

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

January 27, 2011  
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: Tax Levy Meeting, December 16, 2010  
Regular Board Meeting, December 16, 2010
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS  
*Three (3) minutes per person or less.*
8. BOARD COMMITTEE REPORTS
  - A. Finance Committee
  - B. Facilities Planning Committee
9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT/PRESENTATION
12. COMMUNICATION
  - A. Faculty Report
  - B. Adjunct Faculty Report
  - C. Staff Council Report
  - D. Student Trustee Report
13. APPROVAL OF CONSENT AGENDA
  - For Approval**
    - A. Executive Summary, Board Report #11-1
    - B. Financial Statements
      1. Treasurer's Report, Board Report #11-2
      2. Ratification for Payment of Voucher #1028 - \$2,360,004.17, Board Report #11-3

- C. Requests to Purchase
  - 1. Duplication Equipment and Software Support, Board Report #11-4
  - 2. Employee Service Awards, Board Report #11-5
  - 3. Floor Mats for Main Campus and Shah Center Entrances, Board Report #11-6
  - 4. Microscopes, Board Reports #11-7
  - 5. Radio Equipment and Broadband Narrowing of Existing Equipment, Board Report #11-8
  - 6. Xerox Phaser Printer, Board Report #11-9
- D. Destruction of Recordings of Closed Session Meetings, Board Report #11-10
- E. Administrative Reorganization of Academic Affairs, Board Report #11-11
- F. Personnel
  - 1. Personnel Adjustments for Fall 2010 Transfer and Occupational Courses, Board Report #10-174 Addendum
  - 2. Personnel Adjustments for Spring 2011 Transfer and Occupational Courses, Board Report #11-12
  - 3. Continuing and Professional Education Personnel Considerations for Spring 2011, Board Report #10-266, Addendum
  - 4. Adult Education Personnel Considerations for Spring 2011, Board Report #11-13
  - 5. Salary/Advanced Placement Adjustments, Board Report #11-14

14. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

15. ERP SYSTEM, Board Report #11-15

16. IT CONSULTING SERVICES, Board Report #11-16

17. INFORMATION REPORTS

- A. Quarterly Report on Grants
- B. Quarterly Accrued Financial Statements
- C. Revision of Agreement with Capella University
- D. Distributed Press Releases

18. SUMMARY COMMENTS BY BOARD MEMBERS

19. FUTURE AGENDA ITEMS

20. CLOSED SESSION

21. TERMINATIONS

22. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting December 16, 2010

23. ADJOURNMENT



Mary Miller  
Chair



Foundation Update  
Board of Trustees Meeting  
January 27, 2011

The Promise

- The Promise program will have 178 students remaining as it heads into the final semester. There were 72 students dropped for non-compliance, including 36 who did not meet the GPA requirement, 20 who did not complete their volunteer work; 10 for multiple reasons, 2 who didn't maintain full-time status, and 4 who didn't meet any of the criteria, (all four have registered full-time for Spring 2011). 100% of the students completed the reaffirmation agreement quiz. The average GPA of our remaining Promise students has increased from 2.58 during the Spring 2010 semester, to 3.15 during Fall 2010.
- A committee has been established to organize a celebration to honor the Promise students at the Spring 2011 graduation.
- Dr. Vicky Smith, Bill Brennan and Foundation Board President, Todd Bessey, are beginning meetings to evaluate data and develop recommendations of what the next steps should be for the scholarship program.

Alumni Council

- The new MCC Alumni Council will be holding an organizational meeting in February to establish officers and move toward supporting Alumni Activities.
- The Alumni council is also focusing on establishing the college's new "Alumni clusters" mini-grant program.

Grants

- The MCC Grants Office and Foundation worked together on a grant application, and are pleased to announce, we were successful in attaining a \$30,000 Adult Literacy Grant from the Chicago Tribune Foundation. The grant helps our Adult Education Department expand our community outreach effort and purchase new software programs, which will expand learning opportunities for students. Instructors will be to use this software in their classrooms to augment their lessons, and give students the opportunity to practice reading independently at any computer site.

Upcoming events

- In keeping with their commitment to hold the annual golf event at a McHenry County golf course; the Foundation golf committee sent RFP's to nine McHenry County golf courses, asking them to bid on this year's event. All nine golf courses responded; the field was narrowed to four finalists. A four-member team from the golf committee visited each course, and then brought their recommendations to the full committee for vote. After a lengthy discussion, Turnberry Country Club in Lakewood was chosen as the site for the 2011 MCC Golf Invitational. The golf event will be held, Friday, June 10.
- The Take a Walk in Her Shoes sub-committees are meeting weekly, finalizing details of the event which is being held at the Holiday Inn, March 11, 2011.

Student Trustee Report

On January 9, the McHenry County College student organization Future Engineers and Scientists Society (FESS) sponsored a trip to Fermilab in Batavia, Illinois. Students were able to “Ask a Scientist Anything” and were given a guided tour of Fermilab and its particle accelerator. This is the second FESS sponsored trip to Fermilab which shows how invaluable student organizations are to educating students and community members outside of the classroom.

Student Senate met for the first time this semester over Winter Break on January 14, 2011 for the annual winter retreat. During the retreat Student Senators attended workshops designed to improve Senate committees, campus outreach efforts and Senate’s overall effectiveness. The goal was to learn how to be more productive and efficient within our committees and as an organization.

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

Cody Sheriff  
Student Trustee

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2011 through the month of December. This Summary includes an explanation for significant changes as compared with the same time last year, financial comparisons for the Operating Funds, and a summary for all funds.

Recommendation

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

A handwritten signature in cursive script that reads "Vicky Smith".

Vicky Smith  
President

## Executive Summary

Fiscal Year 2011 is currently 50% complete with the year-to-date results for December 2010 being reported. In the Operating Funds, total revenue is 69% of budget, as compared with 67% at the same time last year. Total expenditures are 46% of budget, as compared with 40% at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College.

The following items relate to the Operating Funds as a whole:

- Local revenue is currently 52% of budget as compared to 47% at the same time last year. \$755,850 more revenue has been recorded through December 2010 than the previous year. This is primarily due to the fact that the FY2011 budget was prepared on a more conservative basis than in FY2010.
- State revenue is currently 57% of budget as compared to 50% at the same time last year. \$70,002 less revenue has been recorded through December 2010 than the previous year. This is primarily due to the slowdown by the State of Illinois processing payments of the Base Operating Grant for FY2011.
- Student tuition and fee revenue is currently 104% of budget as compared to 119% at the same time last year. \$158,436 more revenue has been recorded through December 2010 than the previous year. The primary reason for this increase is the combination of a \$2 per credit hour tuition increase effective in Fall 2010 and slightly less enrollments as compared to last year at this time.
- Interest revenue is currently 55% of budget as compared to 15% at the same time last year. \$2,526 more revenue has been received through December 2010 than the prior year. This increase is due to a slightly improved over all cash position as compared to last year at this time.
- Salary expenditures are currently 48% of budget as compared to 48% last year. \$327,084 more in expenditures have been recorded through December 2010 than the prior year. This increase is due wage increases governed by the Staff Council and Faculty Association bargaining unit contracts and as approved by the Board of Trustees for non-bargaining unit employees..
- Employee benefit expenditures are currently 37% of budget as compared to 35% last year. \$395,234 less in expenditures have been recorded through December 2010 than the prior year. This decreased cost is primarily due to less expenditures in 2010 for retirees under the College's early retirement program.
- Contractual services expenditures are currently 17% of budget as compared to 36% last year. \$543,274 less in expenditures have been recorded through December 2010 than the prior year. This decrease is primarily due to less professional services ERP costs and the recording of the CMC settlement agreement..
- General materials and supplies are currently 26% of budget as compared to 21% last year. \$19,980 more in expenditures have been recorded through December 2010 than the previous year. This increased cost is due to timing variations in the purchases of supplies and materials.
- Conference and meeting expenditures are currently 27% of the budgeted amount as compared to 36% last year. \$47,585 less in expenditures have been recorded through December 2010 than the prior year. This decrease is primarily due to the timing of conference registrations and travel in FY 2011 as compared to FY 2010.
- Capital outlay expenditures are currently 13% of budget as compared to 7% last year. \$18,318 more in expenditures have been recorded through December 2010 than the prior year. This is primarily due the timing of approval of certain capital outlay items.

McHenry County College  
 Operating Funds Financial Comparison  
 Six Months Actual Ended December 31, 2009 and December 31, 2010

	FY 2010 Actual to December 31, 2009				FY 2011 Actual to December 31, 2010				Variance Over (Under) Prior Year Actual
	Education	Operations & Maintenance	Total	Percent to Budget	Education	Operations & Maintenance	Total	Percent to Budget	
	Fund	Fund			Fund	Fund			
<b>Revenue</b>									
Local	\$ 11,052,060	\$ 1,445,708	\$ 12,497,768	47%	\$ 11,719,926	\$ 1,533,692	\$ 13,253,618	52%	\$ 755,850
State	1,037,455	370,269	1,407,724	50%	992,721	345,001	1,337,722	57%	(70,002)
Student Tuition & Fees	10,997,447	2,810,356	13,807,803	119%	11,149,854	2,816,385	13,966,239	104%	158,436
Sales & Service Fees	13,494	-	13,494	58%	13,516	-	13,516	57%	22
Facilities	3,696	7,582	11,278	51%	2,868	10,520	13,388	49%	2,110
Interest	36,317	-	36,317	15%	38,737	106	38,843	55%	2,526
Non-Govt Gifts, Grants	66,302	-	66,302	56%	-	-	-	0%	(66,302)
Other	6,941	5,672	12,613	59%	74,490	14,086	88,577	33%	75,964
<b>Total Revenue</b>	<b>23,213,712</b>	<b>4,639,587</b>	<b>27,853,299</b>	<b>67%</b>	<b>23,992,113</b>	<b>4,719,790</b>	<b>28,711,904</b>	<b>69%</b>	<b>858,605</b>
<b>Expenditures</b>									
Salaries	10,208,264	625,765	10,834,029	48%	10,525,151	635,962	11,161,113	48%	327,084
Employee Benefits	2,382,286	178,882	2,561,168	35%	1,962,673	203,261	2,165,934	37%	(395,234)
Contractual Services	1,279,343	67,465	1,346,808	36%	711,807	91,727	803,534	17%	(543,274)
General Materials & Supplies	814,709	72,345	887,054	21%	812,127	94,907	907,034	26%	19,980
Conference and Meeting	193,210	12,946	206,156	36%	151,323	7,248	158,571	27%	(47,585)
Fixed Charges	556,567	-	556,567	52%	533,967	280	534,247	49%	(22,320)
Utilities	3,629	431,494	435,123	41%	1,811	432,158	433,969	40%	(1,154)
Capital Outlay	81,874	17,783	99,657	7%	87,949	30,026	117,975	13%	18,318
Other Expenditures	237,069	-	237,069	50%	223,941	-	223,941	44%	(13,128)
<b>Total Expenditures</b>	<b>15,756,951</b>	<b>1,406,680</b>	<b>17,163,631</b>	<b>40%</b>	<b>15,010,749</b>	<b>1,495,569</b>	<b>16,506,318</b>	<b>39%</b>	<b>(657,313)</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>7,456,761</b>	<b>3,232,907</b>	<b>10,689,668</b>		<b>8,981,364</b>	<b>3,224,221</b>	<b>12,205,586</b>		<b>1,515,918</b>
<b>Other financing sources (uses)</b>									
Operating transfers out	-	(2,000,000)	(2,000,000)		(710,000)	(2,500,000)	(3,210,000)		-
<b>Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses</b>	<b>\$ 7,456,761</b>	<b>\$ 1,232,907</b>	<b>\$ 8,689,668</b>		<b>\$ 8,271,364</b>	<b>\$ 724,221</b>	<b>\$ 8,995,586</b>		<b>\$ 1,515,918</b>

McHenry County College  
 Operating Funds Financial Summary  
 Six Months ended December 31, 2010

	FY 2011 Budget				FY 2011 Actual				Variance Over (Under) FY 2011 Budget
	Education Fund	Operations & Maintenance Fund	Total	Percent to Total	Education Fund	Operations & Maintenance Fund	Total	Percent of Budget	
<b>Revenue</b>									
Local	\$ 22,466,886	\$ 2,941,325	\$ 25,408,211	61%	\$ 11,719,926	\$ 1,533,692	\$ 13,253,618	52%	\$ (12,154,593)
State	1,734,260	613,060	2,347,320	6%	992,721	345,001	1,337,722	57%	(1,009,597)
Student Tuition & Fees	10,781,281	2,642,807	13,424,088	32%	11,149,854	2,816,385	13,966,239	104%	542,150
Sales & Service Fees	23,850	-	23,850	0%	13,516	-	13,516	57%	(10,334)
Facilities	20,000	7,500	27,500	0%	2,868	10,520	13,388	49%	(14,112)
Interest	70,000	-	70,000	0%	38,737	106	38,843	55%	(31,157)
Non-Govt Gifts, Grants	63,971	-	63,971	0%	-	-	-	0%	(63,971)
Other	255,750	16,500	272,250	1%	74,490	14,086	88,577	33%	(183,673)
<b>Total Revenue</b>	<b>35,415,998</b>	<b>6,221,192</b>	<b>41,637,190</b>	<b>100%</b>	<b>23,992,113</b>	<b>4,719,790</b>	<b>28,711,904</b>	<b>69%</b>	<b>(12,925,286)</b>
<b>Expenditures</b>									
Salaries	22,223,035	1,216,880	23,439,915	55%	10,525,151	635,962	11,161,113	48%	(12,278,802)
Employee Benefits	5,481,797	406,478	5,888,275	14%	1,962,673	203,261	2,165,934	37%	(3,722,341)
Contractual Services	4,441,465	245,027	4,686,492	11%	711,807	91,727	803,534	17%	(3,882,958)
General Materials & Supplies	3,357,100	199,052	3,556,152	8%	812,127	94,907	907,034	26%	(2,649,118)
Conference and Meeting	553,023	34,693	587,716	1%	151,323	7,248	158,571	27%	(429,145)
Fixed Charges	1,079,755	3,800	1,083,555	3%	533,967	280	534,247	49%	(549,308)
Utilities	8,314	1,065,284	1,073,598	3%	1,811	432,158	433,969	40%	(639,629)
Capital Outlay	812,402	72,360	884,762	2%	87,949	30,026	117,975	13%	(766,787)
Other Expenditures	513,470	-	513,470	1%	223,941	-	223,941	44%	(289,529)
Contingency	701,550	125,000	826,550	2%	-	-	-	0%	(826,550)
<b>Total Expenditures</b>	<b>39,171,912</b>	<b>3,368,574</b>	<b>42,540,486</b>	<b>100%</b>	<b>15,010,749</b>	<b>1,495,569</b>	<b>16,506,318</b>	<b>39%</b>	<b>(26,034,168)</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(3,755,914)</b>	<b>2,852,618</b>	<b>(903,296)</b>		<b>8,981,364</b>	<b>3,224,221</b>	<b>12,205,586</b>		<b>13,108,881</b>
<b>Other financing sources (uses): Operating transfers (out)</b>	<b>(710,000)</b>	<b>(2,500,000)</b>	<b>(3,210,000)</b>		<b>(710,000)</b>	<b>(2,500,000)</b>	<b>(3,210,000)</b>		<b>-</b>
<b>Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses</b>	<b>\$ (4,465,914)</b>	<b>\$ 352,618</b>	<b>\$ (4,113,296)</b>		<b>\$ 8,271,364</b>	<b>\$ 724,221</b>	<b>\$ 8,995,586</b>		<b>\$ 13,108,881</b>



McHenry County College  
All Funds Financial Summary  
Six Months ended December 31, 2010

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
Revenue											
Local	\$ 11,719,926	\$ 1,533,692	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ 1,507	\$ -	\$ 13,255,875
State	992,721	345,001	-	-	488,036	-	-	-	-	-	1,825,758
Federal	-	-	-	-	220,775	-	2,153,131	-	-	-	2,373,906
Tuition & Fees	11,149,854	2,816,385	-	964,240	-	-	-	-	-	-	14,930,479
Sales & Service Fees	13,515	-	-	1,855,398	-	-	-	-	-	-	1,868,913
Facilities	2,868	10,520	-	-	-	-	-	-	-	-	13,388
Interest	38,737	106	8,084	-	-	1,000	-	-	588	-	48,516
Non-Govt Gifts, Grants	-	14,086	-	82,210	50	-	-	-	-	-	96,347
Other	74,490	-	-	-	-	-	-	-	1,474	2,555,203	2,631,167
<b>Total Revenue</b>	<b>23,992,113</b>	<b>4,719,790</b>	<b>8,084</b>	<b>2,901,849</b>	<b>708,860</b>	<b>1,000</b>	<b>2,153,131</b>	<b>750</b>	<b>3,569</b>	<b>2,555,203</b>	<b>37,044,350</b>
Expenditures											
Instruction	7,486,455	-	-	-	227,732	-	-	-	-	-	7,714,187
Academic Support	757,321	-	-	-	25,635	-	-	-	-	-	782,956
Student Services	1,475,148	-	-	-	222,339	-	-	-	-	-	1,697,487
Public Service	709,845	-	-	476,856	130,774	-	-	-	-	-	1,317,475
Auxiliary Services	-	-	-	2,704,088	-	-	-	-	-	-	2,704,088
Operations & Maintenance	-	1,495,569	-	5,618	56,005	-	-	65,400	242,311	-	1,864,903
Institutional Support	4,581,980	-	188,487	48	7,934	-	2,143,111	-	568,847	2,349,521	9,839,927
<b>Total Expenditures</b>	<b>15,010,749</b>	<b>1,495,569</b>	<b>188,487</b>	<b>3,186,608</b>	<b>670,418</b>	<b>-</b>	<b>2,143,111</b>	<b>65,400</b>	<b>811,158</b>	<b>2,349,521</b>	<b>25,921,022</b>
Excess (deficiency) of revenues over expenditures	8,981,364	3,224,221	(180,403)	(284,759)	38,442	1,000	10,020	(64,650)	(807,589)	205,682	11,123,328
Other financing sources (uses):											
Operating transfers in	-	-	2,500,000	325,000	-	-	-	-	385,000	-	3,210,000
Operating transfers (out)	(710,000)	(2,500,000)	-	-	-	-	-	-	-	-	(3,210,000)
<b>Total Other financing sources (uses)</b>	<b>(710,000)</b>	<b>(2,500,000)</b>	<b>2,500,000</b>	<b>325,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>385,000</b>	<b>-</b>	<b>-</b>
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	8,271,364	724,221	2,319,597	40,241	38,442	1,000	10,020	(64,650)	(422,589)	205,682	11,123,328
Beginning Fund Balance	18,012,222	3,654,494	7,964,902	811,640	51,681	2,811,517	47,549	151,727	2,271,675	89,892	35,867,299
<b>Ending Fund Balance</b>	<b>\$ 26,283,586</b>	<b>\$ 4,378,715</b>	<b>\$ 10,284,499</b>	<b>\$ 851,881</b>	<b>\$ 90,123</b>	<b>\$ 2,812,517</b>	<b>\$ 57,569</b>	<b>\$ 87,077</b>	<b>\$ 1,849,086</b>	<b>\$ 295,574</b>	<b>\$ 46,990,627</b>

Treasurer's Report

Information

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

Recommendation

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

A handwritten signature in cursive script, appearing to read "Vicky Smith".

Vicky Smith  
President

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

<b>Bank Name Location / Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
Home State Bank Crystal Lake <b>Main</b>	\$2,357,466.16	\$2,914,709.33	\$4,229,677.76	\$1,042,497.73
Harvard State Bank Harvard <b>Credit Card</b>	\$1,083,998.14	\$300,640.36	\$1,130,108.51	\$254,529.99
Home State Bank Crystal Lake <b>Online</b>	\$32,813.15	\$2.79	\$0	\$32,815.94
Home State Bank Crystal Lake <b>Flexible Spending</b>	\$0	\$15,008.35	\$15,008.35	\$0
Home State Bank Crystal Lake <b>Dental Claims</b>	\$0	\$24,478.74	\$24,478.74	\$0
Home State Bank Crystal Lake <b>Payroll</b>	\$0	\$0	\$0	\$0
First Midwest Bank McHenry <b>Student Grant &amp; Loan</b>	\$347,381.80	\$62,139.11	\$393,194.69	\$16,326.22

McHenry County College  
1/27/2011 Board Meeting

Investments

College Fund	Financial Institution	December 31, 2010	November 30, 2010	Interest	No. of Days	Maturity
		Investments	Investments			
Education	Illinois Funds	16,572,862.52	16,158,191.85	see below	N/A	On Demand
Education	JPMorgan Chase	9,116,404.57	9,113,697.98	0.35%	N/A	On Demand
Operations & Maintenance	Illinois Funds	10,672,864.39	10,671,765.06	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	922,171.80	921,898.01	0.35%	N/A	On Demand
Working Cash	Illinois Funds	2,098,985.73	2,098,767.47	see below	N/A	On Demand
Working Cash	JPMorgan Chase	617,884.52	617,701.08	0.35%	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	1,368,310.28	1,368,168.00	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	352,329.94	352,225.34	0.35%	N/A	On Demand
<b>Total</b>		<b>41,721,813.75</b>	<b>41,302,414.79</b>			

Interest Revenue

College Fund	Dec-10	Fiscal YTD
Education	4,386.97	38,069.57
Operations & Maintenance (Restricted)	1,373.12	8,190.13
Working Cash	401.70	1,000.10
Liability, Protection and Settlement	246.88	588.10
<b>Total</b>	<b>\$6,408.67</b>	<b>\$47,847.90</b>

Illinois Fund Rates - December 2010

	Annualized rate - Money Mkt
Low	0.093%
High	0.180%
Average	0.121%

\* 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. 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.

Ratification for Payment of Voucher #1028

Information:

100- Education Fund	839,123.66
200- Operations & Maintenance Fund	140,966.27
300- Operations & Maintenance (Restricted) Fund	42,719.22
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	879,518.35
600- Restricted Purposes Fund	32,952.53
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	8,945.71
1100- Audit Fund	7,000.00
1200- Liability Protection & Settlement Fund	5,662.03
1700-Employee Health Insurance	<u>403,116.40</u>
Total:	\$2,360,004.17

Recommendation:

It is recommended that the Board of Trustees ratifies payment of Voucher #1028 dated January 27, 2011 totaling \$2,360,004.17.



Vicky Smith  
President

Request to Lease  
Duplication Equipment and Software Support

Information

The Offices of Recruiting, Financial Aid, and Admissions and Records provide a wide range of services to students. These services range from introducing students to the College in Recruiting, to providing sensitive financial information in Financial Aid, to enrolling students into course work in Admissions and Records. As enrollment has increased at the College, so has the number of students each one of these offices serves. Specifically, these offices are required to provide an ever increasing number of paper records for the student and the College’s records. These papers and records are printed on Multifunctional Devices (MFD).

Currently, Financial Aid, Admissions and Records, and Recruiting do not have adequate printing and duplication capability to meet the demands brought on by the growing enrollment at the college. Further, employees within these departments must print or duplicate highly-confidential documents from the closest MFD, which is also utilized by Special Needs and Registration.

Therefore, the Offices of Recruiting, Financial Aid, and Admissions and Records are requesting an additional MFD to handle the increasing printing and duplication needs. In order to add an additional MFD unit the College would need to increase by one the number of leased MFDs for the remaining 18 months of the College’s lease agreement with Canon Business Solutions, Inc. Board Report #09-115 from June of 2009 approved the request to lease 28 MFDs from Canon Business Solutions, Inc. through the National Intergovernmental Purchasing Alliance (NIPA), of which McHenry County College is a member. The lease is for 36 months, with 18 months remaining.

Descriptions and a breakdown of unit costs for an additional MFD are listed in the following table:


Description	Unit Cost	Total (for 18 months)
1 Additional Canon 3235 MFD unit (Total number of MFDs for the College will increase to 29)	\$433.00 per month	\$7,794.00
Service (7,000 Copies monthly with an average cost of \$.009 per copy)	\$62.74 per month	\$1,129.32
Total cost for remainder of 18-month lease	\$495.74	\$8,923.32

The lease contracts for copiers and MFDs are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (g) which reads, “contracts for duplicating machines and supplies”; and exemption (k) which reads, “contracts for goods or services procured from another governmental agency.”

This expense is budgeted in the Duplication Center in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the lease of an additional Canon 3235 MFD and service support for a total 18-month cost of \$8,923.32, with overage charges of \$.009 per copy from Canon Business Solutions, Inc., Schaumburg, IL.

  
Vicky Smith  
President

Request to Purchase  
Employee Service Awards

Information

There are 64 staff and faculty and 28 adjuncts who will celebrate five, ten, fifteen, twenty, twenty-five and thirty years of service this year. One faculty member will be retiring after twenty years of service at the end of the spring semester. Recognition awards will be purchased from Award Concepts and recipients will be recognized at the 2011 Employee Appreciation and Recognition Reception which will be held on April 22, 2011. The cost for employee recognition service awards should not exceed \$9,200.00. The exact amount is not known at this time because employees choose their awards from a website with several choices at various prices within a range based on years of service. To ensure that the awards are received before the April 22<sup>nd</sup> reception, they must be ordered in February.

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

Recommendation

It is recommended that the Board of Trustees approves the estimated expenditure for employee services awards to Award Concepts, St. Charles, IL, not to exceed \$9,200.00.



Vicky Smith  
President

Request to Purchase  
Floor Mats for Main Campus and Shah Center Entrances

Information

The floor mats currently being used by the College are approximately 20 years old. Based on average use, these floor mats should last five to eight years. Due to the extended time of wear on these floor mats, when people walk upon them, they no longer adequately absorb the moisture and dirt left behind when walked on. This creates a hazardous and slippery condition near the entrances of college buildings.

Through Educational and Institutional Cooperative purchasing consortium pricing, the College has received a quote for 26 floor mats from W.W. Grainger, Inc., in the amount of \$12,605.82. Of the 26 floor mats, 20 will be for the College's main campus and 6 will be for the Shah Center.

The purchase of 26 floor mats from W.W. Grainger, Inc., is exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (k) which reads, "contracts for goods or services procured from another governmental agency."

This purchase is budgeted in the Custodial Maintenance Supplies Account in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of 26 floor mats for \$12,605.82 from W.W. Grainger, Inc., Palatine, IL.



Vicky Smith  
President



Request to Purchase  
Microscopes

Information

During the Fall semester, the Biology Department had an enrollment of 916 students generating 3,664 credit hours. The department has been steadily growing over the past five years. However, between Spring 2009 and Fall 2010 semesters, the department experienced an extremely large enrollment increase of 62%.

In order to accommodate the growing number of students, the department is in need of 12 additional microscopes. Microscopes are used in the biology labs to allow students to identify organisms too small to be seen by the naked eye. The microbiology course uses them to identify different bacteria, the fundamentals of biology course uses them to explore the different types of plant cells and compare them with animal cells, and the anatomy and physiology course students use the microscopes to identify different cell types.

The following quotes were received from three major scientific equipment distributors:

<u>Quantity</u>	<u>Descriptions</u>	<u>The Scope Shoppe, Inc.</u>	<u>Microscope World</u>	<u>Carolina Biological</u>
12	160P Monocular Plan Achromat lenses Halogen light Objective microscope	\$525.00 each	\$650.00 each	\$585.00 each
Total with fees and shipping:		\$6,300.00	\$7,800.00	\$7,020.00

This expense is budgeted in the Biology Department Account in the Education Fund

Recommendation

It is recommended that the Board of Trustees approves the purchase of 12 microscopes for \$6,300.00 from The Scope Shoppe, Inc., Elburn, IL.



Vicky Smith  
President

Request to Purchase  
Radio Equipment and Broadband Narrowing of Existing Equipment

Information

As part of upcoming bandwidth narrowing requirements, the Federal Communications Commission (FCC) is requiring all government agencies to switch to a narrow bandwidth frequency and only operate radios that are narrow bandwidth compliant.

The College's existing Campus Public Safety and Security radios are in excess of 5 years old, in disrepair and are not narrow bandwidth compliant. In addition, the College's existing repeater and 14 emergency call boxes located in the College parking lots operate on a broadband frequency and also require compliance modifications. In anticipation of this requirement, the College had budgeted for this item.

The College would like to purchase 10 Motorola hand held radios that are narrowband compatible and both analog/digital capable. In addition, we would like to modify the existing repeater and emergency call boxes to comply with the FCC requirements.

The College has negotiated an intergovernmental agreement with Southeast Emergency Communication (SEECOM) for emergency dispatch services. SEECOM exclusively uses Chicago Communications LLC for its installation and maintenance requirements and a portion of that agreement requires the College to use Chicago Communications LLC for design, testing, installation and equipment maintenance that is tied into SEECOM.


Chicago Communications LLC's price for the purchase of the 10 radios, charging equipment, narrow banding of radios, and modification of call boxes including, programming, testing, training and labor is \$9,611.75. The old radios will be turned into Chicago Communications LLC for an \$800.00 trade-in rebate that is reflected in the above pricing.

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."

This purchase was approved as part of the Capital Equipment Budget for FY 2011 and is budgeted in the Campus Public Safety Account in the Liability Protection and Settlement Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the radios, chargers, programming, testing, narrow banding modifications, training and all labor from Chicago Communications LLC, Elmhurst, IL for \$9,611.75.



Vicky Smith  
President

Request to Purchase  
Xerox Phaser Printer

Information

One of the largest programs in the Career and Technical Division is the AAS in Digital Media. During the FY 2010 school year, the program generated approximately 1,464 credit hours. The program is designed to prepare students for careers, such as game developer, game designer, and web content developer.

The program utilizes state-of-the-art computer software and hardware to provide a cutting edge experience for students, which prepares graduates for the employment market. One state-of-the-art piece of equipment is a color Phaser printer. This printer provides the physical output of the students' digital artwork and design projects and is used extensively in almost all of the digital media classes. This printer provides the quality printing and formatting that students use in their professional portfolios. Unfortunately, the current printer is no longer functioning and is in need of replacement. This printer is on a four-year replacement cycle and is currently four years old.

CDW-G provides the best available net pricing through the existing Midwest Higher Education Consortium (MHEC) contract.

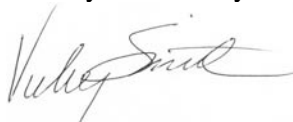
<u>Quantity</u>	<u>Description</u>	<u>CDW-G</u>
1	Xerox Phaser 7760GX Memory 512MB 3 Year Additional Onsite Extended Warranty (4 years total) Toner Waste Cartridge Imaging Unit	\$9,142.38

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

This expense is budgeted in the Digital Media Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the Xerox Phaser 7760GX printer, with 3-year warranty as described above for \$9,142.38 from CDW-G, Vernon Hills, IL.



Vicky Smith  
President

Destruction of Recordings of Closed Session Meetings

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 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 below identified recordings will be physically destroyed.

Recommendation

It is recommended that the Board of Trustees approves the destruction on January 28, 2011 of the audio recordings of the following Closed Sessions:

- July 21, 2008 Committee of the Whole Meeting
- July 24, 2008 Regular Board Meeting
- August 25, 2008 Committee Of the Whole Meeting
- August 28, 2008 Regular Board Meeting
- September 22, 2008 Committee Of the Whole Meeting
- September 25, 2008 Regular Board Meeting
- October 23, 2008 Regular Board Meeting
- November 18, 2008 Committee Of the Whole Meeting
- December 15, 2008 Special Board Meeting
- January 19, 2009 Committee Of the Whole Meeting
- January 22, 2009 Regular Board Meeting
- February 23, 2009 Committee of the Whole Meeting
- February 26, 2009 Regular Board Meeting
- March 12, 2009 Special Board Meeting
- March 23, 2009 Committee Of the Whole Meeting
- March 26, 2009 Regular Board Meeting
- April 23, 2009 Regular Board Meeting
- May 7, 2009 Special Board Meeting
- June 11, 2009 Special Board Meeting



Vicky Smith  
President

## Administrative Reorganization of Academic Affairs

Information

The Board of Trustees at their October 2010 meeting approved the goals of the president. These goals are broad institutional goals based on the Strategic Priorities which were developed and approved by the Board during the Spring 2010 semester. The Academic and Student Affairs division then utilized both the president's goals and the College's strategic priorities, to set its goals for the educational enterprise of the institution. These goals are:

- The College will provide cutting edge, high demand credit and non-credit programs.
- The College will insist upon innovative, high quality teaching, learning, academic support and student services.
- The College will promote student success by first encouraging student responsibility, and then providing high quality (intrusive when necessary) student support.

With its goals complete, the Academic and Student Affairs division began focusing on how it will achieve these three goals. However, after careful analysis it has become clear that the current organizational structure is not arranged in such a fashion to achieve these goals. Therefore, it was determined by the Vice President of Academic and Student Affairs with input from administrators, faculty and staff, that the Academic and Student Affairs division should be reorganized to meet its goals. This proposed reorganization is the first of two, and will focus on the Academic Affairs unit of the College. In the near future, a proposed reorganization of the Student Affairs unit of the College will be presented.

The conceptual framework behind the reorganization of the academic unit of the College was focused on the first of the two goals of the Academic and Student Affairs division which are, providing cutting edge, high demand programs, and innovative high quality teaching and learning experiences for students. In order to achieve these two goals, the leadership within the Academic and Student Affairs division focused on the following concepts:

- Providing effective, high quality service to students
- Providing effective leadership to faculty, support staff and administrators
- Grouping like departments, programs, services
- Highlighting emerging departments, programs, services

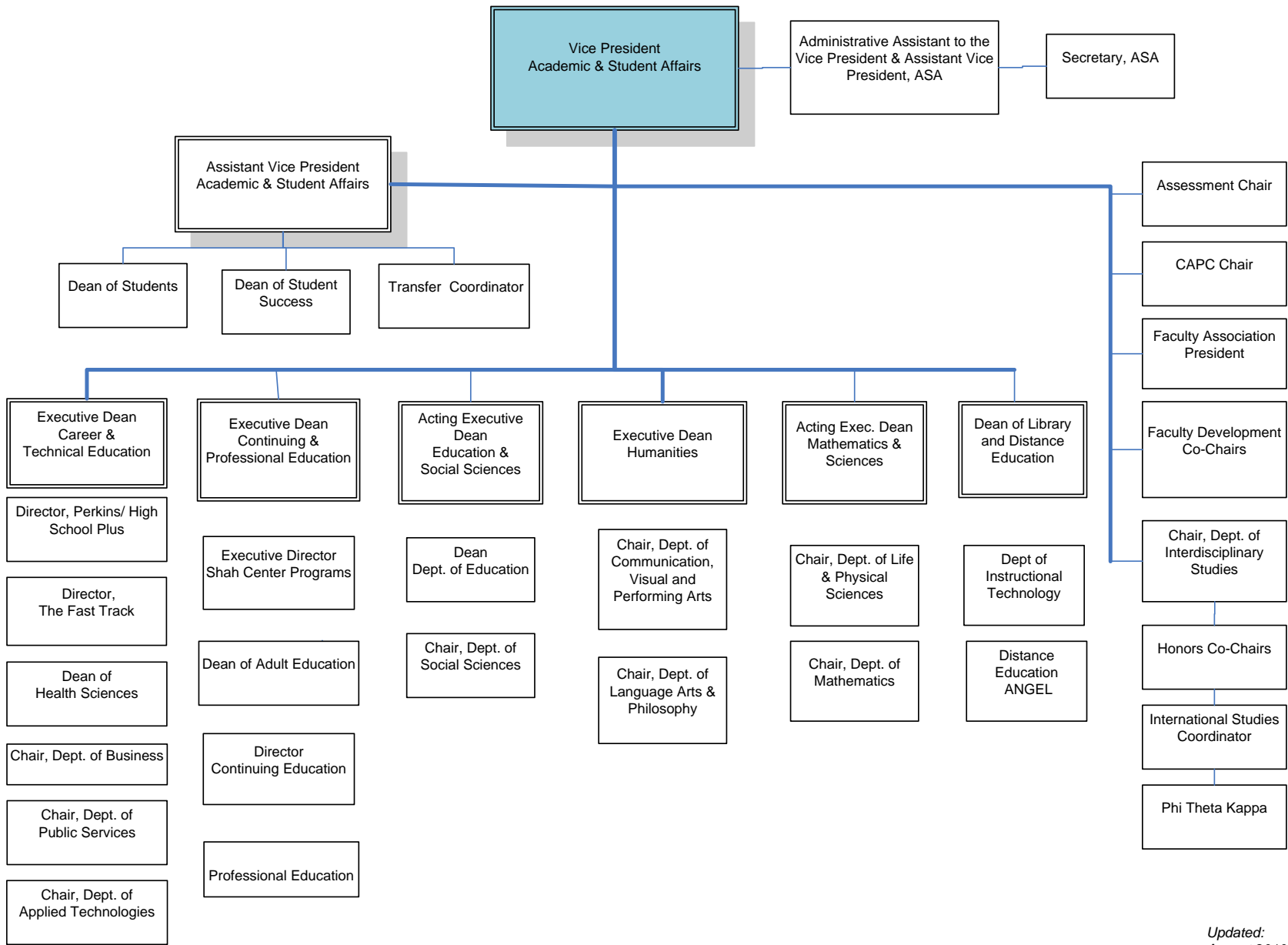
The proposed new structure provides effective high quality service to students and effective leadership to faculty, support staff and administrators, by capitalizing on synergies between like departments. This was achieved by reducing the number of academic divisions. More specifically, non-healthcare related occupational programs were grouped together within the newly formed Education, Career, and Technical Education division. Math and Sciences were grouped with Health Professions to form a Math, Sciences and Health Professions division. Finally, Humanities was paired with the Social Sciences to form the Humanities and Social Sciences division. Each one of these new divisions was formed to capitalize on programmatic similarities and inter-dependent needs, therefore streamlining operations and enhancing collaboration.

A challenge arising from the proposed enlarged divisions is the effective leadership of faculty and support staff within each unit. In order to overcome this challenge, the position of associate dean was developed. This position will assist executive deans in carrying out the operation of the enlarged division. A main

focus of the associate deans will be the evaluation of adjunct faculty. This approach coordinates with the reorganization of the department chair structure, which was approved at the December 2010 Board of Trustees meeting.

The structure will also highlight emerging approaches to teaching and learning such as dual credit, online education, and new program development, which connects directly to the overarching goals of Academics and Student Affairs. This was accomplished through the creation of a position directly responsible for the dual credit program and another position directly responsible for online education. New program development will flow from the synergies created by the newly formed divisions.

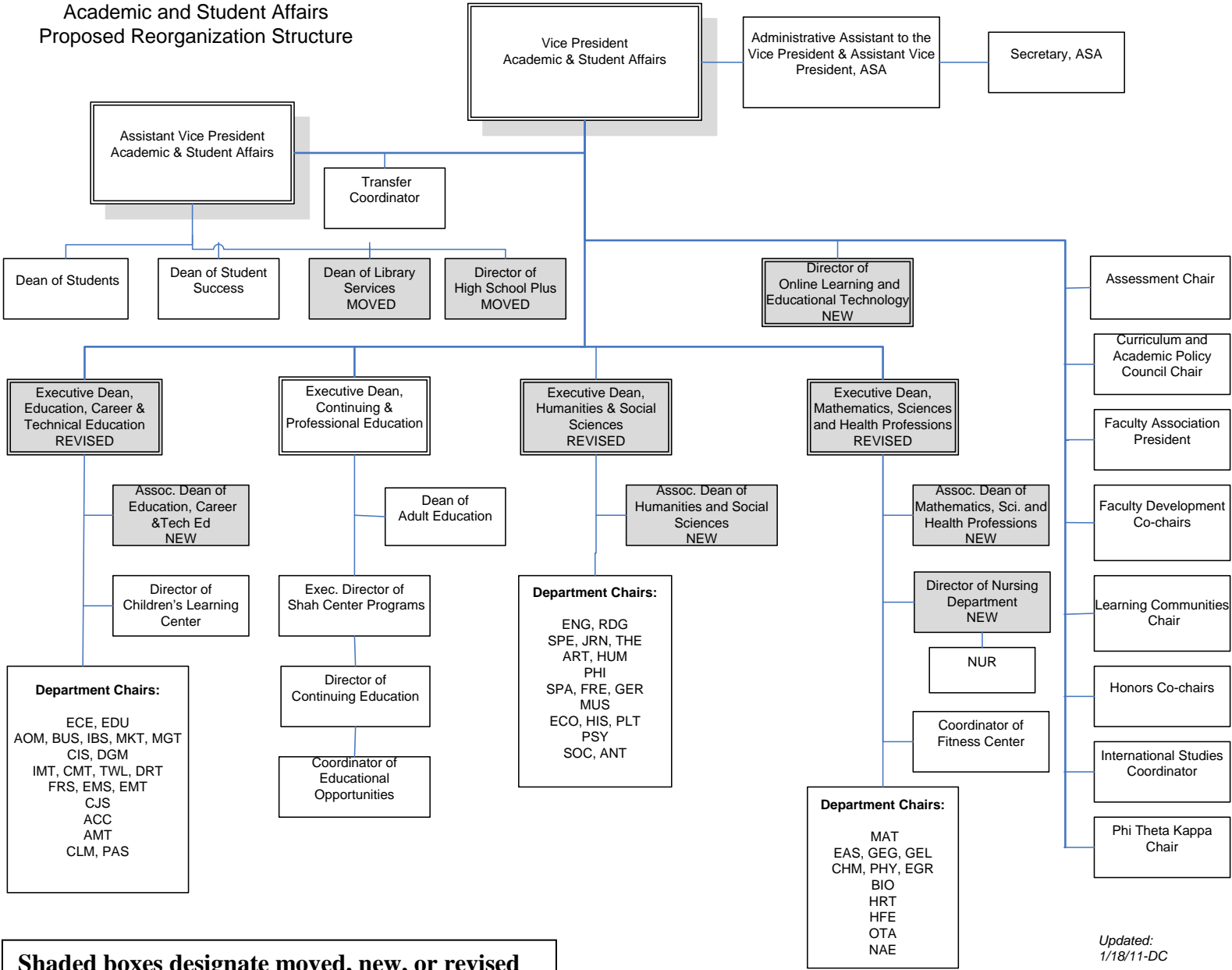
Current Structure



Updated:  
August 2010-NN

# Proposed Structure

## Academic and Student Affairs Proposed Reorganization Structure



**Shaded boxes designate moved, new, or revised positions**

Updated: 1/18/11-DC



Below is a table which illustrates the positions which would change within this reorganization. The reorganization will enhance the ability of the academic unit to more easily meet the goals of the Academic and Student Affairs division, while saving the institution \$23,783.

<b>Eliminated Positions</b>	<b>Salary</b>	<b>Benefits</b>	<b>Totals</b>
Dean of Education	\$ 70,305.00	\$ 18,225.00	\$ 88,530.00
Dean of Health Sciences	\$ 85,175.00	\$ 18,225.00	\$ 103,400.00
Ex Dean of Ed and Social Sciences	\$ 92,460.00	\$ 18,225.00	\$ 110,685.00
Director of the Fast Track	\$ 62,500.00	\$ 18,225.00	\$ 80,725.00
Release time Online faculty	\$ 6,336.00	\$ -	\$ 6,336.00
Secretary, Dean of Education	\$ 20,846.00	\$ -	\$ 20,846.00
Hours taught by Director of Nursing	\$ 6,336.00	\$ -	\$ 6,336.00
Admin Assistant Ed and Social Sciences	\$ 35,000.00	\$ 18,225.00	\$ 53,225.00
		<b>Total</b>	\$ 470,083.00
<b>New Positions</b>			
Assoc Dean of Ed, Career and Tech Ed	\$ 70,000.00	\$ 18,225.00	\$ 88,225.00
Assoc Dean of Hum and Social Sciences	\$ 70,000.00	\$ 18,225.00	\$ 88,225.00
Assoc Dean of Math, Sci, and Health Prof	\$ 70,000.00	\$ 18,225.00	\$ 88,225.00
Director of Nursing	\$ 85,175.00	\$ 18,225.00	\$ 103,400.00
Director of Online Learning and Educational Technology	\$ 60,000.00	\$ 18,225.00	\$ 78,225.00
		<b>Total</b>	\$ 446,300.00
		<b>Net Savings</b>	\$ 23,783.00

Job descriptions of each new position are included in the board report. If approved, the new organizational structure and associated new positions will begin at the start of the next fiscal year on July 1, 2011, with the exception of the director of Online Learning and Educational Technology position. A search for the director of Online Learning and Educational Technology position would begin as soon as the position is approved.

In conclusion, the Academic and Student Affairs division of the College consistently strives to meet the goals of providing cutting edge, high demand programs, and innovative high quality teaching and learning experiences for students. If this reorganization is approved, the Academic and Student Affairs division will begin to more effectively strive towards reaching these goals.

#### Recommendation

It is recommended the Board of Trustees approves the reorganization, the elimination of positions, and the establishment of positions as described above for Academic Affairs.



Vicky Smith  
President

**POSITION:** **EXECUTIVE DEAN OF EDUCATION, CAREER AND TECHNICAL EDUCATION**

**CLASSIFICATION:** Administrative / Full-time **WORK YEAR:** 12 Months

**PRIMARY PURPOSE:** Authority and responsibility for leadership in the development and implementation of courses and programs of study designed to serve students. The Executive Dean is responsible for aligning the division with the college-wide strategic plan and serves as the primary advocate for the division.

**ESSENTIAL JOB FUNCTIONS:**

In conjunction with the Associate Dean, Directors, and Department Chairs, the Executive Dean is charged with providing leadership for planning, organizing, supporting and implementing comprehensive programming within the following areas as well as any new programs related to education, career and technical education added in the future:

- Accounting
- Administrative Office Management
- Automotive
- Business
- Computer Aided Design / Drafting
- Children's Learning Center
- Criminal Justice
- Culinary Management / Pastry
- Construction Management Technology
- Computer Information Systems
- Digital Media
- Early Childhood Education / Education
- Emergency Medical Services
- Fast Track – adult accelerated degree programs
- Fire Science
- International Business
- Management
- Marketing
- Manufacturing Management
- Transportation, Warehousing and Logistics
- Provide leadership, supervision and evaluation of the divisional team, (Associate Deans, Directors, Coordinators, Department Chairs, Faculty and Staff)
- Assign authority and responsibility to the Department Chairs, Administrative Assistants, Administrators Coordinators and Clerical Staff
- Provide leadership for enrollment management as it relates to the division
- Initiate and provide support for new divisional initiatives especially as they integrate with strategic planning and enrollment management
- Direct the development and administration of the annual divisional budget and monitor budgets once approved

**ESSENTIAL JOB FUNCTIONS:**

- Provide leadership, supervision and evaluation of the divisional team, (Associate Deans, Directors, Coordinators, Department Chairs, Faculty and Staff)
- Assign authority and responsibility to the Department Chairs, Administrative Assistants, Administrators Coordinators and Clerical Staff
- Provide leadership for enrollment management as it relates to the division
- Initiate and provide support for new divisional initiatives especially as they integrate with strategic planning and enrollment management
- Direct the development and administration of the annual divisional budget and monitor budgets once approved
- Direct the development and administration of the annual Perkins, Program Improvement and Innovation grant monies and monitor budgets once approved
- Structure and review intra and inter divisional communications
- Establish, redefine and strengthen the internal and external articulation of curriculum and service delivery
- Establish division specific staff development activities
- Formulate divisional personnel recommendations to the Vice President of Academic and Student Affairs
- Act as the primary liaison with appropriate state committees, departments, agencies, organizations and institutions relative to the division's programs and services
- Provide leadership for planning, organizing, supporting and implementing comprehensive programming in conjunction with the following areas:
  - Continuing Education
  - Funding Sources including but not limited to Perkins and related state grants
  - Other divisions and their programs; (i.e. Fast Track, Children's Learning Center
  - External partners (i.e. universities, social service agencies, public schools, public service agencies, DCFS)
- Serve on various college committees
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Assume other duties as requested by the Vice President of Academic and Student Affairs

**SUPERVISION:** Reports directly to the Vice President of Academic and Student Affairs.

**MINIMUM POSTION QUALIFICATIONS:**

**EDUCATION:**

Master's Degree in one of the division's disciplines or a Master's with certification in an occupational area related to the division; Doctorate preferred.

**EXPERIENCE:**

- Three years full-time college teaching experience; community-college level preferred
- Evidence of increasing levels of administrative responsibilities
- Experience in assessment of student learning
- Demonstrated ability to develop programs and relationships with community stakeholders preferred

**SKILLS AND ABILITIES;**

- Proficient in Microsoft Office Suite
- Ability to work effectively with faculty, students and staff
- Strategic Planning ability and experience
- Ability to develop and monitor budgets
- Ability to work with Department Chairs to develop goals and objectives
- Ability to problem-solve
- Strong communication skills
- Commitment to the philosophy and mission of the community college
- Strong organizational ability
- Strong supervisory skills

**POSITION:** EXECUTIVE DEAN OF HUMANITIES AND SOCIAL SCIENCES

**CLASSIFICATION:** Administrative / Full-time **WORK YEAR:** 12 Months

**PRIMARY PURPOSE:** Authority and responsibility for leadership in the development and implementation of courses and programs of study designed to serve students. The Executive Dean is responsible for aligning the division with the college-wide strategic plan and serves as the primary advocate for the division.

**ESSENTIAL JOB FUNCTIONS:**

The Executive Dean is charged to carry out the following responsibilities:

Provide leadership for planning, organizing, supporting, and implementing comprehensive programming within the following areas as well as any new programs related to humanities and social sciences added in the future:

- Art
  - English & Reading
  - Journalism
  - Modern Languages (French, German, Spanish)
  - Music
  - Philosophy
  - Speech
  - Theatre
  - Anthropology
  - Economics
  - History
  - Political Science
  - Psychology
  - Sociology
- Provide leadership, supervision and evaluation of the divisional team, (Associate Deans, Directors, Coordinators, Department Chairs, Faculty and Staff)
  - Assign authority and responsibility to the Department Chairs, Administrative Assistants, Administrators Coordinators and Clerical Staff
  - Provide leadership for enrollment management as it relates to the division
  - Initiate and provide support for new divisional initiatives especially as they integrate with strategic planning and enrollment management
  - Direct the development and administration of the annual divisional budget and monitor budgets once approved
  - Structure and review intra and inter divisional communications.
  - Establish, redefine and strengthen the internal and external articulation of curriculum and service delivery
  - Establish division specific staff development activities
  - Formulate divisional personnel recommendations to the Vice President of Academic and Student Affairs

**ESSENTIAL JOB FUNCTIONS:**

- Act as the primary liaison with appropriate state committees, departments, agencies, organizations and institutions relative to the division's programs and services
- Provide leadership for planning, organizing, supporting and implementing comprehensive programming in conjunction with the following areas:
  - Continuing Education
  - Funding Sources including but not limited to Perkins and related state grants
  - Other divisions and their programs; (i.e. Fast Track, Children's Learning Center
  - External partners (i.e. universities, social service agencies, public schools, public service agencies, DCFS)
- Serve on various college committees
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Assume other duties as requested by the Vice President of Academic and Student Affairs

**SUPERVISION:** Reports directly to the Vice President of Academic and Student Affairs.

**MINIMUM POSTION QUALIFICATIONS:**

**EDUCATION:** Master's Degree in one of the division's disciplines required; Doctorate preferred.

**EXPERIENCE:**

- Three years teaching experience; community college level preferred
- Evidence of increasing levels of administrative responsibilities
- Experience with assessment of student learning
- Experience with staff evaluation

**SKILLS AND ABILITIES:**

- Proficient in Microsoft Office Suite
- Ability to work effectively with faculty, students and staff
- Strategic Planning ability and experience
- Ability to develop and monitor budgets
- Ability to work with Department Chairs to develop goals and objectives
- Ability to problem-solve
- Strong communication skills
- Commitment to the philosophy and mission of the community college
- Strong organizational ability
- Strong supervisory skills

**POSITION:** **EXECUTIVE DEAN OF MATHEMATICS, SCIENCES AND HEALTH PROFESSIONS**

**CLASSIFICATION:** Administrative / Full-time **WORK YEAR:** 12 Months

**PRIMARY PURPOSE:** Authority and responsibility for leadership in the development and implementation of courses and programs of study designed to serve students. The Executive Dean is responsible for aligning the division with the college-wide strategic plan and serving as the primary advocate for the division.

**ESSENTIAL JOB FUNCTIONS:**

- In conjunction with the Associate Dean, Directors, and Department Chairs, the Executive Dean is charged with providing leadership in planning, organizing, supporting, and implementing comprehensive programming within the following areas as well as any new programs related to mathematics, science or health professions added in the future:
  - Biology
  - Chemistry
  - Physics
  - Engineering
  - Earth Science
  - Geography
  - Geology
  - Horticulture
  - Mathematics
  - Nursing
  - Occupational Therapy Assistant
  - Basic Nurse Assistant
  - Health and Fitness Education
- Facilitate and support the planning and implementation of divisional activities in support of the college-wide strategic plan
- Uphold and promote academic rigor and integrity
- Respect and support the professional aspirations of divisional faculty and staff
- Supervise and evaluate the divisional team (Associate Dean, Directors, Department Chairs, Faculty and Staff)
- Assign appropriate authority and responsibility to the Associate Dean, Directors, Department Chairs, Faculty and Staff
- Manage enrollment as it relates to the division
- Develop and/or support new divisional initiatives especially as they integrate with strategic planning and enrollment management
- Direct the development and administration of the annual divisional budget and monitoring budgets
- Facilitate effective communication within and across divisions
- Work with divisional faculty, staff, and human resources to initiate division-specific professional development activities
- Review and strengthen the internal and external articulation of curriculum and service delivery

**ESSENTIAL JOB FUNCTIONS:**

- Formulate divisional personnel recommendations for the Vice President of Academic and Student Affairs
- Act as the primary liaison with appropriate state committees and departments, other agencies, organizations and institutions relative to the division's programs
- Plan, organize, support and implement comprehensive programming in conjunction with the following areas:
  - Continuing Education
  - Funding Sources
  - Other divisions and their programs (i.e. Fast Track, CTE/Perkins)
  - External partners (i.e. universities, social service agencies, public schools)
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Serve on various college committees
- Assume other duties as requested by the Vice President of Academic and Student Affairs

**SUPERVISION:** Reports directly to the Vice President of Academic and Student Affairs.

**MINIMUM POSITION QUALIFICATIONS:**

**EDUCATION:**

Master's Degree in one of the division's disciplines or a Master's with certification in an occupational area related to the division; Doctorate preferred.

**EXPERIENCE:**

- Three years full-time college teaching experience; community-college level preferred
- Evidence of increasing levels of administrative responsibilities
- Experience in assessment of student learning
- Demonstrated ability to develop programs and relationships with community stakeholders preferred

**SKILLS AND ABILITIES:**

- Proficient in Microsoft® Office Suite
- Ability to lead and work effectively with Associate Dean, Directors, Department Chairs, Faculty, Students and Staff
- Strategic planning ability and experience
- Ability to develop and monitor budgets
- Ability to work with Department Chairs to develop goals and objectives
- Ability to problem solve
- Effective communication and interpersonal skills
- Commitment to the philosophy and mission of the community college
- Ability to effectively advocate for the Division



**POSITION:** **ASSOCIATE DEAN OF EDUCATION, CAREER AND TECHNICAL EDUCATION**

**CLASSIFICATION:** Administrative / Full-time **WORK YEAR:** 12 Months

**PRIMARY PURPOSE:** Assist with the leadership in the development and implementation of courses and programs of study designed to serve students. In collaboration with the Executive Dean is responsible for aligning the division with the college-wide strategic plan and serves as an advocate for the division.

**ESSENTIAL JOB FUNCTIONS:**

In conjunction with the Executive Dean, the Associate Dean is charged to carry out the following responsibilities:

- Assist in the leadership for planning, organizing, supporting and implementing comprehensive programming within the following areas as well as any new programs related to education, career and technical education added in the future:
  - Accounting
  - Administrative Office Management
  - Automotive
  - Business
  - Computer Aided Design / Drafting
  - Children's Learning Center
  - Criminal Justice
  - Culinary Management / Pastry
  - Construction Management Technology
  - Computer Information Systems
  - Digital Media
  - Early Childhood Education/Education
  - Emergency Medical Services
  - Fast Track – adult accelerated degree programs
  - Fire Science
  - International Business
  - Management
  - Marketing
  - Manufacturing Management
  - Transportation, Warehousing & Logistics
- Assist in the leadership, supervision, and evaluation of the divisional team, (Coordinators, Department Chairs, Faculty, and Staff)
- Assist with enrollment management as it relates to the division
- Provide support for new divisional initiatives
- Assist the Executive Dean with the development and administration of the annual divisional budget

**ESSENTIAL JOB FUNCTIONS:**

- Assist the Executive Dean with the development and administration of the annual Perkins, Program Improvement and Innovation grants
- Monitor the internal and external articulation of curriculum and service delivery
- Work with the Executive Dean to establish division specific staff development activities
- Act as the secondary liaison with appropriate state committees, departments, agencies, organizations and institutions relative to the division's programs and services
- In collaboration with the Executive Dean plan, organize, support and implement comprehensive programming in conjunction with the following areas:
  - Continuing Education
  - Funding Sources including but not limited to Perkins and related state grants
  - Other divisions and their programs; (i.e. Fast Track, Children's Learning Center
  - External partners (i.e. universities, social service agencies, public schools, public service agencies, DCFS)
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Serve on various college committees
- Assume other duties as requested by the Executive Dean of Education and Career & Technical Education

**SUPERVISION:** Reports directly to the Executive Dean of Education, Career and Technical Education.

**MINIMUM POSTION QUALIFICATIONS:**

**EDUCATION:** Master's Degree in one of the division's disciplines required; Doctorate preferred.

**EXPERIENCE:**

- Three years teaching experience; community college level preferred.
- Evidence of increasing levels of administrative responsibilities.
- Experience with assessment of student learning.
- Experience with staff evaluation

**SKILLS AND ABILITIES:**

- Proficient in Microsoft Office Suite
- Ability to work effectively with faculty, students, and staff.
- Ability to problem-solve
- Strong communication skills
- Commitment to the philosophy and mission of the community college
- Strong organizational ability
- Strong supervisory skills

**POSITION:** ASSOCIATE DEAN OF HUMANITIES AND SOCIAL SCIENCES

**CLASSIFICATION:** Administrative / Full-time **WORK YEAR:** 12 Months

**PRIMARY PURPOSE:** Authority and responsibility for leadership in the development and implementation of courses and programs of study designed to serve students. The Associate Dean is responsible for aligning the division with the college-wide strategic plan and serving as an advocate for the division.

**ESSENTIAL JOB FUNCTIONS:**

In conjunction with the Executive Dean, the Associate Dean is charged to carry out the following responsibilities:

- Assist in the leadership for planning, organizing, supporting, and implementing comprehensive programming within the following areas as well as any new programs related to humanities and social sciences added in the future:
  - Art
  - English & Reading
  - Journalism
  - Modern Languages (French, German, Spanish)
  - Music
  - Philosophy
  - Speech
  - Theatre
  - Anthropology
  - Economics
  - History
  - Political Science
  - Psychology
  - Sociology
- Assist in the leadership, supervision and evaluation of the divisional team (Deans, Directors, Coordinators, Department Chairs, Faculty, and Staff)
- Assist with enrollment management as it relates to the division
- Provide support for new divisional initiatives
- Assists the Executive Dean with the development of the annual divisional budget
- Monitor the internal and external articulation of curriculum and service delivery
- Work with the Executive Dean to establish division specific staff development activities
- Act as the secondary liaison with appropriate state committees and departments, other agencies, organizations and institutions relative to the division's programs
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities

## **ASSOCIATE DEAN OF HUMANITIES AND SOCIAL SCIENCES – Page 2**

- In collaboration with the Executive Dean: plans, organizes, supports, and implements comprehensive programming in conjunction with the following areas:
  - Continuing Education
  - Funding Sources
  - Other divisions and their programs; (i.e. Fast Track, CTE/Perkins)
  - External partners (i.e. universities, social service agencies, public schools)
- Serve on various college committees
- Assume other duties as requested by the Executive Dean of Humanities and Social Sciences

**SUPERVISION:** Reports directly to the Executive Dean of Humanities and Social Sciences.

### **MINIMUM POSTION QUALIFICATIONS:**

**EDUCATION:** Master's Degree in one of the division's disciplines required; Doctorate preferred.

### **EXPERIENCE:**

- Three years teaching experience; community college level preferred
- Evidence of increasing levels of administrative responsibilities.
- Experience in assessment of student learning.
- Experience with staff evaluation

### **SKILLS AND ABILITIES:**

- Proficient in Microsoft Office Suite
- Ability work effectively with faculty, students and staff
- Ability to problem solve
- Strong communication skills
- Commitment to the philosophy and mission of the community college
- Strong organizational ability
- Strong supervisory skills

**POSITION:** **ASSOCIATE DEAN OF MATHEMATICS, SCIENCES,  
AND HEALTH PROFESSIONS**

**CLASSIFICATION:** Administrative/ Full-time **WORK YEAR:** 12 Months

**PRIMARY PURPOSE:** Authority and responsibility for leadership in the development and implementation of courses and programs of study designed to serve students. Responsible for aligning the division with the college-wide strategic plan and serving as the primary advocate for the division.

**ESSENTIAL JOB FUNCTIONS:**

In conjunction with the Executive Dean, the Associate dean is charged to carry out the following responsibilities:

- Assist in the leadership for planning, organizing, supporting, and implementing comprehensive programming within the following areas as well as any new programs related to mathematics, science or health professions added in the future:
  - Animal and Plant Science
  - Biology
  - Chemistry
  - Physics
  - Engineering
  - Earth Science
  - Geography
  - Geology
  - Horticulture
  - Mathematics
  - Health and Fitness Education
  - Nursing
  - Basic Nurse Assisting
  - Occupational Therapist Assistant

**ESSENTIAL JOB FUNCTIONS:**

- Assist in the leadership, supervision and evaluation of the divisional team (Deans, Directors, Coordinators, Department Chairs, Faculty, and Staff)
- Assist with enrollment management as it relates to the division
- Provides support for new divisional initiatives Assists the Executive Dean with the development of the annual divisional budget
- Monitor the internal and external articulation of curriculum and service delivery
- Work with the Executive Dean to establish division specific staff development activities
- Act as the secondary liaison with appropriate state committees and departments, other agencies, organizations and institutions relative to the division's programs

**ESSENTIAL JOB FUNCTIONS:**

- In collaboration with the Executive Dean plans, organizes, supports, and implements comprehensive programming in conjunction with the following areas:
  - Continuing Education
  - Funding Sources
  - Other divisions and their programs; (i.e. Fast Track, CTE/Perkins).
  - External partners (i.e. universities, social service agencies, public schools)
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Serve on various college committees
- Assume other duties as requested by the Executive Dean of Mathematics, Sciences and Health Professions

**SUPERVISION:** Reports directly to the Executive Dean of Mathematics, Sciences and Health Professions.

**MINIMUM POSTION QUALIFICATIONS:**

**EDUCATION:**

Master's Degree in one of the division's disciplines required; Doctorate preferred.

**EXPERIENCE:**

- Three years teaching experience; community college level preferred.
- Evidence of increasing levels of administrative responsibilities.
- Experience in assessment of student learning.
- Experience with staff evaluation

**SKILLS AND ABILITIES;**

- Proficient in Microsoft Office Suite
- Ability work effectively with faculty, students and staff.
- Ability to problem solve.
- Strong communication skills.
- Commitment to the philosophy and mission of the community college.
- Strong Organizational Ability
- Strong Supervisory Skills

**This position is subject to blood borne pathogen legislation.**

**POSITION:** **DIRECTOR OF ONLINE LEARNING AND EDUCATIONAL TECHNOLOGY**

**CLASSIFICATION:** Administrative / Full-time **WORK YEAR:** 12 Months

**PRIMARY PURPOSE:** Provide academic and student support leadership for the College's distance education program. Ensure that the program grows to meet the students' demands for flexible and accessible educational opportunities using technology as a delivery method. Advocate for training and implementation of current and new cutting edge educational technology.

**ESSENTIAL JOB FUNCTIONS:**

- Provide overall leadership and supervision of online learning and educational technology training and media development for the college
- Investigate trends in emerging educational technology and media development
- Promote the use of new educational technology and media among faculty
- Prepare and administer the departmental budget
- Provide leadership and coordination when seeking and administering grants appropriate to distance education
- Provide leadership in the marketing and promotion of distance education coursework
- Design effective workflows for divisional processes
- Develop a working knowledge of essential Learning Management System functions and provide back to the Learning Management System when necessary
- In conjunction with the Professional Development support and facilitate professional development opportunities for faculty
- In conjunction with the Learning Management System Administrator maintain appropriate documentation of workflows and processes affecting Distance Education
- Lead and facilitate a working environment grounded in continuous learning and service excellence
- Facilitate the communication of emerging educational technology and media development
- Keep abreast of changing guidelines and legislation effecting distance education
- Assist faculty with technology and media development in the Media Center
- Actively participate in and lead institutional quality improvement efforts
- Prepare and complete reports required by the College, state and federal authorities
- Utilizing data and current trends to provide a vision and lead the planning and expansion of instructional technologies and distance education programs
- Assist with College-wide events such as commencement ceremonies, open houses, etc.
- Provide leadership in conjunction with professional development and Information Technology to insure classrooms and the media center are equipped with innovative technology
- Assist in meeting the College's staff diversity goal
- Perform other related duties and responsibilities as assigned

**SUPERVISION:** Reports to the Vice President of Academic and Student Affairs.

**MINIMUM POSITION QUALIFICATIONS:**

**EDUCATION:**

Master's Degree in Instructional Technology or Master's Degree in combination with significant online teaching experience at a community college.

**EXPERIENCE:**

- Minimum of one year supervisory experience
- Minimum of four semester experience teaching distance education coursework preferably at a community college
- Experience with online assessment and evaluation techniques
- Experience using and demonstrating emerging educational technology
- Experience utilizing data to improving processes and grow programs
- Preferably full-time teaching experience at a community college

**SKILLS AND ABILITIES:**

- Understanding of and commitment to the mission of the community college.
- Understanding of and demonstrated experience with data-driven decision making for developing and refining processes and services
- Demonstrated ability to make verbal or written presentations based on departmental and college wide training needs
- Demonstrated excellence in interpersonal and organizational communication
- Demonstrated knowledge and application of emerging technology skills
- Understanding of the higher education process and ability to work with the various student and academic affairs areas of the College
- Understanding of assessment and evaluation techniques and the ability to communicate those techniques



**POSITION:** **DIRECTOR OF NURSING**

**CLASSIFICATION:** Administrative / Full-time

**WORK YEAR:** 12 months

**PRIMARY PURPOSE:** The program director provides leadership and assures the general effectiveness of the nursing program, serves as the nursing administrator with the authority to direct the nursing curriculum and program assessment, communicates with other departments in the organization, maintains continued approval and accreditation of the program, and teaches 12 contact hours per year in the nursing curriculum.

**ESSENTIAL JOB FUNCTIONS:**

- Collaborates with the nursing faculty to develop, implement, and evaluate the curriculum of the nursing program
- Collaborates with the nursing faculty to develop, implement, and coordinate the nursing program admission policies and procedures
- Participates in the recruitment and retention efforts of the nursing program
- Hires, supervises, and evaluates part-time faculty
- In collaboration with the Executive Dean of Mathematics, Science and Health Professions, hires, supervises, and evaluates the full-time faculty
- Schedules courses for the nursing program, including clinical experiences
- Counsels students regarding academic and employment matters
- Collaborates with Executive Dean to develop annual budget for nursing program and monitors expenditures
- Seeks and prepares for National League of Nursing Accreditation Commission (NLNAC) accreditation
- Coordinates the submission of annual reports and accreditation report to the NLNAC and to the Illinois Department of Professional Regulation (IDPR), and any other reports required by the college, local, state, and national accrediting agencies
- Develops and maintains working and contractual relationships with clinical facilities for nursing clinical placements
- Monitors and approves the submission of clinical facility requests to affiliating agencies for the nursing program
- Collaborates with the nursing faculty to prepare the nursing program schedule, and reviews room and faculty teaching assignments
- Participates in the nursing advisory committee
- Contacts affiliating agencies for planning and evaluating of all clinical assignments
- Plans and oversees the nursing faculty orientation process for full-time faculty and staff, and for all incoming nursing students
- Attends Division, Leadership Council and other meetings related to the nursing program
- Prepares necessary paperwork for the RN students to sit for the NCLEX-RN licensing exam
- Teaches 3 to 12 credit hours per academic year

**ESSENTIAL JOB FUNCTIONS:**

- Supports and participates in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Schedules and conducts nursing program information sessions
- Additional duties as assigned by the Executive Dean of Mathematics, Sciences and Health Professions

**SUPERVISION:** Reports to the Executive Dean of Mathematics, Sciences and Health Professions.  
Supervises faculty and staff in the nursing program.

**MINIMUM POSITION QUALIFICATIONS:**

**EDUCATION:**

Master's Degree or higher with a major in Nursing.

**LICENSES / CERTIFICATIONS:**

Current licensure as a registered nurse (or eligibility for licensure) in Illinois. Documentation of licensure, certifications and health records required by clinical facilities for their staff to work. These can include: HIPAA training, CPR certification, TB testing, health physical, etc.

**EXPERIENCE:**

- Two years experience in clinical nursing practice
- Two years experience as an instructor in a nursing program

**SKILLS AND ABILITIES:**

- Strong organizational ability
- Strong communication skills
- Self-directed and innovative
- Ability to work collaboratively with diverse constituencies
- Commitment to the mission of the Community College, and to teaching and motivating students in ways appropriate to their diverse backgrounds and learning styles.

Personnel Adjustments for Fall 2010  
 Transfer and Occupational Courses

Information

Listed below are adjustments for Fall 2010 Independent/Individualized/Internships courses:

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Geller, Jay	THE153001	1	2	0	150.00
Geller, Jay	THE153002	1	2	0	150.00
Tetreault, Mike J	CIS250001	2	1	0	150.00
Tetreault, Mike J	CIS250002	1	1	0	75.00

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Bazan, Michael J	Music Recitals	0	50.00
Clark, Katherine A	Reference Librarian	0	746.40
Henning, Russell C	Music Recitals	0	50.00
Hovious, Amanda S	Reference Librarian	0	521.60
Letteri, Cynthia R	Reference Librarian	0	1,530.00
Nelson, Elizabeth A	Reference Librarian	0	248.80
Perlman, Joan R	Reference Librarian	0	612.00
Scott, Janet E	Reference Librarian	0	918.00
Sergey, Thomas Michael	Music Recitals	0	50.00
Shaw, Nancy	Music Recitals	0	50.00
Singer, Tara J	Music Recitals	0	50.00
Szalaj, Steven J	Music Recitals	0	50.00

Recommendation

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



Vicky Smith  
 President

Personnel Adjustments for Spring 2011  
Transfer and Occupational CoursesInformation

Listed below are adjustments for Spring 2011 Transfer and Occupational courses and program development:

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Abrahamson, Nadia S	BIO157I01	3	0	1,648.40
Abrahamson, Nadia S	BIO157009	3	0	3,296.80
Albright, Beverly C	MAT079001	3	0	1,854.45
Anderson, Barbara	MAT095006	4	0	2,197.87
Anderson, Rachel L	BIO157G01	3	0	1,600.85
Anderson, Rachel L	BIO157007	3	0	3,201.70
Archambeau, Gena M	HRT125001	4	0	2,451.47
Archambeau, Gena M	HRT125002	4	0	2,451.47
Baser, Julia A	MCC101102	1	0	549.47
Baser, Julia A	MCC101103	1	0	549.47
Beruscha, Melissa M	MAT099006	4	0	2,197.87
Beruscha, Melissa M	MAT099012	4	0	2,197.87
Boehm, Leanne B	EAS170C01	2	0	1,067.23
Boehm, Leanne B	EAS170003	3	0	2,668.08
Bretz, John M	MAT161001	3	0	1,854.45
Burks, Steven J	CHM115001	3	0	2,905.83
Burks, Steven J	CHM266001	4	0	4,649.33
Davis, Donna S	MAT09004	3	0	1,838.60
Davis, Donna S	MAT095014	4	0	2,451.47
Davis, Donna S	MAT170001	3	0	1,838.60
Donato, William C	GEG123301	3	0	1,648.40
Garcia, Abel	MCC101101	1	0	549.47
Garcia, Abel	MCC101105	1	0	549.47
Grupczynski, Ann M	MAT075001	3	0	1,585.00
Hageman, Jeffrey A	MAT099004	4	0	2,303.53
Hageman, Jeffrey A	MAT099013	4	0	2,303.53
Hankins, Kimberly O	GEG220002	3	0	1,600.85
Hankins, Kimberly O	GEG220003	3	0	1,600.85
Hankins, Kimberly O	GEG221002	3	0	1,600.85
Hankins, Kimberly O	GEG221003	3	0	1,600.85
Helm, Corrine E	MAT095001	4	0	2,451.47
Helm, Corrine E	MAT202002	3	0	1,838.60
Henry, Marla I	MAT095010	4	0	2,197.87
Henry, Marla I	MAT095001	4	0	2,197.87
Jahnke, Marianne F	EAS171002	3	0	2,668.08
Keyzer, Deborah M	MCC101104	1	0	575.88
Keyzer, Deborah M	MCC101601	1	0	575.88

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Koronkiewicz, Talia	MCC101106	1	0	549.47
Kuhlin, Whitney Anne	MCC101110	1	0	533.62
Lanko, Frank A	MCC101114	1	0	264.17
Lee, Rosalind	CHM165A01	3	0	1,854.45
Lee, Rosalind	CHM165A02	3	0	1,854.45
Lee, Rosalind	CHM165B01	3	0	1,854.45
Lee, Rosalind	CHM164A01	3	0	1,664.25
Lee, San A	CHM164A01	3	0	1,664.25
Lee, San A	CHM165A02	3	0	1,664.25
Lee, San A	CHM164B01	3	0	1,664.25
Lee, San A	CHM164B02	3	0	1,664.25
Linse-Zurio, Marybeth	BIO110D01	3	0	1,870.30
Linse-Zurio, Marybeth	BIO110F01	3	0	1,870.30
Linse-Zurio, Marybeth	BIO110004	3	0	3,740.60
Linse-Zurio, Marybeth	BIO110006	3	0	3,740.60
Marquardt-Casper, Lois	CHM164004	3	0	3,708.90
Martin, Mark	HRT231001	4	0	2,451.47
McCrea, Philip J	BIO110C01	3	0	1,648.40
McCrea, Philip J	BIO110003	3	0	3,296.80
McElroy, Erin B	MCC101108	1	0	533.62
McElroy, Erin B	MCC101111	1	0	533.62
McGinnis, Megan B	MAT095013	4	0	2,113.33
McGinnis, Megan B	MAT095005	4	0	2,113.33
Merrell, April Dawn	MAT095005	4	0	2,472.60
Merrell, April Dawn	MAT165006	5	0	3,090.75
Moore, Susan L	MAT099009	4	0	2,451.47
Moore, Susan L	MAT099010	4	0	2,451.47
Neumann, Candace	MAT095008	4	0	2,451.47
Neumann, Candace	MAT096002	4	0	2,451.47
Nichols, Jody L	MAT090005	3	0	1,648.40
Nothangel, Joseph L	CHM115002	3	0	3,090.75
Nothangel, Joseph L	CHM170001	4	0	4,327.05
Peterson, Anne Marie	BIO110007	3	0	3,296.80
Peterson, Anne Marie	BIO157008	3	0	3,296.80
Reass, Robert M	MAT120004	3	0	1,854.45
Reynolds, James L	MAT095012	4	0	2,197.87
Sachs, Neill G	EAS185001	3	0	1,854.45
Sachs, Neill G	GEG203001	3	0	1,854.45
Spillane, Susan J	PHY281001	3	0	3,201.70
Spillane, Susan J	PHY292001	3	0	3,201.70
Stone, Pamela A	MAT161008	3	0	1,838.60
Tambellini, Lisa M	BIO157006	3	0	3,455.30
Taylor, Dennis R	CHM165006	3	0	3,740.60
Vogt, Marlene R	BIO110E01	3	0	1,600.85
Vogt, Marlene R	BIO110005	3	0	3,201.70
Wallen, Thomas J	BIO110A01	3	0	1,870.30
Wallen, Thomas J	BIO110001	3	0	3,740.60
Wallen, Thomas J	BIO110002	3	0	3,740.60
Wendling, Roy D	MAT099015	4	0	2,134.47

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Wendt, Michael R	MAT099014	4	0	2,113.33
Wendt, Michael R	MAT099014	4	0	2,113.33
Westerhof, Sonia S	MCC101107	1	0	618.15
Westerhof, Sonia S	MCC101115	1	0	618.15
York, Giovanna Z	HRT159001	4	0	2,113.33
Zopp, Marilyn A	MCC101114	1	0	311.72

Independent/Individualized/Internships

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Kropp, Marilyn	MCC101602	1	20	0	575.88

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Clark, Katherine A	Reference Librarian	0	10,402.95
Elliott, Lawrence Jr	Counseling	0	244.93
Hovious, Amanda	Reference Librarian	0	9,447.30
Lauf, Maria Luisa	Counseling	0	1,338.75
Letteri, Cynthia R	Member – CAPC	0	1,013.63
Lozier, Christopher	Counseling	0	857.26
Nelson, Elizabeth A	Reference Librarian	0	7,775.00
Pishotta, Mark A	Counseling	0	422.80
Taylor, Amy S	Counseling	0	1,338.75
Zimmerman, Ellen M	Counseling	0	1,338.75
Zokal, Patricia	Counseling	0	1,338.75

Recommendation

It is recommended that the Board of Trustees ratifies the personnel adjustments for Spring 2011, as listed above.



Vicky Smith  
President

Continuing and Professional Education Personnel Considerations for Spring 2011

Information

Listed below are instructors to be hired for the Spring 2011 Semester:

<u>Part-time Personnel</u>	<u>Classes &amp; Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Dettmer, W	USV U39 002	Residential Electrical Code Class	1,900.00
Hawkins, T	NTE S19 002	Lean Manufacturing Series	2,400.00
Hawkins, T	NTE S30 001	Root Cause/Corrective Action	300.00
Kormanak, R	UHL U02 007	Healthcare Provider CPR	145.00
Kormanak, R	UHL U02 008	Healthcare Provider CPR	145.00
Kormanak, R	UHL U02 009	Healthcare Provider CPR	145.00
Kormanak, R	UHL U02 010	Healthcare Provider CPR	145.00
Peterson, J	NBD S14 001	Hiring Your First Employee	200.00
Peterson, J	NBD S18 002	Navigating Emerging HR Policies	200.00
Peterson, J	NBD S08 002	Is It Still Right? Your HR Handbook	200.00
Small, J	02/05/2011	Defensive Driving Course-8 Hour	300.00
Small, J	02/19/2011	Defensive Driving Course-8 Hour	300.00
Voris, C	URE U10 004	Real Estate Fundamentals	1,675.00

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Lemay-Strass, C	NAN S08 004	Therapy Dogs	15.00
Westerhof, S	NPH S02 002	Digital Photography	75.00
Westerhof, S	NPH S09 004	Digital Photography – Part 2	75.00

<u>Part-time Personnel</u>	<u>Music</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Bazan, M	NMU C15 002	Private Music – Clarinet	275.00
Bazan, M	NMU C16 002	Private Music – Flute	275.00
Bazan, M	NMU C18 002	Private Music – Saxophone	275.00
Fagiano, S	NMU C03 002	Private Music – Percussion	275.00
Gaughan, P	NMU C08 002	Private Music – Guitar	275.00
Gaughan, P	NMU S12 002	Finger Style Guitar Playing	25.00
Gaughan, P	NMU S02 002	Guitar I - Beginners	25.00
Halinski, M	NMU C14 002	Private Music – Bassoon	275.00
Halinski, M	NMU C15 004	Private Music – Clarinet	275.00
Halinski, M	NMU C16 004	Private Music – Flute	275.00
Halinski, M	NMU C17 002	Private Music – Oboe	275.00
Halinski, M	NMU C18 004	Private Music – Saxophone	275.00
Henning, R	NMU C12 002	Private Music – French Horn	275.00
Kang, K	NMU C05 002	Private Music – Cello	275.00
Kvam-Holub, J	NMU C09 002	Private Music – Viola	275.00
Kvam-Holub, J	NMU C10 002	Private Music – Violin	275.00
Lange-Connelly, P	NMU C01 002	Private Music – Pipe Organ	275.00

<u>Part-time Personnel</u>	<u>Music</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Ray, C	NMU C07 002	Private Music – Electric Bass	275.00
Reupert, R	NMU C13 002	Private Music – Trumpet	275.00
Sergey, T	NMU C06 002	Private Music – Classical Guitar	275.00
Shaw, N	NMU C11 002	Private Music – Voice	275.00
Singer, T	NMU C02 002	Private Music – Jazz Piano	275.00
Singer, T	NMU C04 002	Private Music – Piano	275.00
Szalaj, S	NMU C11 004	Private Music – Voice	275.00

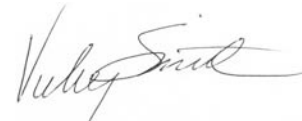
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid at an hourly rate:</u>	<u>\$ Amount</u>
Barnard, A	NFL S05 002	Spanish-Beginners	28.00
Barnard, A	NFL S06 004	Spanish-Intermediate	28.00

<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Johnson, H	NPL S14 002	Women’s Self-Defense	5.00
Johnson, H	NPL S14 004	Women’s Self-Defense	5.00
Kuhlin, W	NSD S10 002	Rock the Reception	40.00
Kuhlin, W	NSD S10 003	Rock the Reception	40.00
Neef, W	NPH S01 001	Open Photography Lab	50.00
Neef, W	NPH S01 003	Open Photography Lab	50.00
Neef, W	NPH S06 001	Open Digital Photography Lab	50.00
Neef, W	NPH S06 003	Open Digital Photography Lab	50.00
Neef, W	NPH S05 001	Photo Lab Combination	60.00
Neef, W	NPH S05 003	Photo Lab Combination	60.00
Sieber, S	NFA S64 004	Silk Painting	35.00
Sieber, S	NCF S07 003	Calligraphy	25.00
Valdes-Wagner, D	NAN S08 004	Therapy Dogs	15.00

<u>Full-time Personnel</u>	<u>Music</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Lush, P	NMU C19 002	Private Music -Trombone	275.00

Recommendation

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



Vicky Smith  
President



## Adult Education Personnel Considerations for Spring 2011

## Information

Listed below are teachers to be hired for the Spring 2011 Semester in the Adult Education Program:

<u>Part-time Personnel – Adult Education classes:</u>	<u>Previously Approved</u>	<u>\$ Amount</u>	
Allen, N	ESL	0	2,377.50
Allen, N	ESL	0	388.83
Arboleda, R	Spanish GED	0	2,781.68
Arboleda, R	Spanish GED	0	2,781.68
Bazan, J	ESL	0	4,290.07
Carbajal, A	Spanish GED	0	2,781.68
Carbajal, A	Spanish GED	0	1,545.38
Cook, D	ESL	0	2,377.50
Cook, J	ESL	0	3,846.27
Cunningham, L	ESL	0	3,698.33
Day, M	ESL	0	2,781.68
Day, M	ESL	0	454.87
Griese, J	ESL	0	4,290.07
Hoag, M	Citizenship	0	1,225.73
Hoag, M	ESL	0	4,290.07
Hoff, K	ESL	0	2,377.50
Howard, G	ESL	0	2,781.68
Huseby, M	ESL	0	2,472.60
Huseby, M	ESL	0	419.85
Kanter, M	ESL	0	2,757.90
Kanter, M	ESL	0	2,757.90
Lanko, F	ABE-Employ	0	528.33
Leiton, M	Spanish Lit	0	1,166.49
Lukaczyk, A	ESL	0	2,472.60
Lukaczyk, A	ESL	0	404.30
McCord, L	ESL	0	4,290.07
Martin, N	ABE	0	2,134.47
Mitchell, R	ASE	0	1,711.80
Mitchell, R	GED	0	1,711.80
Mitchell, R	GED	0	290.70
Mitchell, R	GED	0	129.20
Olson, K	ABE Math	0	1,600.85
Palmer, S	ESL	0	2,757.90
Paluch, K	ABE	0	1,867.66
Paluch, K	ABE	0	1,600.85
Peterson, C	ESL	0	2,472.60
Riggs, L	ABE	0	2,401.28
Riggs, L	ABE	0	2,401.28

<u>Part-time Personnel – Adult Education classes:</u>		<u>Previously Approved</u>	<u>\$ Amount</u>
Rudnik, L	ESL	0	2,448.83
Rudnik, L	ESL	0	2,448.83
Rudnik, L	ESL	0	2,448.83
Schleich, C	ESL	0	2,757.90
Schleich, C	ESL	0	468.32
Shank, J	ESL	0	2,401.28
Shank, J	Adv ESL	0	2,401.28
Shinabarger, B	ESL	0	2,781.68
Soto, O	ESL	0	2,757.90
Tindall, J	GED	0	2,757.90
Weaver, M	ASE	0	2,377.50
Zywiciel, E	ESL	0	2,781.68

Recommendation

It is recommended that the Board of Trustees approves the employment additions for Spring 2011 as listed above.



Vicky Smith  
President

Salary/Advanced Placement Adjustments

Information

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association includes an advanced placement adjustment each time a full-time faculty member obtains 15 additional hours of pre-approved course work. Anne Humphrey qualifies for her 3rd adjustment at this time. The salary adjustment will take effect for the 2010-2011 academic year.

	<u>2010-2011 Placement and Salary</u>	<u>Adjusted 2010-2011 Placement and Salary</u>
Anne Humphrey	Lane 3, Step 7 \$66,674.00	Lane 4, Step 7 \$69,377.00

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Staff Council includes a salary adjustment of \$1,200.00 for full-time members upon completion of 15 credit hours of pre-approved course work. In accordance with this agreement, Kevin Colombe, Jyoti Rao and Brenda Romero qualify for their second adjustments and Pat Kallaus and Tom Shepard qualify for their third adjustments at this time.

Recommendation

It is recommended that the Board of Trustees approves the above advanced placement and salary adjustments for Anne Humphrey, Kevin Colombe, Jyoti Rao, Brenda Romero, Pat Kallaus and Tom Shepard.



Vicky Smith  
President

Request to Purchase  
ERP System

Information

In July 2010 a rigorous procurement process began to evaluate a new ERP system for the College. Eleven evaluation teams and a Steering committee chaired by the President were created to represent the full scope of needs within the College. These teams consisted of over 75 administrators, staff, and faculty involved in developing a formal Request for Proposal (“RFP”) to be submitted to ERP vendors. This RFP was offered to seven leading vendors in the higher education marketplace. Three vendors responded and were consequently narrowed down to two finalists based on their adherence to the requirements listed in the RFP. A series of presentations and demonstrations by the two finalists followed. These presentations and demonstrations were based on a pre-defined set of scripts developed with the assistance of an outside consulting group designed to focus on particular areas of interest within the College.

After reviewing the finalists’ presentations, the Evaluation Teams discussed and voted for their preferred, best vendor and forwarded their recommendation to the ERP Steering Committee. The majority of voting by the Evaluation Teams targeted one vendor as the clear favorite, based upon the functionality of the vendor’s software, fit of the basic technology with MCC’s IT staff skill set, the vendor’s use of a web portal which could easily integrate into MCC’s environment, and the vendor’s experience with Illinois community colleges. After an in-depth discussion, the ERP Steering Committee endorsed the recommended vendor. This vendor was Datatel. Concurrent with these discussions, negotiations of a “Best and Final Offer” on pricing began with both finalists. Datatel provided the most cost-effective pricing of the two finalists.


The Datatel contract terms and conditions have been reviewed by the College’s legal counsel, who deemed it acceptable to proceed. Therefore, it is the recommendation of the College administration to proceed in approving Datatel as the vendor and begin planning the implementation.

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, “purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services.”

This expense is budgeted in the ERP budget in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves Datatel of Fairfax, VA, as the ERP system provider and directs the President, once the contract is finalized and reviewed by the College’s attorney, to execute the contract, which includes the scope of work, **the third-party contracts**, and a “not-to-exceed” figure of \$3,192,731.00.

  
Vicky Smith  
President

Request to Purchase  
IT Consulting Services

Information

At the Board meeting in April 2010, the Board approved Board Report #10-79, request to Purchase IT Consulting Services from Strata Information Group (SIG). During the term of the agreement, SIG provided a full-time CIO and technical functional consultants to work on special projects. One of the special projects was to manage the procurement process for a new Enterprise Resource Planning (ERP) system for the College. The procurement process will be completed when Dr. Smith presents the recommendation to the Board at the January 24, 2011 Special Board meeting for the ERP project.

In December 2010, SIG provided a proposal to the College for Project Management and functional and technical consulting to assist in managing the implementation of the new ERP system. The proposal recommended a part-time Project Manager (2400 hours) for a 30-month period and an additional 1000 hours of functional and technical consulting during the same time period. At SIG's current hourly rate of \$150.00 per hour, the not-to-exceed cost of these services would be \$510,000. Travel costs for the same period are estimated at approximately \$136,000. The College is not obligated to use all the services and hours, and would only be billed for actual hours used and actual travel costs incurred.

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

This expense is budgeted in the ERP budget in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the extension of the existing contract with Strata Information Group (SIG) San Diego, CA, through August 2013 at an additional not-to-exceed cost of \$646,000, and directs the President to sign the amended contract which will include the scope of work.



Vicky Smith  
President

McHenry County College

Information Report  
January 27, 2011

Quarterly Report on Grants

Attached is a detailed quarterly report of FY 2011 Federal, State and Private Grants as of December 31, 2010, with comparisons for the prior year.

A handwritten signature in cursive script, appearing to read "Vicky Smith".

Vicky Smith  
President

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2010	Unexpended Balance
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**FEDERAL**

**CWS 2011**

Source: Department of Education      CFDA # 84.033      Fund 8      McGee      \$      32,772      N/A      \$      32,772      -  
 Purpose: To provide funds to students by providing employment opportunities on campus.

**PELL 2011**

Source: Department of Education      CFDA #84.063      Fund 8      McGee      2,711,422      N/A      2,711,422      -  
 Purpose: To provide funds to full and part time students enrolled in credit programs.

**SEOG 2011**

Source: Department of Education      CFDA #84.007      Fund 8      McGee      14,400      N/A      14,400      -  
 Purpose: To provide funds to students enrolled in credit programs with the highest need.

**Workforce Investment Act**

Source: ICCB      CFDA #17.255      0613-613      Capalbo      80,960      N/A      80,960      -  
 Purpose: To provide unemployed individuals with funds to assist in obtaining vocational training.

**Perkins IV Postsecondary Basic**

Source: ICCB      CFDA #84.048      0634-634      Capalbo      143,674      N/A      55,707      87,967  
 Purpose: To increase response to local programs, integrate academic and vocational skills development, support services for special populations and improve linkages between secondary and postsecondary institutions.

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2010	Unexpended Balance	
<b>Federal Basic Adult Education</b>							
Source: ICCB	CFDA #84.002A	0619-660	Clute	128,734	N/A	59,560	69,174
Purpose: To support instruction of Adult Education and Literacy.							
<b>English Literacy/Civics</b>							
Source: ICCB	CFDA #84.002A	0619-665	Clute	18,700	N/A	15,624	3,076
Purpose: To support instruction of Adult Education regarding the United States and local government systems.							
<b>Small Business Development Center</b>							
Source: (DCEO) Department of Commerce and Economic Opportunity	CFDA #59.037	0631-631	Jones	35,982	30,000	35,982	-
Purpose: To provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training.		0631-632		40,018	30,000	40,018	-
* Grant Period: Jan. 10 - Jun. 10							
* Grant Period: Jul. 10 - Dec. 10							
<b>CEE Tech Prep Transit Grant</b>							
Source: McHenry County Cooperative for Employment Education	CFDA #84.243	0638-638	Capalbo	42,000	N/A	17,262	24,738
Purpose: To provide viable alternatives to students through partnering with employers, marketing of programs, integrated course sequences and work-based learning.							
<b>CTE Innovation Grant</b>							
Source: ICCB	CFDA #84.048	0635-636	Capalbo	9,343	N/A	-	9,343
Purpose: To provide resources to help enhance innovative Career and Technical Education programs within the community college system.							



	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2010	Unexpended Balance
<b>F.A.S.T. Grant (flex &amp; sustain training)</b>						
Source: US Dept of Labor CFDA #17.261	0641.650	Koehler	383,187	N/A	116,916	266,271
Purpose: To provide resources for non credit job training in the areas of manufacturing & nursing						
* Grant Period: June 1, 2009 - May 31, 2011						

<b>SUBTOTAL Federal Grants - December 31, 2010</b>			<b>\$ 3,641,192</b>		<b>\$ 3,180,623</b>	<b>\$ 460,569</b>
Fiscal Year 2010 Federal Grants - December 31, 2009			\$ 2,977,894		\$ 2,274,188	\$ 703,706

## STATE

<b>MAP 2011</b>						
Source: Illinois Student Assistance Commission	Fund 1	McGee	501,094	N/A	375,695	125,399
Purpose: To provide funds to Illinois students enrolled in credit programs with financial need.						

<b>Workforce Preparation Grant</b>						
Source: ICCB	0630-630	Jones	50,000	N/A	9,978	40,022
Purpose: To provide funding for employment training services and assistance in commercial and industrial expansion and/or retention through various activities.						

<b>State Basic Adult Education 54V</b>						
Source: ICCB	0619-662	Clute	134,066	N/A	65,344	68,722
Purpose: To support instruction of Adult Education and Literacy.						

<b>State Performance</b>						
Source: ICCB	0657-657	Clute	120,295	N/A	57,281	63,014
Purpose: To help meet performance standards in Adult Education programs.						

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2010	Unexpended Balance
<p><b>Community Literacy Program</b>  Source: Secretary of State  Purpose: To develop a full-time literacy program and train and support volunteer literacy tutors.</p>	0621-621	Clute	47,200	N/A	19,848	27,352
<p><b>CTE Program Improvement</b>  Source: ICCB  Purpose: To purchase instructional equipment for vocational education programs.</p>	0645-645	Capalbo	10,987	N/A	-	10,987
<p><b>Student Success Grant</b>  Source: ICCB  Purpose: To provide needed supplemental services to assist students in developing the academic skills necessary to remedy or correct educational deficiencies to allow the attainment of college educational goals.</p>	0630-801	Patrick	213,865	N/A	36,962	176,903
<p><b>CTE Innovation Grant</b>  Source: ICCB  Purpose: To provide resources to help enhance innovative Career and Technical Education programs within the community college system.</p>	0635-636	Capalbo	5,031	N/A	-	5,031

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of December 31, 2010	Unexpended Balance
<b>Family Violence Grant</b>	0644-647	Jones	9,231	N/A	9,231	-
Purpose: To set up the 22nd Circuit Family violence Coordinating Council and hire a part-time Local Council Coordinator.	0644-648	Jones	10,269	N/A	10,269	-
* Grant Period: Jan 2010 - Jun 2010						
* Grant Period: Jul 2010 - Dec 2010						
<b>SUBTOTAL State Grants - December 31, 2010</b>			<b>\$ 1,102,038</b>		<b>\$ 584,608</b>	517,430
Fiscal Year 2010 State Grants - December 31, 2009			\$ 937,935		\$ 571,708	\$ 366,227
<b>PRIVATE</b>						
<b>McCormick Tribune Grant</b>						
Source: Chicago Tribune Charities	0621-626	Clute	20,000	N/A	6,019	13,981
Purpose: To pay a program assistant to recruit and organize 25-30 volunteer adult literacy tutors and coordinate other support services such as day care for the additional ESL and ABE/GED.						
* Grant Period: December 1, 2009 - November 30, 2010						
<b>SUBTOTAL Private Grants - December 31, 2010</b>			<b>\$ 20,000</b>		<b>\$ 6,019</b>	<b>\$ 13,981</b>
Fiscal Year 2010 Private Grants - July 15, 2011			\$ 20,000		\$ -	\$ 20,000
<b>TOTAL ALL GRANTS - December 31, 2010</b>			<b>\$ 4,763,230</b>		<b>\$ 3,771,250</b>	<b>\$ 991,980</b>
Total all Grants - December 31, 2009			\$ 3,935,828		\$ 2,845,896	\$ 1,089,933
* Grant period differs from McHenry County College fiscal year.						

McHenry County College

Information Report  
January 27, 2011

Quarterly Accrued Financial Statements

To Be Developed

## Revision of Agreement with Capella University

### Information

McHenry County College has articulation agreements with numerous four-year institutions across the country. Articulation agreements are formed when two institutions agree that components of a course or a program of study are similar enough that one institution will accept the credit from the other institution. The purpose of these agreements is to provide students with a clear pathway to baccalaureate degree completion.

McHenry County College and Capella University have revised the existing partnership agreement between the two institutions. In 2003, McHenry County College signed a self-renewing agreement with Capella University formally recognizing that the two institutions agreed to work together to provide baccalaureate and graduate online degree opportunities for McHenry County College faculty, staff and graduates. The partnership agreement also provided 10% tuition reduction on Capella University courses.

The revised agreement is more comprehensive in that it includes articulation. This agreement specifies articulation between the following MCC Associate in Arts (AA), Associate in Science (AS) and Associate in Applied Science (AAS) to Cappella University's Bachelor of Science (BS) degree programs:

- AA or AS to BS in Psychology
- AA or AS to BS in Information Technology
- AA or AS to BS in Public Safety
- AA or AS to BS in Business (all specializations)
- AAS in Accounting to BS in Business Administration
- AAS in Business Management to BS in Business Administration
- AAS in Marketing to BS in Business Administration

Additional benefits for eligible McHenry County College faculty, staff and graduates include a 10% tuition reduction on all Capella University courses, and tuition discounts of up to 15% to U.S. Armed Forces learners.

McHenry County College's commitment is to assist Capella University by communicating the benefits of this relationship to McHenry County College faculty, staff and students through transfer resources provided on McHenry County College's website and in the Advising and Transfer Center.

The revised self-renewing agreement became effective December 13, 2010, and will be reviewed annually. Either institution may terminate the agreement upon 90 days written notice.

Capella University is a for-profit online university with headquarters in Minneapolis, Minnesota. The University is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools.



Vicky Smith  
President

Distributed Press Releases  
December 10, 2010-January 18, 2011

Information

The following releases have been distributed to all local media outlets from December 10, 2010-January 18, 2011.

- Give a Gift of Lifelong Learning with MCC Continuing Ed Gift Certificates
- ISBDC Announces Small Business Offerings for January
- Four MCC Students Awarded at Illinois Skyway Writers Fest
- Resources for People in Need Focus of Forum Jan. 29
- MCC Names Fall 2010 Recipient of Joseph A. Blanco Spirit Award
- Learn Computer Skills at MCC's Shah Center
- Shah Center Offers OSHA 10-Hour For Construction Industry
- MCC Shah Center Launches "Silver Series" Introductory Computer Training
- ISBDC Announces Small Business Offerings for January
- Candidates Throughout the MCC District File Petitions for Positions on Board of Trustees
- Petition Objections for the April 5, 2011 Consolidated Election
- MCC Employee Group Donates Quilts to PADS
- MCC Nursing Grads Attain 100 Percent Pass Rate on National Licensure Exam; All Employed
- MCC to Host Auditions for "The Miss Firecracker Contest"
- ACT Prep Classes Offered at McHenry County College
- MCC to Offer Construction Zone Flagger Training
- MCC to Host Math Review Sessions for Students
- Pharmacy Technician Training Available at McHenry County College
- MCC to Offer New ICD-10 Medical Billing and Coding Training Program
- MCC Seeks Literacy Volunteers; Orientations Set
- MCC Offers Free Manufacturing Training Programs
- MCC to Host Auditions for "The Miss Firecracker Contest"
- Shah Center Offers Lean Manufacturing Series
- MCC Shah Center to Offer APICS Certification Prep Courses in 2011
- MCC Offers Veterinary Assistant Program
- ISBDC Announces Small Business Offerings for February
- Shah Center to Offer QuickBooks Accounting Software Training
- MCC's Shah Center Offers Hands-on Computer Skills Courses
- Supervisory Leadership Series Begins Feb. 3 at Shah Center
- Shah Center Accepting Registrations for First Aid, OSHA 30-Hour Training
- MCC to Host Local Food Seminar Series During February
- Shah Center Breakfast Series to Feature Adobe Creative Suites Overview
- MCC Sets FAFSA Financial Aid Workshop Feb. 24; Appointments Required
- Welding Classes Offered at MCC
- Martin Luther King Jr., Birthday Celebration and African American History Month Events
- MCC Firefighting Class Photos
- New Exceptional Performers Series Offered at Shah Center
- Shah Center Breakfast Series to Feature Lean for Office Overview
- MCC Welcomes New CFO Larry West



Vicky Smith  
President