ERP project which were paid in FY 2009, and are not repeated in FY 2010.
- Conference and meeting expenditures are currently 10% of budget as compared to 11% last year. \$14,917 less in expenditures have been recorded through September 2009 than the prior year. This decrease is due to a decrease in the overall amount budgeted in FY 2010 versus FY 2009 for conference and meeting expenditures.
- Utility expenditures are currently 14% of budget as compared to 24% last year. \$77,241 less in expenditures have been recorded through September 2009 than the prior year. This decrease is due primarily to cooler summer weather and reduced prices through contracted energy rates.
- Capital outlay expenditures are currently 1% of budget as compared to 8% last year. \$159,654 less in expenditures have been recorded through September 2009 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 17% of budget as compared to 4% last year. \$37,768 less in expenditures have been recorded through September 2009 than the prior year. This decreased cost is primarily due the timing of processing student tuition waivers in FY 2010 versus FY 2009. This expenditure is anticipated to be on budget in FY 2010.

McHenry County College
 Operating Funds Financial Comparison
 Three Months Actual Ended September 30, 2008 and September 30, 2009

	FY 2009 Actual to September 30, 2008				FY 2010 Actual to September 30, 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	\$ 9,605,947	\$ 1,074,012	\$ 10,679,959	42%	\$ 10,308,766	\$ 1,348,607	\$ 11,657,373	44%	\$ 977,414
State	505,015	185,656	690,671	25%	492,916	174,507	667,423	24%	(23,248)
Student Tuition & Fees	5,003,816	1,277,641	6,281,457	57%	6,356,988	1,621,856	7,978,844	69%	1,697,387
Sales & Service Fees	7,421	-	7,421	29%	7,519	-	7,519	32%	98
Facilities	5,665	3,300	8,965	28%	2,854	-	2,854	13%	(6,111)
Interest	126,228	-	126,228	19%	18,333	-	18,333	7%	(107,895)
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	-	-
Other	2,881	-	2,881	2%	1,318	1,489	2,807	13%	(74)
Total Revenue	15,256,973	2,540,609	17,797,582	45%	17,188,694	3,146,459	20,335,153	49%	2,537,571
Expenditures									
Salaries	4,171,831	304,274	4,476,105	20%	3,966,469	285,639	4,252,108	19%	(223,997)
Employee Benefits	998,206	74,551	1,072,757	17%	1,452,598	85,554	1,538,152	21%	465,395
Contractual Services	418,149	53,662	471,811	10%	838,601	24,352	862,953	23%	391,142
General Materials & Supplies	1,199,002	47,926	1,246,928	27%	392,506	32,721	425,227	10%	(821,701)
Conference and Meeting	70,678	3,427	74,105	11%	55,556	3,632	59,188	10%	(14,917)
Fixed Charges	512,063	-	512,063	43%	544,839	-	544,839	50%	32,776
Utilities	3,166	247,387	250,553	24%	1,459	151,853	153,312	14%	(97,241)
Capital Outlay	175,205	1,446	176,651	8%	6,513	10,484	16,997	1%	(159,654)
Other Expenditures	120,211	-	120,211	4%	82,443	-	82,443	17%	(37,768)
Total Expenditures	7,668,511	732,673	8,401,184	19%	7,340,984	594,235	7,935,219	19%	(465,965)
Excess (deficiency) of revenues over expenditures	7,588,462	1,807,936	9,396,398		9,847,710	2,552,224	12,399,934		3,003,536
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	\$ 7,588,462	\$ (192,064)	\$ 7,396,398		\$ 9,847,710	\$ 2,552,224	\$ 12,399,934		\$ 5,003,536

McHenry County College
Operating Funds Financial Summary
Three Months ended September 30, 2009

	FY2009 Budget				FY2009 Actual				Variance Over (Under) FY 2009 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%	\$ 10,308,766	\$ 1,348,607	\$ 11,657,373	44%	\$ (14,842,054)
State	2,072,566	724,189	2,796,755	7%	492,916	174,507	667,423	24%	(2,129,332)
Student Tuition & Fees	9,364,451	2,228,492	11,592,943	28%	6,356,988	1,621,856	7,978,844	69%	(3,614,099)
Sales & Service Fees	23,400	-	23,400	-	7,519	-	7,519	32%	(15,881)
Facilities	15,000	7,000	22,000	-	2,854	-	2,854	13%	(19,146)
Interest	250,000	-	250,000	1%	18,333	-	18,333	7%	(231,667)
Non-Govt Gifts, Grants	118,000	-	118,000	-	-	-	-	-	(118,000)
Other	21,000	500	21,500	-	1,318	1,489	2,807	13%	(18,693)
Total Revenue	35,297,972	6,026,053	41,324,025	100%	17,188,694	3,146,459	20,335,153	49%	(20,988,872)
Expenditures									
Salaries	21,234,650	1,195,214	22,429,864	53%	3,966,469	285,639	4,252,108	19%	(18,177,756)
Employee Benefits	6,964,153	361,477	7,325,630	17%	1,452,598	85,554	1,538,152	21%	(5,787,478)
Contractual Services	3,517,506	248,700	3,766,206	9%	838,601	24,352	862,953	23%	(2,903,253)
General Materials & Supplies	4,004,990	145,590	4,150,580	10%	392,506	32,721	425,227	10%	(3,725,353)
Conference and Meeting	547,648	27,050	574,698	1%	55,556	3,632	59,188	10%	(515,510)
Fixed Charges	1,078,650	800	1,079,450	2%	544,839	-	544,839	50%	(534,611)
Utilities	20,363	1,047,051	1,067,414	2%	1,459	151,853	153,312	14%	(914,102)
Capital Outlay	1,305,745	36,886	1,342,631	3%	6,513	10,484	16,997	1%	(1,325,634)
Other Expenditures	473,060	-	473,060	1%	82,443	-	82,443	17%	(390,617)
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%	7,340,984	594,235	7,935,219	18%	(35,346,829)
Excess (deficiency) of revenues over expenditures	(4,797,213)	2,839,190	(1,958,023)		9,847,710	2,552,224	12,399,934		14,357,957
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	<u>\$ (5,047,213)</u>	<u>\$ 839,190</u>	<u>\$ (4,208,023)</u>		<u>\$ 9,847,710</u>	<u>\$ 2,552,224</u>	<u>\$ 12,399,934</u>		<u>\$ 14,357,957</u>

McHenry County College
All Funds Financial Summary
Three Months ended September 30, 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	\$ 10,308,766	\$ 1,348,607	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 664	\$ 1,325	\$ -	\$ 11,659,362
State	492,916	174,507	-	-	41,783	-	-	-	-	-	709,206
Federal	-	-	-	-	84,567	-	281,617	-	-	-	366,184
Tuition & Fees	6,356,988	1,621,856	-	345,720	-	-	-	-	-	-	8,324,564
Sales & Service Fees	7,519	-	-	1,675,763	-	-	-	-	-	-	1,683,282
Facilities	2,854	-	-	-	-	-	-	-	-	-	2,854
Interest	18,333	-	2,874	-	-	247	-	-	141	-	21,595
Non-Govt Gifts, Grants	-	-	-	32,099	6,502	-	-	-	-	-	38,601
Other	1,318	1,489	-	-	-	-	-	-	-	1,008,655	1,011,462
Total Revenue	17,188,694	3,146,459	2,874	2,053,582	132,852	247	281,617	664	1,466	1,008,655	23,817,110
Expenditures											
Instruction	2,639,727	-	-	-	34,257	-	-	-	-	-	2,673,984
Academic Support	376,032	-	-	-	6,875	-	-	-	-	-	382,907
Student Services	610,412	-	-	-	45,070	-	-	-	-	-	655,482
Public Service	260,609	-	-	242,812	4,095	-	-	-	-	-	507,516
Auxiliary Services	-	-	-	1,366,775	-	-	-	-	-	-	1,366,775
Operations & Maintenance	-	594,235	-	-	-	-	-	-	75,704	-	669,939
Institutional Support	3,454,204	-	20,548	-	21,095	-	277,766	20,000	519,457	757,608	5,070,678
Total Expenditures	7,340,984	594,235	20,548	1,609,587	111,392	-	277,766	20,000	595,161	757,608	11,327,281
Excess (deficiency) of revenues over expenditures	9,847,710	2,552,224	(17,674)	443,995	21,460	247	3,851	(19,336)	(593,695)	251,047	12,489,829
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	9,847,710	2,552,224	(17,674)	443,995	21,460	247	3,851	(19,336)	(593,695)	251,047	12,489,829
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	\$ 24,311,450	\$ 4,509,309	\$ 6,316,220	\$ 763,024	\$ 73,141	\$ 2,810,966	\$ 52,408	\$ 222,693	\$ 2,553,664	\$ 814,027	\$ 42,426,902

Treasurer's Report

Information

Attached is the Treasurer's Report for the month of September, 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 September 2009**

Bank Name Location / Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Home State Bank Crystal Lake Main	\$2,102,077.02	\$12,709,777.91	\$11,439,592.06	\$3,372,262.87
Harvard State Bank Harvard Credit Card	\$1,899,756.61	\$114,133.55	\$1,817,824.55	\$196,065.61
Home State Bank Crystal Lake Online	\$16,473.26	\$5,907.18	\$0	\$22,380.44
Home State Bank Crystal Lake Flexible Spending	\$0	\$24,168.20	\$24,168.20	\$0
Home State Bank Crystal Lake Dental Claims	(\$642.20)	\$26,689.40	\$26,194.85	(\$147.65)
Amcore Bank Woodstock Payroll	\$0	\$0	\$0	\$0
Harvard State Bank Harvard Operations	\$4,053.30	\$0	\$0	\$4,053.30
First Midwest Bank McHenry Student Grant & Loan	\$243,560.53	\$5,425.83	\$45.50	\$248,940.86

McHenry County College
October 22, 2009

Investments

College Fund	Financial Institution	September 30, 2009	August 31, 2009	Interest	No. of Days	Maturity
		Investments	Investments			
Education	Illinois Funds	24,899,949.87	17,193,647.84	see below	N/A	On Demand
Education	CDARS via Home State Bank *	1,000,000.00	1,000,000.00	1.390%	360	2/11/2010
Education	CDARS via Home State Bank *	1,004,973.94	1,004,973.94	1.000%	180	8/12/2010
Education	CDARS via Home State Bank *	2,000,000.00	2,000,000.00	0.400%	90	11/12/2009
Operations & Maintenance (Restricted)	Illinois Funds	6,158,671.86	6,157,879.61	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds	920,185.14	920,081.77	see below	N/A	On Demand
Working Cash	Illinois Funds	616,552.76	616,483.43	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	351,570.55	351,531.02	see below	N/A	On Demand
	Total	36,951,904.12	29,244,597.61			

Interest Revenue

College Fund	Sep-09	Fiscal YTD
Education	\$6,031.98	\$18,332.88
Operations & Maintenance (Restricted)	895.62	2,873.92
Working Cash	69.33	247.36
Liability, Protection and Settlement	39.53	141.04
Total	\$7,036.46	\$21,595.20

Illinois Fund Rates - September 2009

Annualized rate - Money Mkt	
Low	0.067%
High	0.183%
Average	0.157%

* 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 #1013

Information

Attached is the Vendor Activity Report for September, 2009.

Checks written September 1-September 30, 2009	\$2,344,155.49
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Recommendation

It is recommended that the Board of Trustees approves payment of Voucher #1013 showing checks written September 1-September 30, 2009 totaling \$2,344,155.49.



Kathleen Plinske
Interim President

Resolution for Estimated Tax Levy and Notice of Public Hearing

Information

The attached resolution is necessary in order to estimate the 2009 tax levy and provide notice of the public hearing. The estimated 2009 tax levy is based upon and consistent with the fiscal year 2010 Budget.

The tax levy hearing will be held on November 19, 2009, at 7 p.m. in Room A217 on the campus of McHenry County College, 8900 U.S. Highway 14, Crystal Lake, Illinois.

The College will advertise the date of the hearing on the proposed tax levy on November 9, 2009, in the Northwest Herald.

Recommendation

It is recommended that the Board of Trustees adopts the attached resolution estimating the 2009 tax levy and setting the public hearing on the tax levy for November 19, 2009.



Kathleen Plinske
Interim President

Resolution Determining the Estimated Tax Levy for the 2009 Tax Year and
Scheduling a Public Hearing Thereon

WHEREAS, pursuant to 35 ILCS 200/18-55 through 35 ILCS 200/18-100 the Board of Trustees of McHenry County College, Community College District Number 528, counties of McHenry, Boone, Kane, and Lake, State of Illinois, is required to determine the estimated amounts of taxes necessary to be levied for the year not less than 20 days prior to official adoption of the aggregate tax levy of the district; and

WHEREAS, said statute further requires a taxing district to give public notice and to hold a public hearing on the district's intent to adopt an aggregate tax levy.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of McHenry County College, Community College District Number 528, Counties of McHenry, Boone, Kane, and Lake, State of Illinois, as follows:

Section 1: Public notice shall be given in the Northwest Herald, a newspaper of general circulation in said district, and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with no smaller than twelve (12) point type, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

NOTICE OF PROPOSED PROPERTY TAX INCREASE
McHENRY COUNTY COLLEGE

- I. A public hearing on the Proposed 2009 Tax Levy for McHenry County College District #528, McHenry, Lake, Kane and Boone Counties, Illinois, will be held at 7 p.m. on the 19th day of November, 2009, in Room A217 on the campus of McHenry County College, 8900 U.S. Highway 14, Crystal Lake, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Francis J. Zeller, Interim Vice President for Administrative Services/Treasurer, 8900 U.S. Highway 14, Crystal Lake, Illinois, 815-455-8585.

- II. The operating and special purpose property taxes extended for 2008 were \$25,366,822.

The proposed operating and special purpose property taxes to be levied for 2009 are \$27,901,703. This represents a 9.99% increase over the previous year.

- III. The debt service property tax extended for 2008 was \$0.

The proposed debt service property tax to be levied for 2009 is \$0. This represents a 0% increase over the previous year.

- IV. The total property taxes extended for 2008 were \$25,366,822.

The proposed total property taxes to be levied for 2009 are \$27,901,703. This represents a 9.99% increase over the previous year.

Francis J. Zeller
Treasurer
McHenry County College District #528

Section 2: This resolution shall be in full force and effect forthwith upon its passage.

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT #528
COUNTIES OF MCHENRY, BOONE, KANE,
AND LAKE, STATE OF ILLINOIS

Adopted this 19th day of November, 2009.

BY: _____
Chair

ATTEST: _____
Secretary

Request to Purchase
SirsiDynix Software License & Maintenance Agreement Renewal

Information

The Library Support Services has operated with a Library Automation System, supported by annual renewal of software license and maintenance support for the last eight years through SirsiDynix Corporation. The original contract also included a five-year maintenance agreement. The maintenance agreement is now renewed annually. The license and maintenance agreement is for one year and provides for the use, upgrades, technical support, and training offered with the SirsiDynix catalog management system for \$11,767.10.

The SirsiDynix Corporation provides the College with a comprehensive integrated technology environment software system for the College Library. This system manages and organizes an online catalog system with over 43,000 books into a database that is easily searchable by our patrons.

This purchase 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."

Funding for this contract is budgeted in the Library Support Services Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the one-year contract to SirsiDynix Corporation, Huntsville, Alabama for the amount of \$11,767.10.



Kathleen Plinske
Interim President

Request to Purchase
Lighting Fixtures for the Black Box Theatre

Information

The purchase of new lighting fixtures in the Black Box Theatre will allow students to learn stage lighting options through hands-on use with up-to-date technology. In addition, these new lighting fixtures will provide students with the ability to explore more avenues of design. The new lighting fixtures will allow more flexibility since the fixtures will work at full potential in areas such as brightness, focus, color, shape and movement. New lighting fixtures will also reduce energy costs for the College.

The following quotes were received from area vendors:

<u>Quantity</u>	<u>Descriptions</u>	<u>Mainstage Theatrical</u>	<u>Design Lab</u>	<u>Chicago Spotlight, Inc.</u>
27	Lighting Fixtures	\$6,556.00	\$7,288.21	\$7,950.00

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

Recommendation

It is recommended that the Board of Trustees approves the expenditure for purchase of lighting fixtures as listed above for \$6,556.00 from Mainstage Theatrical Supply, Milwaukee, WI.



Kathleen Plinske
Interim President

Request to Purchase
 Replacement of Telephone System Core Components

Information

The telephone system is a mission critical system for the whole College. The current Mitel system is beyond the original life expectancy. It has been determined that by replacing specific core components, the system can be extended another five years. Modern telephone systems use voice over IP technology (VoIP). An entire new system for the College would cost \$350,000.00 to \$500,000.00. This proposal replaces the current key components with the new VoIP technology. In addition, the current small IP controller that runs the Shah Center phones will be relocated to the Shah Center. This will strengthen the system and improve business continuity allowing operations in the event of network failure between campuses. With this replacement plan, all existing telephones will not need replacement and new VoIP phones can be added in the future, as needed. Training on the new system components and replacement Uninterrupted Power Supply (UPS) is also included in this proposal.

Telecom Innovations Group of Itasca, IL has provided excellent service to the College since 2000 and maintains our current maintenance agreement for the telephone system.

Telecom Innovations Group

Mitel and CallXpress Hardware	\$39,781.50
Labor to Install	<u>\$5,892.70</u>
	\$45,674.20

Mitel

End user training and certification	\$850.00
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CDW-G

(IPHEC consortium pricing)	<u>\$2,715.00</u>
Replacement UPS units for Telephone System	

Total System Cost:	<u>\$49,239.20</u>
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The purchase of software and hardware is exempt from the bidding requirements as stated in the Illinois Public Community college Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, “purchase of 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 purchase and installation of equipment for \$45,674.20 from Telecom Innovations Group, Itasca, IL, the purchase of training for \$850.00 from Mitel, Kanata, Ontario, and the purchase of UPS units for \$2,715.00 from CDW-G, Vernon Hills, IL.



Kathleen Plinske
 Interim President

Request to Purchase
Renewal of AACC Annual Membership

Information

The American Association of Community Colleges (AACC) is the primary advocacy organization for community colleges at the national level. AACC collaborates with a wide range of entities within the higher education community to monitor and influence federal policy and to collaborate on issues of common interest. AACC currently represents more than 1,200 two-year, associate-degree granting institutions, and MCC has been a member for more than a decade. The membership renewal rate for FY 2010 is \$6,210.00.

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

Recommendation

It is recommended that the Board of Trustees approves the renewal of the College's annual membership for \$6,210.00 to the American Association of Community Colleges, Washington, D.C.



Kathleen Plinske
Interim President

Request to Purchase
Professional Architectural Services –Biology/Chemistry Lab

Information

The FY 2010 Budget includes the conversion of room A229 to a dual-use Biology/Chemistry Lab.

It is estimated that the remodeling will cost approximately \$350,000.00. Legat Architects will provide the following services related to the project for a cost of \$43,000.00: schematic design, design development, and construction documents.

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

Recommendation

It is recommended that the Board of Trustees approve the purchase of Professional Services for \$43,000.00 from Legat Architects, Crystal Lake, IL.



Kathleen Plinske
Interim President

Request for Purchase
 Software and Maintenance – Art Department

Information

The Art Department needs software maintenance coverage for Adobe Photoshop CS4 Extended software to teach Digital Photography in A140, the art department Mac classroom. Purchasing the maintenance assures that when a new version of Photoshop is introduced, the Art Department will receive that upgrade along with maintenance releases at no additional cost.

The Art Department requires new Adobe software licenses and maintenance (Adobe Illustrator CS4 and In-Design CS4) for courses being taught in the Spring 2010 semester.

The Illinois Community College System Procurement Consortium (ICCSPC) pricing below is based on a recently negotiated three-year contract with CDW-G as the sole provider for all qualifying institutions within the State of Illinois. This consortium pricing is based on a 4000+ FTE and allows for pricing not available through any other source. CDW-G will provide the needed products per a quote below.

<u>Quantity</u>	<u>Description</u>	<u>CDW-G</u>
25	24-month maintenance – Photoshop CS4 Extended	\$1,646.00
25	Licenses – Adobe Illustrator CS4	\$2,806.00
25	24-month maintenance – Adobe Illustrator CS4	\$1,124.00
25	Licenses – Adobe In-Design CS4	\$2,758.00
25	24-month maintenance – Adobe In Design CS4	<u>\$1,124.00</u>
	Total	<u>\$9,458.00</u>

This expense is budgeted in the Art and Photography Accounts in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the Adobe Software and Maintenance agreement for \$9,458.00 from CDW-G, Vernon Hills, IL.



Kathleen Plinske
 Interim President

Request to Purchase
 Rotary Lift - Automotive Department

Information

The 10,000 pound hoist (lift) used in the automotive lab to raise and lower vehicles for repair requires replacement. It is no longer functioning and has been shut down permanently. Because of the age of the lift, replacement parts are not available and it cannot be serviced. This lift is located in the large automotive lab and is used continuously throughout the year in all of the automotive classes. The new style lift is EPA safe in that hydraulic oil cannot seep into the ground if a leak develops. The rotary lift parts are encased in a fiberglass cassette that is designed to utilize 4 gallons of oil, while the old style lifts hold about 55 gallons in a steel storage tank underground that corrodes with age and begins to leak into the soil.

<u>Quantity</u>	<u>Equipment</u>	<u>P.R. Streich and Sons</u>	<u>Standard Industrial Service</u>	<u>Automotive Lift Service and Equipment Company</u>
1	Rotary Lift Model SL210 Cassette Style, 10,000 Pound Conventional Lift	\$10,474.00	\$10,697.00	\$11,815.00
	Installation	Included	Included	Included
	Shipping	Included	Included	Included
	Total	<u>\$10,474.00</u>	<u>\$10,697.00</u>	<u>\$11,815.00</u>

This expense is budgeted in the Institutional and the Automotive Accounts in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the rotary lift, as described above for \$10,474.00 from P.R. Streich and Sons, Franklin Park, IL.



Kathleen Plinske
 Interim President

Request to Purchase
Sterilizers - Biology Department

Information

The Biology department requires two sterilizers. The current unit is 25 years old and has been repaired several times. It is inadequate to meet the demands of the additional labs offered in microbiology and other biology classes. Pricing is through the Illinois Community College Systems Procurement Consortium (ICCSPC).

The following quotes were received from ICCSPC distributors:

<u>Quantity</u>	<u>Description</u>	<u>Fisher Scientific</u>	<u>VWR International</u>
2	Sterilizers and Stands	\$17,262.48	\$19,823.71

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

Recommendation

It is recommended that the Board of Trustees approve the purchase of two sterilizers for \$17,262.48 from Fisher Scientific, Hanover Park, IL.



Kathleen Plinske
Interim President

Request to Purchase
Water Purification Unit - Biology Department

Information

The Biology department requires a new water purification unit. The old unit can not supply the demand for increased lab needs, is outdated, and becoming increasingly difficult to repair due to unavailable parts. Pricing is through the Illinois Community College Systems Procurement Consortium (ICCSPC). The following quotes were received from ICCSPC distributors:

<u>Quantity</u>	<u>Description</u>	<u>Fisher Scientific</u>	<u>VWR International</u>
1	Water Purification Unit	\$7,087.52	\$7,451.01

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

Recommendation

It is recommended that the Board of Trustees approve the purchase of a water purification unit for \$7,087.52 from Fisher Scientific, Hanover Park, IL.



Kathleen Plinske
Interim President

McHenry County College

Board Report #09-275
October 22, 2009

Request to Purchase
ERP Project Management Services

To Be Developed

Request to Purchase
Baseball Field Repairs

Information

Bids were requested for repairs to the College baseball field. The repairs will correct drainage and improve playability to the area between first base and the first base dugout and the third base line by third base. The bid also included sod removal and repair of the grass lips on the edges of the infield.

<u>Item</u>	<u>Lohmann Sports Fields</u>	<u>Turf Solutions Group, LLC</u>
Baseball Field Repairs	\$13,000.00	\$25,080.00

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

Recommendation

It is recommended that the Board of Trustees approves the expenditure for purchase as listed above for \$13,000.00, from Lohmann Sports Fields, Marengo, IL.



Kathleen Plinske
Interim President

Destruction of Audio Tape Recording of the Closed Session
of March 27, 2008 Regular Board Meeting

Information

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

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

The identified tape will be physically destroyed.

Recommendation

It is recommended that the Board of Trustees approves the destruction of the audio recording of the Closed Session of the March 27, 2008 Regular Board Meeting on October 23, 2009.



Kathleen Plinske
Interim President

McHenry County College Alumni Awards

Information

The Friends of McHenry County College Foundation submits the following two candidates to the McHenry County College Board of Trustees for their approval:

MCC 2009 Triumph Award

Saul Arteaga, Class of 1990

for overcoming obstacles that seemingly would have prevented him from obtaining an education.

MCC 2009 Career Distinction Award

Dr. David Kopsell, Class of 1991

for making a difference in his chosen career field or for helping a fellow employee to excel.

Award winners and their families will be invited to a reception prior to the December 12, 2009 graduation ceremony. The McHenry County College Board of Trustees will bestow the formal recognition and distribution of awards during the graduation ceremony.

Recommendation

It is recommended that the Board of Trustees approves the selection of these two McHenry County College Alumni for the above Alumni awards.



Kathleen Plinske
Interim President

New Board Policy
2.8 Whistleblower Policy

Information

The College's legal counsel has drafted the following Whistleblower policy:

McHenry County College is committed to the highest ethical standards and conducting its operations in compliance with federal and state laws and regulations. To ensure that this standard of performance is achieved and maintained, this policy is intended to provide an avenue for employees to report allegations of internal wrongdoing and to provide assurance that they will be protected from retaliation for such reporting in good faith, in accordance with the Illinois Whistleblower Act, 740 ILCS 174/1 et seq., and other applicable state and federal laws.

Wrongdoing may include, but is not limited to:

- Crimes, or violations of the law or governmental regulations;
- Fraud or financial irregularity;
- Improper use of College funds, property or assets;
- Corruption, bribery or blackmail;
- Endangering the health or safety of an individual;
- Harming College property;
- Abuse of students, staff, patrons, College guests, or visitors; and
- Other unethical conduct.

At a minimum, the College President will provide the Board with a quarterly update of any complaint received and action taken, although the Board may ask for reports at any time.

If any substantial changes are made to implementing procedures related to this Policy, the Board will be notified.

Confidential Reporting

To ensure maximum confidentiality in making a complaint under this policy, the College will maintain a relationship with an outside independent reporting service to receive and review complaints of wrongdoing as defined under this Policy. The reporting service will provide twenty four hour online and phone access for employees to make confidential complaints.

Through this service, employees will be asked to provide detailed information about the incident(s) as possible in order to facilitate an efficient and thorough investigation, including:

- **Who:** persons engaged in the incident, including titles;
- **What:** what specifically occurred;
- **Where:** the location of the incident; and
- **When:** the time and duration of the incident.

The College's administration will disseminate information to the College community on accessing the independent service for the receipt of complaints.

Investigation of Reports

Complaints made to the independent service will be confidentially reported to the College's designated ombudsman. The College President will designate the ombudsman. The ombudsman, in consultation with the President, will review complaints reported by the independent service for appropriate follow up, including investigation and recommended action. The ombudsman will timely report the disposition of complaints to the Board of Trustees. If the President is the subject of a complaint, the ombudsman will not consult with the President and will report directly to the Board Chair. If the ombudsman is the subject of the complaint, the report will be directed to the Board Chair by the independent agency.

Confidentiality

Reports and investigations will be kept confidential to the extent possible and consistent with the need to conduct an adequate investigation and consistent with College policies and applicable federal, state and local laws. Disclosure of reports of wrongdoing to individuals not involved in the investigation is a serious offense and may result in discipline, up to and including termination.

The alleged wrongdoer's name may be disclosed only upon completion of the investigation and if found guilty. If the wrongdoer is found guilty, appropriate legal and/or personnel action will be taken.

Protection Against Retaliation

The College will not tolerate any harassment or victimization of reporters and will take appropriate action to protect reporters, including their anonymity (if name is known), who raise concerns in good faith.

Any employee who believes he or she has been subjected to or affected by retaliatory conduct for reporting suspected wrongdoing or for refusing to engage in activity that would result in a violation of the law, should report such conduct to the appropriate supervisory personnel. Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, must advise the senior administrator responsible for the maintenance and operation of this policy.

Sanctions for a False Report

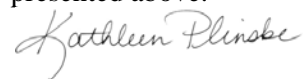
Employees shall not intentionally misuse this policy. Intentional misuse includes, but is not limited to:

- Frivolous claims;
- Attempts to treat a personal grievance or personnel dispute as an allegation of wrongdoing;
- Lack of good faith in invoking this policy; or
- Any known, false, malicious or misleading statements made at any time under the procedures of this policy.

Intentional misuse of this policy is a serious offense and may result in discipline, up to and including termination.

Recommendation

It is recommended that the Board of Trustees approves Board Policy 2.8, Whistleblower Policy as presented above.



Kathleen Plinske
Interim President

Personnel Adjustments for Fall 2006
Transfer and Occupational Courses

Information

Listed below are adjustments for Fall 2006 Transfer and Occupational courses and program development:

Overload			
<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>\$ Amount</u>
Sullivan, Sarah	MGT205301	20.00	1,841.12
Young, Chuck	CIS216001	20.00	1,841.12

Recommendation

It is recommended that the Board of Trustees approves the personnel adjustments for Fall 2006, as listed above.



Kathleen Plinske
Interim President

Personnel Adjustments for Spring 2009
Transfer and Occupational Courses

Information

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

Overload			
<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>\$ Amount</u>
Valdes-Wagner, Dawn	BUS150004	20.00	1,910.25

Recommendation

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



Kathleen Plinske
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>
Elder, David	Phi Theta Kappa Regional Coordinator	2,746.58

Recommendation

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



Kathleen Plinske
Interim President

Personnel Adjustments for Fall 2009
Transfer and Occupational Courses

Information

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

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>\$ Amount</u>
Baser, Julia A	MCC101209	1	526.88
Beruscha, Melissa	MAT095009	4	2,107.53
Beruscha, Melissa	MAT095010	4	2,107.53
Brown, Shannon G	NAE100006	6	3,130.00
Cook, Lori A	NAE100005	6	3,130.00
Druml, Amy M	NUR210A02	12	6,322.60
Hagaman, Robert	HIS170003	3	3,693.40
Hagaman, Robert	HIS170004	3	1,846.70
Hamill, Vicki L	HFE120007	2	1,053.77
Hamill, Vicki L	HFE120201	2	1,053.77
Hamill, Vicki L	HFE170101	1	526.88
Hamill, Vicki L	HFE170701	1	526.88
Hamill, Vicki L	HFE176001	2	1,317.21
Hamill, Vicki L	HFE176701	2	1,317.21
Henry, Marla I	MAT090006	3	1,106.46
Hoffmann, Jennie	MCC101212	1	526.88
Johnson, Kim J	HFE140201	2	1,210.27
Kamarajan, Shanthi	MCC101211	1	610.35
Keyzer, Deborah M	MCC101207	1	542.53
Koronkiewicz, T	MCC101205	1	526.88
Kropp, Marilynn B	MCC101056	1	542.53
Kuhlin, Whitney A	MCC101206	1	526.88
Lanko, Frank A	MCC101210	1	260.83
McQueen, Coy E	TWL102001	2	790.33
McQueen, Coy E	TWL110001	2	1,317.21
McQueen, Coy E	TWL111001	2	1,053.77
Mutert, Cara C	HFE290001	3	1,074.63
O Brien, Laura A	MAT095019	4	2,170.13
Ochwat, Melissa	MCC101204	1	542.53
Patel, Purvi K	MCC101210	1	263.44
Petty, Arthur E	IBS270601	3	1,580.65
Quinn, Arleen	MCC101201	1	521.67
Quinn, Arleen	MCC101202	1	521.67
<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>\$ Amount</u>

Sobolak, Caroline P	MCC101604	1	542.53
Thomas, Flecia	MCC101213	1	532.10
Westerhof, Sonia S	MCC101208	1	610.35
Wylie, Karen F	MAT090006	3	507.06
Zopp, Marilyn A	MCC101214	1	615.57

Independent/Individualized/Internships

<u>Name</u>	<u>Course</u>	<u>Hours</u>	<u>Students</u>	<u>\$ Amount</u>
Bazan, Michael J	MUS207001	2	2	557.92
Blitek, Renee S	HRT250002	10	1	225.00
Fagiano, Steve C	MUS217001	2	4	1,064.32
Fagiano, Steve C	MUS217002	2	1	532.16
Gaughan, Patricia L	MUS213001	2	10	2,789.60
Gaughan, Patricia L	MUS213002	2	2	1,115.84
Janowiak, Rose Marie	AOMCLSSES	0	0	138.20
Janowiak, Rose Marie	AOMCLSSES	0	0	138.20
Kang, Kenneth Y	MUS216001	2	3	759.00
Kvam-Holub, Janet A	MUS206001	2	2	557.92
Kvam-Holub, Janet A	MUS206002	2	2	1,115.84
Kvam-Holub, Janet A	MUS215001	2	1	278.96
Lange-Connelly, Phyllis	MUS203003	2	1	278.96
Meny, Anne E	FRE151002	4	5	1,500.00
Ray, Christopher R	MUS209001	2	2	557.92
Ray, Christopher R	MUS209002	2	1	557.92
Reupert, Roger L	MUS210001	2	4	1,115.84
Sergey, Thomas M	MUS213003	2	6	1,673.76
Sergey, Thomas M	MUS213004	2	2	1,115.84
Shaw, Nancy	MUS205001	2	9	2,510.64
Shaw, Nancy	MUS205002	2	4	2,231.68
Singer, Tara J	MUS203001	2	19	5,300.24
Singer, Tara J	MUS203002	2	10	5,579.20
Spangenberg, Bruce	HRT250001	10	2	450.00
Szalaj, Steven J	MUS205003	2	9	2,510.64
Szalaj, Steven J	MUS205004	2	3	1,673.76

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>\$ Amount</u>
Arctander, Mark C	Mentor Stipend	105.00
Braasch, Gerald	Mentor Stipend	105.00
Cameron, Judi L	Mentor Stipend	105.00
Compton, Ronald E	Mentee Stipend	90.00
Crizer, Lisa D	Mentee Stipend	90.00
Dean, Lawrence O	Mentee Stipend	90.00
Decio, Gabriel A	Mentor Stipend	105.00

<u>Name</u>	<u>Assignment</u>	<u>\$ Amount</u>
Elder, David A	Lead Instructor, Phi Theta Kappa	915.53
Erski, Theodore I	Academy Integration Training	100.00
Farc, Maria-Magdalena	Mentee Stipend	90.00
Geller, Jay	Lead Instructor, Journalism	2,500.00
Geller, Jay	Lead Instructor, Theater	2,500.00
Geller, Jay	Mentor Stipend	105.00
Green, Michelle L	Mentee Stipend	90.00
Hillstrom, Michael J	Lead Instructor, Music	2,500.00
Honeyman, Bradley D	Mentee Stipend	90.00
Hoy, Justin L	Mentee Stipend	90.00
Humphrey, Anne	Mentor Stipend	105.00
Jansen, Brittany R	Mentee Stipend	90.00
Johnson, Harriet A	Lead Instructor, Criminal Justice	2,500.00
Johnson, Harriet A	Mentee Stipend	90.00
Koehler, Gwendolyn A	Mentee Stipend	90.00
Letteri, Cynthia R	Mentor Stipend	105.00
Levernier, William R	Academy Integration Training	100.00
Luka, Florence D	Mentee Stipend	90.00
Lush, Paige C	Mentee Stipend	90.00
Mccord, Robert	Mentor Stipend	105.00
Midday, Katherine A	Mentor Stipend	105.00
Midday, Katherine A	Mentor Stipend	105.00
Mihelich, Robert J	Academy Integration Training	100.00
Ponzio, Peter J	Mentee Stipend	90.00
Power, Laura A	Mentor Stipend	105.00
Power, Laura A	Mentor Stipend	105.00
Quinn, Arleen	Mentee Stipend	90.00
Radovich, Carol L	Nurse Adjunct Orientation	124.53
Reagan, Mike S	Mentor Stipend	105.00
Rosenfield, Laurie B	Academy Integration Training	100.00
Ruthven, Sarah E	Mentor Stipend	105.00
Sergey, Thomas Michael	Music Adjunct Stipend	37.20
Small, John E	Academy Integration Training	100.00
Sullivan, Sarah	Academy Integration Training	200.00
Sullivan, Sarah	Lead Instructor, Business	2,500.00
Swett, John W	Academy Integration Training	100.00
Sytsma, Angela M	Nurse Adjunct Orientation	249.06
Taylor, Amy S	Mentee Stipend	90.00
Thomas, Tammy M	Mentor Stipend	210.00
Thompson, Doria L	Mentee Stipend	90.00
Van Sickle, Cynthia	Mentor Stipend	210.00
Venkataswamy, Shiela	Mentee Stipend	90.00
Vician, Tom J	Mentee Stipend	90.00
Vitale, Sandra A	Lead Instructor, CIS & DGM	2,500.00
Wedemeyer, Jessica J	Mentee Stipend	90.00

<u>Name</u>	<u>Assignment</u>	<u>\$ Amount</u>
Whalen, Elaine A	Mentor Stipend	105.00
Zaccagnini, Heather	Mentor Stipend	105.00
Zokal, Patricia	Mentee Stipend	90.00

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>\$ Amount</u>
Albright, Meri	CIS110601	13.33	1,318.46
Albright, Meri	CIS117701	20.00	1,977.75
Beggs, Thomas	DGM123001	30.00	2,966.62
Brzezinski, Jack	CIS117001	6.66	659.18
Curfman, Don	ACC110601	6.66	659.18
Freelove, Julie	AOMCLSSES	20.00	1,977.75
Freelove, Julie	AOM120001	13.33	1,318.46
Geller, Jay	MCC101104	6.66	659.18
Geller, Jay	THEATER	20.00	1,977.75
Kaltenecker, Thomas	CLM101101	80.00	7,911.00
Kaltenecker, Thomas	CLM101701	80.00	7,911.00
Sullivan, Sarah	MGT205301	20.00	1,841.12
Tetreault, Mike	CIS155001	20.00	1,977.75
Tetreault, Mike	CIS157001	26.66	2,636.93
Thompson, Doria	MCC101103	6.66	659.18
Thompson, Doria	MCC101203	6.66	659.18
Valdes-Wagner	BUS150004	20.00	1,910.25
Vitale, Sandy	AOM101003	20.00	1,977.75
Young, Chuck	CIS216001	20.00	1,841.12

Recommendation

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



Kathleen Plinske
Interim President

Request for New Administrative Position
Internal Auditor

Information

The following new position is being recommended in part due a recommendation from the College auditing firm, Sikich, LLP. Board action approving the new part-time position of Administrative Internal Auditor is requested at this time.

New Administrative Position

<u>Title</u>	<u>Salary Range</u>	<u>Effective Date</u>	<u>FTE</u>
Internal Auditor – part-time	*	Begin 1/4/10	<u>0.5</u>
Total			<u>0.5</u>

*Salary will be determined, in part, by the qualifications of the candidate selected for the position.

Recommendation

It is recommended that the Board of Trustees approves the new administrative position of Internal Auditor.



Kathleen Plinske
Interim President

Appointment of New
Coordinator of F.A.S.T. Grant

Information

At the June 2009 Board Meeting, the Board of Trustees approved the new full-time professional position of Coordinator of F.A.S.T. Grant. Stephen O'Connor has been recommended to fill this position. Mr. O'Connor has a Master of Arts in Training and Development from Roosevelt University, Chicago, IL and a Bachelor of Science in Information Science from Northeastern Illinois University, Chicago, IL. His experience is as follows:

2000 – Present	Adjunct and Instructional Designer Roosevelt University, Chicago and Schaumburg, IL
2007 – 2009	Corporate Training Administrator Woodward MPC, Skokie, IL
2005 – 2007	Database Administrator Franciscan Friars of Marytown, Libertyville, IL
2000 – 2005	Self-Employed Trainer Chicago and Suburbs, IL
1996 – 2000	Trainer, Instructional Designer and Operations Training Manager GE Financial Assurance, Schaumburg, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Stephen O'Connor to the professional position of Coordinator of F.A.S.T. Grant, effective October 26, 2009, at a salary of \$23,392.34 (based on the 12-month salary of \$34,300.00).



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	Not applicable	\$34,300.00	Not applicable

POSITION: **COORDINATOR OF F.A.S.T. GRANT**

CLASSIFICATION: Professional (Grant Funded)

WORK YEAR: 12 Months

WORK WEEK: 40 Hours – Some evening and weekends required.

PRIMARY PURPOSE: To coordinate all elements of the Flexible and Sustainable Training program in accord with the grant requirements.

ESSENTIAL JOB FUNCTIONS:

- Coordinate all aspects of the F.A.S.T. grant.
- Serve as main contact for the program.
- Collaborate with Deans, Department Chairs, and business partners and agencies to develop curriculum for training programs.
- Collaborate with local businesses, advisory groups, and workforce agencies.
- Coordinate curriculum development, assessment, and articulation.
- Coordinate assessments and credentialing options for program completers.
- Recruit, recommend, and orient instructors for the program.
- Market program.
- Develop and implement recruitment plan.
- Develop and implement orientation/application activities.
- Develop selection criteria for participants.
- Serve as advisor for potential participants.
- Coordinate registration process and monitor student outcomes.
- In collaboration with instructors, recommend supplies and equipment for training.
- Develop data collection forms and procedures for training program.
- Assist Project Director to verify that grant objectives are met.
- Provide reports to advisory committee.
- Implement grant evaluation process.
- Analyze data and write grant reports.
- Assist with grant proposals for continuation of training.
- Submit all reports in advance of deadlines.
- Additional duties as assigned by immediate supervisor.

SUPERVISION: Under direct supervision of the Executive Dean of Continuing and Professional Education.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Bachelor's Degree required. Master's Degree preferred.

EXPERIENCE:

Experience in program development and coordination. Experience with grant-funded programs and at least three years experience with career/technical education preferred.

SKILLS AND ABILITIES:

- Ability to collaborate for purposes of project planning.
- Interpersonal communication skills essential.
- Ability to work with diverse populations.
- Organizational skills.
- Ability to work with many details simultaneously.
- Self-starter/needs minimum supervision.
- Creative thinker.
- Strong written skills.
- Ability to maintain confidential information.
- Computer skills; experience with Microsoft Office Suite.

Grant-funded – Scheduled end date of May, 2011

ISSUED: July 2009

Appointment of Replacement
 Divisional Secretary, Career and Technical Education

Information

The appointment of Julie Nordholz to the position of Administrative Assistant to the Executive Dean of Career and Technical Education, effective August 31, 2009, created a vacancy for the full-time professional position of Divisional Secretary, Career and Technical Education. Wendy Lauen has been recommended to fill this position. Ms. Lauen has a Bachelor of Arts in Journalism from the University of Oklahoma, Norman, OK. Her experience is as follows:

- 2005 – Present Continuing Education Assistant (2007 – Present)
 Conference Center Assistant (2005 – 2007)
 McHenry County College, Crystal Lake, IL

- 2003 – 2005 Event and Visitation Coordinator
 Naropa University, Boulder, CO

Eighty-one applications were received, and the search committee interviewed seven candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Wendy Lauen to the professional position of Divisional Secretary, Career and Technical Education, effective October 26, 2009, at a salary of \$22,642.15 (based on a 12-month salary of \$33,200.00).



Kathleen Plinske
 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	\$15.47 Hourly	\$33,200.00	\$39,302.52

POSITION: **DIVISIONAL SECRETARY, CAREER AND TECHNICAL EDUCATION**

CLASSIFICATION: Professional

WORK YEAR: 12 Months

WORK WEEK: Flexible scheduling including occasional evening hours when required.

PRIMARY PURPOSE: To assist Divisional Lead Instructors, Coordinators, and Directors in carrying out their responsibilities.

ESSENTIAL JOB FUNCTIONS:

- To provide confidential support services for Divisional Lead Instructors, Divisional Directors, and Divisional Coordinators.
 - Compose for approval and type correspondence, memoranda, and agendas for internal and external use.
 - Enter and extract necessary information on the computer and mainframe systems.
 - Serve as a receptionist for the Divisional office. Provide information and assistance, internal and external, to the public.
 - Prepare forms, gather information, and assemble course proposals/assist with program reviews.
 - Work directly with Illinois State Board of Education, Regional Superintendent of Schools, to facilitate student background checks.
- Assist in gathering, proofreading, disseminating, and updating information for:
 - Board Reports.
 - Course schedules.
 - Catalog revisions.
 - Faculty schedules, office hours.
 - Course outlines, course syllabi, including e-syllabi.
 - Faculty evaluation.
 - Book orders.
 - Files of advisory committees.
- Process Letters and Notifications of Assignment and/or Load Sheets for full-time and adjunct faculty as needed. Monitor and/or issue overload Notifications of Assignment, calculate and process Department Chair stipends.
- Provide support for developing Board Reports as needed.
- Assist in preparation for Lead Instructors meetings, attend meetings, and provide support by taking, preparing, and distributing minutes.
- Prepare and maintain records and submit reports for programs requiring State of Illinois approval.
- Maintain records and disseminate information related to:
 - Faculty, (i.e., absences, correspondence).
 - Databases related to external correspondence.
 - Employment/job placement requests.
 - Information requests.
 - Mailing lists.
 - Projects.
 - Surveys.

ESSENTIAL JOB FUNCTIONS:

- Compile and distribute student evaluations pertaining to full-time and adjunct faculty.
- Maintain programmatic filing systems.
- Assist in gathering data for new course/program development.
- Assist in maintaining identified bulletin boards.
- Compile and distribute student evaluations pertaining to full-time and adjunct faculty.
- Maintain programmatic filing systems.
- Assist in gathering data for new course/program development.
- Assist in maintaining identified bulletin boards.
- Assist with meeting/special event preparation by preparing the agenda, sending invitations, locating facility, arranging cafeteria, and other services as necessary; such as taking, preparing, and distribution of minutes for:
 - Advisory committees.
 - Conferences.
 - Program partners.
- In coordination with the Administrative Assistant, maintain a record of departmental budget balances by recording and filing purchase requisitions and providing Chairs with budget reports.
- Provide backup for other secretarial support services for breaks, lunch, emergencies, unexpected absences, vacations, etc.
- Order departmental supplies.
- Provide support as appropriate for College-wide projects such as:
 - CAPC sub-committee secretary.
 - MCC Night.
 - AQIP.
- Additional duties as assigned by immediate supervisor.

SUPERVISION: Under the direct supervision of the Executive Dean of Career and Technical Education.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

High school graduate or equivalent plus specialized training. Associate's Degree preferred.

EXPERIENCE: Two years related experience.

SKILLS AND ABILITIES:

- Ability to work with information systems (e.g., Internet, Windows XP, database, spreadsheets).
- Ability to prioritize and handle multiple tasks.
- Ability to work effectively with diverse personalities.

SKILLS AND ABILITIES:

- Filing.
- Organizational.
- Professional demeanor.
- Self-starter.
- Strong communication skills – written, verbal, and listening.
- Attention to detail.
- Ability to work flexible schedule, including occasional evenings.

REVIEWED: June 2009

ISSUED: May 1998

Appointment of Replacement
 Illinois Small Business Development Center Specialist

Information

The resignation of Marianne Tonyan, effective July 31, 2009, created a vacancy for the full-time professional position of Illinois Small Business Development Center Specialist. Kristi Patterson has been recommended to fill this position. Ms. Patterson has a Bachelor of Arts in Communication from Northern Illinois University, DeKalb, IL. Her experience is as follows:

- 1996 – Present Owner/General Manager
 Land of Lincoln Standardbred Sale Company, Inc., Lake in the Hills, IL

- 2003 – 2009 Project Analyst
 U.S. Cellular, Chicago, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Kristi Patterson to the professional position of Illinois Small Business Development Center Specialist, effective November 2, 2009, at a salary of \$20,680.46 (based on a 12-month salary of \$31,200.00).



Kathleen Plinske
 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	\$31,200.00	\$32,722.94

POSITION: **ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER SPECIALIST**

CLASSIFICATION: Professional – Full-time (Grant-funded)*

WORK YEAR: 12 months

PRIMARY PURPOSE: To serve as primary business counselor for the Illinois Small Business Development Center (ISBDC).

ESSENTIAL JOB FUNCTIONS:

- Provide direct client counseling assistance.
- Maintain client files with appropriate records included.
- Provide referrals to other appropriate Department of Commerce and Economic Opportunity (DCEO) programs.
- Assist with completion of monthly reporting.
- Research and develop material necessary for clients needs.
- Assist in the production of promotional materials for the Center (e.g.; flyers, newsletters, etc.).
- Develop and implement marketing plans for training programs.
- Develop ISBDC training programs and analyze impact on participants.
- Represent the ISBDC at various community events.
- Additional duties as assigned by immediate supervisor.

SUPERVISION: Under the direct supervision of the Executive Director, Shah Center Programs. Receives daily direction from the ISBDC Coordinator.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor of Arts Degree, or Bachelor of Science Degree, in business, economics, accounting or equivalent field.

EXPERIENCE:

Three years experience in business management and/or financial business analysis (banking) required.

SKILLS AND ABILITIES:

- Proficient in MS Windows Office Suite (Word, Excel, Access, Publisher, and PowerPoint) and Internet navigation skills.
- Strong communication skills.
- Ability to work with confidential information in an ethical manner.
- Strong organizational skills, detail oriented.
- Ability to prioritize and manage multiple tasks to meet deadlines.
- Team player, works effectively with others.
- Ability to work independently and under pressure.

SKILLS AND ABILITIES:

- Ability to establish and maintain relationships.
- Willingness to continue professional development.
- Ability to travel (overnight) occasionally.

***This position is grant funded. Continuation of the position is subject to grant approval.**

Revised: September 2009

Appointment of Replacement
 Secretary, Office of Academic and Student Affairs

Information

The appointment of Rose Mikulski to the position of Secretary to the Dean of Student Success, effective February 23, 2009, created a vacancy for the full-time professional position of Secretary, Academic and Student Affairs. Anastasia Pietrie has been recommended to fill this position. Her experience is as follows:

- 2006 – Present MLT Administrative Assistant (2008 – Present)
 Department Assistant (2004 – 2006)
 Oakton Community College, Des Plaines, IL

- 2006 – 2008 Executive Operations/Student Services Specialist
 University of Minnesota, College of Pharmacy, Minneapolis, MN

- 2004 – 2006 Department Assistant
 Oakton Community College, Des Plaines, IL

- 2002 – 2003 Recruiter
 Smith Research Inc., Deerfield, IL

Two hundred eighty-six applications were received, and the search committee interviewed six candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Anastasia Pietrie to the professional position of Secretary, Office of Academic and Student Affairs, effective November 4, 2009, at a salary of \$20,768.97 (based on the 12-month salary of \$31,700.00).



Kathleen Plinske
 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	\$31,700.00	\$33,760.00

POSITION: **SECRETARY, OFFICE OF ACADEMIC AND STUDENT AFFAIRS**

CLASSIFICATION: Professional

WORK YEAR: 12 Months

WORK WEEK: 40 hours per week, occasional evening or weekend hours may be required.

PRIMARY PURPOSE: To provide secretarial support for the Office of Academic and Student Affairs.

ESSENTIAL JOB FUNCTIONS:

- Serve as secretary for the Vice President and Assistant Vice President for Academic and Student Affairs.
- Serve as receptionist for the Administration Office.
- Assist with filing and typing associated with the Office of Administrative Services/Treasurer.
- Answer telephone and schedule appointments as needed.
- Perform general clerical duties – word processing, filing, record keeping, proofreading, etc.
- Provide assistance in the maintenance of Joint Agreements.
- Prepare, distribute, and assist in maintaining articulation documents.
- Prepare mailing lists.
- Maintain office mail systems.
- Maintain copy/fax machine supplies.
- Copy materials in accordance with College policy.
- Fax materials as requested.
- Place bookstore orders.
- Coordinate the data input of the College credit course schedules and catalog.
- Coordinate the data input for the Emergency Closing Phone Tree.
- Assist with the distribution of materials related to Academic and Student Affairs.
- Maintain a file of faculty schedules.
- Assist with support on assessment.
- Provide direct assistance to the Administrative Assistant of Academic and Student Affairs as needed.
- Provide support for Phi Theta Kappa.
- Provide direct assistance for Articulation and Transfer Coordinator.
- Provide support in the planning, preparation and implementation of the graduation ceremonies.
- Additional duties as assigned by immediate supervisor.

SUPERVISION: Under the supervision of the Vice President of Academic and Student Affairs. Receives daily direction from the Administrative Assistant to the Vice President and Assistant Vice President of Academic and Student Affairs.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

High school graduate or equivalent, plus additional office and computer training.

EXPERIENCE: At least two years in related area.

SKILLS AND ABILITIES:

- Proficient in Microsoft Word and Excel.
- A high level of human relations and customer service skills.
- Professional demeanor.
- Flexibility.
- Strong work ethic.
- An appropriate sense of humor.
- Excellent telephone demeanor.
- Good proofreading skills.
- Strong detail, follow-through, and organizational skills.
- Ability to meet deadlines, manage multiple tasks, and to prioritize.
- Ability to handle and maintain confidential information.

REVISED: August 2009

Salary/Advanced Placement Adjustments

Information

1. 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, Anne Humphrey and Cynthia Letteri qualify for such an adjustment at this time.

	<u>2009-2010 Placement and Salary</u>	<u>Adjusted 2009-2010 Placement and Salary</u>
Cynthia Letteri	Lane 3, Step 6 \$62,409.00	Lane 4, Step 6 \$65,046.00
Anne Humphrey	Lane 2, Step 6 \$59,772.00	Lane 3, Step 6 \$62,409.00

- II. 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. Katrine Poe qualifies for such a payment at this time.

Recommendation

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



Kathleen Plinske
Interim President

McHenry County College

Board Report #09-286
October 22, 2009

Spring 2010 Academic Calendar
To Be Developed

Resignation

Information

Jennifer Slusin, Preschool Teacher in the MCC Children's Learning Center, has submitted her resignation effective September 25, 2009.

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

Kathleen Plinske
Interim President

H1N1 Communications Update

Information

In September, a newly-formed H1N1 Preparedness Committee (HPC) met to identify ways to prevent a wide outbreak at MCC, as well as keep the College community regularly informed. From that focus, a formal communications plan was developed. Key stakeholders and the current tactics used to communicate with each group include:

MCC Students

- Interview with Tartan
- ANGEL
- The Flush
- Table tents/flyers
- Digital signage
- MCC Facebook page
- www.mchenry.edu/flu

MCC Employees

- Email
- Employee Newsletter
- InsideMCC
- ANGEL (faculty)
- Table tents/flyers
- Digital signage
- MCC Facebook page
- www.mchenry.edu/flu

Residents/Community Members

- MCC Facebook page
- www.mchenry.edu/flu
- Digital signage (for those who frequent campus facilities)



Kathleen Plinske
Interim President

Distributed Press Releases
September 12-October 14, 2009

Information

The following releases have been distributed to all local media outlets from September 12-October 14, 2009.

- Feature Opportunity: McHenry Couple Earns GED Certificates Together; Met in ESL Class
- Center for Non-Profit Leadership Sets Breakfast Seminar Sept. 17
- Duck Season to Kick-Off Hispanic Heritage Month Celebration
- MCC to Host College Fair 2009 Oct. 8
- MCC to Host Fit For Life 5K Walk/Run 2009
- ISBDC Announces Class Offerings for October
- MCC to Offer Resume and Job Search Workshops
- ISBDC to Offer Tax Workshop for Business Owners Oct. 20
- MCC Schedules ACT Practice Test For Oct. 17
- ISBDC to Offer Tax Workshop Oct. 20
- MCC to Sponsor Candlelight Vigil For Domestic Violence Awareness Oct. 14
- Feature/Photo Opportunity: Aztec Painting Demo/Student Activity
- ISBDC to Offer Classes Relevant to Small Business Owners
- MCC to Continue "Getting Started" Seminars for Returning Adults
- MCC to Offer Continuing Education Oriental Wellness Classes
- MCC to Offer Wine Classes
- MCC Begins Second Sunday 2009-2010 Series Oct. 11
- MCC to Host Family Violence Symposium to Address Stalking
- MCC to Host CDL Training Open House Oct. 17
- Shah Center Introduces Training within Industry
- Operational Leadership Series to Begin Oct. 27 at Shah Center
- Bioneers Symposium
- Feature/Photo Opportunity: Culinary Management Demo at Countryside Art Show
- MCC Night 2009 Announcement
- Cat on a Hot Tin Roof Announcement



Kathleen Plinske
Interim President