

# REVISED

## BOARD OF TRUSTEES McHENRY COUNTY COLLEGE DISTRICT #528

November 19, 2009  
Regular Board Meeting  
Immediately Following Tax Levy Hearing

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

### AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. MISSION STATEMENT
4. ACCEPTANCE OF AGENDA
5. ACCEPTANCE OF MINUTES: Special Board Meeting October 19, 2009  
Regular Board Meeting October 22, 2009
6. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS  
*Three (3) minutes per person or less.*
7. ADOPTION OF 2009 TAX LEVY, Board Report #09-287
8. ADOPTION OF RESOLUTION REQUESTING METRA RECONSIDERATION OF PROPOSED RIDGEFIELD TRAIN STATION LOCATION
9. BOARD COMMITTEE REPORTS
10. ICCTA REPORT
11. FRIENDS OF MCC FOUNDATION REPORT
12. PRESIDENT'S REPORT
13. PRESENTATIONS
  - A. Culinary Management, Chef Thomas Kaltenecker and Students
  - B. 2009 NISOD Awards, Mr. Geller, Dr. Salleh-Barone and Ms. Vitale
14. COMMUNICATIONS
  - A. Faculty Report
  - B. Adjunct Faculty Report
  - C. Staff Council Report
  - D. Student Trustee Report
  - E. Trustee Report

## REVISED

### 15. APPROVAL OF CONSENT AGENDA

#### For Approval

- A. Executive Summary, Board Report #09-288
- B. Financial Statements
  - 1. Treasurer's Report, Board Report #09-289
  - 2. Authorize Payment of Voucher #1014 - \$1,512,007.19, Board Report #09-290
- C. Requests to Purchase/Lease
  - 1. ERP Project Management Services, Board Report #09-275
  - 2. Printing Services for 2010-2011 Student Planner, Board Report #09-291
  - 3. Periodicals Subscription Services, Board Report #09-292
  - 4. Windows-based Laptop Computers, Board Report #09-293
  - 5. Snow Removal Services for Shah Center, Board Report #09-294
  - 6. Snow Removal Services for MCC Main Campus, Board Report #09-295
- D. Destruction of Audio Tape Recordings of the Closed Sessions of the April 21, 2008 Committee of the Whole Meeting and the April 24, 2008 Regular Board Meeting, Board Report #09-296
- E. Approval of Memorandums of Agreement with Faculty Association, Board Report #09-297
- F. New Board Policy – 2.8 Whistleblower Policy, Board Report #09-279, Postponed
- G. Personnel
  - 1. Personnel Adjustment for Fall 2007 Transfer and Occupational Course, Board Report #07-171 Addendum
  - 2. Personnel Adjustments for Fall 2009 Transfer and Occupational Courses, Board Report #09-193 Addendum
  - 3. Continuing and Professional Education Personnel Considerations for Fall 2009, Board Report #09-221 Addendum
  - 4. Approval of Addendum to Consulting Services Agreement, Board Report #09-298
  - 5. Appointment of Replacement Accounting Assistant/Payroll, Board Report #09-299

### 16. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

### 17. APPROVAL OF MEMORANDUMS OF AGREEMENT WITH FACULTY ASSOCIATION

### 18. INFORMATION REPORTS

- A. Resignation
- B. Distributed Press Releases, October 15-November 10, 2009

### 19. PRESIDENTIAL SEARCH

### 20. SUMMARY COMMENTS BY BOARD MEMBERS

### 21. FUTURE AGENDA ITEMS

### 22. CLOSED SESSION

### 23. ADJOURNMENT



George Lowe  
Chair

Adoption of 2009 Tax Levy

Information

The 2009 levy is expected to result in a total tax rate of \$.2686 per \$100 of assessed valuation. This compares to a total 2008 rate of \$.2686 per \$100 of assessed valuation. In accordance with legislative requirements, public notice of this levy was published on November 9, 2009, in the following newspaper: *Northwest Herald*. The public hearing notice for the tax levy was published in compliance with the "Truth in Taxation Act." The tax levy is formally adopted after a public hearing on November 19, 2009.

Recommendation

It is recommended that the Board of Trustees adopts the attached 2009 Certificate of Tax Levy and associated Certificates.



Kathleen Plinske  
Interim President

CERTIFICATE OF TAX LEVY

Community College District No. 528 Counties of McHenry, Kane, Lake and Boone

Community College District Name: McHenry County College and State of Illinois

We hereby certify that we require:

- the sum of \$ 24,670,697 to be levied as a tax for educational purposes ( 110 ILCS 805/3-1), and
- the sum of \$ 3,228,006 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ -- to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 1,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
- the sum of \$ 1,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 1,000 to be levied as special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ -- to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of \$ -- to be levied as a special tax for (specify) \_\_\_\_\_ purposes, on the taxable property of our community college district for the year 2009.

And that the levy for the year 2009 be allocated 50% for Fiscal Year 2010 and 50% for Fiscal Year 2011.

Signed this 19<sup>th</sup> day of November, 2009

\_\_\_\_\_  
Chairperson of the Board of Said Community College District

\_\_\_\_\_  
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full as of January 1, 2010: Zero (0)

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

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(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 528 Counties of McHenry, Kane, Lake and Boone and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2009 was filed in the office of the County Clerk of this county on \_\_\_\_\_, 2009.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2009 is \$\_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Clerk and County

State of Illinois  
Counties of McHenry, Kane, Lake and Boone

CERTIFICATE

I do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 528, McHenry, Kane, Lake and Boone Counties, Illinois, and as such official I am also the keeper of the corporate records of said Board.

I do further certify that attached hereto is a true and correct copy of the 2009 Tax Levy of the Board of Trustees of Community College District No. 528, McHenry, Kane, Lake and Boone Counties, Illinois, adopted by said Board at a duly called meeting held on November 19, 2009.

Dated this 19<sup>th</sup> day of November, 2009.

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Secretary

State of Illinois  
Counties of McHenry, Kane, Lake and Boone

CERTIFICATE

I do hereby certify that I am the duly qualified and acting Treasurer of Community College District No. 528, McHenry, Kane, Lake and Boone Counties, Illinois, and as such official I do further certify that attached hereto is a true and correct copy of the Truth In Taxation Notice that was published in the Northwest Herald on November 9, 2009.

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Treasurer

TRUTH IN TAXATION

CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of McHenry County College, District No. 528, and as such presiding officer I certify that the tax levy, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth in Taxation Act."

Notice and hearing requirements of Section 18-60 through 18-85 of the Truth In Taxation Act are applicable.

This Certificate applies to the 2009 levy.

November 19, 2009

Presiding Officer: \_\_\_\_\_  
Kathleen Plinske, Interim President

**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



**RESOLUTION REQUESTING METRA RECONSIDERATION OF PROPOSED  
RIDGEFIELD TRAIN STATION LOCATION**

WHEREAS McHenry County College (MCC) is committed to providing high quality educational opportunities and community services which are accessible to District residents;

WHEREAS MCC is committed to attracting a diverse student population and committed to recruiting and retaining highly-qualified and diverse staff;

WHEREAS MCC is a point of destination for thousands of people on a daily basis, including students, faculty, staff, and community members;

WHEREAS Metra has proposed a plan presented to the City of Crystal Lake for the construction of a train station on land in nearby Ridgefield, in a location which is not contiguous with the MCC campus;

WHEREAS the current proposed land selection's absence of sidewalks, road configuration issues and railroad crossing issues, does not provide for safe and convenient access to MCC students and staff who may use the proposed Ridgefield Metra station;

WHEREAS a train station which is located near the proposed Ridgefield site but on property that is contiguous with, and within walking distance from, MCC's campus would substantially enhance the use of the station by students, staff and community members seeking access to MCC's vast range of educational and community services; and

WHEREAS a train station which is easily accessible and within walking distance from MCC's campus would allow MCC to expand the educational opportunities available to students, such as internships and other field experiences throughout the Chicago metropolitan area and allow MCC to attract and recruit more diverse students and staff who live throughout the Chicago metropolitan area.

NOW THEREFORE be it resolved that:

The McHenry County College Board of Trustees respectfully requests that additional analysis and consideration of land purchase options for the proposed Ridgefield Station be conducted by Metra to include a consideration of the construction of a station that is contiguous with, and within walking distance of, the MCC Campus.



Foundation Update  
Board of Trustees Meeting  
November 19, 2009

MCC Promise

The Executive Board of the Foundation and the MCC Promise Committee held the first of three meetings to discuss plans for a permanent MCC Promise program. During this initial meeting, the group analyzed the current MCC Promise structure, including existing challenges of the volunteerism component and course selection as it relates to GPA and tuition. At the second meeting, the group will focus on information learned from the initial launch of MCC Promise. The meeting will also include MCC faculty, as well as educators from area high schools, to provide input and discuss the appropriate curriculum structures that need to be in place. The third meeting will allow the group to take all the information gathered and develop a new, sustainable MCC Promise program. At that time, a “projected” re-implementation target date will be identified, which is needed in order to drive fundraising efforts for the program.

Fundraising

November has been a successful fundraising month for the MCC Promise. Members of the Foundation continue to present information about the program to the public at every opportunity, which helps clarify any confusion and sustain the enthusiasm toward the program. This excitement is reflected in the money donated in November to date. In addition to MCC Promise, ongoing fundraising efforts for the Annual Sponsorship program are successful, with commitments at \$34,800 since July. In September, funds received helped support the following MCC programs: Fit for Life Walk/Run; International Film Festival; Veterans Day ceremony; Practical Ideas for Child’s World Conference; Women’s History Month; MCC Fitness Center Strength & Conditioning programs; Home for the Holidays; Gardenfest; and Bioneers@MCC Symposium.

Gifts of Note

The Crystal Lake Dawnbreakers Rotary Club commitment to help raise funds for MCC Promise through their matching-funds program helped generate nearly \$10,000 in donations throughout the first two weeks of November. The Foundation is hopeful that this is a sign of what lies ahead.

MCC Connections

A special MCC Promise edition of *MCC Connections* is in production with the Office of Marketing and Public Relations, scheduled for delivery to donors and alumni in mid-December. This issue will also include a link to a readership survey. Responses from that survey will provide insight on how our readers wish to receive content and what topics are of most interest to them. This effort will help refine the publication so it continues to be both relevant and user-friendly. Ultimately, we would like *MCC Connections* to move to an online publication with a print edition available on a requested basis; this change could save us thousands of dollars each year.

Public Awareness

Increasing public awareness of the Foundation and its programs is essential to grow our fundraising capabilities. In December, the Interim Executive Director of the Foundation will speak to students and faculty at Woodstock High School, the Richmond/Spring Grove Kiwanis Club and the McHenry County Board at their full board meeting.

Student Trustee Report

Phi Theta Kappa held a Breast Cancer Awareness Day at MCC in late October. Students decorated the campus in pink, distributed breast cancer facts and sold T-Shirts with the thought-provoking slogan "Save Second Base" which raised much awareness throughout campus. As a result of the sale, \$3,585.00, approximately \$5.75 of each shirt, was donated to the American Cancer Society Breast Cancer Program.

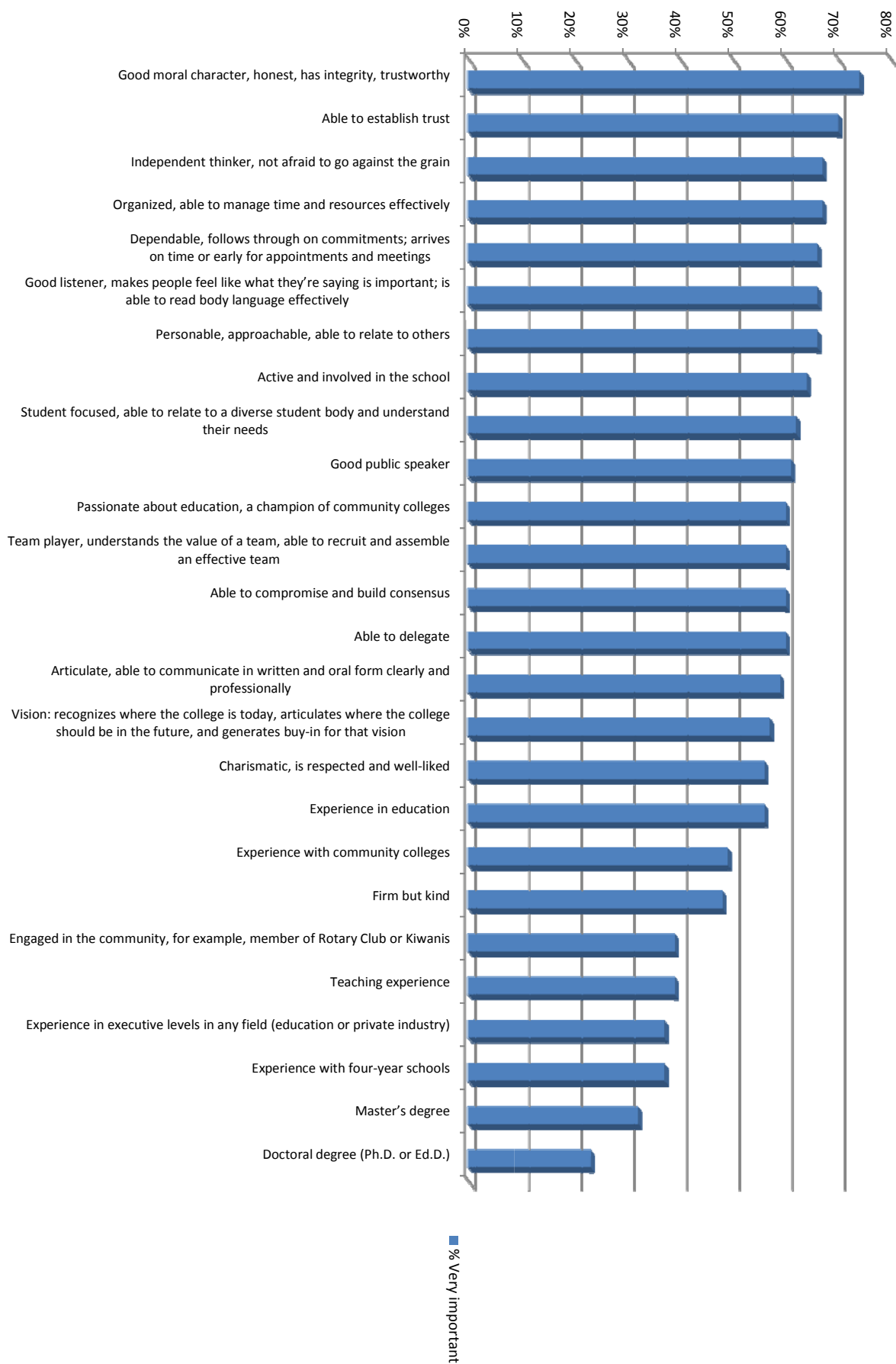
In recent months, Student Senate has been working on the Survey of Important Qualities in a College President. In the survey, the students were asked what qualities they would want in the next college president of MCC. Student Senate was able to get 374 students to complete the survey and those results are attached on the next page.

Latinos Unidos and Club Concordia celebrated El Día de los Muertos (Day of the Dead) with altars on display outside Student Life and in the Bookstore display area. MCC students, primarily club members, attended the trip to the Chicago Mexican Fine Arts Museum where students learned about how people in Mexico remember their departed relatives through altars and works of art.

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

Cody Sheriff  
Student Trustee

Very Important Qualities in a College President



Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2010 through the month of October. 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 33% complete with the year-to-date results for October 2009 being reported. In the Operating Funds, total revenue is 60% of the budgeted amount, as compared with 50% at the same time last year. Total expenditures are 27% of the budgeted amount, as compared with 25% 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 103% of the budgeted amount as compared to 73% at the same time last year. \$3,948,235.00 more revenue has been recorded through October 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 and the increased levels of Spring 2010 semester registration activity that have already taken place this year as compared to last year at this time.
- Interest revenue is currently 9% of the budgeted amount as compared to 24% at the same time last year. \$107,895.00 less revenue has been received through October 2009 than the prior year. This decrease is due to significantly lower interest rates.
- Employee benefit expenditures are currently 25% of the budgeted amount as compared to 22% last year. \$496,149.00 more in expenditures have been recorded through October 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 29% of the budgeted amount as compared to 14% last year. \$426,751.00 more in expenditures have been recorded through October 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 15% of the budgeted amount as compared to 24% last year. \$504,167.00 less in expenditures have been recorded through October 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.
- Utility expenditures are currently 22% of the budgeted amount as compared to 33% last year. \$103,814.00 less in expenditures have been recorded through October 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 2% of the budgeted amount as compared to 9% last year. \$161,451.00 less in expenditures have been recorded through October 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.

McHenry County College  
 Operating Funds Financial Comparison  
 Four Months Actual Ended October 31, 2008 and October 31, 2009

	FY 2009 Actual to October 31, 2008				FY 2010 Actual to October 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	
<b>Revenue</b>									
Local	\$ 9,896,669	\$ 1,106,498	\$ 11,003,167	44%	\$ 10,643,951	\$ 1,392,467	\$ 12,036,418	45%	\$ 1,033,251
State	534,999	205,645	740,644	26%	527,625	197,646	725,271	26%	(15,373)
Student Tuition & Fees	6,377,143	1,601,497	7,978,640	73%	9,486,378	2,440,497	11,926,875	103%	3,948,235
Sales & Service Fees	9,703	-	9,703	38%	9,699	-	9,699	41%	(4)
Facilities	6,937	3,454	10,391	32%	3,029	7,308	10,337	47%	(54)
Interest	158,400	-	158,400	24%	23,353	-	23,353	9%	(135,047)
Non-Govt Gifts, Grants	34,759	-	34,759	-	33,287	-	33,287	-	(1,472)
Other	3,318	-	3,318	3%	3,585	1,499	5,084	24%	1,766
<b>Total Revenue</b>	<b>17,021,928</b>	<b>2,917,094</b>	<b>19,939,022</b>	<b>50%</b>	<b>20,730,907</b>	<b>4,039,417</b>	<b>24,770,324</b>	<b>60%</b>	<b>4,831,302</b>
<b>Expenditures</b>									
Salaries	5,847,577	399,874	6,247,451	28%	6,442,654	425,037	6,867,691	31%	620,240
Employee Benefits	1,261,049	98,875	1,359,924	22%	1,741,587	114,486	1,856,073	25%	496,149
Contractual Services	615,256	62,931	678,187	14%	1,053,448	51,490	1,104,938	29%	426,751
General Materials & Supplies	1,080,493	31,177	1,111,670	24%	559,086	48,417	607,503	15%	(504,167)
Conference and Meeting	101,882	4,878	106,760	15%	105,236	6,431	111,667	19%	4,907
Fixed Charges	508,825	-	508,825	43%	556,137	-	556,137	52%	47,312
Utilities	4,268	333,470	337,738	33%	2,056	231,868	233,924	22%	(103,814)
Capital Outlay	178,277	4,931	183,208	9%	6,513	15,244	21,757	2%	(161,451)
Other Expenditures	123,509	-	123,509	4%	128,032	-	128,032	27%	4,523
<b>Total Expenditures</b>	<b>9,721,136</b>	<b>936,136</b>	<b>10,657,272</b>	<b>25%</b>	<b>10,594,749</b>	<b>892,973</b>	<b>11,487,722</b>	<b>27%</b>	<b>830,450</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>7,300,792</b>	<b>1,980,958</b>	<b>9,281,750</b>		<b>10,136,158</b>	<b>3,146,444</b>	<b>13,282,602</b>		<b>4,000,852</b>
<b>Other financing sources (uses)</b>									
Operating transfers out	-	(2,000,000)	(2,000,000)		-	(2,000,000)	(2,000,000)		-
<b>Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses</b>	<b>\$ 7,300,792</b>	<b>\$ (19,042)</b>	<b>\$ 7,281,750</b>		<b>\$ 10,136,158</b>	<b>\$ 1,146,444</b>	<b>\$ 11,282,602</b>		<b>\$ 4,000,852</b>

McHenry County College  
Operating Funds Financial Summary  
Four Months Ended October 31, 2009

	FY 2009 Budget				FY 2009 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%	\$ 10,643,951	\$ 1,392,467	\$ 12,036,418	45%	\$ (14,463,009)
State	2,072,566	724,189	2,796,755	7%	527,625	197,646	725,271	26%	(2,071,484)
Student Tuition & Fees	9,364,451	2,228,492	11,592,943	28%	9,486,378	2,440,497	11,926,875	103%	333,932
Sales & Service Fees	23,400	-	23,400	-	9,699	-	9,699	41%	(13,701)
Facilities	15,000	7,000	22,000	-	3,029	7,308	10,337	47%	(11,663)
Interest	250,000	-	250,000	1%	23,353	-	23,353	9%	(226,647)
Non-Govt Gifts, Grants	118,000	-	118,000	-	33,287	-	33,287	28%	(84,713)
Other	21,000	500	21,500	-	3,585	1,499	5,084	24%	(16,416)
<b>Total Revenue</b>	<b>35,297,972</b>	<b>6,026,053</b>	<b>41,324,025</b>	<b>100%</b>	<b>20,730,907</b>	<b>4,039,417</b>	<b>24,770,324</b>	<b>60%</b>	<b>(16,553,701)</b>
Expenditures									
Salaries	21,234,650	1,195,214	22,429,864	53%	6,442,654	425,037	6,867,691	31%	(15,562,173)
Employee Benefits	6,964,153	361,477	7,325,630	17%	1,741,587	114,486	1,856,073	25%	(5,469,557)
Contractual Services	3,517,506	248,700	3,766,206	9%	1,053,448	51,490	1,104,938	29%	(2,661,268)
General Materials & Supplies	4,004,990	145,590	4,150,580	10%	559,086	48,417	607,503	15%	(3,543,077)
Conference and Meeting	547,648	27,050	574,698	1%	105,236	6,431	111,667	19%	(463,031)
Fixed Charges	1,078,650	800	1,079,450	2%	556,137	-	556,137	52%	(523,313)
Utilities	20,363	1,047,051	1,067,414	2%	2,056	231,868	233,924	22%	(833,490)
Capital Outlay	1,305,745	36,886	1,342,631	3%	6,513	15,244	21,757	2%	(1,320,874)
Other Expenditures	473,060	-	473,060	1%	128,032	-	128,032	27%	(345,028)
Contingency	948,420	124,095	1,072,515	2%	-	-	-	n/a	(1,072,515)
<b>Total Expenditures</b>	<b>40,095,185</b>	<b>3,186,863</b>	<b>43,282,048</b>	<b>100%</b>	<b>10,594,749</b>	<b>892,973</b>	<b>11,487,722</b>	<b>27%</b>	<b>(31,794,326)</b>
Excess (deficiency) of revenues over expenditures	(4,797,213)	2,839,190	(1,958,023)		10,136,158	3,146,444	13,282,602		15,240,625
Other financing sources (uses): Operating transfers (out)	(250,000)	(2,000,000)	(2,250,000)		-	(2,000,000)	(2,000,000)		-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	<u>\$ (5,047,213)</u>	<u>\$ 839,190</u>	<u>\$ (4,208,023)</u>		<u>\$ 10,136,158</u>	<u>\$ 1,146,444</u>	<u>\$ 11,282,602</u>		<u>\$ 15,240,625</u>



McHenry County College  
All Funds Financial Summary  
Four Months Ended October 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	\$ 10,643,951	\$ 1,392,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 682	\$ 1,361	\$ -	\$ 12,038,461
State	527,625	197,646	-	-	80,361	-	-	-	-	-	805,632
Federal	-	-	-	-	122,188	-	1,411,357	-	-	-	1,533,545
Tuition & Fees	9,486,378	2,440,497	-	445,099	-	-	-	-	-	-	12,371,974
Sales & Service Fees	9,699	-	-	1,778,456	-	-	-	-	-	-	1,788,155
Facilities	3,029	7,308	-	-	-	-	-	-	-	-	10,337
Interest	23,353	-	3,558	-	-	297	-	-	169	-	27,377
Non-Govt Gifts, Grants	33,287	-	-	49,505	6,502	-	-	-	-	-	89,294
Other	3,585	1,499	-	-	-	-	-	-	-	1,386,169	1,391,253
<b>Total Revenue</b>	<b>20,730,907</b>	<b>4,039,417</b>	<b>3,558</b>	<b>2,273,060</b>	<b>209,051</b>	<b>297</b>	<b>1,411,357</b>	<b>682</b>	<b>1,530</b>	<b>1,386,169</b>	<b>30,056,028</b>
Expenditures											
Instruction	4,334,613	-	-	-	85,823	-	-	-	-	-	4,420,436
Academic Support	497,484	-	-	-	12,370	-	-	-	-	-	509,854
Student Services	911,242	-	-	-	108,220	-	-	-	-	-	1,019,462
Public Service	397,228	-	-	352,061	8,324	-	-	-	-	-	757,613
Auxiliary Services	-	-	-	1,583,201	-	-	-	-	-	-	1,583,201
Operations & Maintenance	-	892,973	-	-	-	-	-	-	117,917	-	1,010,890
Institutional Support	4,454,183	-	55,750	-	43,605	-	1,407,028	66,000	595,149	1,155,276	7,776,991
<b>Total Expenditures</b>	<b>10,594,750</b>	<b>892,973</b>	<b>55,750</b>	<b>1,935,262</b>	<b>258,342</b>	<b>-</b>	<b>1,407,028</b>	<b>66,000</b>	<b>713,066</b>	<b>1,155,276</b>	<b>17,078,447</b>
Excess (deficiency) of revenues over expenditures	10,136,157	3,146,444	(52,192)	337,798	(49,291)	297	4,329	(65,318)	(711,536)	230,893	12,977,581
Other financing sources (uses):											
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-
Operating transfers (out)	-	-	-	-	-	-	-	-	-	-	-
<b>Total Other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	10,136,157	3,146,444	(52,192)	337,798	(49,291)	297	4,329	(65,318)	(711,536)	230,893	12,977,581
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	\$ 24,599,897	\$ 5,103,529	\$ 6,281,702	\$ 656,827	\$ 2,390	\$ 2,811,016	\$ 52,886	\$ 176,711	\$ 2,435,823	\$ 793,873	\$ 42,914,654

Treasurer's Report

Information

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

<b>Bank Name Location / Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
Home State Bank Crystal Lake <b>Main</b>	\$3,372,262.87	\$1,124,642.00	\$4,244,038.15	\$252,866.72
Harvard State Bank Harvard <b>Credit Card</b>	\$196,065.61	\$161,783.91	\$2,651.25	\$355,198.27
Home State Bank Crystal Lake <b>Online</b>	\$22,380.44	\$540.11	\$0	\$22,920.55
Home State Bank Crystal Lake <b>Flexible Spending</b>	\$0	\$17,074.80	\$17,074.80	\$0
Home State Bank Crystal Lake <b>Dental Claims</b>	(\$147.65)	\$16,750.55	\$16,606.15	(\$3.25)
Amcore Bank Woodstock <b>Payroll</b>	\$0	\$0	\$0	\$0
Harvard State Bank Harvard <b>Operations</b>	\$4,053.30	\$0	\$0	\$4,053.30
First Midwest Bank McHenry <b>Student Grant &amp; Loan</b>	\$248,940.86	\$1,130,218.06	\$1,129,739.86	\$249,419.06

**McHenry County College**  
**November 19, 2009**

**Investments**

<b>College Fund</b>	<b>Financial Institution</b>	<b>October 31, 2009 Investments</b>	<b>September 30, 2009 Investments</b>	<b>Interest</b>	<b>No. of Days</b>	<b>Maturity</b>
Education	Illinois Funds	23,064,788.52	24,899,949.87	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	8,159,282.27	6,158,671.86	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds	920,258.55	920,185.14	see below	N/A	On Demand
Working Cash	Illinois Funds	616,601.99	616,552.76	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	351,598.62	351,570.55	see below	N/A	On Demand
	<b>Total</b>	<b>37,117,503.89</b>	<b>36,951,904.12</b>			

**Interest Revenue**

<b>College Fund</b>	<b>Oct-09</b>	<b>Fiscal YTD</b>
Education	\$5,020.39	\$23,353.27
Operations & Maintenance (Restricted)	683.82	3,557.74
Working Cash	49.23	296.59
Liability, Protection and Settlement	28.07	169.11
	<b>Total</b>	<b>\$5,781.51</b>

**Illinois Fund Rates - October 2009**

	<b>Annualized rate - Money Mkt</b>
Low	0.077%
High	0.118%
Average	0.093%

\* 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 #1014

Information

Attached is the Vendor Activity Report for October 2009.

Checks written October 1- October 31, 2009	\$1,512,007.19
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Recommendation

It is recommended that the Board of Trustees approves payment of Voucher #1014 showing checks written October 1- October 31, 2009 totaling \$1,512,007.19.



Kathleen Plinske  
Interim President

McHenry County College

Board Report #09-275  
November 19, 2009

Request to Purchase  
ERP Project Management Services

To Be Developed

Request to Purchase  
Printing Services for 2010-2011 Student Planner

Information

The revised annual MCC Student Planner contains information about the College, including its services, critical dates and relevant information to succeed in college, such as basic time management in balancing courses, study time, and work schedules, as well as monthly at-a-glance pages. The Planner contains a full calendar of critical dates and special events and activities on campus.

Bids to print 128-page MCC 2010-2011 Student Planners are listed below.

<u>Quantity</u>	<u>Description</u>	<u>eDOC Communications</u>	<u>Hagg Press</u>	<u>CL Graphics</u>
5,000	Printing of 2010-2011 Student Planner	\$9,775.00	\$10,434.59	\$18,315.00

Student Senate continues to support the purchase of student planners with student activity fee funds, given that the purchase directly benefits MCC students.

This expense is budgeted in the Student Activity Printing Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the printing of the 2010-2011 Student Planner for \$9,775.00 from eDOC Communications, Mt. Prospect, IL.



Kathleen Plinske  
Interim President

Request to Purchase  
Periodicals Subscription Services

Information

The McHenry County College Library has used EBSCO Information Services for thirteen years as the vendor for 177 of the Library's 213 print periodicals. Annually, the Library's Collection Development Librarian, working closely with faculty, reviews and evaluates periodical titles ensuring our collection is current and up-to-date with the curriculum.

EBSCO is a worldwide leader in providing information access and in acting as a periodicals/serials vendor. EBSCO has an Academic Division which identifies and meets the specialized requirements of college and research libraries.

The annual renewal for Calendar Year 2010 is \$14,143.43.

The purchases of periodicals are exempt from the 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."

This expense is budgeted in the Library Support Services Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of the EBSCO subscription services for \$14,143.43 from EBSCO Information Services, Cary, IL.



Kathleen Plinske  
Interim President



Request to Lease  
Windows-based Laptop Computers

Information

MCC has 131 laptops on a staggered three-year lifecycle. Although the College’s primary annual lease for replacement computers is done in the spring, the College has scheduled a computer replacement for midyear. This smaller, midyear lease allows the College to be responsive to new technology needs throughout the year.

This proposal also insures timely replacement of the 25 laptops going off lease on December 31, 2009. It also replaces two older laptops originally purchased using grant funds and adds three new laptops. The distribution is as follows:

- 16 Library
- 2 AV Circulation/Checkout
- 2 Earth Science Planetarium
- 1 Athletics for sporting events statistics
- 1 President’s Office
- 1 Institutional Research and Marketing
- 3 Digital Media and Computer Information Systems
- 1 Academic and Student Affairs
- 3 Information Technology

Specifications are established based on known and projected needs over the three years the units will be in service. Competitive proposals were solicited from a number of computer vendors. The results are as follows:

<u>Quantity</u>	<u>Description</u>	<u>Dell, Inc.</u>	<u>CDW-G</u>	<u>Gov Connection</u>
30	Windows-based Laptop Computers	\$38,799.79	\$43,815.56	\$63,334.00

The purchase value of the computers to be leased for three years is \$38,799.79.

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

	<u>Orlan Capital</u>	<u>MMF</u>	<u>Dell Financial Services</u>	<u>First American Equipment Finance</u>
Interim Rent 12/14/09-12/31/09:	\$0	\$0	Not Listed	Not Listed
End of Lease/Equip. Return Costs:	\$0	Up to \$500	\$30-\$60 per piece	\$0
Annual Payments for 3 years:	<u>\$11,800.00</u>	<u>\$11,835.00</u>	<u>\$12,528.83</u>	<u>\$12,570.00</u>
Total 3-year Expense	<u>\$35,400.00</u>	<u>\$35,505.00</u>	<u>\$37,586.49</u>	<u>\$37,710.00</u>

The actual lease cost to the College is \$35,400.00.

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

Recommendation

It is recommended that the Board of Trustees approves the three-year lease of 30 Dell laptop computers at an annual lease payment of \$11,800.00, for a total three-year expenditure of \$35,400.00, from Orlan Capital, Schaumburg, IL.



Kathleen Plinske  
Interim President

Request to Purchase  
Snow Removal Services for Shah Center

Information

Bids were requested for snow removal services at the Shah Center. The contract is for one year with an option to renew for two additional years. The price is based on each occurrence of snow removal and includes putting down ice melter (salt) for ice storms and overnight freezing. This also includes sidewalks.

<u>Tovar Snow Pros</u>	<u>S&amp;P Snow Services</u>	<u>KCG Management</u>	<u>Pease Construction</u>	<u>Potsies</u>	<u>Geske and Sons</u>
\$540.00	\$585.00	\$595.00	\$1,100.00	\$1,188.00	\$1,425.00

This expense is budgeted in the Shah Center Operations Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the expenditure for snow removal as listed above for \$540.00 per each occurrence of snow removal, from Tovar Snow Pros, Elgin, IL.



Kathleen Plinske  
Interim President

Request to Purchase  
Snow Removal Services for MCC Main Campus

Information

Bids were requested for snow removal services at McHenry County College. The contract is for one year with an option to renew for two additional years. The price is based on each occurrence of snow removal and includes putting down ice melter (salt) for ice storms and overnight freezing. Provisions have been made to transport snow from lots to a remote location when the snow is blocking parking spaces. This contract does not include sidewalks.

<u>Campobello Landscaping</u>	<u>Tovar Snow Pros</u>	<u>KCG Management</u>	<u>Potsies</u>	<u>Pease Construction</u>	<u>Geske &amp; Sons</u>
\$3,520.00	\$3,530.00	\$5,865.00	\$7,795.00	\$8,800.00	\$19,625.00

If snow has to be transported, there is an hourly rate of \$150.00 per hour for a loader and \$100.00 per hour per dump truck, and \$8,680.00 is allocated for those expenses.

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

Recommendation

It is recommended that the Board of Trustees approves the expenditure for snow removal as listed above for \$3,520.00 per each occurrence of snow removal, from Campobello Landscaping, Woodstock, IL.



Kathleen Plinske  
Interim President

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

Information

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

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

The identified tapes will be physically destroyed.

Recommendation

It is recommended that the Board of Trustees approves the destruction of the audio recordings of the Closed Sessions of the April 21, 2008 Committee of the Whole and the April 24, 2008 Regular Board Meeting on November 20, 2009.



Kathleen Plinske  
Interim President

Approval of Memorandums of Agreement  
with Faculty Association

Information

The College's administration and the MCC Faculty Association have reached a tentative agreement to address compensation for faculty who agree to teach classes in which the maximum enrollment has been doubled. The doubling of class size is used to increase the number of seats available in high demand classes. This Memorandum of Agreement has been reviewed by the College's legal counsel and approved by the MCC Faculty Association.

The College's administration and the MCC Faculty Association have reached a tentative agreement to address participation of faculty on the Curriculum and Academic Policy Council (CAPC). This agreement articulates the College's authority to charge faculty a quarter day of personal time if they miss a CAPC meeting. This Memorandum of Agreement has been reviewed by the College's legal counsel and approved by the MCC Faculty Association.

Recommendation

It is recommended that the Board of Trustees approves the two Memorandums of Agreement as described above with the MCC Faculty Association.



Kathleen Plinske  
Interim President

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“Agreement”) is made between the Board of Trustees, McHenry County College, Community College District #528 ("the College") and the McHenry County College Faculty Association, ("the Association") to facilitate a compensation adjustment for teaching large classes.

WHEREAS, the College values class sizes which have a low instructor/student ratio for the better educational experience provided to students;

WHEREAS, both the College and the Association understand that there are circumstances under which larger than normal classes are sometimes necessary due to staffing and space limitations;

WHEREAS, the College and the Association understand and agree that instructors who teach larger than normal lecture classes with separate lab sections should be compensated for additional time spent relative to grading and managing a large class.

NOW THEREFORE, be it resolved, that the College and the Association agree as follows:

1. In scheduling students, the College will strive to maintain a “normal class size.” For purposes of this agreement, “normal class size” is defined in a list mutually agreed upon by the Association and the College. The list is maintained in the Vice President of Academic and Student Affairs office.
2. Where the College designates a class to have the capacity of two times the normal class size, the College will provide additional compensation to faculty assigned to the

class in accordance with the following terms:

- a. If first day enrollment in a class (which has been designated by the College to have twice the normal capacity) is 12 students or more in excess of the normal class size, the faculty member will receive \$1,000 additional compensation, provided the faculty member teaches through the end of the semester.
  - b. If first day enrollment in a class (which has been designated by the College to have twice the normal capacity) is one to eleven students in excess of the normal class size, the faculty member will be compensated at a rate of \$75 per additional student beyond the normal class size up to eleven students, provided the faculty member teaches through the end of the semester.
  - c. Faculty members eligible for additional compensation under this paragraph shall not receive any additional compensation for any additional students beyond what is prescribed in this paragraph. Faculty members will be limited to teaching only one class per semester which class size is set at twice the normal course capacity.
3. Because Section 9.6A of the current Faculty Agreement stipulates that faculty load is based solely upon contact hours, additional compensation provided under this Agreement will not contribute to teaching load, cannot be banked, and will be paid during the semester in which the large class is taught.
  4. This Agreement will be administered consistent with the guidelines of Section 9.6 G(2) of the current Faculty Agreement which provides guidelines for class size including but not limited to providing that double sections are appropriate only for those courses in which extra students can be accommodated without substantial



changes to content, instructional methods, or student assignments. In addition, online courses and telecourses will not be offered as double sections.

5. The parties agree that there is no intent to modify or amend the current Faculty Agreement. The parties further agree that the provisions of this Agreement will not be made retroactive to any degree and will only be applicable to the assignment of larger than normal classes going forward from the date of this Agreement

This Agreement made this \_\_\_\_\_ day of October, 2009.

**For the McHenry County College  
Faculty Association**

*Bwahy S. Daw*  
\_\_\_\_\_  
Signature

*President*  
\_\_\_\_\_  
Title

**For the Board of Trustees of  
McHenry County College, District No. 528**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Attest:

\_\_\_\_\_  
Secretary of the Board

Date: November \_\_, 2009

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“Agreement”) is made between the Board of Trustees, McHenry County College, Community College District #528 ("the College") and the McHenry County College Faculty Association, ("the Association") concerning participation in the Curriculum and Academic Policy Council (“CAPC”).

WHEREAS, the College and the Association agree that the Curriculum and Academic Policy Council (“CAPC”) is an important and pivotal aspect of shared governance at McHenry County College and that CAPC is organized consistent with the terms and conditions of the Faculty Agreement;

WHEREAS, the parties agree that the Faculty participating in CAPC meetings continue to be provided with release time but failure to attend CAPC meetings should result in the use of personal days.;

NOW THEREFORE BE IT RESOLVED, the College and the Association agree to the following terms and conditions:


1. The parties agree that faculty members designated as CAPC representatives continue to be provided an appropriate percentage of reassigned time to accommodate attendance and participation in CAPC meetings.
2. Whenever a CAPC representative, who has been granted reassigned time, is unable to attend a CAPC meeting and not using other college-approved leave, the CAPC representative will be charged a quarter personal leave day. Such a charge to the faculty member’s personal leave days on a quarter day basis will be deemed an exception to the

provision in the current Faculty Agreement which provides that personal leave shall not be used for less than half (1/2) days. Faculty members who receive a charge of personal leave as a result of a CAPC absence may appeal such to Vice President of Academic and Student Affairs. The Vice President of Academic and Student Affairs will have the final determination as to whether a charge of personal leave time is appropriate.

3. The parties agree that except to the extent of permitting the use of personal leave days for less than a half (1/2) day, the parties have no intent to modify or amend any provision of the Faculty Agreement.
4. The parties further agree that this Agreement will not apply retroactively and it will only be applied going forward as of the date of this Agreement.

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

**For the McHenry County College  
Faculty Association**

  
\_\_\_\_\_  
Signature

*President*  
\_\_\_\_\_  
Title

**For the Board of Trustees of  
McHenry County College, District No. 528**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Attest:

\_\_\_\_\_  
Secretary of the Board

Date: November \_\_, 2009

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 **or the College's designated ombudsman**. 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~~ **College's designated ombudsman for appropriate follow-up, including investigation and recommended action. Retaliatory conduct is a serious offense and may result in discipline.**

### 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 Adjustment for Fall 2007  
Transfer and Occupational Course

Information

Listed below is the adjustment for Fall 2007 Transfer and Occupational course and program development:

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Young, Chuck	CIS110109	6.66	0	613.64

Recommendation

It is recommended that the Board of Trustees approves the personnel adjustment for Fall 2007, 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>Previously Approved \$</u>	<u>\$ Amount</u>
Abu-Ghalyun, Younes	BIO110009	3	0	1,596.30
Abu-Ghalyun, Younes	BIO110011	3	0	1,596.30
Ambrose-Gerak, Mary	BUS241301	3	0	1,596.30
Berry, Robin L	BUS240301	3	0	1,596.30
Biese, Lynn A	BIO110009	3	0	1,596.30
Biese, Lynn A	BIO110011	3	0	1,596.30
Coleman-Cruz, Erin D	ART166201	2	0	1,053.77
Diaz, Franklin E	CIS143201	2	0	1,053.77
Drzal, Tina M	PAS102201	12	0	6,260.00
Howard, Dean J	CIS132201	2	0	1,210.27
Jackson, Beverly S	CIS110205	2	0	1,210.27
Naleway, Teresa E	CIS110203	2	0	1,043.33
Petty, Arthur E	IBS115301	3	0	1,580.65
Rasmussen, G Robert	CIS110606	2	0	1,043.33
Rasmussen, G Robert	CIS110614	2	0	1,043.33
Scott, Gina M	CIS110608	2	0	1,043.33
Wittkamp, Roxanne	AOM122201/076	2	0	1,085.07

Independent/Individualized/Internships

<u>Name</u>	<u>Course</u>	<u>Credit Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albamonte, Michael	AMT250001	3	3	0	675.00
Albright, Meredith	DGM250001	3	4	0	900.00
Bowman, Thomas C	DGM250002	3	1	0	225.00
Freelove, Julie A	AOM255301	1	1	0	75.00
Hand, Arthur James	ART244001	6	5	0	1,125.00
Hand, Arthur James	IND160003	3	1	0	225.00
Hensel, Gary Paul	MGT230002	3	1	0	225.00
Kostova, Zhanina M	FRE251001	4	2	0	600.00
Kostova, Zhanina M	FRE252002	4	1	0	300.00
Levernier, William	MET100301	3	4	0	900.00
Sergey, Thomas Michael	MUS213003	2	5	1,673.76	1,394.80
Singer, Tara J	MUS203001	2	17	5,300.24	4,742.32
Swett, John W	DRT101301	6	4	0	1,200.00
Szalaj, Steven J	MUS104001	3	5	0	1,125.00

<u>Name</u>	<u>Course</u>	<u>Credit Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Vorel, Kim F	ART299001	3	1	0	225.00
Zaccagnini, Heather	CMT250301	3	1	0	225.00

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Alheit, Deborah C	Mentee Stipend	0	90.00
Andre, Lisa B	Mentee Stipend	0	90.00
Brzezinski, Jacek R	Mentee Stipend	0	90.00
Carson, Lindsay S	Mentee Stipend	0	90.00
Cofield, John B	Mentee Stipend	0	90.00
Countryman, Antoinette	Mentee Stipend	0	90.00
Culp, Todd A	Mentor Stipend	0	105.00
Curfman, Donald J	Mentor Stipend	0	105.00
Dow, Beverly D	Mentor Stipend	0	105.00
Egan, Susan M	Mentee Stipend	0	90.00
Enskat, Aaron M	Forensic Team	0	100.00
Flashing, Sarah J	Mentee Stipend	0	90.00
Geller, Jay	Production Director	0	1,000.00
Goostree, Douglas C	Mentor Stipend	0	105.00
Goostree, Douglas C	Mentor Stipend	0	105.00
Grela, Christine L	Mentor Stipend	0	105.00
Haegerich, Heidi M	Mentee Stipend	0	90.00
Hamill, Paul D	Mentor Stipend	0	105.00
Irie, Matt J	Mentee Stipend	0	90.00
Kaltenecker, Thomas	Mentee Stipend	0	90.00
Kostos, Tamela L	Mentor Stipend	0	210.00
Irie, Matt J	Mentee Stipend	0	90.00
Kaltenecker, Thomas	Mentee Stipend	0	90.00
Kostos, Tamela L	Mentor Stipend	0	210.00
Kramer, Katie L	Mentee Stipend	0	90.00
Kreutzmann, Barbara	MKT 110 Substitute Instructor	0	1,030.05
Kreutzmann, Barbara	MKT 110 Substitute Instructor	0	1,030.05
Letteri, Cynthia	Member - CAPC	0	955.13
Middaugh, Laura S	Mentee Stipend	0	90.00
Middaugh, Laura S	Mentor Stipend	0	105.00
Mihelich, Robert J	Mentee Stipend	0	90.00
Mutert, Cara C	Yoga II Course Development	0	250.00
Mutert, Cara C	Yoga II Course Development	0	250.00
Petty, Arthur E	IBS 115 Substitute Instructor	0	889.20
Radovich, Carol L	Mentee Stipend	0	90.00
Ridge, Sherry M	BUS 150 Substitute Instructor	0	915.57
Robison, Marie E	Mentee Stipend	0	90.00
Seitz, Timothy T	Mentor Stipend	0	105.00
Sergey, Thomas Michael	Music Adjunct Stipend	0	18.60



<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Singer, Tara J	Music Adjunct Stipend	0	223.20
Stonecliffe, Jill A	Mentor Stipend	0	105.00
Sullivan, Sarah	Mentor Stipend	0	105.00
Sullivan, Sarah	MKT 110 Substitute Instructor	0	494.44
Vitale, Sandra A	AOM Center Training	0	50.00
Vitale, Sandra A	Mentor Stipend	0	105.00
White, David K	Mentor Stipend	0	105.00

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Braasch, Gerald	PSY151514	20	0	1,977.75
Reagan, Mike S	SOC101514	20	0	1,977.75
White, David K	HIS170514	20	0	1,977.75

Recommendations

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



Kathleen Plinske  
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 S92 001	BNATP CPR Certification 3	30.00
Meinke, B	NMD S93 001	BNATP CPR Certification 4	30.00

Recommendation

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



Kathleen Plinske  
Interim President

Approval of Addendum to Consulting Services Agreement

Information

The Consulting Services Agreement facilitating the engagement of Frank Zeller as the Interim Vice President of Administrative Services and Treasurer expires at the close of the Fall 2009 Semester. To ensure a continuation of his services during this important period of transition for the College, it is recommended that the appointment of Frank Zeller be extended through June 30, 2010 through the execution of an Addendum to the August 19, 2009 Consulting Services Agreement with Guenther Bradford and Co. Under the terms of the proposed Addendum, the College will continue to pay for Mr. Zeller's services at the rate of \$11,750 per month and the engagement may be terminated by either party with fourteen (14) days notice with no further obligation. Under the Addendum, Mr. Zeller will have the ability to take the equivalent of up to ten (10) days vacation and have the equivalent of up to five (5) days as sick time.

Recommendation

It is recommended that the Board of Trustees execute the Addendum to Consulting Services Agreement with Guenther Bradford and Co. facilitating the extension of the appointment of Frank Zeller as the Interim Vice President of Administrative Services and Treasurer under the terms described above and at the rate of \$11,750 per month.



Kathleen Plinske  
Interim President

Appointment of Replacement  
Accounting Assistant/Payroll

Information

The retirement of Janet Conerty, effective October 31, 2009, created a vacancy for the full-time professional position of Accounting Assistant/Payroll. Delia Arboleda has been recommended to fill this position. Ms. Arboleda has an Associate of Arts in Accounting from the Center of Accountants, Valencia, Venezuela. Her experience is as follows:

2006 – Present	Human Resources Assistant/Payroll Minerallac Company, Hampshire, IL
2003 – 2006	Family Service Worker C.A.A. Head Start, Woodstock, IL
1991 – 1998	Payroll Manager RUALCA, Valencia, Venezuela
1983 – 1991	Payroll Accounting Assistant M.G. Motors, Valencia, Venezuela

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Delia Arboleda to the professional position of Accounting Assistant/Payroll, effective January 5, 2010, at a salary of \$15,595.40 (based on a 12-month salary of \$31,800.00).



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	\$31,800.00	\$68,023.28

Resignation

Information

Patricia Howard, Operations/Programmer Specialist – P/T, has submitted her resignation effective October 27, 2009.

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

Kathleen Plinske  
Interim President

Distributed Press Releases  
October 15-November 10, 2009

Information

The following releases have been distributed to all local media outlets from October 15-November 10, 2009.

- Art in the Garden Photo Opportunity
- MCC to Present Holiday Floral Design Workshop Oct. 22
- MCC Floral Design Showcase Oct. 22
- MCC to Offer Continuing Education Art Classes
- MCC to Offer Ballroom Dance Beginning Oct. 30
- MCC to Present "Cat on a Hot Tin Roof"
- MCC to Host 2009 Craft Fair Oct. 25
- MCC to Continue Getting Started Seminars for Returning Adults
- MCC to Offer Professional Organizer Class Beginning Nov. 2
- MCC to Host MCC Night 2009 for Prospective Students Nov. 4
- Lisa Madigan to Speak at MCC Oct. 28
- MCC's Center for Corporate Training to Offer Hands-on Computer Classes
- Shah Center to Provide Microsoft Expression Web Class
- MCC Shah Center Now a Certiport Test Site
- Shah Center to Offer OSHA 10-Hour Course
- MCC to Offer Phosphate Water Treatment Class
- ACT Prep Classes at McHenry County College Begin Nov. 7
- MCC Night 2009 for High School Students/Parents
- MCC Reports Record Demand for Spring 2010 Classes
- MCC to Feature Classical Guitarist, MCC Groups in November
- MCC to Host Veterans Day Program Nov. 11
- MCC to Host Child's World Conference Nov. 14
- MCC to Offer Fire Alarm Inspection, Testing Class
- MCC Traffic Safety Program Wins National Awards
- Veterans Day at MCC Nov. 11
- MCC Announces Auditions for Pippin Dec. 7 & 9



Kathleen Plinske  
Interim President