

REVISED
BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

February 24, 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: Special Board Meeting, January 24, 2011
Regular Board Meeting, January 27, 2011
7. RESCHEDULE REGULAR MEETING
8. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
9. BOARD COMMITTEE REPORTS
 - A. Finance Committee
 - B. Facilities Planning Committee
 - C. Committee of the Whole
10. ICCTA REPORT
11. FRIENDS OF MCC FOUNDATION REPORT
12. PRESIDENT'S REPORT
13. PRESENTATIONS
 - A. Student Nursing Organization Volunteer Trip, Ms. Angela Sass, Instructor of Nursing
 - B. MCC Response to Blizzard of 2011, Ms. Christina Haggerty, Director of Marketing and Public Relations, Mr. Mike Clesceri, Director of Campus Safety and Security, and Mr. Greg Evans, Director of Physical Facilities
14. COMMUNICATIONS
 - A. Faculty Report
 - B. Adjunct Faculty Report
 - C. Staff Council Report
 - D. Student Trustee Report
 - E. Attorney Report
15. APPROVAL OF CONSENT AGENDA
 - For Approval**
 - A. Executive Summary, Board Report #11-17

REVISED

- B. Financial Statements
 - 1. Treasurer's Report, Board Report #11-18
 - 2. Ratification for Payment of Voucher #1029 - \$1,749,312.77, Board Report #11-19
 - C. Requests to Purchase/Contract
 - 1. 2011 Ford Explorer, Board Report #11-20
 - 2. Annual Maintenance for Astra Scheduler Software, Board Report #11-21
 - 3. Emergency Mass Notification System, Board Report #11-22
 - 4. Grantwriting Services, Board Report #11-23
 - 5. Greenhouse Stationary Benches, Board Report #11-24
 - 6. McHenry County Economic Development Corporation Annual Membership, Board Report #11-25
 - 7. Printing Services for McHenry County College 2011-2012 Student Planner, Board Report #11-26
 - 8. Research and Brand Strategy Services for McHenry County College Rebranding Effort, Bd. Rpt. #11-27
 - D. Destruction of Audio Tape Recording of the Closed Session of the July 23, 2009 Regular Board Meeting, Board Report #11-28
 - E. Request for Approval Nomination for 2011 ICCTA Distinguished Alumnus Award, Board Report #11-29
 - F. Personnel
 - 1. Personnel Adjustments for Spring 2009 Transfer and Occupational Courses, Bd. Rpt. #08-260, Addendum
 - 2. Personnel Adjustments for Spring 2010 Transfer and Occupational Courses, Bd. Rpt. #10-13, Addendum
 - 3. Personnel Adjustments for Fall 2010 Transfer and Occupational Courses, Bd. Rpt. #10-174, Addendum
 - 4. Personnel Adjustments for Spring 2011 Transfer and Occupational Courses, Bd. Rpt. #11-12, Addendum
 - 5. Continuing and Professional Education Personnel Considerations for Spring 2011, Board Report #10-266, Addendum
 - 6. Approval of New Position Academic/Health Professions Opportunity Grant Advisor, Bd. Rpt. #11-30
 - 7. Appointment of Replacement Research and Planning Associate, Board Report #11-31
 - 8. Approval of Faculty for Tenure Appointment in 2011-2012, Board Report #11-32
 - 9. Requests for Faculty Sponsored Leave in 2011-2012, Board Report #11-33
 - 10. Salary/Advanced Placement Adjustments, Board Report #11-34
16. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
17. INFORMATION REPORTS
- A. Resignation
 - B. ERP Report
 - C. Distributed Press Releases
18. SUMMARY COMMENTS BY BOARD MEMBERS
19. FUTURE AGENDA ITEMS
20. CLOSED SESSION
21. APPROVAL OF SETTLEMENT AGREEMENT
22. TERMINATIONS
23. ACCEPTANCE OF CLOSED SESSION MINUTES: Special Board Meeting January 24, 2011
24. ADJOURNMENT



Mary Miller
Chair



Foundation Update
Board of Trustees Meeting
February 24, 2011

Scholarships

- The Foundation has begun working on the Fall 2011 scholarship booklet. Students will be able to begin applying for scholarships in March. All scholarships presented in the booklet will also be presented on-line.

ICCTA Award

- The Foundation will be presenting Dr. David Kopsell to the ICCTA Distinguished Community College Alumni Award Committee for consideration. Dr. David E. Kopsell is a 1991 graduate of McHenry County College and a 2009 MCC Career Distinction Award Recipient.

Operations

- The Foundation has signed agreements with a credit card processing company. The Foundation will now be able to process credit cards electronically at all events, as well as here at MCC.
- We are in the final stages of the internal audit for our accounting project.

Upcoming events

- The Take a Walk in Her Shoes Ball will be held at the Holiday Inn, March 11, 2011.
- The Golf Invitational committee has finalized all details for the 2011 event which will be held at Turnberry Country Club, Friday, June 10.

Student Trustee Report

On January 20-22, I attended the third ICCTA-Student Advisory Committee (SAC) meeting in Springfield, IL. While there, my fellow student trustees and I discussed plans and ideas for improving college readiness programs, and lobbying on behalf of community colleges for Lobby Day. We also discussed the idea of launching an informational campaign on our campuses to make students more aware of global issues.

On Friday February 11, the Student Peace Action Network (SPAN) and Latinos Unidos hosted an educational forum on understanding the "Dream Act". Guest speakers Shirley Sadjadi, an attorney who specializes in immigration and nationality law, and Tania Unzueta, co-founder of the Immigrant Youth Justice League (IYJL) were able to answer the questions of the audience after watching *Papers the Movie: Stories of Undocumented Youth*. The event was a great success as many people were educated on the struggles of undocumented students in America.

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 January. 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, appearing to read "Vicky Smith".

Vicky Smith
President

Executive Summary

Fiscal Year 2011 is currently 58% complete with the year-to-date results for January 2011 being reported. In the Operating Funds, total revenue is 67% of budget, as compared with 70% at the same time last year. Total expenditures are 45% of budget, as compared with 48% 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 51% of budget as compared to 49% at the same time last year. \$69,915 less revenue has been recorded through January 2011 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 22% of budget as compared to 56% at the same time last year. \$1,032,398 less revenue has been recorded through January 2011 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 108% of budget as compared to 124% at the same time last year. \$120,848 more revenue has been recorded through January 2011 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 62% of budget as compared to 17% at the same time last year. \$680 more revenue has been received through January 2011 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 52% of budget as compared to 53% last year. \$255,387 more in expenditures have been recorded through January 2011 than the prior year. This increase is due to 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 47% of budget as compared to 51% last year. \$981,193 less in expenditures has been recorded through January 2011 than the prior year. This decreased cost is primarily due to less expenditures in FY10 for retirees under the College's early retirement program.
- Contractual services expenditures are currently 20% of budget as compared to 40% last year. \$552,989 less in expenditures has been recorded through January 2011 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 28% of budget as compared to 25% last year. \$23,974 less in expenditures has been recorded through January 2011 than the previous year. This decreased cost is due to timing variations in the purchases of supplies and materials.
- Conference and meeting expenditures are currently 32% of the budgeted amount as compared to 45% last year. \$66,132 less in expenditures has been recorded through January 2011 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 16% of budget as compared to 11% last year. \$79 less in expenditures has been recorded through January 2011 than the prior year. This is primarily due to the timing of approval of certain capital outlay items.

McHenry County College
 Operating Funds Financial Comparison
 Seven Months Actual Ended January 31, 2010 and January 31, 2011

	FY 2010 Actual to January 31, 2010				FY 2011 Actual to January 31, 2011				Variance Over (Under) Prior Year Actual
	Education	Operations & Maintenance	Total	Percent to Budget	Education	Operations & Maintenance	Total	Percent to Budget	
	Fund	Fund			Fund	Fund			
Revenue									
Local	\$ 11,425,076	\$ 1,494,521	\$ 12,919,597	49%	\$ 11,362,729	\$ 1,486,953	\$ 12,849,682	51%	\$ (69,915)
State	1,162,939	397,543	1,560,482	56%	397,626	130,458	528,084	22%	(1,032,398)
Student Tuition & Fees	11,444,746	2,902,005	14,346,751	124%	11,557,487	2,910,111	14,467,599	108%	120,848
Sales & Service Fees	16,465	-	16,465	70%	16,120	-	16,120	68%	(345)
Facilities	5,576	7,582	13,158	60%	3,491	10,520	14,011	51%	853
Interest	42,767	-	42,767	17%	43,249	198	43,447	62%	680
Non-Govt Gifts, Grants	63,802	-	63,802	54%	-	-	-	0%	(63,802)
Other	4,486	5,747	10,233	48%	74,899	14,111	89,011	33%	78,778
Total Revenue	24,165,857	4,807,398	28,973,255	70%	23,455,600	4,552,352	28,007,953	67%	(965,302)
Expenditures									
Salaries	11,267,896	691,231	11,959,127	53%	11,511,404	703,110	12,214,514	52%	255,387
Employee Benefits	3,548,102	199,331	3,747,433	51%	2,541,160	225,080	2,766,240	47%	(981,193)
Contractual Services	1,423,258	82,083	1,505,341	40%	855,918	96,434	952,352	20%	(552,989)
General Materials & Supplies	937,192	88,255	1,025,447	25%	892,935	108,538	1,001,473	28%	(23,974)
Conference and Meeting	240,320	16,516	256,836	45%	177,590	13,115	190,704	32%	(66,132)
Fixed Charges	1,039,744	-	1,039,744	96%	823,607	280	823,887	76%	(215,858)
Utilities	4,415	508,258	512,673	48%	2,430	514,586	517,016	48%	4,343
Capital Outlay	121,974	22,716	144,690	11%	114,584	30,027	144,611	16%	(79)
Other Expenditures	261,920	-	261,920	55%	463,963	-	463,963	90%	202,043
Total Expenditures	18,844,821	1,608,390	20,453,211	48%	17,383,590	1,691,170	19,074,760	45%	(1,378,451)
Excess (deficiency) of revenues over expenditures	5,321,036	3,199,008	8,520,044		6,072,010	2,861,183	8,933,193		413,149
Other financing sources (uses)									
Operating transfers out	-	(2,000,000)	(2,000,000)		(710,000)	(2,500,000)	(3,210,000)		-
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	\$ 5,321,036	\$ 1,199,008	\$ 6,520,044		\$ 5,362,010	\$ 361,183	\$ 5,723,193		\$ 413,149

McHenry County College
 Operating Funds Financial Summary
 Seven Months ended January 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	
Revenue									
Local	\$ 22,466,886	\$ 2,941,325	\$ 25,408,211	61%	\$ 11,362,729	\$ 1,486,953	\$ 12,849,682	51%	\$ (12,558,529)
State	1,734,260	613,060	2,347,320	6%	397,626	130,458	528,084	22%	(1,819,235)
Student Tuition & Fees	10,781,281	2,642,807	13,424,088	32%	11,557,487	2,910,111	14,467,599	108%	1,043,510
Sales & Service Fees	23,850	-	23,850	0%	16,120	-	16,120	68%	(7,730)
Facilities	20,000	7,500	27,500	0%	3,491	10,520	14,011	51%	(13,490)
Interest	70,000	-	70,000	0%	43,249	198	43,447	62%	(26,553)
Non-Govt Gifts, Grants	63,971	-	63,971	0%	-	-	-	0%	(63,971)
Other	255,750	16,500	272,250	1%	74,899	14,111	89,011	33%	(183,239)
Total Revenue	35,415,998	6,221,192	41,637,190	100%	23,455,600	4,552,352	28,007,953	67%	(13,629,237)
Expenditures									
Salaries	22,223,035	1,216,880	23,439,915	55%	11,511,404	703,110	12,214,514	52%	(11,225,401)
Employee Benefits	5,481,797	406,478	5,888,275	14%	2,541,160	225,080	2,766,240	47%	(3,122,035)
Contractual Services	4,441,465	245,027	4,686,492	11%	855,918	96,434	952,352	20%	(3,734,141)
General Materials & Supplies	3,357,100	199,052	3,556,152	8%	892,935	108,538	1,001,473	28%	(2,554,679)
Conference and Meeting	553,023	34,693	587,716	1%	177,590	13,115	190,704	32%	(397,011)
Fixed Charges	1,079,755	3,800	1,083,555	3%	823,607	280	823,887	76%	(259,669)
Utilities	8,314	1,065,284	1,073,598	3%	2,430	514,586	517,016	48%	(556,582)
Capital Outlay	812,402	72,360	884,762	2%	114,584	30,027	144,611	16%	(740,152)
Other Expenditures	513,470	-	513,470	1%	463,963	-	463,963	90%	(49,507)
Contingency	701,550	125,000	826,550	2%	-	-	-	0%	(826,550)
Total Expenditures	39,171,912	3,368,574	42,540,486	100%	17,383,590	1,691,170	19,074,760	45%	(23,465,726)
Excess (deficiency) of revenues over expenditures	(3,755,914)	2,852,618	(903,296)		6,072,010	2,861,183	8,933,193		9,836,488
Other financing sources (uses):									
Operating transfers (out)	(710,000)	(2,500,000)	(3,210,000)		(710,000)	(2,500,000)	(3,210,000)		-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ (4,465,914)	\$ 352,618	\$ (4,113,296)		\$ 5,362,010	\$ 361,183	\$ 5,723,193		\$ 9,836,488

McHenry County College
All Funds Financial Summary
Seven Months ended January 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	\$ 11,362,729	\$ 1,486,953	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 724	\$ 1,463	\$ -	\$ 12,851,869
State	397,626	130,458	-	-	550,157	-	-	-	-	-	1,078,241
Federal	-	-	-	-	307,133	-	2,170,007	-	-	-	2,477,140
Tuition & Fees	11,557,487	2,910,111	-	1,102,138	-	-	-	-	-	-	15,569,737
Sales & Service Fees	16,120	-	-	2,687,872	-	-	-	-	-	-	2,703,991
Facilities	3,491	10,520	-	-	-	-	-	-	-	-	14,011
Interest	43,249	198	9,279	-	-	1,372	-	-	816	-	54,914
Non-Govt Gifts, Grants	-	-	-	92,929	20,050	-	-	-	-	-	112,979
Other	74,899	14,111	16,735	-	-	-	-	-	1,474	2,825,997	2,933,217
Total Revenue	23,455,600	4,552,352	26,014	3,882,939	877,340	1,372	2,170,007	724	3,752	2,825,997	37,796,098
Expenditures											
Instruction	8,173,224	-	-	-	231,113	-	-	-	-	-	8,404,337
Academic Support	830,609	-	-	-	27,318	-	-	-	-	-	857,927
Student Services	1,617,024	-	-	-	248,529	-	-	-	-	-	1,865,553
Public Service	823,115	-	-	481,024	152,849	-	-	-	-	-	1,456,989
Auxiliary Services	-	-	-	2,800,564	-	-	-	-	-	-	2,800,564
Operations & Maintenance	-	1,691,170	-	5,618	59,597	-	-	65,400	242,311	-	2,064,095
Institutional Support	5,939,618	-	249,663	48	8,964	-	2,161,897	-	568,847	2,848,268	11,777,306
Total Expenditures	17,383,590	1,691,170	249,663	3,287,254	728,371	-	2,161,897	65,400	811,158	2,848,268	29,226,771
Excess (deficiency) of revenues over expenditures	6,072,011	2,861,183	(223,649)	595,685	148,969	1,372	8,109	(64,676)	(807,406)	(22,272)	8,569,327
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)
Total Other financing sources (uses)	(710,000)	(2,500,000)	2,500,000	325,000	-	-	-	-	385,000	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	5,362,011	361,183	2,276,351	920,685	148,969	1,372	8,109	(64,676)	(422,406)	(22,272)	8,569,327
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
Ending Fund Balance	\$ 23,374,233	\$ 4,015,677	\$ 10,241,253	\$ 1,732,325	\$ 200,650	\$ 2,812,889	\$ 55,658	\$ 87,051	\$ 1,849,269	\$ 67,620	\$ 44,436,626

Treasurer's Report

Information

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

Recommendation

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

A handwritten signature in black ink, appearing to read "Vicky Smith". The signature is written in a cursive style with a large initial "V".

Vicky Smith
President

**McHenry County College
Treasurer's Report
For the Month of January 2011**

Bank Name Location / Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Home State Bank Crystal Lake Main	\$1,042,497.73	\$4,304,122.21	\$4,197,561.39	\$1,149,058.55
Harvard State Bank Harvard Credit Card	\$254,529.99	\$651,850.11	\$676,061.31	\$230,318.79
Home State Bank Crystal Lake Online	\$32,815.94	\$2.79	\$0	\$32,818.73
Home State Bank Crystal Lake Flexible Spending	\$0	\$10,273.37	\$10,273.37	\$0
Home State Bank Crystal Lake Dental Claims	\$0	\$22,242.14	\$22,242.14	\$0
Home State Bank Crystal Lake Payroll	\$0	\$0	\$0	\$0
First Midwest Bank McHenry Student Grant & Loan	\$16,326.22	\$18,786.85	\$20,697.07	\$14,416.00

McHenry County College
2/24/2011 Board Meeting

Investments

College Fund	Financial Institution	January 31, 2011	December 31, 2010	Interest	No. of Days	Maturity
		Investments	Investments			
Education	Illinois Funds	14,183,962.86	16,572,862.52	see below	N/A	On Demand
Education	JPMorgan Chase	9,119,111.96	9,116,404.57	0.35%	N/A	On Demand
Operations & Maintenance	Illinois Funds	10,673,877.78	10,672,864.39	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	922,445.67	922,171.80	0.35%	N/A	On Demand
Working Cash	Illinois Funds	2,099,174.08	2,098,985.73	see below	N/A	On Demand
Working Cash	JPMorgan Chase	618,068.02	617,884.52	0.35%	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	1,368,433.06	1,368,310.28	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	352,434.57	352,329.94	0.35%	N/A	On Demand
	Total	39,337,508.00	41,721,813.75			

Interest Revenue

College Fund	Jan-11	Fiscal YTD
Education	4,194.50	42,264.07
Operations & Maintenance (Restricted)	1,287.26	9,477.39
Working Cash	371.85	1,371.95
Liability, Protection and Settlement	227.41	815.51
Total	\$6,081.02	\$53,928.92

Illinois Fund Rates - January 2011

Annualized rate - Money Mkt	
Low	0.094%
High	0.149%
Average	0.114%

* 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 #1029

Information:

100- Education Fund	775,891.49
200- Operations & Maintenance Fund	132,558.75
300- Operations & Maintenance (Restricted) Fund	61,176.35
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	244,872.45
600- Restricted Purposes Fund	26,989.01
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	5,975.16
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	25,343.80
1700-Employee Health Insurance	<u>476,505.76</u>
Total:	\$1,749,312.77

Recommendation:

It is recommended that the Board of Trustees ratifies payment of Voucher #1029 dated February 24, 2011 totaling \$1,749,312.77.



Vicky Smith
President

Request to Purchase
2011 Ford Explorer

Information

The Campus Public Safety department budgeted for the replacement of one vehicle and the purchase of a second vehicle suitable for its daily functions. This is the purchase of the second vehicle. This vehicle will be a 2011 Ford Explorer 4-Door, 6-cylinder, and will be utilized as its primary vehicle for day to day operations.

Several local vendors including Landmark Ford through the State of Illinois Department of Central Management Services contract for state vehicles of Springfield, Illinois, submitted price quotes. Buss Ford in McHenry, Illinois was the low bidder.

The following bids were received on this unit:

<u>Description</u>	<u>Buss Ford</u>	<u>Landmark Ford</u>	<u>Wickstrom Ford</u>
2011 Ford Explorer 6 cylinder 4-door	12-14 weeks for delivery	12-14 weeks for delivery	12-14 weeks for delivery
Total Price	<u>\$24,491.00</u>	<u>\$24,730.00</u>	<u>\$37,209.00</u>

This purchase was approved as part of the Capital Equipment Budget for FY 2011. The expense will be charged to the Campus Public Safety Account in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of one 2011 Ford Explorer 4-door, 6-cylinder for a total cost of \$24,491.00 from Buss Ford, McHenry, IL.



Vicky Smith
President

Request to Purchase
Annual Maintenance for Astra Scheduler Software

Information

Astra Scheduler Software is a product used to schedule rooms and resources for classes and events, including the capability of running optimization models to obtain maximum utilization of rooms. This product has been in place at MCC, but only used nominally pending the implementation of the new ERP system. Astra will eventually be connected to the new ERP system where it will become the primary software tool for all room scheduling. Astra's functionality will be beneficial in the future as enrollment continues to grow and room availability becomes more problematic. The annual renewal license from Ad Astra Information Systems for this product comes due in March of 2011.

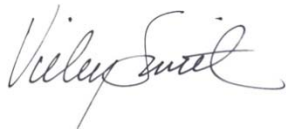
The \$12,500.00 annual maintenance extends our license for another year and includes phone support and updates.

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 Computing Services account of the IT Department.

Recommendation

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



Vicky Smith
President

Request to Purchase
Emergency Mass Notification System

Information

In February, 2008, McHenry County College entered into a three-year term with 3N (now known as Everbridge) for Emergency Mass Notification Services. This service on campus has been known as “MCC Notify” and has been available to our students and staff to provide critical and timely notifications of emergencies and school closings through voice, email, and text messaging. On average, 7,500 members have opted into this service provided by the College. It is now time to renew these services. Representatives from Campus Safety, Public Relations, and Information Technology have thoroughly reviewed service offerings from Everbridge as well as other competing services. The following quotes were received:

	<u>Rave Alert</u>	<u>Omnilett E2Campus</u>	<u>Everbridge</u>
Year 1 Costs	\$11,250.00	\$15,305.00	\$17,500.00
Year 2 Costs	\$ 9,450.00	\$15,305.00	\$17,500.00
Year 3 Costs	<u>\$ 9,450.00</u>	<u>\$15,305.00</u>	<u>\$17,500.00</u>
Total	<u>\$30,150.00</u>	\$45,915.00	\$52,500.00

Several references were checked for Rave Alert, including the College of DuPage. All references were extremely pleased with Rave Alert’s services. Rave Alert meets and exceeds the needs of the College and is compliant with the Clery Act (Campus Security Policy and Campus Crime Statistics Act). The price for Rave was significantly less due to their pricing model. They charge based on FTE (Full Time Equivalency) rather than actual enrollment. All pricing assumes 7,500 members enrolled.

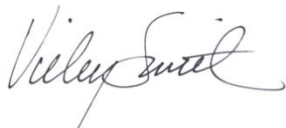
This is a substantial savings over the last three-year contract we entered into, which was \$67,235.00.

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

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

Recommendation

It is recommended that the Board of Trustees approves a contract for three years with Rave Alert from Rave Wireless Inc., Framington, MA, for an emergency mass notification system, for total cost over three years of \$30,150.00.



Vicky Smith
President

Request to Contract for Grantwriting Services

Information

In January 2011, The U.S. Department of Labor (DOL) announced the \$500 million grant called the Community College and Career Training grant (CCCT). The CCCT grant provides community colleges and other eligible institutions of higher education, with funds to expand and improve their ability to deliver education and career training programs that can be completed in two years or less. The grant focuses on workers who are eligible for training under the Trade Adjustment Assistance for Workers program, and prepares program participants for employment in high-wage, high-skill occupations. The targeted population of this program is workers who have lost their jobs or are threatened with job loss, as a result of foreign trade.

After careful consideration the College believes it is uniquely positioned to submit a proposal for the CCCT grant. Over the past three years the College has successfully solicited funds through the Department of Labor for stackable, contextualized learning opportunities with the Welding Boot Camp, the Flexible and Sustainable Training initiative (F.A.S.T.), and the soon to be funded Capacity for Learning in Multiple Modes and Bridges (C.L.I.M.B.) initiative. With each of these initiatives, the College has developed key relationships with local area employers and workforce boards. The proposal the College will submit for the CCCT will build on these three previous initiatives and our relationships with local area employers and workforce boards, to greatly expand McHenry County College's (MCC) ability to re-train and re-employ district residents. Specifically, the College plans to develop an adult re-training center, which will provide contextualized modular learning opportunities designed to take unemployed, soon to be unemployed and underemployed workers from the basic skills level through to a certificate or degree at an accelerated pace.

In order to submit a competitive proposal for this grant, the College must prepare a highly detailed thirty page document that clearly outlines employment needs in our district and how our adult re-training center concept will address those needs. Since the institution currently does not have a grant writer, the College would like to contract with Gloria Hunter of Hunter Entrepreneurial Inc a grant writing firm located in Naperville, IL to write our CCCT grant proposal. Hunter, who has written successful grants for MCC in the past, has 34 years of experience in organizational development with an active involvement in grantsmanship since 1974. She was formerly a grant writer for Waubensee Community College and served as coordinator and a consultant for two Small Business Development Centers. From 1995-1997, Ms. Hunter served on a national community college federal funding task force and was chairperson for the Illinois Community College Resource Development Commission. Since January 2004, Ms. Hunter has written grant proposals and funding awards that have generated over \$18.8 million and recently, consulted on a grant awarded for \$7.1 million.

Ms. Hunter will be the lead grant writer for the College's CCCT grant proposal. She will interface with the College's grant writing team to develop the proposal. Her fee is \$90.00 per hour. She anticipates the writing of the grant will take between 100 and 140 hours, therefore her fee will not exceed \$12,600.00. In addition, the college will reimburse Ms. Hunter for travel expenses related to the grant.

This expense is budgeted in the Educational Fund.

Recommendation

It is recommended that the Board of Trustees approves contracting with Hunter Entrepreneurial, Naperville, IL, for an amount not to exceed \$12,600.00, plus appropriate travel expenses to write the College's Community College Career Training Grant proposal.

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

Vicky Smith
President

Request to Purchase
Greenhouse Stationary Benches

Information

The Horticulture department prepares students for careers in landscape design and management, turf management, gardening, greenhouse crop production, interiorscaping and floral design. Enrollment patterns demonstrate students continued interest in these careers, since the department has experienced an approximate 48% increase in credit hours generated over the past two years. In order to prepare students for these careers, the program provides students with hands-on experience in floral, plantings, plant propagation, and greenhouse management.

One of the areas the College provides hands-on experience is in the greenhouse which was built in 1975. The program utilizes the greenhouse to grow plants for hands-on learning activities within the curriculum. In addition, the greenhouse also provides the poinsettias, Easter lilies and spring bedding plants for annual sales in December, March and May respectively. All of the plants within the greenhouse are grown on benches which were originally installed when the greenhouse was first constructed.

After nearly 35 years of use, the benches have deteriorated and need to be replaced. Three quotes were requested for the greenhouse benches. The following two companies returned bids matching our request for 17, 4'x12' stationary benches with 36" legs, six, 3'x12' stationary benches with 36" legs, and additional sets of 36" legs for each bench with stretched leg brace:

Greenhouse-A-Fex
\$14,110.00

Hummert International
\$8,512.00

This expense is budgeted in the Greenhouse Lab account in the Educational Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of 17, 4'x12' stationary benches with 36" legs, six, 3'x12' stationary benches with 36" legs, and additional sets of 36" legs for each bench with stretched leg brace, from Hummert International, Topeka, KS for the amount of \$8,512.00.



Vicky Smith
President

Request to Renew
McHenry County Economic Development Corporation Annual Membership

Information

McHenry County College has been a member of the McHenry County Economic Development Corporation (MCEDC) since its inception in 1991. The mission of the MCEDC is to encourage and develop the economic health of McHenry County through the retention, expansion and attraction of commerce and industry which is conducive to an optimal quality of life for its citizens. The College's membership in the MCEDC provides a vital partnership which supports the district's economic development and the mission and goals of the College. The Annual Membership cost is \$5,000.00. This amount has not changed in the last eight years.

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

Recommendation

It is recommended that the Board of Trustees approves the renewal of an annual membership for \$5,000.00 from the McHenry County Economic Development Corporation, McHenry, IL.



Vicky Smith
President

Request to Purchase
Printing Services for the McHenry County College 2011-2012 Student Planner

Information

The McHenry County College Student Planner contains valuable information about the College, including critical dates, services and relevant information to succeed in college, such as basic time management to balance coursework, study time and work schedules.

The planner also contains a listing of special events and activities on campus, as well as a daily schedule and month at-a-glance pages, which allows students to customize their use of the planner. It is distributed annually to students across campus, including new students who recently have gone through new-student orientation.

Due to the size and finishing (bindery) specifications of the planner, the printing cannot be completed in-house and must be outsourced. Formal requests to bid on printing services for the 2011-2012 Student Planner were sent out to six area printers, based on their related capabilities. The following quotes to print the 2011-2012 Student Planner were received:

<u>Quantity</u>	<u>Description</u>	<u>Carlith Printing</u>	<u>eDoc Communications</u>	<u>Corporate Graphics</u>	<u>CL Graphics</u>
5,000	Printing of 2011-2012 Student Planner (spiral-bound, 128 pps.)	\$9,665.00	\$10,157.00	\$16,500.00	\$18,115.00

By meeting specifications of the project at the most effective price, it is the recommendation of the College administration to proceed in approving Carlith Printing to print the 2011-2012 Student Planner.

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

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

Recommendation

It is recommended that the Board of Trustees approves the printing services for the McHenry County College 2011-2012 Student Planner for \$9,665.00 from Carlith Printing, Carpentersville, IL.



Vicky Smith
President

Request to Purchase
Research and Brand Strategy Services for McHenry County College Rebranding Effort

Information

In 2009, McHenry County College embarked on a community engagement effort, which gathered input from community members, business leaders, students and employees about a variety of college-related issues. After nearly one year of data collection and analysis, the information that emerged from this effort informed a new strategic plan for the College. With a solidified direction for the institution, the College can now focus on rebranding itself to create a unique identity that reinforces the strategic plan and its supporting educational master plan and facilities plan.

A formal process began in December 2010 to select a partner to help drive the first of three phases of a College rebranding effort. Phase 1 will include research collection, analysis and brand strategy development. The College developed and sent a request for proposal to eight qualified agencies, some of which were in district. A mandatory, pre-bid meeting was held to answer any questions regarding the project scope. All invited agencies attended the meeting, but only five of the eight agencies submitted proposals for this first phase of work:

<u>Services</u>	<u>Comiskey Research, Inc.</u>	<u>Stamats</u>	<u>GCF</u>	<u>Simpson Scarborough</u>	<u>Dobbe Marketing</u>
Planning/Consultation	\$12,500.00	\$24,175.00	\$30,000.00- \$45,000.00	\$15,000.00	\$14,500.00
Research/Data Collection	\$33,340.00	\$ 3,955.00	\$33,500.00- \$38,200.00	\$24,000.00	\$22,500.00
Analysis	\$11,000.00	\$ 5,005.00	--	\$22,000.00	\$12,500.00
Language/Copywriting	\$ 1,500.00	\$ 1,865.00	--	\$ 7,500.00	\$ 7,500.00
Travel	--	\$ 2,800.00	--	\$ 3,600.00	--
Materials Development	\$ 1,660.00	--	--	\$ 3,500.00	\$ 3,750.00
Other (incentives, etc.)	--	--	--	\$ 700.00	TBD
TOTAL BID AMOUNT	\$60,000.00	\$37,800.00	\$66,000.00- \$83,200.00	\$76,300.00	\$60,750.00

After reviewing all proposals, a committee narrowed down the agencies to two finalists based on their adherence to the requirements outlined in the request for proposal and their specific approach to the project. A Rebranding Facilitating Committee, chaired by the director of Marketing and Public Relations, was also assembled to help manage this effort internally and engage different stakeholder groups across the College. The two finalists, SimpsonScarborough and Stamats, gave formal presentations to the facilitating committee and other MCC employees, based on pre-defined agenda items designed to clarify questions about their research approach and strategy/message development specifically for branding in community colleges.

The Rebranding Facilitating Committee reviewed the finalists' presentations, evaluation forms from attendees, as well as the references collected for each finalist. The majority of voting and feedback identified one agency as the obvious choice, based upon the approach the agency used, the agency's experience with similar institutions, the agency's emphasis on building the brand from the inside-out, and the fit with MCC's culture. This agency is Stamats, which also provided the most cost-effective pricing of the two finalists.

Therefore, it is the recommendation of the College administration to proceed in approving Stamats as the selected agency for Phase 1 of a rebranding effort.

The expenses for this project are budgeted in the Public Information Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of research and brand strategy services for a College rebranding effort over an eight-month period for a total cost not to exceed \$37,800.00 from Stamats, Cedar Rapids, IA.

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

Vicky Smith
President

Destruction of Audio Tape Recording of the Closed Session
of the July 23, 2009 Regular Board Meeting

Information

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

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

The identified tape will be physically destroyed.

Recommendation

It is recommended that the Board of Trustees approves the destruction of the audio recording of the Closed Session of the July 23, 2009 Regular Board Meeting on February 25, 2011.



Vicky Smith
President

Request for Approval
Nomination for 2011 ICCTA Distinguished Alumnus Award

Information

Each year, the Illinois Community College Trustees Association (ICCTA) recognizes the success of community college students through its Distinguished Alumnus Award. All community colleges in the state of Illinois are encouraged to submit a nomination.

In order to be awarded this honor, all candidates will be evaluated based on criteria developed by the ICCTA. Dr. David E. Kopsell, a 1991 McHenry County College graduate and 2009 Career Distinction Award Recipient, fully meets each of the criteria, as outlined below:

- Professional Affiliations: Dr. Kopsell is a member of the American Society for Horticultural Science; North American Colleges and Teachers of Agriculture (NACTA); the Illinois Green Industry Association; and Professional Landscape Network (PLANET)
- Outstanding Achievements in His Chosen Field: In his professional career, Dr. Kopsell has worked on over \$1,000,000.00 in grant-funded projects, authored or co-authored 29 scientific manuscripts publications in national and international journals, and given over 60 presentations to scientific and professional audiences. He has co-authored three book chapters in reference textbooks and sits on the editorial board of two international scientific journals. He has developed and taught 13 different courses in horticulture and plant science at the community college and university levels.
- Additional Education Pursued / Academic Credentials Received: Dr. Kopsell holds a GED, as well as a B.S. in agribusiness-horticulture, and a Ph.D. in horticulture.
- Community Involvement: Incorporating service learning into his courses, Dr. Kopsell believes in combining education and volunteerism. He is a frequent speaker to Master Gardener and professional horticulture groups. He also has been a volunteer for Special Olympics and the Red Cross.
- Volunteer Service Awards and Recognition: Throughout college, Dr. Kopsell received numerous honors and designations. Most recently, he has received the following recognition:
 - McHenry County College uses his personal story in marketing literature to promote the College's GED program, inspiring others to continue their college education after completing their certificate.
 - He received the McHenry County College Career Distinction Award in 2009.
 - He was an award recipient in 2009 for the Grant Writing Mentorship Program at Illinois State University.
- Overcoming Personal, Professional or Other Life Obstacles: At the age of 15, Dr. Kopsell contracted Chronic Fatigue Syndrome and had to drop out of high school. He was sick for four years, and when he recovered at age 19, he only had a GED certificate. Community college—specifically McHenry County College—was his only option to continue his education. He completed his degree at MCC prior to June 30, 2003, and after ten years of hard work, he received his Ph.D. and returned to MCC to teach.

Therefore, is the recommendation of the Friends of MCC Foundation to nominate Dr. David E. Kopsell for the 2011 ICCTA Distinguished Alumnus Award. The 2011 submission deadline is February 26, 2011.

Recommendation

It is recommended that the Board of Trustees approves the nomination of Dr. David E. Kopsell for the 2011 ICCTA Distinguished Alumnus Award.

A handwritten signature in black ink, appearing to read "Vicky Smith". The signature is fluid and cursive, with the first name "Vicky" written in a larger, more prominent script than the last name "Smith".

Vicky Smith
President

Personnel Adjustments for Spring 2009
Transfer and Occupational Courses

Information

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

Overload				
<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Esarco, Ann	ACC290001	6.66	0	636.68
Vitale, Sandra A	AOM120101	3.33	0	318.34

Recommendation

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



Vicky Smith
President

Personnel Adjustments for Spring 2010
Transfer and Occupational Courses

Information

Listed below are adjustments for Spring 2010 Transfer and Occupational courses and program development:

Overload				
<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Geller, Jay	SPE151801	20.00	0	1,977.75
Moore, Philip S	MAT095005	6.66	0	659.18
Ziszik, Cheryl	NAE100003	25.00	0	2,397.81

Recommendation

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



Vicky Smith
President

Personnel Adjustments for Fall 2010
 Transfer and Occupational Courses

Information

Listed below are adjustments for Fall 2010 Transfer and Occupational courses and program development:

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Decio, Gabriel A	Read OA Essays	0	270.00
McCord, Robert	Read OA Essays	0	90.00
Moeller, Victor J	Read OA Essays	0	150.00
Rover, Gail Anne	Read OA Essays	0	150.00
Van Sickle, Cynthia	Read OA Essays	0	210.00

Overload

<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Curfman, Donald J	ACC151513	20.00	0	2,027.25
Kostos, Tamela L	MAT165002	13.33	0	1,351.46

Recommendation

It is recommended that the Board of Trustees ratifies the above 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>
Alexander, Nneka N	ENG152016	3	0	1,600.85
Alexander, Nneka N	ENG152023	3	0	1,600.85
Alexander, Nneka N	ENG152025	3	0	1,600.85
Allare, Robert P	HIS132001	3	0	1,600.85
Allare, Robert P	HIS172005	3	0	1,600.85
Altman, John L	ACC152002	3	0	1,854.45
Altman, John L	ACC236001	3	0	1,854.45
Ambrose-Gerak, Mary	BUS241001	3	0	1,664.25
Ambrose-Gerak, Mary	BUS241601	3	0	1,664.25
Amore, Cynthia A	FRS100701	2	0	404.49
Arkenberg, Jerome S	HIS130001	3	0	1,870.30
Aubert, Linda	AOM101004	3	0	1,854.45
Baia, Diane	HFE125001	2	0	1,151.77
Barnard, Allison A	SPA101001	3	0	1,632.55
Barone, Nicholas A	CIS110109	2	0	1,056.67
Barone, Nicholas A	CIS216001	4	0	2,113.33
Barone, Nicholas A	DGM125001	6	0	3,043.20
Baser, Julia A	BUS145301	3	0	1,648.40
Baser, Julia A	MGT150001	3	0	824.20
Baser, Julia A	MGT150003	3	0	824.20
Bazan, Michael J	MUS160001	2	0	1,225.73
Beagle, Patricia L	ENG090001	3	0	1,648.40
Becker, Peter D	CHM164C01	3	0	1,616.70
Becker, Peter D	CHM164G01	3	0	1,616.70
Behun, William A	PHI151008	3	0	1,616.70
Behun, William A	PHI251009	3	0	1,616.70
Behun, William A	PHI251012	3	0	1,616.70
Bowman, Thomas C	DGM125001	6	0	148.36
Bowman, Thomas C	DGM290005	6	0	3,708.90
Brandt, Sarah L	EDU252001	3	0	1,600.85
Brenner, Roxane M	NAE100E01	3	0	1,808.80
Brenner, Roxane M	NAE100E02	3	0	1,808.80
Brenner, Roxane M	NAE100005	6	0	3,423.60
Bretz, John M	MAT161001	3	0	1,854.45
Brown, Shannon G	NAE100006	6	0	3,201.70
Bruce, Richard E	BUS145002	3	0	1,854.45
Bruce, Richard E	BUS145601	3	0	1,854.45
Bruce, Richard E	BUS145631	3	0	1,854.45
Bruce, Richard E	MGT205001	3	0	927.23

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Buckler, Andrew M	ENG151631	3	0	1,727.65
Buckler, Andrew M	ENG152005	3	0	1,727.65
Burnham, Margaret C	HFE250002	3	0	1,585.00
Button, Sharon S	MAT099007	4	0	2,493.73
Button, Sharon S	MAT099008	4	0	2,493.73
Campbell, James R	PHI251010	3	0	1,854.45
Campbell, James R	PHI251013	3	0	1,854.45
Campbell, James R	PHI261004	3	0	1,854.45
Castro, Miguel A	SPA151001	4	0	2,197.87
Castro, Miguel A	SPA151002	4	0	2,197.87
Catenazzo, Anthony R	PHI151004	3	0	1,616.70
Catenazzo, Anthony R	PHI151006	3	0	1,616.70
Catenazzo, Anthony R	PHI151011	3	0	1,616.70
Chapman, Joel W	HFE120050	2	0	1,236.30
Christensen, James D	ART241001	6	0	3,296.80
Christensen, James D	ART250004	6	0	3,296.80
Cluchey, Joseph M	FRS101003	3	0	919.30
Coleman-Cruz, Erin D	ART167001	6	0	3,296.80
Coleman-Cruz, Erin D	ART168001	6	0	3,296.80
Cornelius, Erwin C	PLT150601	3	0	1,854.45
Cornelius, Erwin C	PLT261601	3	0	1,854.45
Cotey, Joseph E Jr	EGR151001	6	0	3,170.00
Cottrell, Julie A	ACC110002	4	0	2,472.60
Cottrell, Julie A	ACC151002	3	0	1,854.45
Cottrell, Julie A	MGT230001	3	0	927.23
Crain, Wesley R	FRS150001	1	0	5,515.80
Cumpston, Jennifer L	GEL101601	3	0	1,600.85
Cumpston, Jennifer L	GEL103050	3	0	1,600.85
Daley, Peter F	ECO251006	3	0	1,648.40
Dallstream, David M	HIS132003	3	0	1,854.45
Dallstream, David M	HIS165001	3	0	1,854.45
Dallstream, David M	HIS172004	3	0	1,854.45
Davis, Tiffany E	CJS275001	3	0	1,743.50
Deak, Robin A	PSY151009	3	0	1,854.45
Deak, Robin A	PSY151010	3	0	1,854.45
Deak, Robin A	PSY250002	3	0	1,854.45
Dean, Lawrence O	ENG152006	3	0	1,600.85
Dean, Lawrence O	ENG152008	3	0	1,600.85
Degross, Helene E	SPE151050	3	0	1,854.45
Diaz, Franklin E	CIS145101	2	0	1,098.93
Dittus, Melanie K	ENG151025	3	0	1,854.45
Dittus, Melanie K	ENG151026	3	0	1,854.45
Douglas, Jason G	ENG152001	3	0	1,648.40
Douglas, Jason G	ENG152002	3	0	1,648.40
Drzal, Tina M	CLM107001	3	0	1,632.55
Drzal, Tina M	PAS102001	12	0	6,530.20
Dzike, Leslie A	ENG152007	3	0	1,648.40
Dzike, Leslie A	ENG152009	3	0	1,648.40
Dzike, Leslie A	ENG152010	3	0	1,648.40
Elliott, Lawrence Jr	PSY151012	3	0	1,854.45
Elliott, Lawrence Jr	PSY151016	3	0	1,854.45
Firak, Dawn J	ECE209001	3	0	1,600.85
Flanigan, John W	ART264001	6	0	3,296.80

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Flashing, Sarah J	PHI251002	3	0	1,648.40
Fox, Jay J	ENG151019	3	0	1,648.40
Fugate, Charisse	NAE100I02	3	0	1,942.64
Fugate, Charisse	NAE100J01	3	0	1,942.64
Gaughan, Patricia L	MUS153001	3	0	1,854.45
Gaughan, Patricia L	MUS154002	3	0	1,854.45
George, Rebecca H	ENG151023	3	0	1,600.85
George, Rebecca H	ENG152020	3	0	1,600.85
George, Rebecca H	ENG152022	3	0	1,600.85
Gerc, Sharon C	NUR120A03	12	0	6,340.00
Gober, Jennesa E	MKT110301	3	0	1,600.85
Gordon, Jenay M	ART151603	3	0	1,727.65
Gordon, Jenay M	ART171001	3	0	1,727.65
Gordon, Jenay M	ART173601	3	0	1,727.65
Graves, Lauren Y	ECE121001	3	0	1,600.85
Gregor, Christina L	ART156002	6	0	3,455.30
Gregor, Christina L	ART157001	6	0	3,455.30
Griffith, Catherine	ENG151024	3	0	1,727.65
Gruba, Henry V	FRS222001	3	0	1,838.60
Gruba, Henry V	FRS223001	3	0	1,838.60
Guyer, Dawn M	ECE219701	3	0	1,600.85
Hagaman, Robert	HIS131003	3	0	1,870.30
Hamill, Vicki L	HFE120001	2	0	1,098.93
Hamill, Vicki L	HFE150001	3	0	1,648.40
Hamill, Vicki L	HFE150601	3	0	1,648.40
Hamill, Vicki L	HFE150701	3	0	1,648.40
Hamill, Vicki L	HFE151701	2	0	1,098.93
Hansel, Matthew P	PLT151003	3	0	1,854.45
Hansel, Matthew P	PLT155001	3	0	1,854.45
Harreld, Kristen A	ENG152031	3	0	1,648.40
Harreld, Kristen A	ENG152032	3	0	1,648.40
Healy, John D	ENG151017	3	0	1,854.45
Healy, John D	ENG151301	3	0	1,854.45
Hixson, David F	BUS240001	3	0	1,870.30
Hixson, David F	BUS240002	3	0	1,870.30
Hogan, Neal P	PHI151005	3	0	1,600.85
Hogan, Neal P	PHI251003	3	0	1,600.85
Hogan, Neal P	PHI251006	3	0	1,600.85
Honeyman, Bradley D	ENG151022	3	0	1,600.85
Honeyman, Bradley D	ENG152029	3	0	1,600.85
Howard, Dean J	CIS110106	2	0	1,225.73
Huart, Lindsay M	BUS145001	3	0	1,600.85
Huart, Lindsay M	CIS110108	2	0	1,067.23
Huart, Lindsay M	CIS110110	2	0	1,067.23
Jackson, Beverly S	CIS090001	1.5	0	919.30
Jackson, Beverly S	CIS110103	2	0	1,225.73
Jackson, Beverly S	CIS110105	2	0	1,225.73
Jaffe, Christopher E	HIS132002	3	0	1,854.45
Jaffe, Christopher E	HIS170001	3	0	1,854.45
Jaffe, Christopher E	HIS180001	3	0	1,854.45
Jagielski, Rudolph	SPE151014	3	0	1,854.45
Jagielski, Rudolph	SPE151016	3	0	1,854.45
Jahnke, Stephen James	ACC151005	3	0	1,854.45

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Jansen, Brittany R	ENG152011	3	0	1,648.40
Jansen, Brittany R	ENG152014	3	0	1,648.40
Jezirowski, Agnes	HIS131001	3	0	1,600.85
Johnson, Sara J	PSY151004	3	0	1,600.85
Johnston, Sandra J	CLM101001	12	0	6,340.00
Jost, Helen Gallivan	PHI251001	3	0	1,854.45
Jost, Helen Gallivan	PHI251011	3	0	1,854.45
Kafenshtok, Arieh	CMT110301	3	0	1,585.00
Kamarajan, Shanathi	MAT099018	4	0	2,472.60
Kamarajan, Shanathi	MAT161002	3	0	1,854.45
Kamarajan, Shanathi	MAT161003	3	0	1,854.45
Kearns, James R	ART271003	6	0	3,201.70
Keller, Loreen M	PHI151001	3	0	1,648.40
Keller, Loreen M	PHI151002	3	0	1,648.40
Keller, Loreen M	PHI151003	3	0	1,648.40
Khan, Rubina S	ENG152013	3	0	1,743.50
Khan, Rubina S	ENG152018	3	0	1,743.50
Kieca, John J	AMT180101	6	0	3,170.00
Kilberry, Deborah J	NAE100D01	3	0	1,674.96
Kilberry, Deborah J	NAE100D02	3	0	1,674.96
Kilberry, Deborah J	NAE100004	6	0	3,170.00
Kleich, Kimberly G	ECE209701	3	0	1,600.85
Kleisch, Elke A	RDG110002	3	0	1,648.40
Kleisch, Elke A	RDG110003	3	0	1,648.40
Korla, Anitha	MAT099005	4	0	2,134.47
Korla, Anitha	MAT099017	4	0	2,134.47
Kostova, Zhanina M	FRE152002	4	0	2,303.53
Kostova, Zhanina M	FRE251001	4	0	2,303.53
Krahn, Thomas E	CIS148001	4	0	2,472.60
Krich, Amanda E	RDG089001	3	0	1,600.85
Kuhlin, Whitney Anne	BUS220001	3	0	1,600.85
Kuhlin, Whitney Anne	MGT210301	3	0	1,600.85
Lambke, Connie	AOM101001	3	0	1,600.85
Lambke, Connie	AOM101002	3	0	1,600.85
Lambke, Connie	AOM101005	3	0	1,600.85
Lambke, Connie	AOM120101	2	0	1,067.23
Lang, Sandra L	ART180001	6	0	3,708.90
Lang, Sandra L	HUM150531	3	0	1,854.45
Larsen, Amber G	ART151003	3	0	1,600.85
Larsen, Amber G	ART152001	4	0	2,134.47
Lear, Bryan J	ART241003	6	0	3,201.70
Lechowicz, Yvonne B	GER151001	4	0	2,197.87
Lechowicz, Yvonne B	GER152001	4	0	2,197.87
Lentz, Thomas S	FRS123001	3	0	1,632.55
Lewis, Nikki G	HFE120005	2	0	1,225.73
Lilly, Peter J	DGM290003	6	0	3,170.00
Linnekin, Jennifer J	ART151001	3	0	1,600.85
Linnekin, Jennifer J	ART151004	3	0	1,600.85
Linnekin, Jennifer J	ART151006	3	0	1,600.85
Love, Karen C	ECO252301	3	0	1,648.40
Mack, Stephen H	FRE151001	4	0	2,472.60
Mack, Stephen H	FRE252001	4	0	2,472.60
Maio, Robert S	ACC110001	4	0	2,134.47

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Mangano, Doris	NAE100A02	3	0	1,724.80
Mangano, Doris	NAE100C02	3	0	1,724.80
Manley, Douglas M	ART175601	3	0	1,854.45
Manley, Douglas M	ART241002	6	0	3,708.90
Manley, Douglas M	ART250005	6	0	3,708.90
Martin, Heather	CIS290001	4	0	2,113.33
Martin, Heather	DGM260001	6	0	3,170.00
Martin, Mitchel T	ART184003	6	0	3,201.70
Mathey, Guinevere F	JRN152002	3	0	1,854.45
Mathey, Guinevere F	JRN165001	3	0	1,854.45
Mathey, Guinevere F	JRN180009	3	0	1,854.45
Maule, Mary Margaret	MKT264001	3	0	1,600.85
Mcenaney, Kate M	SPE151020	3	0	1,585.00
Mcsherry, Dennis P	SPE151002	3	0	1,648.40
Mcsherry, Dennis P	SPE151004	3	0	1,648.40
Mcsherry, Dennis P	SPE151028	3	0	1,648.40
Mcwilliams-Dunbar, J	ECE125001	3	0	1,600.85
Medansky, Robert S	HFE103002	2	0	1,067.23
Melesio, Kathryn M	HCE110002	1	0	575.88
Melesio, Kathryn M	HCE111001	1	0	575.88
Melesio, Kathryn M	NAE100702	6	0	3,455.30
Meny, Anne E	FRE152001	4	0	2,134.47
Mezzano, Scott M	HFE120006	2	0	1,067.23
Mezzano, Scott M	HFE120007	2	0	1,067.23
Mezzano, Scott M	HFE121001	2	0	1,067.23
Mezzano, Scott M	HFE121701	2	0	1,067.23
Mezzano, Scott M	HFE170101	1	0	533.62
Mink, John M	MKT120076	3	0	575.88
Mink, John M	MKT130076	3	0	575.88
Mink, John M	MKT155076	3	0	575.88
Moeller, Victor J	ENG151010	3	0	1,854.45
Morauw, Charlie Ann	PSY151002	3	0	1,648.40
Morauw, Charlie Ann	PSY250001	3	0	1,648.40
Morauw, Charlie Ann	PSY250003	3	0	1,648.40
Mullaney, Michael	HFE120003	2	0	1,098.93
Mullaney, Michael	HFE120004	2	0	1,098.93
Murphy, Patric F	HFE103001	2	0	1,098.93
Musial, Frank	IBS115001	3	0	1,600.85
Mutert, Cara C	HFE105001	2	0	1,088.37
Mutert, Cara C	HFE105002	2	0	1,088.37
Mutert, Cara C	HFE290001	3	0	1,088.37
Naughton, Kathleen R	ACC251001	3	0	1,838.60
Obradovich, Nicholas	ENG152003	3	0	1,600.85
Ollerenshaw, Joanne	DGM290002	3	0	1,664.25
Pace, Danny G	AMT260002	6	0	3,677.20
Papke, Mary M	NAE100002	6	0	3,423.60
Papke, Mary M	NAE100003	6	0	3,423.60
Pedersen, Simon R	CLM102701	12	0	6,340.00
Pedersen, Simon R	CLM108001	10	0	5,283.33
Perry, Louise J	SPE151008	3	0	1,870.30
Perry, Louise J	SPE151011	3	0	1,870.30
Perry, Louise J	SPE151025	3	0	1,870.30
Petersen, Annette M	CIS110001	2	0	1,225.73

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Peterson, Joann M	AOM250001	3	0	1,600.85
Petty, Arthur E	MGT205301	3	0	1,648.40
Petty, Arthur E	MGT210001	3	0	1,648.40
Pollnow, Thomas G	FRS121001	3	0	1,838.60
Pomerantz, Henry A	HIS171001	3	0	1,854.45
Pomerantz, Henry A	HIS172001	3	0	1,854.45
Pomerantz, Henry A	HIS172003	3	0	1,854.45
Ponzio, Peter J	ENG152030	3	0	1,648.40
Powell, Brenda C	ENG151003	3	0	1,600.85
Powell, Brenda C	ENG151004	3	0	1,600.85
Quinn, Arleen	ENG152012	3	0	1,600.85
Quinn, Arleen	ENG152021	3	0	1,600.85
Quinn, Arleen	ENG152028	3	0	1,600.85
Rademaker, Dana R	SPE151026	3	0	1,648.40
Rasmussen, Matthew	PSY151013	3	0	1,600.85
Rasmussen, G Robert	CIS110605	2	0	1,088.37
Reed, Todd D	ART151005	3	0	1,600.85
Reed, Todd D	ART151601	3	0	1,600.85
Reed, Todd D	ART156003	6	0	3,201.70
Revesz, Sara Diane	MAT095002	4	0	2,303.53
Revesz, Sara Diane	MAT150004	3	0	1,727.65
Ridge, Sherry M	BUS150002	3	0	1,648.40
Ridge, Sherry M	BUS160001	3	0	1,648.40
Ridge, Sherry M	BUS162001	3	0	1,648.40
Ridge, Sherry M	MGT150002	3	0	824.20
Riggin, Laurie A	ART151002	3	0	1,648.40
Riggin, Laurie A	ART151604	3	0	1,648.40
Riggin, Laurie A	ART155601	3	0	1,648.40
Rios, M Pili	CLM102001	12	0	6,340.00
Rockwell, Mark D	PHI251301	3	0	1,600.85
Rockwell, Mark D	PHI251302	3	0	1,600.85
Rosenfield, Laurie B	ENG152024	3	0	1,854.45
Rosenfield, Laurie B	ENG152026	3	0	1,854.45
Rossman, Teri C	HFE250601	3	0	1,854.45
Rossman, Teri C	HFE250602	3	0	1,854.45
Rover, Gail Anne	ENG152017	3	0	1,648.40
Rover, Gail Anne	ENG152019	3	0	1,648.40
Russell, Susan A	ART151602	3	0	1,648.40
Rynders, Kevin J	FRS101003	3	0	919.30
Salhi, Ribhi I	PLT255001	3	0	1,648.40
Santos, Vicki A	PSY151011	3	0	1,870.30
Santos, Vicki A	PSY271001	3	0	1,870.30
Santos, Vicki A	PSY271601	3	0	1,870.30
Saunders-Przybil, Sa	NAE100B01	3	0	1,674.96
Saunders-Przybil, Sa	NAE100B02	3	0	1,674.96
Scardino, Cynthia E	CIS110002	2	0	1,056.67
Scardino, Cynthia E	DGM123001	6	0	3,170.00
Schaefer, David J	PSY151014	3	0	1,711.80
Schmid, Silvia	GER251001	4	0	2,219.00
Schmit, Meyrl E	PHI261001	3	0	1,600.85
Schmit, Meyrl E	PHI261003	3	0	1,600.85
Schnowske, Elizabeth	NUR220A04	6	0	3,201.70
Schopen, Tamara J	ENG151001	3	0	1,727.65

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Schopen, Tamara J	ENG151002	3	0	1,727.65
Scott, Gina	CIS110603	2	0	1,088.37
Seiler, Richard M	IMT299301	3	0	1,585.00
Sells, Stephen J	CJS206001	3	0	1,632.55
Senica, Eric T	CJS140001	3	0	1,648.40
Sergey, Thomas Michael	MUS151006	3	0	1,854.45
Sergey, Thomas Michael	MUS151007	3	0	1,854.45
Shuman, Karen S	SPE151019	3	0	1,648.40
Shuman, Karen S	SPE151021	3	0	1,648.40
Singer, Tara J	MUS245001	3	0	1,838.60
Singer, Tara J	MUS246001	3	0	1,838.60
Skozek, Deborah Ann	RDG090002	3	0	1,838.60
Small, John E	SPE151031	3	0	1,727.65
Stalker, Raymond W	MAT099011	4	0	2,303.53
Stanowski, Kristie A	SPE151022	3	0	1,600.85
Stanowski, Kristie A	SPE151024	3	0	1,600.85
Stanton, Lee A	HUM150601	3	0	1,854.45
Stanton, Lee A	HUM150602	3	0	1,854.45
Stanton, Lee A	HUM150603	3	0	1,854.45
Steffen, Penny D	ENG151005	3	0	1,600.85
Steffen, Penny D	ENG151006	3	0	1,600.85
Steffen, Penny D	ENG151014	3	0	1,600.85
Stockwell, James C	JRN180006	3	0	1,854.45
Stockwell, James C	JRN180007	3	0	1,854.45
Stockwell, James C	JRN180008	3	0	1,854.45
Strang, David J	PHI261002	3	0	1,854.45
Strang, David J	PHI261005	3	0	1,854.45
Sureshkumar, Miruthu	CHM164005	3	0	3,201.70
Swanson, Christina L	SOC101002	3	0	1,854.45
Swanson, Christina L	SOC151008	3	0	1,854.45
Swanson, Christina L	SOC151602	3	0	1,854.45
Szalaj, Steven J	MUS100001	2	0	1,236.30
Szymkowiak, Dennis R	RDG110001	3	0	1,648.40
Takayama, Thomas T	MUS154801	3	0	3,740.60
Thillens, Melanie E	SPE151032	3	0	1,854.45
Thillens, Melanie E	SPE151051	3	0	1,854.45
Thillens, Melanie E	SPE155001	3	0	1,854.45
Tournier, Marilyn J	MAT095009	4	0	2,451.47
Travis, Katie E	HFE151101	2	0	1,056.67
Tristan, Mario H	FRS224001	3	0	1,585.00
Tsilimigras, Demetri	CJS290001	3	0	1,600.85
Tures, Nancy B	HRT271001	4	0	2,176.73
Uhwat, Robert D	PHI151010	3	0	1,854.45
Uhwat, Robert D	PHI155001	3	0	1,854.45
Uhwat, Robert D	PHI155002	3	0	1,854.45
Uhwat, Robert D	PHI251007	3	0	1,854.45
Valdes Rivera, Armand	SPA151005	6	0	2,472.60
Valverde, Osiris	DGM110001	4	0	2,176.73
Valverde, Osiris	DGM205001	6	0	3,265.10
Valverde, Osiris	DGM290004	12	0	3,265.10
Vorel, Kim F	ART184001	6	0	3,708.90
Vorel, Kim F	ART184002	6	0	3,708.90
Wales, James A	CJS101004	3	0	1,838.60

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Wedoff, Bridget E	ART171601	3	0	1,648.40
Wedoff, Bridget E	ART172601	3	0	1,648.40
Wendt, Michael R	MAT099014	4	0	2,134.47
Wendt, Michael R	MAT171002	4	0	2,134.47
Whitcomb, Jessica M	SPA151004	4	0	2,197.87
Whitcomb, Jessica M	SPA252003	4	0	2,197.87
White, Sara K	BUS155001	3	0	1,727.65
White, Sara K	BUS155002	3	0	1,727.65
White, Sara K	BUS155601	3	0	1,727.65
White, Sherry M	BUS155076	3	0	549.47
White, Sherry M	IBS115076	3	0	549.47
White, Sherry M	MGT210076	3	0	549.47
Wickman, Peter J	ACC245001	3	0	1,632.55
Williams, Linda S	ART182001	4	0	2,303.53
Wittkamp, Roxanne	MGT150601	3	0	1,727.65
Wittkamp, Roxanne	MGT150602	3	0	1,727.65
Yoars, Katherine G	PLT151004	3	0	1,600.85
Young, Cynthia E	NUR120A02	12	0	6,403.40

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>
Bazan, Michael J	MUS207001	2	1	0	278.96
Bazan, Michael J	MUS214001	2	1	0	278.96
Fagiano, Steve C	MUS217001	2	2	0	532.16
Fagiano, Steve C	MUS217002	2	5	0	2,660.80
Gaughan, Patricia L	MUS213001	2	8	0	2,231.68
Gaughan, Patricia L	MUS213002	2	6	0	3,347.52
Halinski, Margaret A	MUS201002	2	1	0	532.16
Halinski, Margaret A	MUS207004	2	1	0	532.16
Halinski, Margaret A	MUS208004	2	1	0	532.16
Henning, Russell C	MUS204001	2	2	0	480.66
Henning, Russell C	MUS204002	2	1	0	480.66
Kang, Kenneth Y	MUS216001	2	2	0	506.00
Kvam-Holub, Janet A	MUS206001	2	3	0	836.88
Kvam-Holub, Janet A	MUS206002	2	2	0	1,115.84
Lange-Connelly, Phyllis	MUS202001	2	2	0	557.92
Lange-Connelly, Phyllis	MUS203003	2	10	0	2,789.60
Lush, Paige	MUS211001	1	1	0	278.96
Ray, Christopher R	MUS209001	2	2	0	557.92
Reupert, Roger L	MUS210001	2	2	0	557.92
Sergey, Thomas Michael	MUS213003	2	4	0	1,115.84
Sergey, Thomas Michael	MUS213004	2	1	0	557.92
Shaw, Nancy	MUS205001	2	10	0	2,789.60
Shaw, Nancy	MUS205002	2	2	0	1,115.84
Singer, Tara J	MUS203001	2	23	0	6,416.08
Singer, Tara J	MUS203002	2	9	0	5,021.28
Szalaj, Steven J	MUS205003	2	6	0	1,673.76

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Abrahamson, Nadia S	Additional Students	0	1,000.00
Anderson, Rachel L	Additional Students	0	1,000.00
Aubert, Linda	AOM Classes	0	69.98
Boehm, Leanne B	Additional Students	0	1,000.00
Braasch, Gerald	Mentor Stipend	0	105.00
Braasch, Teresa	Mentor Stipend	0	105.00
Elliott, Lawrence Jr	Counseling	0	5,021.07
Erski, Theodore I	Additional Students	0	1,000.00
Fallon, Kelly A	Additional Students	0	1,525.00
Firak, Deborah L	Additional Students	0	1,000.00
Gabel, Bonnie L	Forensics Stipend	0	1,500.00
Garrison, Marla	Additional Students	0	1,000.00
Goostree, Doug	Member-CAPC	0	2,027.25
Grela, Christine	Member-CAPC	0	1,013.62
Hamill, Paul D	Additional Students	0	1,000.00
Hovious, Amanda S	Reference Librarian	0	9,447.30
Humphrey, Anne	Mentor Stipend	0	105.00
Kramer, Katie L	Additional Students	0	1,000.00
Kuhlman, Mark Robert	Additional Students	0	1,000.00
Lambke, Connie	AOM Classes	0	60.40

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Lambke, Connie	AOM Classes	0	60.40
Letteri, Cynthia Rogers	Member - CAPC	0	1,013.63
Linse-Zurio, Marybeth	Additional Students	0	2,000.00
Lozier, Christopher	Counseling	857.26	1,609.54
Mccrea, Philip J	Additional Students	0	1,000.00
Peters, John E	Additional Students	0	1,000.00
Pishotta, Mark A	Counseling	422.80	875.80
Pishotta, Mark A	Counseling	0	5,798.40
Schnowske, Elizabeth	Nursing Lab	0	1,067.23
Scott, Janet E	Reference Librarian	0	765.00
Smith, Robert D	Additional Students	0	1,000.00
Socol, Steven M	Additional Students	0	2,600.00
Stahmann, Paul C	Additional Students	0	1,000.00
Taylor, Amy S	Member – CAPC	0	1,013.62
Taylor, Amy S	Mentee Stipend	0	90.00
Vitale, Sandra A	AOM Classes	0	70.58
Vogt, Marlene R	Additional Students	0	1,000.00
Wallen, Thomas J	Additional Students	0	1,000.00
Zimmerman, Ellen M	Mentee Stipend	0	90.00
Zokal, Patricia	Mentee Stipend	0	90.00

Overload

<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albright, Meredith L	DGM100001	40.00	0	4,054.50
Albright, Meredith L	DGM259601	6.66	0	675.68
Alheit, Deborah C	MAT099003	6.66	0	675.68
Beggs, Thomm H	DGM167001	20.00	0	2,027.25
Bill, Eva Maria	SPA152001	26.66	0	2,702.93
Bill, Eva Maria	SPA152002	6.66	0	675.68
Blaz, James G	HFE120002	13.33	0	1,351.46
Braasch, Gerald	PSY151531	20.00	0	2,027.25
Braasch, Gerald	PSY151532	20.00	0	2,027.25
Braasch, Teresa	PSY251531	20.00	0	2,027.25
Brogan, William	FRS100701	4.44	0	450.45
Brzezinski, Jacek R	DGM200801	29.99	0	3,040.77
Cameron, Judi L	ANT151003	20.00	0	2,027.25
Cameron, Judi L	ANT290001	20.00	0	2,027.25
Carson, Lindsay S	SPA151003	26.66	0	2,702.93
Carson, Lindsay S	SPA152004	26.66	0	2,702.93
Carson, Lindsay S	SPA251003	3.33	0	337.84
Countryman, Antoinette	ENG151007	20.00	0	2,027.25
Culp, Todd A	PLT151001	20.00	0	2,027.25
Culp, Todd A	PLT151002	10.00	0	1,013.62
Culp, Todd A	PLT251802	40.00	0	4,054.50
Decio, Gabriel A	ENG097001	20.00	0	2,027.25
Dow, Beverly D	BIO157005	20.00	0	2,027.25
Druml, Amy M	NUR230A01	20.00	0	2,027.25
Erski, Theodore I	EAS171A02	13.33	0	1,351.46
Erski, Theodore I	EAS171001	33.33	0	3,378.71
Esarco, Ann	ACC151001	13.33	0	1,351.46
Fallon, Kelly A	BIO263002	20.00	0	2,027.25

<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Geller, Jay	SPE151801	40.00	0	4,054.50
Goostree, Douglas C	FRS100701	4.44	0	450.45
Goostree, Douglas C	FRS150001	5.00	0	506.81
Haegerich, Heidi M	MAT099002	20.00	0	2,027.25
Hamill, Paul D	EAS120A02	20.00	0	2,027.25
Hamill, Paul D	EAS120001	40.00	0	4,054.50
Hamill, Paul D	EAS120601	35.00	0	3,547.68
Hand, Arthur James	ART250001	20.00	0	2,027.25
Hillstrom, Michael J	MUS101001	20.00	0	2,027.25
Hillstrom, Michael J	MUS145001	5.00	0	506.81
Irie, Matt J	ART153001	20.00	0	2,027.25
Johnson, Harriet A	CJS101003	20.00	0	2,027.25
Johnson, Harriet A	CJS250001	20.00	0	2,027.25
Kostos, Tamela L	MAT175003	6.66	0	675.68
Kramer, Katie L	EAS170001	19.99	0	2,027.14
Lenio, Terence A	PLT151531	20.00	0	2,027.25
Lush, Paige C	MUS161001	6.66	0	675.68
Martin, Lauren J	NUR220001	26.66	0	2,702.93
Mihelich, Robert J	CMT250301	20.00	0	2,027.25
Peters, John E	BIO157003	40.00	0	4,054.50
Power, Laura A	ENG095101	20.00	0	2,027.25
Robison, Marie E	MAT090001	16.66	0	1,689.30
Ruthven, Sarah E	ART155001	15.00	0	1,520.43
Sass, Angela M	NUR120A01	40.00	0	4,054.50
Smith, Robert D	BIO157B02	5.00	0	506.81
Smith, Robert D	BIO157002	40.00	0	4,054.50
Socol, Steven M	CHM164001	20.00	0	2,027.25
Socol, Steven M	CHM164002	20.00	0	2,027.25
Socol, Steven M	CHM164003	20.00	0	2,027.25
Socol, Steven M	CHM164007	20.00	0	2,027.25
Socol, Steven M	CHM165001	26.66	0	2,702.93
Socol, Steven M	CHM165002	23.33	0	2,365.09
Spangenberg, Bruce	HRT103001	40.00	0	4,054.50
Spangenberg, Bruce	HRT103002	40.00	0	4,054.50
Spangenberg, Bruce	HRT105001	1.66	0	168.86
Stahmann, Paul C	EAS185601	20.00	0	2,027.25
Stahmann, Paul C	EAS185602	20.00	0	2,027.25
Stahmann, Paul C	GEG101001	20.00	0	2,027.25
Stahmann, Paul C	GEG102001	15.00	0	1,520.43
Sullivan, Sarah	BUS150001	10.00	0	1,013.62
Terlep, Diane L	MAT175001	33.33	0	3,378.71
Terlep, Diane L	MAT175002	13.33	0	1,351.46
Tetreault, Mike J	CIS110201	13.33	0	1,351.46
Tetreault, Mike J	CIS110601	13.33	0	1,351.46
Tetreault, Mike J	CIS155001	20.00	0	2,027.25
Van Sickle, Cynthia	ENG151601	20.00	0	2,027.25
Venkataswamy, Shiela	ASMTLIASN	10.00	0	1,013.62
Vician, Tom J	ART271001	20.00	0	2,027.25
Vitale, Sandra A	CIS145201	13.33	0	1,351.46
Vitale, Sandra A	DCCISDMA	30.00	0	3,600.00
Young, Steve A	PHI151009	5.00	0	506.81
Ziszik, Cheryl A	NAE100I01	3.00	0	304.08

Recommendation

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

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

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>Full-time Personnel</u>	<u>Classes & Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Diaz, L	NTC S09 003	Microsoft Expression Web	400.00
Maule, M	2/24/2011	High Impact Conversations	200.00
Ziszik, C	NMD C01 001	CNA Retest	300.00
Ziszik, C	NMD C01 003	CNA Retest	300.00

<u>Part-time Personnel</u>	<u>Classes & Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Small, J	03/05/2011	Defensive Driving Course- 8 Hour	300.00
Small, J	03/19/2011	Defensive Driving Course- 8 Hour	300.00

Recommendation

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



Vicky Smith
President

Approval of New Position
Academic/Health Professions Opportunity Grant Advisor

Information

On January 20, 2011 the College received a grant in the amount of \$100,000.00 (renewable for five years) from the Department of Health and Human Services called the Health Professions Opportunity Grant (HPOG). The grant provides funding for advising, transition classes, supplemental instruction, and support services to low-income students in order to promote student success.

One of the requirements of this grant is to hire an Academic/Health Professions Opportunity Grant Advisor, specifically designated to assist students through a career pathway that begins with the Certified Nurse Assistant (CNA) program and advances individuals to either a Registered Nurse credential or Occupational Therapy Assistant credential. The Academic/Health Professions Opportunity Grant Advisor will be a part-time, 18 hour per week position, and will be active from the date of hire to September 29, 2011. This grant and the Academic/Health Professions Opportunity Grant Advisor position are renewable for up to five years. The Academic/Health Professions Opportunity Grant Advisor will assist to achieve the following goals:

- 1) Increase the awareness of the College’s credit-bearing program options in health professions and provide students with a clear career pathway.
- 2) Increase the success of low-income students by proactively providing case management.
- 3) Increase the success, retention and earning potential of students interested in health professions.

New Professional Position

<u>Title</u>	<u>Salary Range</u>	<u>Effective Date</u>	<u>FTE</u>
Academic/Health Professions Opportunity Grant Advisor	8	2/28/11	.45

This position is fully funded by the Health Professions Opportunity Grant.

Recommendation

It is recommended that the Board of Trustees approves the new part-time professional position of Academic/Health Professions Opportunity Grant Advisor, within salary range 8, representing a FTE .45 minimum of \$15,192.00 and a maximum of \$28,105.20. (FYI F/T minimum \$33,760.00, maximum \$62,456.00.)



Vicky Smith
President

POSITION: **ACADEMIC / HEALTH PROFESSIONS OPPORTUNITY
GRANT ADVISOR**

CLASSIFICATION: Professional / Part-time, Grant-funded

WORK YEAR: February 2011 to September 29, 2011

WORK WEEK: Part-time 18 hours per week; some evenings may be required.
Flexible schedule to meet student demand

PRIMARY PURPOSE: Provide Workforce Investment Act eligible students with a wide range of proactive academic advising and educational planning with a focus on Health Professions.

ESSENTIAL JOB FUNCTIONS:

- Recruit and screen potential candidates for eligibility
- Develop appropriate education plans and selection of courses
- Provide accurate and timely information to currently enrolled students, utilizing a variety of proactive delivery modes
- Increase student awareness of available institutional and external resources
- Monitor student progress toward established educational goals
- Conduct individual and group advising, and orientation activities
- Contribute to continually improving advising techniques
- Work within parameters of academic advising position and make referrals to appropriate student services
- Maintain grant-required documentation in student records that is objective, complete, and accurate
- Assist with quarterly reports and other grant documentation
- Coordinate testing with the Testing Center and the Adult Education Department to determine student eligibility
- Track student progression through completion of educational program and employment
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under the supervision of the Dean of Health Sciences and Dean of Student Success.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree required; Master's Degree in College Student Personnel, Higher Education, Counseling, or related field preferred. Graduate certification as an Academic Advisor preferred.

EXPERIENCE:

- Experience with and appreciation for diverse student populations
- One year advising experience

SKILLS AND ABILITIES:

- Excellent interpersonal and communication skills
- Ability to work with highly detailed information and disseminate information to groups and individuals
- Ability to remain flexible and handle vague or changing information
- Sensitivity to students whose cultural and educational experiences differ from his/her own
- Proficiency with technology including Word, Excel, Outlook, and Internet
- Ability to meet deadlines, manage multiple tasks, organize and prioritize tasks
- Willingness to share knowledge, learn from mistakes, accept personal responsibility, and develop multiple competencies
- Willingness to share responsibility for improving work relations
- Ability to work under pressure with composure
- Ability to follow leadership and college-wide procedures
- Must be able to work in a high-quality, focused service environment in a professional manner with excellent organizational and customer service skills
- Ability to demonstrate understanding of student development theory and practice
- Demonstrate commitment to advising profession through practice and continued acquisition of advising skills and knowledge
- Demonstrate comprehensive knowledge of institution's programs, academic requirements, policies, procedures, and support services
- Demonstrate good problem-solving skills
- Ability to sit and communicate orally, for extended periods of time
- Ability to safely handle heavy books, packages, and book trucks up to 25 pounds unassisted

Appointment of Replacement
Research and Planning Associate

Information

The resignation of Thomas Bentley, effective December 2, 2010 created a vacancy for the full-time professional position of Research and Planning Associate. Katherine Zoloty has been recommended to fill this position. Ms. Zoloty has a Bachelor of Arts in Psychology, Minor in Statistics from Purdue University, West Lafayette, IN. Her experience is as follows:

- 2010 Photographer/Counselor Yearbook Staff
Camp Robindel, Moultonborough, NH

- 2008 – 2009 Research Assistant
Purdue University, West Lafayette, IN

- 2008 Cashier
Heinz Brothers Garden Center, St. Charles, IL

Twenty-eight applications were received and the search committee interviewed eight candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Katherine Zoloty to the professional position of Research and Planning Associate, effective February 25, 2011, at the twelve-month salary of \$38,500.00.



Vicky Smith
President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
9	\$36,473.00	\$51,974.00	\$67,475.00	Not Applicable	\$ 38,500.00	\$43,893.73

POSITION: RESEARCH AND PLANNING ASSOCIATE

CLASSIFICATION: Professional / Full-time

WORK YEAR: 12 Months

PRIMARY PURPOSE: Perform statistical analyses, interpret results, conduct survey research, and other research tasks in support of College planning while maintaining confidentiality. Prepare and coordinate all aspects of reports to external agencies and bodies surveying the college. Monitor research requests and manage office inventories, data files, and libraries. Provide centralized liaison services with ICCB and other governing agencies with respect to receiving, interpreting, and coordinating the submission of all MIS data requests emanating from such agencies.

ESSENTIAL JOB FUNCTIONS:

- Coordinate Management Information Systems reports to the Illinois Community College Board and Federal Government such as the Integrated Postsecondary Education Data System, salary, personnel, facilities, and course reimbursement file surveys. Work with key offices to collect, edit, and summarize information for their external reports
- Carry out statistical analyses of institutional features and activities (such as enrollment, personnel, revenues, and costs) and environmental features (local demographics and trends, labor market, educational trends), provide statistical summaries and provide interpretive reports in support of institutional planning and research needs
- Communicate to the appropriate College staff the types of MIS data which should be gathered and assist them in planning the design of systematic data collection systems; thereafter coordinate with the necessary departments for the development and maintenance of appropriate database systems, assisting College staff in interpretation of metrics, etc.
- Respond to internal ad-hoc data requests
- Design surveys and other institutional research materials
- Process and summarize surveys and assessment materials using optical mark scanner technology, PC reporting software, and web survey tools
- Communicate with outside vendors, maintain institutional research and planning paper files and library materials, maintain and update several institutional research and planning PC databases, and supervise student workers
- Serve as College-designated Research and Planning Associate to the ICCB
- Coordinate with the Director of Computing Services on necessary MIS programming changes or additions
- Maintain security of confidential student and employee information
- Provide research support to Continuous Improvement teams as needed
- Respond to routine external questionnaires and data requests in keeping with College and office priorities
- Provide word processing, mail merge, and other support duties
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under direct supervision of the Director of Institutional Research.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree with background in research methods and statistics, or an equivalent combination of experience and education required.

EXPERIENCE:

Must have a minimum of one year of work experience in a related area; two or more years in higher education preferred.

SKILLS AND ABILITIES:

- Must be highly detail-oriented and able to identify and correct errors or irregularities in data sets and reports. Must understand purpose and meaning of commonly used statistical procedures and must be able to apply appropriate procedures to institutional research needs
- Must be comfortable and effective while working with computers. Individual should have a good working knowledge of MS Office (Word, Excel, PowerPoint and Access). Experience with managing and analyzing data sets with SPSS or SAS software is preferred
- Knowledge of data-mining tools (e.g., COGNOS or Crystal Reports) is desirable
- Must have excellent organizational skills
- Must be prepared to file and retrieve a variety of research information
- Must be a self-starter and must be able to work independently
- Must be able to manage several tasks simultaneously and independently and to see them through to completion within time constraints
- Must have excellent listening, reading, writing, and speaking skills. He or she must be able to understand and communicate a wide variety of information on procedural and research matters
- Must be able to work well with others. Incumbent will have direct contact with a variety of personnel from inside and outside of MCC
- Willingness to make a professional commitment through continuing education, related reading, membership in professional groups (such as AIR and IAIR), participation in professional conferences and workshops, and attendance at periodic ICCB-sponsored meetings

REVISED: November 2010 / Range 9

Approval of Faculty for Tenure Appointment in 2011-2012

Information

Awarding of tenure by the Board of Trustees to probationary faculty members signifies that both the faculty and the administration endorse each candidate as having the professional skills and personal qualities to contribute to student learning, for many years to come. The following group of candidates for tenure has demonstrated that they exhibit instructional excellence in support of McHenry County College's mission and goals, and they have achieved a level of performance which will make them high quality additions to the College's tenured faculty:

Ms. Lindsay Carson, Instructor of Spanish
Ms. Antoinette Countryman, Instructor of English
Ms. Magdalena Farc, Instructor of Psychology
Mr. Matt Irie, Instructor of Art
Ms. Laura Middaugh, Instructor of Mathematics
Dr. Amy Ortiz, Instructor of Art History
Ms. Laura Power, Instructor of English
Ms. Angela Sass, Instructor of Nursing

Recommendation

It is recommended that the Board of Trustees approved the above list of MCC faculty for tenure appointment in 2011-2012



Vicky Smith
President

Requests for
Faculty Sponsored Leave in 2011-2012

Information

The following Faculty Sponsored Leave requests were reviewed and recommended to the President by a committee consisting of past faculty recipients, an Executive Dean and the Vice President of Academic and Student Affairs. The committee has confirmed that each leave meets all obligations relative to Faculty Sponsored Leaves, as outlined in section 13.1 of the Faculty Agreement.

- Katherine Middy – Instructor of English: Requests a Faculty Sponsored Leave for Spring 2012. Ms. Middy will be writing a young adult fiction novel for girls that will focus on femininity, changing ideas of genders/sexuality, and rites of passage for teenagers and young women.
- Sarah Sullivan – Instructor of Business and Management: Requests a Faculty Sponsored Leave for Spring 2012. Ms. Sullivan will be writing a thesis with the goal of completing her requirements for the M.A. in American History at American Military University. Her thesis is focused on the business of birth control as it related to obscenity and free speech in the early 20th century.

Upon completion of the Faculty Sponsored Leave, each faculty member will be required to present a short summary of the project to the Board of Trustees, provide a faculty-wide presentation and submit a project portfolio to be archived for historical reference.

Recommendation

It is recommended that the Board of Trustees approves the above requests for Faculty Sponsored Leave in 2011-2012.



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. Jill Stonecliffe qualifies for her third 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>
Jill Stonecliffe	Lane 5, Step 9 \$ 77,936.50	Lane 6, Step 9 \$81,090.00

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, Marie Frostman qualifies for her second adjustment and Kathryn Loser qualifies for her fourth adjustment at this time.

Recommendation

It is recommended that the Board of Trustees approves the above advanced placement and salary adjustments for Jill Stonecliffe, Marie Frostman and Kathryn Loser.



Vicky Smith
President

Resignation

Information

Melissa Stutz, Director of The Fast Track, has submitted her resignation effective March 3, 2011.

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

Vicky Smith
President

Distributed Press Releases
January 19-February 14, 2011

Information

The following releases have been distributed to all local media outlets from January 19-February 14, 2011.

- People in Need Forum
- MCC Offers Free Seminars for Adults Returning to College
- MCC Offers Construction Zone Flagger Training Course
- MCC to Offer Continuing Education Dance Classes
- MCC to Offer Aviation Careers Education
- MCC to Offer Continuing Education Language Classes
- MCC Offers Recreation Classes for Body and Mind
- MCC Offers Medical Billing and Coding Program
- ACT Practice Tests Offered at McHenry County College
- MCC's 2nd Annual Speaker Series to Feature "The Drive for Green"
- Environmental Regulations Workshop for Construction Trades Industry Set Feb. 8
- MCC to Open Student-Operated Restaurant
- Singers of United Lands to Perform at MCC Feb. 9
- MCC Offers Free Tax Help
- MCC Student Peace Action Network to Host Dream Act Seminar
- Second Sunday Concert to Feature Maureen Christine, Michael Bazan Feb. 13
- MCC Forensics Team Begins Semester Winning Top Two Awards
- Cancelled: MCC's First 2011 Speaker Series Event For Feb. 1
- Bilingual Tax Help Available at MCC Wed. nights
- MCC to Offer Medical Coding Certification Exam Prep Info Session
- MCC Sets New Record with Slight Enrollment Increase
- Friends of MCC Foundation Awarded \$30,000 Grant for Adult Education Programming
- MCC Continuing Education Students to Exhibit Art at Woodstock Opera House
- MCC's Continuing Education Dept. to Offer New Spring Classes
- MCC's Learning Communities
- Workforce Skill Development Training Sponsored by Shah Center
- MCC's Shah Center Offers Computer Skills Courses in March
- Shah Center Breakfast Series to Feature Communicating with Impact
- The Shah Center to Offer OSHA 10-Hour for General Industry
- Shah Center Presents Accountability and Ethics Training



Vicky Smith
President

BOARD CALENDAR

MCC EVENTS CALENDAR AVAILABLE AT: <http://www.mchenry.edu/events/index.aspx>

FEBRUARY, 2011

FEBRUARY 21, 2011	Finance Committee Meeting (5:30 p.m., Board Room)
FEBRUARY 21, 2011	Committee of the Whole Meeting (6:30 p.m., Board Room)
FEBRUARY 22, 2011	Facilities Planning Committee Meeting (2:00 p.m., Board Room)
FEBRUARY 24, 2011	Regular Board Meeting (7:00 p.m., Board Room)

MARCH, 2011

MARCH 13, 2011	Second Sunday Concert (3:00 p.m, Conference Center) , Winds Off the Lake Details: http://www.mchenry.edu/events/vieweventdes.asp?eventId=4707
T B A	Committee Meetings as Scheduled, Dates and Times TBA
MARCH 23, 2011	ICCTA North Suburban Dinner Meeting (Time T B A, Oakton Community College)
MARCH 24, 2011	Regular Board Meeting (7:00 p.m., Board Room)

APRIL, 2011

APRIL 9, 2011	GardenFest 2011 (7:30 a.m. – 4:00 p.m., Conference Center) Details: http://www.mchenry.edu/events/vieweventdes.asp?eventId=5114
APRIL 10, 2011	Second Sunday Concert (3:00 p.m., Conference Center) MCC Concert Band and Chorus http://www.mchenry.edu/events/vieweventdes.asp?eventId=4708
T B A	Committee Meetings as Scheduled, Dates and Times TBA
APRIL 15, 2011	Employee Appreciation and Recognition Reception (Time TBA, Location TBA)
APRIL 25, 2011	Committee of the Whole Meeting (Time TBA, Board Room)
APRIL 28, 2011	Regular Board Meeting (7:00 p.m., Board Room)

MAY, 2011

MAY 1, 2011	MCC Student Recital (6:00 p.m., Conference Center) http://www.mchenry.edu/events/vieweventdes.asp?eventId=4702
MAY 14, 2011	Spring Graduation (Time TBD)