

REVISED

BOARD OF TRUSTEES McHENRY COUNTY COLLEGE DISTRICT #528

October 28, 2010
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: Regular Board Meeting, September 23, 2010
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
8. BOARD COMMITTEE REPORTS
 - A. Committee of the Whole
 - B. Planning Committee
 - C. Finance and Audit Committee
9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT
12. PRESENTATION
Voices Student Publication, Dr. Tony Miksa, Vice President of Academic & Student Affairs, Dr. Thomas Takayama, Executive Dean of Humanities, and Mr. Matt Irie, Instructor of Art
13. COMMUNICATIONS
 - A. Student Trustee Report
 - B. Faculty Report
 - C. Adjunct Faculty Report
 - D. Staff Council Report
14. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary, Board Report #10-203
 - B. Financial Statements
 1. Treasurer's Report, Board Report #10-204
 2. Ratification of Payment for Voucher #1025 - \$2,031,510.89, Board Report #10-205
 - C. Requests to Purchase/Renew
 1. UpToDate Database Subscription, Board Report #10-197, Amended
 2. ANGEL Learning Management System Products and Services, Board Report #10-206
 3. Continuing and Professional Education Programs, Board Report #10-158, Amended
 4. Reconstruction of the Loading Dock Leveler, Board Report #10-207, Revised

REVISED

5. Request for Proposals (Legal Services), Board Report #10-208
 6. Safety Warning Track Installations – Baseball and Softball Fields, Board Report #10-209
 7. SirsiDynix Annual Software Maintenance Agreement, Board Report #10-210
 8. Reconstruction of the Loading Dock Leveler, Board Report #10-225
 - D. Certification of Chargeback Reimbursement, Board Report #10-211
 - E. Out-of-District and Out-of-State Tuition and Fees, Board Report #10-212
 - F. McHenry County College Alumni Awards, Board Report #10-213
 - G. Legal Services, Board Report #10-214
 - H. Personnel
 1. Personnel Adjustments for Spring 2010 Transfer and Occupational Courses, Board Report #10-13, Addendum
 2. Personnel Adjustments for Fall 2010 Transfer and Occupational Courses, Board Report #10-174, Addendum
 3. Continuing and Professional Education Personnel Considerations for Fall 2010, Board Report #10-175, Addendum
 4. Appointment of Supervisor, Custodial Third Shift, Board Report #10-215
 5. Appointment of New Academic/Transition Advisor, Board Report #10-216
 6. Appointment of Replacement Web Content Specialist, Board Report #10-217
 7. Appointment of Replacement Network Technician, Board Report #10-218
 8. New and Eliminated Position, Board Report #10-219
 9. Extension of Appointment, Interim Treasurer, Board Report #10-220
 10. Salary/Advanced Placement Adjustments, Board Report #10-221
15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
16. INFORMATION REPORTS
- A. Quarterly Reports on Grants
 - B. Quarterly Accrued Financial Statements
 - C. Distributed Press Releases
17. FISCAL YEAR 2010 AUDIT AND MANAGEMENT LETTER, Board Report #10-222
18. APPROVAL OF PRESIDENT’S GOALS AND OBJECTIVES, Board Report #10-223
19. REQUEST TO AUTHORIZE TRANSITION OF MCC CAMPUS PUBLIC SAFETY DEPARTMENT TO A LAW ENFORCEMENT AGENCY, Board Report #10-224
20. SUMMARY COMMENTS BY BOARD MEMBERS
21. FUTURE AGENDA ITEMS
22. CLOSED SESSION
23. TERMINATION
24. FINALIZE A SETTLEMENT AND ONGOING SUPPORT AGREEMENT WITH ERP VENDOR
25. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, September 23, 2010
26. ADJOURNMENT



Mary Miller
Chair



Foundation Update
Board of Trustees Meeting
October 28, 2010

The Promise

The issues with the Promise program have been addressed. There were 78 students reinstated into the program for the Fall 2010 semester. All spring tuition has been paid, and the Promise program is on solid financial ground. We will be sending mid-term reminder letters to all Promise students, reinforcing the guidelines and deadline dates of the program.

Annual Sponsorships

Our annual sponsorship campaign is going well. We have secured sponsorships in the amount of \$52,100.00 from 15 different business community sponsors. We will continue working over the next several months to achieve our FY 2011 goal of \$78,800.00.

Alumni

Three candidates have been nominated to receive Alumni Awards. The awards are for: Excellence in Community Service; the Triumph Award presented for overcoming obstacles and achieving success; Career Distinction Award, honoring an individual who has excelled personally or helped an employee excel in their profession.

Scholarships

We have begun contacting donors through our scholarship re-organization project. Results have been positive so far, and very much appreciated by the donors we've spoken with. In addition, we have a new AAUW (American Association of University Women) Scholarship. The AAUW Scholarship will help offset tuition costs, and also provide additional dollars for textbooks to mature women re-entering or continuing their educational track toward a four-year college.

Upcoming events

The inaugural Taste of McHenry County will be held Sunday, November 7. Members of the McHenry County Chapter of the Illinois Restaurant Association will be serving great food; while teams of MCC Culinary Management students compete in the inaugural chef's competition. The schedule for the event is: Doors open at 11:00 a.m. and runs until 3:00 p.m.; the Chef's Competition runs from 12:00 p.m.-2:00 p.m. There will be games for kids, raffle prize drawings and lots of great food for the adults. All in all, it will be a great day to bring the entire family to MCC for food and fun! Advanced tickets are on sale, online, now; and will also be available at the door the day of the event.

Student Trustee Report

On September 10-11th, the Student Advisory Committee (SAC) met for the first time this academic year and held elections for its executive board. After formal introductions, SAC members discussed prevalent issues at their campuses. Among those issues discussed were smoking bans, public transportation, veteran's services, bookstore and food service prices, remedial courses, sustainability, and student involvement. There is much synergy in this group, but with only four meetings every year SAC is faced with the daunting task of narrowing down its focus to one topic. The ICCB-SAC Chair assigned each SAC member the task of returning in November with three top issues to be further discussed.

On Monday, September 27th, I hosted the monthly "Ask Cody Anything" session with my fellow students in the Student Life Office. Many issues were addressed including athletics, parking, and cafeteria prices; however, the main topic of discussion revolved around having an armed police force on campus. There were a variety of opinions expressed on the subject.

The full Student Senate has been meeting regularly on Fridays. Student organizations have appointed senate representatives, bringing the total number of senators to 25. Additionally, the month of October celebrates many diverse causes. Various student organizations have been involved in planning awareness activities for Domestic Violence, GLBQT History, Breast Cancer, and Mental Health Disabilities Awareness. McHenry County College Equality Club had students' complete pledges to support Equal Rights and confront non-heterosexual discrimination for National Coming Out Day on October 11th.



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 September. This Summary includes an explanation for significant changes as compared with the same time last year, financial comparisons for the Operating Funds, and a summary for all funds.

Recommendation

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

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

Vicky Smith
President

Executive Summary

Fiscal Year 2011 is currently 25% complete with the year-to-date results for September 2010 being reported. In the Operating Funds, total revenue is 50% of budget, as compared with 49% at the same time last year. Total expenditures are 20% of budget, as compared with 19% at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College.

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

- Local revenue is currently 47% of budget as compared to 44% at the same time last year. \$343,935 more revenue has been recorded through September 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.
- Student tuition and fee revenue is currently 61% of budget as compared to 69% at the same time last year. \$210,317 more revenue has been recorded through September 2010 than the previous year. The primary reason for this increase is the \$2 per credit hour tuition increase implemented in the Fall 2010 semester.
- Interest revenue is currently 26% of budget as compared to 7% at the same time last year. \$156 less revenue has been received through September 2010 than the prior year. This decrease is due to lower interest rates.
- Salary expenditures are currently 22% of budget as compared to 19% at the same time last year. \$972,855 more expenditures have been recorded through September 2010 than the prior year. This is due to salary increases in FY2011 as reflected in collective bargaining agreements and as approved by the Board of Trustees for non-bargaining unit employees.
- Employee benefit expenditures are currently 18% of budget as compared to 21% last year. \$451,480 less in expenditures have been recorded through September 2010 than the prior year. This decreased cost is primarily the result of lower current year retirement incentive costs.
- Contractual services expenditures are currently 11% of budget as compared to 23% last year. \$346,249 less in expenditures have been recorded through September 2010 than the prior year. This decrease is primarily due to professional services related to the ERP project incurred in fiscal year 2010 and not reoccurring to date in fiscal year 2011.
- General materials and supplies are currently 19% of budget as compared to 10% last year. \$250,624 more in expenditures have been recorded through September 2010 than the previous year. This increased cost is due to the accounts payable accrual as of September 30, 2010 being higher than the accrual in the prior year.
- Utility expenditures are currently 22% of budget as compared to 14% last year. \$86,949 more in expenditures have been recorded through September 2010 than the prior year. This increase is due primarily to hotter summer weather and increased energy rates.
- Capital outlay expenditures are currently 3% of budget as compared to 1% last year. \$6,435 more in expenditures have been recorded through September 2010 than the prior year. This is primarily due to getting an earlier start on purchasing capital items after the budget was approved.
- Other expenditures are currently 14% of budget as compared to 17% last year. \$12,985 less in expenditures have been recorded through September 2010 than the prior year. This decreased cost is primarily due the timing of processing student tuition waivers in FY 2010 versus FY 2009.

McHenry County College
 Operating Funds Financial Comparison
 Three Months Actual Ended September 30, 2009 and September 30, 2010

	FY 2010 Actual to September 30, 2009				FY 2011 Actual to September 30, 2010				Variance Over (Under) Prior Year Actual
	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	
Revenue									
Local	\$ 10,308,766	\$ 1,348,607	\$ 11,657,373	44%	\$ 10,612,527	\$ 1,388,782	\$ 12,001,308	47%	\$ 343,935
State	492,916	174,507	667,423	24%	501,905	154,030	655,935	28%	(11,488)
Student Tuition & Fees	6,356,988	1,621,856	7,978,844	69%	6,539,438	1,649,723	8,189,161	61%	210,317
Sales & Service Fees	7,519	-	7,519	32%	8,374	-	8,374	35%	855
Facilities	2,854	-	2,854	13%	1,568	3,200	4,768	17%	1,914
Interest	18,333	-	18,333	7%	18,177	-	18,177	26%	(156)
Non-Govt Gifts, Grants	-	-	-	-	-	-	0	0%	0
Other	1,318	1,489	2,807	13%	8,724	5,548	14,272	5%	11,465
Total Revenue	17,188,694	3,146,459	20,335,153	49%	17,690,711	3,201,282	20,891,994	50%	556,842
Expenditures									
Salaries	3,966,469	285,639	4,252,108	19%	4,900,444	324,519	\$ 5,224,963	22%	972,855
Employee Benefits	1,452,598	85,554	1,538,152	21%	982,198	104,474	1,086,672	18%	(451,480)
Contractual Services	838,601	24,352	862,953	23%	450,965	65,739	516,704	11%	(346,249)
General Materials & Supplies	392,506	32,721	425,227	10%	599,998	75,853	675,851	19%	250,624
Conference and Meeting	55,556	3,632	59,188	10%	65,236	2,783	68,019	12%	8,831
Fixed Charges	544,839	-	544,839	50%	523,730	280	524,010	48%	(20,829)
Utilities	1,459	151,853	153,312	14%	892	239,369	240,261	22%	86,949
Capital Outlay	6,513	10,484	16,997	1%	23,432	-	23,432	3%	6,435
Other Expenditures	82,443	-	82,443	17%	69,458	-	69,458	14%	(12,985)
Total Expenditures	7,340,984	594,235	7,935,219	19%	7,616,353	813,016	8,429,370	20%	494,151
Excess (deficiency) of revenues over expenditures	<u>9,847,710</u>	<u>2,552,224</u>	<u>12,399,934</u>		<u>10,074,358</u>	<u>2,388,266</u>	<u>12,462,624</u>		<u>62,691</u>
Other financing sources (uses) Operating transfers out	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	<u>\$ 9,847,710</u>	<u>\$ 2,552,224</u>	<u>\$ 12,399,934</u>		<u>\$ 10,074,358</u>	<u>\$ 2,388,266</u>	<u>\$ 12,462,624</u>		<u>\$ 62,691</u>

McHenry County College
 Operating Funds Financial Summary
 Three Months ended September 30, 2010

	FY 2011 Budget				FY 2011 Actual				Variance Over (Under) FY 2011 Budget
	Education	Operations & Maintenance	Total	Percent to Total	Education	Operations & Maintenance	Total	Percent of Budget	
	Fund	Fund			Fund	Fund			
Revenue									
Local	\$ 22,466,886	\$ 2,941,325	\$ 25,408,211	61%	\$ 10,612,527	\$ 1,388,782	\$ 12,001,308	47%	\$ (13,406,903)
State	1,734,260	613,060	2,347,320	6%	501,905	154,030	655,935	28%	(1,691,385)
Student Tuition & Fees	10,781,281	2,642,807	13,424,088	32%	6,539,438	1,649,723	8,189,161	61%	(5,234,928)
Sales & Service Fees	23,850	-	23,850	0%	8,374	-	8,374	35%	(15,476)
Facilities	20,000	7,500	27,500	0%	1,568	3,200	4,768	17%	(22,732)
Interest	70,000	-	70,000	0%	18,177	-	18,177	26%	(51,823)
Non-Govt Gifts, Grants	63,971	-	63,971	0%	-	-	-	0%	(63,971)
Other	255,750	16,500	272,250	1%	8,724	5,548	14,272	5%	(257,978)
Total Revenue	35,415,998	6,221,192	41,637,190	100%	17,690,711	3,201,282	20,891,994	50%	(20,745,196)
Expenditures									
Salaries	22,223,035	1,216,880	23,439,915	55%	4,900,444	324,519	5,224,963	22%	(18,214,952)
Employee Benefits	5,481,797	406,478	5,888,275	14%	982,198	104,474	1,086,672	18%	(4,801,603)
Contractual Services	4,441,121	245,027	4,686,148	11%	450,965	65,739	516,704	11%	(4,169,444)
General Materials & Supplies	3,351,787	195,892	3,547,679	8%	599,998	75,853	675,851	19%	(2,871,828)
Conference and Meeting	554,530	34,693	589,223	1%	65,236	2,783	68,019	12%	(521,204)
Fixed Charges	1,079,755	3,800	1,083,555	3%	523,730	280	524,010	48%	(559,545)
Utilities	8,314	1,065,284	1,073,598	3%	892	239,369	240,260	22%	(833,338)
Capital Outlay	816,553	72,360	888,913	2%	23,432	-	23,432	3%	(865,481)
Other Expenditures	513,470	-	513,470	1%	69,458	-	69,458	14%	(444,012)
Contingency	701,550	125,000	826,550	2%	-	-	-	0%	(826,550)
Total Expenditures	39,171,912	3,365,414	42,537,326	100%	7,616,353	813,016	8,429,370	20%	(34,107,956)
Excess (deficiency) of revenues over expenditures	(3,755,914)	2,855,778	(900,136)		10,074,358	2,388,266	12,462,624		13,362,760
Other financing sources (uses): Operating transfers (out)	(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)	\$ 355,778	\$ (4,110,136)		\$ 10,074,358	\$ 2,388,266	\$ 12,462,624		\$ 13,362,760

McHenry County College
All Funds Financial Summary
Three Months ended September 30, 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	\$ 10,612,527	\$ 1,388,782	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 686	\$ 1,380	\$ -	\$ 12,003,374
State	501,905	154,030	-	-	4,093	-	-	-	-	-	660,028
Federal	-	-	-	-	76,373	-	322,903	-	-	-	399,277
Tuition & Fees	6,539,438	1,649,723	-	681,273	-	-	-	-	-	-	8,870,434
Sales & Service Fees	8,374	-	-	1,416,144	-	-	-	-	-	-	1,424,518
Facilities	1,568	3,200	-	-	-	-	-	-	-	-	4,768
Interest	18,177	-	4,192	-	-	277	-	-	158	-	22,804
Non-Govt Gifts, Grants	-	-	-	28,456	-	-	-	-	-	-	28,456
Other	8,724	5,548	-	-	-	-	-	-	-	1,316,761	1,331,033
Total Revenue	17,690,711	3,201,282	4,192	2,125,873	80,466	277	322,903	686	1,538	1,316,761	24,744,691
Expenditures											
Instruction	3,363,666	-	-	-	118,361	-	-	-	-	-	3,482,027
Academic Support	441,080	-	-	-	12,338	-	-	-	-	-	453,418
Student Services	700,174	-	-	-	56,562	-	-	-	-	-	756,736
Public Service	358,916	-	-	219,354	31,006	-	-	-	-	-	609,276
Auxiliary Services	766,852	-	-	1,553,585	33,208	-	-	-	-	-	2,353,645
Operations & Maintenance	-	813,016	-	-	17,396	-	-	-	126,817	-	957,229
Institutional Support	1,985,664	-	74,077	48	-	-	330,194	319,416	159,308	1,026,450	3,895,156
Total Expenditures	7,616,353	813,016	74,077	1,772,986	268,870	-	330,194	319,416	286,125	1,026,450	12,507,487
Excess (deficiency) of revenues over expenditures	10,074,358	2,388,266	(69,884)	352,886	(188,404)	277	(7,291)	(318,730)	(284,587)	290,312	12,237,204
Other financing sources (uses):											
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-
Operating transfers (out)	-	-	-	-	-	-	-	-	-	-	-
Total Other financing sources (uses)	-	-	-	-	-	-	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	10,074,358	2,388,266	(69,884)	352,886	(188,404)	277	(7,291)	(318,730)	(284,587)	290,312	12,237,204
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	\$ 28,086,580	\$ 6,042,760	\$ 7,895,018	\$ 1,164,526	\$ (136,723)	\$ 2,811,794	\$ 40,258	\$ (167,003)	\$ 1,987,088	\$ 380,204	\$ 48,104,503

Treasurer's Report

Information

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

Recommendation

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

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

Vicky Smith
President

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

Bank Name Location / Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Home State Bank Crystal Lake Main	\$2,476,304.82	\$15,282,286.20	\$15,796,649.77	\$1,961,941.25
Harvard State Bank Harvard Credit Card	\$1,262,960.55	\$122,630.28	\$1,217,436.24	\$168,154.59
Home State Bank Crystal Lake Online	\$30,173.56	\$2,634.11	\$0	\$32,807.67
Home State Bank Crystal Lake Flexible Spending	\$0	\$30,143.23	\$30,143.23	\$0
Home State Bank Crystal Lake Dental Claims	\$0	\$23,255.52	\$23,255.52	\$0
Home State Bank Crystal Lake Payroll	\$0	\$0	\$0	\$0
First Midwest Bank McHenry Student Grant & Loan	\$33,659.24	\$440,451.28	\$473,596.92	\$513.60

REVISED

Investments

College Fund	Financial Institution	September 30, 2010	August 31, 2010	Interest	No. of Days	Maturity
		Investments	Investments			
Education	Illinois Funds	29,041,439.36	23,450,728.75	see below	N/A	On Demand
Education	Chase	3,000,656.93	-	0.36%	N/A	On Demand
Education	CDARS - Alpine Bank*	238,500.00	238,500.00	1.000%	180	11/12/2010
Education	CDARS - Arizona Bank and Trust*	238,500.00	238,500.00	1.000%	360	11/12/2010
Education	CDARS - Business First Bank*	238,500.00	238,500.00	1.000%	360	11/12/2010
Education	CDARS - Herald National Bank*	238,500.00	238,500.00	1.000%	360	11/12/2010
Education	CDARS - MidFirst Bank*	238,500.00	238,500.00	1.000%	360	11/12/2010
Education	CDARS - Peoples Bank, National Association*	16,495.52	16,495.52	1.000%	360	11/12/2010
Education	CDARS - SpiritBank*	238,500.00	238,500.00	1.000%	360	11/12/2010
Education	CDARS - The F&M Bank and Trust Company*	174,500.00	174,500.00	1.000%	360	11/12/2010
Education	CDARS - The Huntington National Bank*	141,500.00	141,500.00	1.000%	360	11/12/2010
Education	CDARS - West Bank*	238,500.00	238,500.00	1.000%	360	11/12/2010
Education	CDARS - Fidelity Bank*	-	24,046.03	0.150%	28	9/9/2010
Education	CDARS - Susquehanna Bank*	-	247,500.00	0.150%	28	9/9/2010
Education	CDARS - United Bank*	-	247,500.00	0.150%	28	9/9/2010
Education	CDARS - Tennessee Commerce Bank*	-	247,500.00	0.150%	28	9/9/2010
Education	CDARS - The Independence BankersBank	-	247,500.00	0.150%	28	9/9/2010
Operations & Maintenance (Restricted)	Illinois Funds	8,169,619.79	8,168,419.15	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds	921,418.43	921,298.55	see below	N/A	On Demand
Working Cash	Illinois Funds	617,379.75	617,299.43	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	352,042.11	351,996.31	see below	N/A	On Demand
Total		44,104,551.89	36,525,783.74			

Interest Revenue

College Fund	Sep-10	Fiscal YTD
Education	\$4,951.07	\$18,176.68
Operations & Maintenance (Restricted)	1,320.52	4,192.16
Working Cash	80.32	277.07
Liability, Protection and Settlement	45.80	157.99
Total	\$6,397.71	\$22,803.90

Illinois Fund Rates - September 2010

	Annualized rate - Money Mkt
Low	0.166%
High	0.222%
Average	0.179%

* 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 #1025

Information

100- Education Fund	\$777,923.51
200- Operations & Maintenance Fund	208,081.11
300- Operations & Maintenance (Restricted) Fund	43,421.80
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	445,815.38
600- Restricted Purposes Fund	15,170.79
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	2,353.37
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	441.55
1700-Employee Health Insurance	<u>538,303.38</u>
Total:	\$2,031,510.89

Recommendation

It is recommended that the Board of Trustees ratifies payment of Voucher #1025 dated October 28, 2010 totaling \$2,031,510.89.



Vicky Smith
President

Request to Purchase
UpToDate Database Subscription

Information

At the September board meeting Board Report #10-197 was approved, which authorized the purchase of UpToDate. UpToDate is a clinical resource database designed to assist the College's nursing program students with diagnosis and treatment. Information is presented in the form of topic reviews, each one addressing a particular clinical issue. Topics related to treatment or management also include recommendations as well as charts, x-rays, photographs, movies and Medline abstracts, which can also be viewed. In addition, there is complete access to an extensive drug database. UpToDate contains the equivalent of 50,000 pages of original, peer-reviewed text for an annual cost of \$5,000.00, from Wolters Kluwer Health.

In the September board report this was budgeted 50% in the Partnerships for College & Career Services Transit Grant Account and 50% from the Perkins Software Supplies Account. Upon further review of the budget, the expense should have been budgeted 50% from the Library Support Services Account in the Education Fund and 50% from the Partnerships for College in Career Success Transit Grant Account in the Restricted Purposed Fund.

Recommendation

It is recommended that the Board of Trustees approves changing where the one-year subscription renewal of UpToDate database for \$5,000.00 from Wolters Kluwer Health, Waltham, MA from 50% in the Partnerships for College & Career Services Transit Grant Account and 50% from the Perkins Software Supplies Account, to 50% from the Library Support Services Account in the Education Fund and 50% from the Partnerships for College in Career Success Transit Grant Account in the Restricted Purposed Fund.



Vicky Smith
President

Request to Purchase
ANGEL Learning Management System Products and Services

Information

The College has been utilizing the ANGEL Learning Management System since 2006 to support classes taught through Distance Learning and blended classes that utilize both in-class instruction and Distance Learning features. For this Fall term there are approximately 790 classes with 6,400 students being supported in ANGEL, and these numbers are expected to continue to increase each term. Classes and students are currently loaded into ANGEL through a series of manual steps that if not processed correctly and in a timely manner, can result in significant manual effort to research and correct. ANGEL provides an automated feature, XEI (Extended Enterprise Integration) that the College is not currently licensed to use. XEI eliminates the manual steps and lengthy research and correction processes currently in place by utilizing automated features to keep ANGEL and the legacy system in sync. XEI will also integrate with the new ERP system. The license fee for XEI is \$15,450.00 and would run concurrently with the current ANGEL master agreement that expires July 31, 2012.

The College currently only operates a production (“live”) environment for ANGEL. ANGEL does offer the AHS (Angel Hosted Services) Test Environment as part of their offerings. AHS would provide the capability of testing new features and functions prior to moving them into production (“live”) as well as serve as a teaching and learning environment, or playground, for faculty who want to learn how to use ANGEL. Faculty members new to ANGEL will learn how to set up classes, load course materials, communicate with students, and become proficient in ANGEL features and functions without disturbing the production (“live”) environment. The cost of the AHS Test Environment is \$13,125.00 and would run concurrently with the current ANGEL master agreement that expires July 31, 2012.

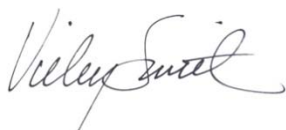
Discovery of the need and usefulness for these two addition licenses were discovered as part of a processes and procedures review recently conducted by Dr. Miksa with support from Information Technology.

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 Enterprise Resource Planning (ERP) budget in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of XEI (Extended Enterprise Integration) for \$15,450.00 and the AHS Test Environment for \$13,250.00 from ANGEL Learning, Inc., Pittsburgh, PA.



Vicky Smith
President

Request to Purchase
 Continuing and Professional Education Programs

Information

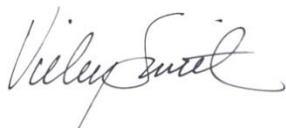
The College’s Continuing and Professional Education Department offers a broad range of non-credit health professions programs. These programs range from Medical Billing and Coding to Pharmacy Technician Training. The Board has approved for the College to contract with third party vendors to offer these non-credit training programs. Revenue generated from student enrollment in these non-credit courses directly off-sets the expenses incurred to contract with the third party vendors. At the July 22, 2010 Board meeting, the Board of Trustees approved Board Report #10-158. This report was a request to Purchase for Continuing and Professional Education Programs for anticipated payments to the training vendors, who offer the non-credit health professions courses. The anticipated payments were based on enrollment projections performed by the Continuing and Professional Education Department. Specifically, the request was for pre-approval of payments to vendors for whom cumulative payments would likely exceed \$25,000.00 in FY 2011. Enrollments in these non-credit health professions programs have been different than anticipated. The amount to be paid remains the same; the payment has been shifted between vendors. The following is an updated estimate of payment to training vendors for the College’s non-credit health professions program:

<u>Trainer</u>	<u>City</u>	<u>State</u>	<u>FY 2011 Estimated Amount</u>
MRxi (Pharmacy Technician)	Downers Grove	IL	\$ 27,000.00
Medical Basix (Medical Billing and Coding)	Lake in the Hills	IL	\$100,000.00
Kushan (Phlebotomy and Vet Assistant)	Downers Grove	IL	\$132,000.00

This expense is budgeted in the University Center Other Contractual Services Account in the Auxiliary Enterprises Fund.

Recommendation

It is recommended that the Board of Trustees approves the revised purchases of Continuing and Professional Education Programs for FY 2011, as listed above.



Vicky Smith
 President

Request to Purchase
Reconstruction of the Loading Dock Leveler

Information

The Main Campus' loading dock leveler is beyond its useful life, safe operation, and maintainability for re-certification.

At the September 23, 2010 Board of Trustees meeting, the Board approved Board Report #10-192 to provide professional architectural services, for development of the design and scope to remove and replace the existing loading dock leveler, curb angles, associated controls and dock bumpers.

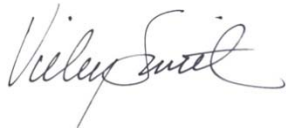
The College received the design and scope to remove and replace the existing loading dock leveler from the architectural firm, and initiated a formal request for bids to reconstruct the loading dock leveler, which produced the following results:

	<u>Boller Construction</u>	<u>Builders Chicago Corporation</u>	<u>Big Foot Construction & Consulting</u>	<u>R & W Clark Construction</u>
Construction services to remove and replace the existing loading dock leveler, curb angles, associated controls and dock bumpers.	<u>\$9,900.00</u>	<u>\$10,700.00</u>	No bid	No bid

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

Recommendation

It is recommended that the Board of Trustees rejects all bids received.



Vicky Smith
President

McHenry County College

Board Report #10-208
October 28, 2010

Request for Proposals (Legal Services)

To be Developed

Request to Purchase
 Safety Warning Track Installations - Baseball and Softball Fields

Information

Warning tracks are used to warn athletes that they are near the perimeter of the baseball and softball playing fields. They provide a surface change from grass to crushed limestone, in order to warn participating players that they are approaching a fence obstruction. Warning tracks are standard practice at baseball and softball facilities.

In addition to providing a safety alert for players, a secondary benefit of a warning track would be the reduction in the need for grounds maintenance (mowing, aeration, weed-killing, fertilizing). Currently, it is difficult to operate grass-cutting mowers close to the fence line, and the warning track would alleviate this problem. The warning tracks would be professionally graded to assist with water drainage away from the grass playing surfaces.

The baseball field warning track will be a minimum of 15 feet wide around the outfield and a minimum of 12 feet wide down the sidelines and around the backstop. The smaller softball field warning track will be a minimum of 12 feet wide around the entire inside perimeter. The warning track material used will be a crushed limestone two inches in depth. Quotes were solicited from three reputable athletic facility contractors.

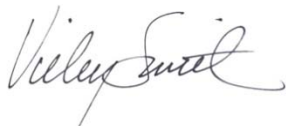
The purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads: “(j) contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000.00 and not involving a change or increase in the size, type, or extent of an existing facility.”

	<u>Lohmann Sports Fields</u>	<u>H & K Sports Fields</u>	<u>Sports Fields & Amenities Inc.</u>
Baseball field crushed limestone safety warning track	\$23,350.00	\$23,500.00	No bid
Softball field crushed limestone safety warning track	<u>\$15,000.00</u>	No bid	No bid
Total	<u>\$38,350.00</u>	N/A	N/A

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of contractor services and materials from Lohmann Sports Fields, Marengo, IL, to construct crushed limestone safety warning tracks around the entire inside perimeter of the baseball and softball fields, for \$38,350.00.



Vicky Smith
 President

Request to Purchase
SirsiDynix Annual Software Maintenance Agreement

Information

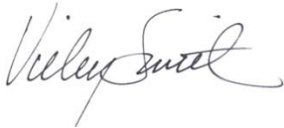
The MCC Library has been committed to using SirsiDynix software as the main operating system for the College's library catalog and circulation system for the last nine years. The SirsiDynix maintenance renewal allows for available upgrades and enhancements to the software on a continuing basis.

SirsiDynix has been installed within more library sites around the world than any other single enterprise-caliber library management system. It is a powerful Integrated Library System (ILS) solution that has been designed to keep information current. This software's flexible architecture makes it possible for the system to accommodate new technologies and to evolve as necessary to meet the growing needs of libraries and their users. As a result, the system today is an open, industry-standard, scalable ILS solution that libraries can rely on to run their operations. The maintenance agreement will run from November 1, 2010 to October 31, 2011 at a cost of \$12,649.62.

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

Recommendation

It is recommended that the Board of Trustees approves the one-year software maintenance agreement for \$12,649.62 from SirsiDynix Corporation, Provo, UT.



Vicky Smith
President

Request to Purchase
Reconstruction of the Loading Dock Leveler

Information

The Main Campus' loading dock leveler is beyond its useful life, safe operation, and maintainability for re-certification.

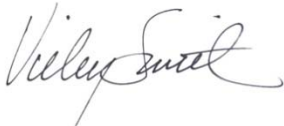
At the September 23, 2010 Board of Trustees meeting, the Board approved Board Report #10-192 to provide professional architectural services, for development of the design and scope to remove and replace the existing loading dock leveler, curb angles, associated controls and dock bumpers.

The College previously initiated a formal request for bids and rejected all bids received.

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

Recommendation

It is recommended that the Board of Trustees approves the expenditure for the replacement of the loading dock leveler, curb angles, associated controls, and dock bumpers in the amount of \$10,700.00, and enters into a contract for this work with Builders Chicago Corporation of Huntley, IL.



Vicky Smith
President

Certification of Chargeback Reimbursement

Information

Each year, based on the expenditures shown in the audit report, the College calculates a new certification of chargeback reimbursement to determine the amount of billing, per credit hour, to other community college districts for their students attending McHenry County College. This calculation formula is set by the ICCB and the College must follow it.

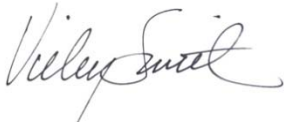
The total per capita cost per credit hour decreased to \$316.37 in FY 2010 from \$339.79 in FY 2009. Credit hours increased to 140,736.5 in FY 2010 from 112,221 in FY 2009.

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

	<u>Current</u>	<u>Proposed</u>
Per capita cost	\$339.79	\$316.37
Less: Average ICCB grant rate	(26.17)	(19.90)
Less: State and Federal grants, excluding ICCB	(8.53)	(37.62)
Less: Tuition and fees	<u>(89.00)</u>	<u>(91.00)</u>
Chargeback reimbursement per semester credit hour	<u>\$216.09</u>	<u>\$167.85</u>

Recommendation

It is recommended that the Board of Trustees approves the above Certification of Chargeback Reimbursement to be used for chargeback billings beginning Spring Semester, 2011.



Vicky Smith
 President

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

Information

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

Following are the Calendar Year 2011 rates that will be charged based upon FY 2010 audited figures:

	Current - 2010	<u>Proposed - 2011</u>
Out-of-district Illinois residents without an approved chargeback	\$305.09	\$258.85
Out-of-district (audit courses)	\$339.79	\$316.37
Out-of-state residents	\$339.79	\$316.37

Recommendation

It is recommended that the Board of Trustees approves the above tuition and fees rates effective Spring Semester, 2011.



Vicky Smith
President

McHenry County College Alumni Awards

Information

At the May 29, 2003 McHenry County College Board of Trustees meeting, the Board voted unanimously to establish a MCC Alumni Awards Recognition Program. This program has been in place since that time. The Triumph Award, Career Distinction Award, and Excellence in Community Service Award are recognized through this program. Recognition takes place at the December graduation ceremonies with an informal reception prior to graduation. Alumni awardees lead in the procession of new MCC graduates. The Board of Trustees bestows the actual awards at the ceremony. Bill Brennan, Interim Executive Director of the Friends of MCC Foundation, has reviewed the nominee applications with staff and MCC Alumni leadership. The following three candidates are being recommended to the McHenry County College Board of Trustees for their approval.

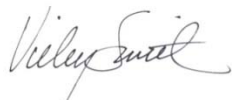
Dawn Kiraly, Class of 1996, MCC 2010 Triumph Award for overcoming obstacles that seemingly would have prevented her from obtaining an education. Dawn played both softball and volleyball during her two-year time period at MCC. After graduation, she was awarded a full ride scholarship to Chicago State University to play volleyball, while she majored in elementary Ed. She left Chicago State following her junior year, to pursue a degree in Special Education at NIU. While at NIU, she was diagnosed with adult onset epilepsy in addition to other health-related illnesses. Not one to give up, Dawn not only earned her bachelor's degree, she also obtained a Master's in Special Education. She taught for SEDOM for two years following graduation, and has been in the Johnsburg School District since that time.

Andrea Ward, Class of 1986, MCC 2010 Career Distinction Award for making a difference in her chosen career field. Andrea launched her career with Harris Bank in 1982. She has progressed through a number of increasingly demanding roles, driven by her superb business and relationship-building skills and her concentration on continual personal and professional growth. In 2006, she was selected as a Corporate Woman of Achievement by the National Association of Women Business Owners. In that same year, she was named Regional President Bank in Cary. Andrea's sustained commitment to the community and leadership abilities prepared her to take on her most recent promotion to Regional President of the Rockford Area following Harris' acquisition of AMCORE Bank.

Jeffrey Thorsen, Class of 1980, MCC 2010 Excellence in Community Service Award for significant contributions through volunteering his time in the community. Since 1999, Jeffrey has served as an elected Councilman for the City of Crystal Lake. More importantly, Jeffrey continues to serve community organizations through his membership on various boards: President/Board Member, Corporation for Affordable Homes of McHenry County 2009-Present; Treasurer/Board Member, Horizons for the Blind 1999-Present; Co-Treasurer/Board Member, Salvation Army of McHenry County; Board member, McHenry County Police Charities; 3rd Vice-President/Board Member, Crystal Lake Lions.

Recommendation

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



Vicky Smith
President

Legal Services

Information

The Board, at their April 22, 2010 Organizational Meeting, appointed Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd., to a six-month rolling contract to provide legal services to the College. The Board has discussed the approach to legal services that they wish to undertake. That approach is two-pronged. The Board will retain two law firms. The first firm would be Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd., to continue to handle litigation, Freedom of Information Act requests, bargaining unit contract negotiations advice, and issues concerning education law. The second law firm would be a local law firm that would handle attending Board meetings, any local issues related to real estate, county or city issues, and routine advice not dealing with education/school law. A Request for Proposals is being prepared to distribute to local law firms in anticipation that the local firm will be appointed at the December Board meeting.

Recommendation

Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd. will be retained for the next six months and Mr. Joseph Perkoski of the firm will be appointed the Board Attorney for three months, followed by Ms. Nanci Rogers of the firm for the last three months.



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:

<u>Name</u>	<u>Assignment</u>	Overload	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Curfman, Donald J	ACC151001		20.00	0	1,977.75

Recommendation

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



Vicky Smith
President

Personnel Adjustments for Fall 2010
Transfer and Occupational CoursesInformation

Listed below are adjustments for Fall 2010 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	ENG151030	3	0	1,600.85
Alexander, Nneka N	ENG151035	3	0	1,600.85
Alexander, Nneka N	ENG151036	3	0	1,600.85
Baser, Julia A	MCC101202	1	0	533.62
Baser, Julia A	MCC101212	1	0	533.62
Cornelius, Erwin C	PLT261601	3	0	1,854.45
Egan, Susan M	NUR210A03	12	0	6,403.40
Garcia, Abel	MCC101204	1	0	533.62
Garcia, Abel	MCC101214	1	0	533.62
Grossert, Jay G	AMT100001	6	0	3,170.00
Hamill, Vicki L	HFE176701	2	0	1,373.67
Hanson, Nicholas W	IMT299301	3	0	1,585.00
Hoffmann, Jennie	MCC101206	1	0	533.62
Keyzer, Deborah M	MCC101201	1	0	549.47
Keyzer, Deborah M	MCC101209	1	0	549.47
Keyzer, Deborah M	MCC101213	1	0	549.47
Koronkiewicz, Talia	MCC101205	1	0	533.62
Krich, Amanda E	RDG110001	3	0	1,600.85
Kuhlin, Whitney Anne	MCC101208	1	0	533.62
Lanko, Frank A	MCC101203	1	0	264.17
McElroy, Erin B	MCC101211	1	0	533.62
Robinson, Jennifer L	RDG090001	3	0	1,600.85
Robinson, Jennifer L	RDG090002	3	0	1,600.85
Robinson, Jennifer L	RDG090004	3	0	1,600.85
Ryan, Kevin P	CMT115301	3	0	1,585.00
Smith, Sarah J	ENG151060	3	0	1,600.85
Swanson, Christina L	SOC151011	3	0	1,854.45
Thomas, Flecia	MCC101207	1	0	538.90
Wade, Marianna	NAE100C01	3	0	1,674.96
Westerhof, Sonia S	MCC101210	1	0	618.15
Zopp, Marilyn A	MCC101203	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>
Bazan, Michael J	MUS207001	2	1	0	278.96
Bazan, Michael J	MUS207003	2	2	0	1,115.84
Bazan, Michael J	MUS208001	2	1	0	278.96
Fagiano, Steve C	MUS217001	2	2	0	532.16
Fagiano, Steve C	MUS217002	2	4	0	2,128.64
Gaughan, Patricia L	MUS213001	2	16	0	4,463.36

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Gaughan, Patricia L	MUS213002	2	5	0	2,789.60
Halinski, Margaret A	MUS201003	2	1	0	253.00
Halinski, Margaret A	MUS201004	2	1	0	506.00
Halinski, Margaret A	MUS207002	2	2	0	506.00
Halinski, Margaret A	MUS207004	2	1	0	506.00
Henning, Russell C	MUS204001	2	1	0	240.33
Henning, Russell C	MUS204002	2	1	0	480.66
Kang, Kenneth Y	MUS216001	2	1	0	253.00
Kropp, Marilyn B	MCC101604	1	22	0	575.88
Kropp, Marilyn B	MCC101605	1	1	0	575.88
Kvam-Holub, Janet A	MUS206001	2	2	0	557.92
Kvam-Holub, Janet A	MUS206002	2	1	0	557.92
Kvam-Holub, Janet A	MUS215001	2	1	0	278.96
Lange-Connelly, Phyllis	MUS202001	2	1	0	278.96
Lange-Connelly, Phyllis	MUS203003	2	3	0	836.88
Reupert, Roger L	MUS210001	2	2	0	557.92
Sergey, Thomas Michael	MUS213003	2	5	0	1,394.80
Sergey, Thomas Michael	MUS213004	2	1	0	557.92
Shaw, Nancy	MUS205001	2	8	0	2,231.68
Shaw, Nancy	MUS205002	2	3	0	1,673.76
Singer, Tara J	MUS203001	2	15	0	4,184.40
Singer, Tara J	MUS203002	2	10	0	5,579.20
Szalaj, Steven J	MUS205003	2	4	0	1,115.84
Szalaj, Steven J	MUS205004	2	2	0	1,115.84

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Abrahamson, Nadia S	Additional Students - Biology	0	1,000.00
Braasch, Gerald	Mentor Stipend	0	105.00
Braasch, Teresa	Online Mentoring	0	105.00
Braasch, Teresa	Mentor Stipend	0	105.00
Brogan, William	Mentee Stipend	0	90.00
Brzezinski, Jacek R	Mentee Stipend	0	90.00
Compton, Ronald E	Mentee Stipend	0	90.00
Crizer, Lisa D	Mentee Stipend	0	90.00
Eckel, Mark G	Lead Honors 1	0	2,500.00
Eckel, Mark G	Mentor Stipend	0	105.00
Fallon, Kelly A	Additional Students - Biology	0	1,000.00
Firak, Deborah L	Mentor Stipend	0	105.00
Freelove, Julie A	Online Mentoring	0	105.00
Freelove, Julie A	Mentor Stipend	0	105.00
Goostree, Douglas C	Mentor Stipend	0	105.00
Grela, Christine L	Mentor Stipend	0	105.00
Hoy, Justin L	Mentee Stipend	0	90.00
Humphrey, Anne	Mentor Stipend	0	105.00
Johnson, Harriet A	Lead 2 Phi Theta Kappa	0	1,250.00
Johnson, Harriet A	Mentee Stipend	0	90.00
Kaltenecker, Thomas	Mentee Stipend	0	90.00
Linse-Zurio, Marybeth	Additional Students - Biology	0	1,000.00
Lush, Paige C	Mentee Stipend	0	90.00
Martin, Laureen J	Mentee Stipend	0	90.00
Mccrea, Philip J	Additional Students - Biology	0	1,000.00
Mihelich, Robert J	Mentee Stipend	0	90.00

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Radovich, Carol L	Mentee Stipend	0	90.00
Reagan, Mike S	Mentor Stipend	0	105.00
Ruthven, Sarah E	Mentor Stipend	0	105.00
Seitz, Timothy T	Mentor Stipend	0	105.00
Spillane, Susan J	Additional Students - Physics	0	1,000.00
Stahmann, Paul C	Mentor Stipend	0	105.00
Tambellini, Lisa M	Additional Students - Biology	0	1,000.00
Taylor, Amy S	Mentee Stipend	0	90.00
Venkataswamy, Shiela	Mentee Stipend	0	90.00
Vician, Tom J	Mentee Stipend	0	90.00
Vogt, Marlene R	Additional Students - Biology	0	1,000.00
Wallen, Thomas J	Additional Students - Biology	0	1,000.00
Whalen, Elaine A	Mentor Stipend	0	105.00
Whalen, Elaine A	Mentor Stipend	0	105.00
Whalen, Elaine A	Mentor Stipend	0	105.00
Zaccagnini, Heather	Mentor Stipend	0	105.00
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>
Braasch, Gerald	PSY151514	20.00	0	2,027.25
Culp, Todd A	PLT151099	20.00	0	2,027.25
Curfman, Donald	ACC110601	26.66	0	2,702.93
Goostree, Douglas C	FRS250001	13.33	0	1,351.46
Johnson, Harriet A	CJS250001	20.00	0	2,027.25
Sullivan, Sarah	BUS150004	20.00	0	2,027.25
Tetreault, Mike J	CIS110601	13.33	0	1,351.46
Tetreault, Mike J	CIS110701	13.33	0	1,351.46
Tetreault, Mike J	CIS118701	13.33	0	1,351.46
Tetreault, Mike J	CIS157001	6.66	0	657.68

Recommendation

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



Vicky Smith
President

Continuing and Professional Education Personnel Considerations for Fall 2010

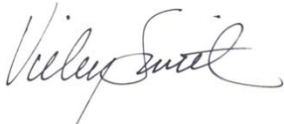
Information

Listed below are instructors to be hired for the Fall 2010 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	NTCS09002	Microsoft Expression Web	400.00
<u>Part-time Personnel</u>	<u>Classes & Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Small, J	10/02/2010	Defensive Driving Course- 8 Hour	300.00
Small, J	10/16/2010	Defensive Driving Course- 8 Hour	300.00
Small, J	11/06/2010	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

Appointment of Supervisor,
 Custodial Third Shift

Information

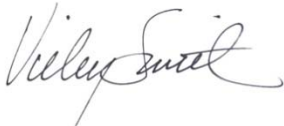
At the August 2010 Board Meeting, the Board of Trustees approved the new full-time administrative position of Supervisor, Custodial Third Shift. Kenneth Hahn has been recommended to fill this position. His experience is as follows:

- 2004 – 2010 Evening Custodial Supervisor
 School District #39, Wilmette, IL
- 2000 – 2009 Security Patrol
 Lake Summerset Association, Davis, IL
- 1982 – 2000 Superintendent of Housekeeping
 Oakton Community College, Des Plaines, IL

Seventeen applications were received, and the search committee interviewed four candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Kenneth Hahn to the administrative position of Supervisor, Custodial Third Shift, effective November 1, 2010, at the twelve-month salary of \$57,000.00.



Vicky Smith
 President

Administrative Level	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
I	37,754.00	\$56,632.00	\$75,508.00	Not Applicable	\$57,000.00	Not Applicable

POSITION: SUPERVISOR, CUSTODIAL THIRD SHIFT

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

PRIMARY PURPOSE: To provide efficient Third Shift custodial services through planning and management of custodial staff and capital projects required to ensure the buildings are clean, safe and sanitary for all students, visitors and staff; in compliance with all applicable regulatory requirements; preserved through a cost-effective, long-term custodial plan; and modified as required to support changes to the mission of the College.

ESSENTIAL JOB FUNCTIONS:

- Provide leadership to custodial team by establishing department goals, objectives, priorities, performance standards and service expectations
- Oversee hiring, evaluation, discipline, and training (work and safety) of all assigned building services staff
- Establish and oversee project team for absentee relief, special event support, and emergency responses
- Ensure compliance with college and department policies and procedures; and federal, state, and local laws, codes, and regulations
- Maintain awareness of latest methods, products, and systems in housekeeping by attend conferences, seminars, or other professional development opportunities for purpose of information exchange and use of best practices
- Coordinate campus building custodial services and resources by implementing work schedules for all areas of campus to which services are provided
- Provide quality services by assuring that customers are informed of service schedules and statuses of work requests; and promptly address and resolve complaints from faculty and staff members
- Prepare and maintain department reports and records
- Maintain adequate inventory of custodial equipment and supplies
- Conduct quality assurance audits for department operations by:
 - Meeting regularly with managers, supervisors, and other Facilities staff
 - Scheduling and monitoring periodic building inspections to ensure quality standards are being maintained
 - Inspecting sites for work in progress and/or work completed, ensuring conformity with standards and specifications
- Assist in the development and administration of annual department budget
- Manage communications/public relations for custodial services by serving on college committees or councils, and providing advocacy and dispute resolution at all levels
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Additional duties as assigned by the Director of Physical Facilities

SUPERVISION: Reports directly to the Director of Physical Facilities. Supervises the Third Shift Custodial staff and processes.

MINIMUM POSITION REQUIREMENTS:

EDUCATION:

Bachelor's Degree and 5 years of experience; or Associate's Degree and 9 to 10 years of experience; or High School graduate, or equivalent, with 10 to 12 years of custodial supervisory experience, preferably in similar institutional facilities.

EXPERIENCE:

- Five years of experience managing a large workforce in a unionized environment
- Three or more years managing housekeeping or custodial operations, preferable in an educational setting

SKILLS AND ABILITIES:

- Knowledge of custodial trades related to educational campuses and management of regulatory compliance programs as required for public institution environments
- Experience working under pressure in emergency situations and/or adverse conditions
- Strong working knowledge of custodial products, equipment, and their proper applications
- Experience with the development and management of custodial specifications, and quality inspections
- Good basic knowledge of the budgeting process
- Ability to effectively communicate and work with the appropriate campus faculty, administrators, and community groups
- Possess basic traits of honesty, professionalism, integrity, loyalty, confidentiality, and avoidance of conflict of interest situations
- Strong organizational skills and must be self directed
- A valid Illinois driver's license required
- Ability to safely lift up to 40 lbs
- Commitment to the mission of the community college

This position is subject to blood borne pathogen legislation.

ISSUED: August 2010 / Level I

Appointment of New
 Academic/Transition Advisor

Information

At the September 2010 Board Meeting, the Board of Trustees approved the new full-time professional position of Academic/Transition Advisor. Julie Holdeman has been recommended to fill this position. Ms. Holdeman has a Bachelor’s Degree in Business and Master’s Degree in Counseling Psychology. Her experience is as follows:

- 2009 – Present Counselor
 Trinity International University, Deerfield, IL

- 2010 Temporary Student Development Advisor
 McHenry County College, Crystal Lake, IL

- 2006 – 2009 Clinician, Family Based Intervention
 Children’s Home Association of Illinois, Peoria, IL

- 2001 – 2004 Financial Aid Counselor
 Trinity International University, Deerfield, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Julie Holdeman to the professional position of Academic/Transition Advisor, effective November 1, 2010, at the twelve-month salary of \$35,500.00.



Vicky Smith
 President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
8	\$33,760.00	\$48,108.00	\$62,456.00	Not Applicable	\$35,500.00	Not Applicable

POSITION: ACADEMIC/TRANSITION ADVISOR

CLASSIFICATION: Professional / Full-time / Grant-funded

WORK YEAR: October 2010 to June 2011

WORK WEEK: Flexible schedule to meet student demand.
Some evenings and Saturdays will be required.

PRIMARY PURPOSE: Provide diverse student body with a wide range of proactive academic advising and educational planning.

ESSENTIAL JOB FUNCTIONS:

- Development of appropriate education plans and selection of courses to the general population of MCC students
- Utilizing a variety of proactive delivery modes, provide accurate and timely information to currently enrolled students
- Increase student awareness of available institutional resources
- Monitor student progress toward established educational goals
- Participate in development and presentation of seminars
- 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 documentation in student records that is objective, complete, and accurate
- Participate in training new advisors
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under the supervision of the Dean of Student Success and Dean of Adult Education.

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.

MINIMUM POSITION QUALIFICATIONS:

EXPERIENCE:

- Experience with and appreciation for diverse student populations
- One year advising and bilingual (Spanish/English) preferred

MINIMUM POSITION QUALIFICATIONS:

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
- A 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 handle heavy books, packages, and book trucks up to 25 pounds unassisted

ISSUED: September 2010 / Range 8

Appointment of Replacement
 Web Content Specialist

Information

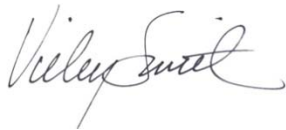
The resignation of Jesse Racine, effective December 11, 2009, created a vacancy for the full-time professional position of Web Content Specialist. Laura Donelli has been recommended to fill this position. Ms. Donelli has an Associate Degree in Applied Science for Multimedia from College of Lake County, Grayslake, IL. Her experience is as follows:

- 2005 – Present Creative Director
 Internet Engine, LLC, Libertyville, IL
- 2004 – Present Creative Web Designer/Owner
 Web Dezin Studio, LLC, Ringwood, IL
- 2004 – 2004 Web Designer
 KCD Custom Design, Gurnee, IL
- 1995 – 2005 Billing Administrator
 Glantz/Richman Rehab Associates, Riverwoods, IL

Forty-three applications were received and the search committee interviewed four candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Laura Donelli to the professional position of Web Content Specialist, effective November 1, 2010, at the twelve-month salary of \$39,000.00.



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	\$ 39,000.00	\$38,955.88

POSITION: **WEB CONTENT SPECIALIST**

CLASSIFICATION: Professional **WORK YEAR:** 12 Months

PRIMARY PURPOSE: Conceptualize, design, and produce web content consistent with the College's written and visual identity guidelines using a variety of graphics software, techniques, and tools.

ESSENTIAL JOB FUNCTIONS:

- Ensure that websites are constructed meeting Section 508 standards as applied to web accessibility requirements
- Originate new content and repurpose existing communications utilizing best practice in writing for the web and valid standards compliant code
- Apply search engine optimization (SEO) knowledge to optimize web content to ensure search engine viability
- Usability testing to ensure a cohesive, functional and dynamic site
- Cooperate with assigned responsible individuals in originating departments to collect content for posting, updating or correcting the information as necessary
- Maintain documentation and provide reports of website activities
- Collaborate with College departments to ascertain the completeness, accuracy, relevance, timeliness of data, and information posted on the MCC website for audit and verification purposes
- Assist other College departments with advertising, marketing, recruiting, retention, and fund-raising using Internet technology
- Collaborate with others to establish guidelines for the MCC webpages
- Recommend innovation and changes based on current developments in Internet technology
- Assist the Director of Marketing and Public Relations to establish web-focused initiatives and budgets
- Cooperate with Network Services, Administrative Computing Services and Marketing/Public Relations to provide consistent methodologies
- Utilize JavaScript libraries/graphics to align look/feel of website with other marketing communication channels (print, direct mail, etc.)
- Demonstrate an understanding of project management methodology and utilize project management concepts and resources in executing daily work
- Support and assist in the College's academic mission, marketing, and promotional campaigns
- Administer content for social media websites and digital signage system
- Additional duties as assigned by immediate supervisor

SUPERVISION: Reports directly to the Director of Marketing and Public Relations.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree in Graphic Design/Interactive Design, Computer Science, website development or equivalent work-related experience. Associate's Degree combined with work experience will be considered.

EXPERIENCE:

Minimum two years professional experience in a similar position in a team environment.

SKILLS AND ABILITIES:

- Requires demonstrated verbal and written communication skills, including grammar, proofreading, and editing
- Knowledge of HTML and CSS
- Knowledgeable in the use of content governed by copyright restrictions
- Extensive experience with web publishing/imaging applications: Dreamweaver, Adobe Photoshop, Adobe Acrobat
- Knowledge of multimedia (accessible Flash, streaming video and audio) desirable
- Familiarity with JavaScript libraries (jQuery, etc.)
- Previous experience managing website content
- Knowledge of social networking applications
- Requires creativity
- Digital photography skills desirable
- Understanding of web-user psychology and use patterns
- Excellent project management skills
- Must be self-directed and able to prioritize tasks, work under tight deadlines, and coordinate multiple projects simultaneously in a fast-paced environment
- Demonstrated background in successful teamwork
- Positive customer service attitude
- Strong grammatical and editing skills
- Bilingual, Spanish, highly desirable
- Availability on occasional nights/weekends to make updates

REVISED: April 2010 / Range 9

Appointment of Replacement
 Network Technician

Information

The resignation of Johnathon Poprawski effective July 29, 2010 created a vacancy for the full-time professional position of Network Technician. Joseph Butterworth has been recommended to fill this position. Mr. Butterworth has a Bachelor of Science in Computer Science from Oklahoma Christian University, Oklahoma City, OK. His experience is as follows:

- 1999 – 2008 Network Systems Engineer
 City of Elgin, Elgin, IL

- 1998 – 1999 Automation Systems Manager
 Gail Borden Public Library, Elgin, IL

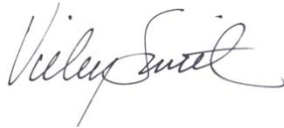
- 1995 – 1998 Assistant Director, Technology Services
 Judson University, Elgin, IL

- 1994 – 1995 Network Administrator
 United States Sports Academy, Daphne, AL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Joseph Butterworth to the professional position of Network Technician, effective November 1, 2010, at the twelve-month salary of \$40,100.00.



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	\$40,100.00	\$41,356.00

POSITION: NETWORK TECHNICIAN

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

WORK WEEK: Will be scheduled to work during the evening and/or weekend on a regular basis.

PRIMARY PURPOSE: Maintain the network resources of the College.

ESSENTIAL JOB FUNCTIONS:

- Ensure the stable performance, integrity, and security of the College network. Adjust system parameters as directed by supervisor
- Modify network structures and test modifications required to support changed or new applications as directed by supervisor
- Install and maintain hardware and software on server, PC or Macintosh platforms
- Install and maintain microcomputer peripheral equipment
- Provide assistance and application training to the IS staff concerning the network or other applications
- Perform NAS/SAN (network attached storage/storage area network) management as directed by supervisor
- Configure and maintain network printing environment
- Maintain the virtualized server environment as directed by supervisor
- Perform network switch configuration and maintenance as directed by supervisor
- Perform intrusion prevention and detection tasks as directed by supervisor
- Work with vendors on contract and maintenance agreements as required
- Perform firewall management tasks as directed by supervisor
- Manage projects, coordinating with end-user services, computing services, and communications technologies, as directed by supervisor
- Implement, maintain, and document information security procedures and processes as directed by supervisor
- Manage "Test Bed" environments as directed by supervisor
- Manage and monitor network operations center components as directed by supervisor
- Regularly perform network documentation
- Provide timely feedback concerning installation/repair requests to end users
- Provide technical support to the Help Desk and computer labs
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under the direct supervision of the Director of Network Services.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Associate's Degree or equivalent; Computer Information Systems degree preferred.

EXPERIENCE:

- Two years experience with the following:
 - In medium to large size network environment
 - Network switches
 - Firewall
 - TCP/IP
 - Microcomputer hardware and software systems
- DOS, Windows XP, 2000/2003 Linux preferred, VMWare preferred, and Macintosh 10.x operating systems preferred
- Working knowledge of scripting and MS Office products

SKILLS AND ABILITIES:

- Proficient in the use of network operating systems
- Demonstrated proficiency in written and verbal communication
- Demonstrated ability to support end users
- Responsible, self-directed
- Ability to work with minimum supervision and direction
- Well organized and goal oriented
- Commitment to the customer service nature of the position

REVISED: August 2010 / Range 9

New and Eliminated Position

Information

The Conference Center Assistant works in conjunction with the Coordinator of Campus Facilities to schedule events on the campus for internal and external stakeholders. The Conference Center Assistant position is a part-time position and was specifically designed to provide office coverage and support to customers renting the facilities during late afternoons, evenings, and weekends. Support comes in the form of showing prospective clients the facilities, ensuring the needs of clients who are renting the facilities are met and following up with phone inquiries.

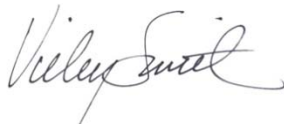
Over the past three years the number of events scheduled on campus by external entities has tripled. The increase in campus usage has made it difficult for the Conference Center Assistant and the Coordinator of Campus Facilities to adequately service both internal and external stakeholders. In order to meet this increased demand in campus usage, the College is requesting to convert the Conference Center Assistant position from a half-time position to a full-time position, and rename it Conference Center and Facilities Rental Assistant. The cost of salary and benefits to convert this position from half-time to full-time was budgeted in the FY 2011 budget.

New and Eliminated Staff Council Position

<u>Title</u>	<u>Salary Range</u>	<u>Effective Date</u>	<u>FTE</u>
Conference Center Assistant (Eliminated)	5	11/01/2010	(.5)
Conference Center and Facilities Rental Assistant (New)	5	7/01/2010	<u>1.0</u>
Total			<u>.5</u>

Recommendation

It is recommended that the Board of Trustees approves the elimination of the part-time Conference Center Assistant position from a half-time position to a full-time position and creation of a new full-time Conference Center and Facilities Rental Assistant position at Salary Range 5, minimum \$12.93 per hour/ maximum \$23.92 per hour.



Vicky Smith
 President

Extension of Appointment
Interim Treasurer

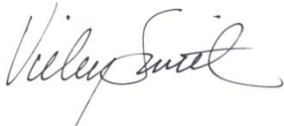
Information

At the January 2010 meeting of the Board of Trustees, the Board approved the appointment of Donald L. Wilske as the Interim Treasurer. The term of the agreement was from February 1, 2010 through June 30, 2010 and an extension was issued for the period of July 1, 2010 through August 31, 2010. During this time, Mr. Wilske has functioned as the part-time Interim Treasurer. The College is currently looking to hire a permanent Chief Financial Officer (CFO) as a full-time employee of the College. Until the search is completed, the College continues to require assistance in the area of Finance and Mr. Wilske has expertise in providing Finance services at the community college level and desires to perform such work for the College on a part-time basis. Towards this end, the College would like to extend the current amended part-time employment agreement with Mr. Wilske on a monthly basis at a cost of \$500.00 per day, up to eighteen (18) days per month with a lodging reimbursement of up to \$150.00 per day until the permanent CFO has been installed.

This expense is budgeted in the Administrative Salaries, Administrative Services/Treasurer account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the extension of the amended part-time employment agreement with Donald L. Wilske on a monthly basis until a permanent CFO is hired.



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. Cynthia Letteri qualifies for such an adjustment at this time. The salary adjustments will take effect for the 2010-2011 academic year.

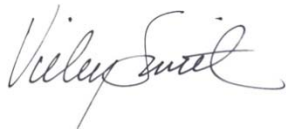
	<u>2010-2011 Placement and Salary</u>	<u>Adjusted 2010-2011 Placement and Salary</u>
Cynthia Letteri	Lane 4, Step 7 \$69,377.00	Lane 5, Step 7 \$72,530.50

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association allows individuals in Lane VII who continue to advance professionally under the guidelines of the contract to be rewarded for such advancement with a payment of \$3,500.00.

Ann Esarco qualifies for her first such payment at this time.

Recommendation

It is recommended that the Board of Trustees approves the above salary adjustments for Cynthia Letteri and Ann Esarco.



Vicky Smith
 President

McHenry County College

Information Report
October 28, 2010

Quarterly Report on Grants

Attached is a detailed quarterly report of FY 2011 Federal, State and Private Grants as of September 30, 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 September 30, 2010	Unexpended Balance
-------------	---------------	-------------	-------	---	--------------------

FEDERAL

CWS 2011

Source: Department of Education CFDA # 84.033 Fund 8 McGee \$ 14,803 N/A \$ 14,803 -
 Purpose: To provide funds to students by providing employment opportunities on campus.

PELL 2011

Source: Department of Education CFDA #84.063 Fund 8 McGee 1,304,916 N/A 1,304,916 -
 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 1,483 N/A 1,483 -
 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 80,348 N/A 80,348 - -
 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 12,554 131,120
 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 September 30, 2010	Unexpended Balance
CTE Regional Collaborative							
Source: ICCB	CFDA #84.048	0635-632	Capalbo	6,000	N/A	160	5,840
Purpose: To support regional collaboratives and support the creation and steering of new Regional Collaboratives.							
Federal Basic Adult Education							
Source: ICCB	CFDA #84.002A	0619-660	Clute	128,734	N/A	10,354	118,380
Purpose: To support instruction of Adult Education and Literacy.							
English Literacy/Civics							
Source: ICCB	CFDA #84.002A	0619-665	Clute	18,700	N/A	1,951	16,749
Purpose: To support instruction of Adult Education regarding the United States and local government systems.							
Small Business Development Center							
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		36,018	30,000	17,742	18,276
* Grant Period: Jan. 10 - Jun. 10							
* Grant Period: Jul. 09 - Dec. 09							
CEE Tech Prep Transit Grant							
Source: McHenry County Cooperative for Employment Education	CFDA #84.243	0638-638	Capalbo	42,000	N/A	14,592	27,408
Purpose: To provide viable alternatives to students through partnering with employers, marketing of programs, integrated course sequences and work-based learning.							

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of September 30, 2010	Unexpended Balance	
CTE Innovation Grant							
Source: ICCB	CFDA #84.048	0635-636	Capalbo	14,374	N/A	-	14,374
Purpose: To provide resources to help enhance innovative Career and Technical Education programs within the community college system.							
F.A.S.T. Grant (flex & sustain training)							
Source: US Dept of Labor	CFDA #17.261	0641.650	Koehler	383,187	N/A	100,272	282,915
Purpose: To provide resources for non credit job training in the areas of manufacturing & nursing							
* Grant Period: June 1, 2009 - May 31, 2011							
SUBTOTAL Federal Grants - September 30, 2010			\$ 2,210,219		\$ 1,595,157	\$ 615,062	
Fiscal Year 2010 Federal Grants - September 30, 2009			\$ 1,933,197		\$ 1,147,704	\$ 785,493	
STATE							
MAP 2011							
Source: Illinois Student Assistance Commission		Fund 1	McGee	501,094	N/A	369,029	132,065
Purpose: To provide funds to Illinois students enrolled in credit programs with financial need.							
Workforce Preparation Grant							
Source: ICCB		0630-630	Jones	50,000	N/A	3,029	46,971
Purpose: To provide funding for employment training services and assistance in commercial and industrial expansion and/or retention through various activities.							
State Basic Adult Education 54V							
Source: ICCB		0619-662	Clute	134,066	N/A	9,294	124,772
Purpose: To support instruction of Adult Education and Literacy.							

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of September 30, 2010	Unexpended Balance
State Performance						
Source: ICCB	0657-657	Clute	120,295	N/A	26,311	93,984
Purpose: To help meet performance standards in Adult Education programs.						
Community Literacy Program						
Source: Secretary of State	0621-621	Clute	47,200	N/A	8,148	39,052
Purpose: To develop a full-time literacy program and train and support volunteer literacy tutors.						
Illinois Incentive for Access						
Source: Illinois Student Assistance Commission	0631-601	McGee	64,000	N/A	-	64,000
Purpose: To provide up to \$500 to freshmen students who have a zero expected family contribution.						
CTE Program Improvement						
Source: ICCB	0645-645	Capalbo	10,854	N/A	-	10,854
Purpose: To purchase instructional equipment for vocational education programs.						
Student Success Grant						
Source: ICCB	0630-801	Patrick	213,865	N/A	-	213,865
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.						

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of September 30, 2010	Unexpended Balance
Family Violence Grant	0644-647	Koehler	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	Koehler	10,269	N/A	4,225	6,044
* Grant Period: Jan 2010 - Jun 2010						
* Grant Period: Jul 2010 - Dec 2010						
SUBTOTAL State Grants - September 30, 2010			\$ 1,160,874		\$ 429,267	731,607
Fiscal Year 2010 State Grants - September 30, 2009			\$ 849,502		\$ 437,943	\$ 411,559

PRIVATE

McCormick Tribune Grant	0621-626	Clute	20,000	N/A	2,460	17,540
Source: Chicago Tribune Charities						
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						
SUBTOTAL Private Grants - September 30, 2010			\$ 20,000		\$ 2,460	\$ 17,540
Fiscal Year 2010 Private Grants - September 30, 2009			\$ 10,000		\$ 1,063	\$ 8,937
TOTAL ALL GRANTS - September 30, 2010			\$ 3,391,093		\$ 2,026,884	\$ 1,364,209
Total all Grants - September 30, 2009			\$ 2,792,699		\$ 1,586,710	\$ 1,205,989
* Grant period differs from McHenry County College fiscal year.						

Memorandum

To: Don Wilske, Interim CFO/Treasurer
From: Steve Piorkowski, Accountant
Date: October 25, 2010
Re: September 30, 2010 Accrued Financial Statements

In preparing the accrued financial statements for September 30, 2010 there were multiple adjustments made and other adjustments not made due to either time limitations or immateriality. Some of these adjustments involved the elimination of certain transactions from the College's general ledger in order to comply with accrual financial statement presentation standards. For this reason, the All Funds Financial Summary report that is prepared monthly for the Board of Trustees cannot be tied directly to the accrual based financial statements.

Adjustments Made

1. Compensated absences liability adjusted for estimated employee vacation balances at September 30, 2010.
2. Retirement incentive liability and health insurance liability have both been adjusted for employee retirement incentive and healthcare premiums paid through September 30, 2010.
3. Internal revenues have been removed from tuition and fees and auxiliary services revenues and the related internal expenses have been removed from institutional support and auxiliary service expenditures for student tuition waivers, employee and employee dependent tuition waivers, student financial aid, and catering.
4. Financial aid received on behalf of students has been removed from federal revenues and student services expenses.
5. Capital lease principal payments have been removed from institutional support expenditures.
6. Debt certificate principal payments have been removed from institutional support expenditures.
7. Interest has been accrued for the debt certificates through September 30, 2010.
8. Depreciation through September 30, 2010 has been recorded.

Adjustments Not Made

1. Capital asset additions and deletions as the information is not readily available on a quarterly basis.
2. Bookstore and cafeteria inventory adjustments. A physical inventory is performed annually at the end of the fiscal year.
3. Bookstore internal sales were not removed as the information is not readily available in our system on a quarterly basis.
4. A new accrual for incurred but not reported health care claims has not been recorded as the College's third party administrator does not provide this calculation on a quarterly basis. Therefore, the accrual for incurred but not reported health care claims has been maintained at the same amount that existed on June 30, 2010 to ensure that we have accounted for this estimated liability.

**MCHENRY COUNTY COLLEGE
COMMUNITY COLLEGE DISTRICT NUMBER 528
STATEMENT OF NET ASSETS
SEPTEMBER 30, 2010**

ASSETS

Current Assets	
Cash and cash equivalents	\$ 1,938,811
Short-term investments	44,120,496
Property tax receivable	136,814
Tuition and fees receivable	4,644,270
Other accounts receivable	185,207
Inventory	657,374
Prepaid items	46,241
Total Current Assets	<u>51,729,213</u>
Non-current Assets	
Land/Not being depreciated	5,809,735
Capital assets, net of accumulated depreciation	27,575,915
Total Non-current Assets	<u>33,385,650</u>
Total Assets	<u>85,114,863</u>

LIABILITIES

Current Liabilities	
Accounts payable	1,817,838
Accrued payroll	69,588
Accrued compensated absences	884,513
Accrued interest payable	-
Deferred tuition and fees	-
Deferred property taxes	1,105,342
Deposits held in custody for others	59,179
Other deferred revenue	6,250
Current portion of long-term obligations	1,494,600
Other current liabilities	183,048
Total Current Liabilities	<u>5,620,358</u>
Non-current Liabilities	
Debt certificates payable	5,745,000
Other obligations	5,922,402
Total Non-current Liabilities	<u>11,667,402</u>
Total Liabilities	<u>17,287,760</u>

NET ASSETS

Invested in capital assets, net of related debt	27,590,066
Restricted for:	
Liability, protection, and settlement	2,113,905
Working cash	1,750,000
Capital Improvements	7,895,018
Other restricted	(263,469)
Unrestricted	<u>28,741,583</u>
Total Net Assets	<u>\$ 67,827,103</u>

**MCHENRY COUNTY COLLEGE
COMMUNITY COLLEGE DISTRICT NUMBER 528
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2010**

REVENUES

Operating Revenues	
Tuition and fees, net of scholarship allowances	\$ 8,863,971
Auxiliary enterprises revenue	1,402,183
Total operating revenues	<u>10,266,154</u>

EXPENSES

Operating Expenses	
Instruction	3,482,027
Academic support	453,418
Student services	433,833
Public services	609,276
Operations and maintenance	960,229
Auxiliary enterprises	2,348,190
Depreciation	319,416
Institutional support	3,871,815
Total operating expenses	<u>12,478,204</u>
Operating Income (Loss)	<u>(2,212,050)</u>

NON-OPERATING REVENUES (EXPENSES)

State sources	660,026
Property taxes	12,003,375
Federal grants and contracts	76,373
Investment income	22,804
Interest expense	114,628
Other non-operating items	1,364,257
Net non-operating revenues	<u>14,241,463</u>
Net income (loss) before capital contributions	<u>12,029,413</u>
 Increase in net assets	 <u>12,029,413</u>

NET ASSETS

Net Assets - beginning of year	<u>55,797,690</u>
Net Assets - end of period	<u>\$ 67,827,103</u>

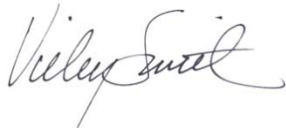
Distributed Press Releases
September 15-October 14, 2010

Information

The following releases have been distributed to all local media outlets from September 15-October 14, 2010.

- Shah Center to Launch Advanced Leadership Series
- Friends of MCC Foundation Announces Thousands of Dollars in Scholarships
- MCC's Shah Center Takes 'Lean' Beyond Shop Floor
- ISBDC Announces Small Business Offerings for October
- Shah Center Breakfast Series to Feature "The Power Within"
- Shah Center Offers Forklift and Safety Training Programs
- Shah Center to Offer QuickBooks Accounting Software Training
- MCC's Shah Center Offers Hands-on Computer Classes in October
- Shah Center to Launch Advanced Leadership Series
- Area Author, Ecologist to Present Motivational Workshop
- MCC Alumni Office Seeks Nominees For Alumni Awards
- MCC to Host Trip Preview For Hawaii Oct. 6
- MCC to Offer Golf Classes This Fall
- MCC to Offer Classes on Saving Money
- MCC to Host Veterans Forum Oct. 13
- MCC Seeks Crafters for Fall Craft Fair Oct. 24
- MCC, Lakeside Legacy Foundation to Present "Death at the Dole" Murder Mystery Dinner Theatre
- MCC to Offer Classes To Help You Go Green
- Filmmaker to Share Insight on Environmental Preservation & Devastation in Amazon
- MCC's Children's Learning Center Announces Preschool Openings
- MCC Biology Instructor to Present "Damsel of Chicagoland" Presentation
- MCC to Host "Don't Kick Penguins" Bullying Prevention Program for Students, Parents
- MCC to Host "College Fair 2010" Oct. 7
- MCC History/Political Science Instructor Publishes Book on Middle East Conflict
- Second Sunday Concert to Feature Chicago Brass Band Players
- Domestic Violence Strangulation Mock Trial Set Oct. 7
- MCC Viewing of White House Summit on Community Colleges
- Candlelight Vigil for Domestic Violence Awareness Set Oct. 13
- Strive to Thrive Youth Development Symposium Set at MCC Oct. 13
- Domestic Violence Strangulation Mock Trial Set Oct. 7 at McHenry County Courthouse
- MCC to Host Two-Day Pottery Workshop Oct. 8 & 9 Featuring Simon Leach
- Wine Classes Offered through MCC This Fall
- MCC to Offer Certified Nursing Assistant Information Sessions for ESL Learners
- Family Violence Symposium Slated at MCC Oct. 28
- MCC to Feature Two-Day Pottery Workshop Oct. 8 & 9
- MCC to Offer Unique Continuing Educational Classes this Fall

- MCC to Offer Introduction to Voiceovers Class
- One Book, One College & Lots of Goldfish at MCC: Humanities Instructor to Present "Goldfish in America" Lecture Oct. 21
- MCC to Present Home for Holidays Workshop Oct. 21
- Student Peace Action Network to Host Instructor's Real-Life Stories of Palestinian-Israeli Conflict
- Getting Started Seminars For Returning Adult Students Continues at MCC
- Candlelight Vigil for Domestic Violence Awareness Oct. 13
- MCC to Host Taste of McHenry County Culinary Showcase & Competition Nov. 7
- MCC's Shah Center to Host "Manufacturing: Solutions For Success" Oct. 28
- MCC to Offer Therapy Dogs Class Oct. 16 & 23
- MCC's Fall Play "And Then There Were None" Opens Nov. 4
- MCC Forensics Team Wins 3rd Place at First Tournament of 2010-2011 School Year



Vicky Smith
President

Fiscal Year 2010 Audit and Management Letter

Information

Sikich LLP, has completed their independent audit of McHenry County College for FY 2010. The auditor's opinion is unqualified, or a "clean" audit opinion. A management letter has also been provided. The auditors met with the Finance and Audit Committee on October 25, 2010, to discuss their reports.

Recommendation

It is recommended that the Board of Trustees approves the FY 2010 Audit and Management Letter as presented.

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

Vicky Smith
President

Approval of President's Goal and Objectives

To be Developed

Request to Authorize Transition of MCC Campus Public Safety
Department to a Law Enforcement Agency

Information

Currently, the College maintains a Campus Public Safety and Security Department whose members are not sworn law enforcement officers. A 2009 amendment to Illinois Community College Act (110 ILCS 805/3-42.1) expressly authorizes community college districts to appoint both law enforcement and non-law enforcement officers to their security forces and to maintain a law enforcement agency. An increase in college campus violence nationally has caused institutions to reevaluate their campus safety and procedures. The majority of community colleges in Illinois now have security departments that include sworn police officers.

The College has reviewed the ability of its Campus Public Safety Department to properly protect the MCC campus and has evaluated the benefits and costs of transitioning the Public Safety Department to a law enforcement agency. MCC reviewed an independent study prepared in 2009 by the National School Safety Center for the College. The College also surveyed neighboring colleges that have transitioned from a safety department to a police department and discussed the benefits and challenges.

In September, the Board of Trustees was presented with information on this subject and undertook a discussion of the matter. At the conclusion of that discussion, the Board provided instruction to the Administration to prepare an appropriate recommendation for the October 2010 Board meeting regarding a transition of the Campus Public Safety Department to a Law Enforcement Agency.

A. Current status of police protection on campus

As a Public Safety Department without sworn personnel, the College has no police designation or law enforcement power. The College relies on the police departments of the cities of Crystal Lake and McHenry to handle all police response needs on campus located within the geographic boundaries of the respective cities. College security personnel lack access to criminal or intelligence databases that could assist College security personnel in assessing and investigating potential threats and security issues. The College is dependent on the city police departments to determine the procedures for addressing potential police issues on campus, to set priorities as to enforcement issues, and for information about potential security risks that may affect the campus, its students, faculty, visitors and property.

B. Benefits of the College employing its own police officers

The College can be more responsive to security issues on campus as they arise if it employs its own law enforcement personnel. College police officers on campus would be able to respond immediately to incidents as they arise, and will not have to rely on prioritization of city police personnel. The priority of campus law enforcement personnel will be the MCC campus, which will not have to compete with other priorities of a city police force. The College would also have discretion in procedures for handling incidents that may be unique to MCC, or may be best approached by trained personnel familiar with the campus environment.

As a law enforcement agency, the College would have access to relevant intelligence and criminal databases, such as L.E.A.D.S. (Law Enforcement Agency Data System) which would assist the College in properly investigating potential threats or other issues. Presently, the College is dependent for such information on outside agencies, which often refuse to disclose such information because College security personnel are not law enforcement officers.

Further, MCC police officers could conduct proper criminal background checks on incoming employees, including pre-employment fingerprint screening.

The transition to a law enforcement agency would put the College in line with its peer community college districts, most of which have already transitioned to maintaining sworn police departments. Of the 25 community colleges in the State surveyed by the College, all but three were protected by sworn police officers on campus.

C. Process and estimated cost of the transition to a law enforcement agency

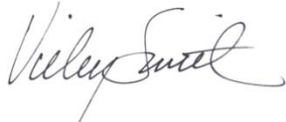
The process of transitioning from a Campus Safety Department to a law enforcement agency would take place over a period of several months. The process would include negotiating an appropriate intergovernmental agreement with the City of Crystal Lake to provide mutual aid and police services at times when MCC police officers were not on duty (nights and weekends) or when additional support is required. MCC would also need to negotiate other agreements, for example, for emergency dispatch and crime lab services. The College would develop Public Safety Policy and Procedures consistent with its public safety and law enforcement authority for approval by the Board of Trustees.

An MCC Security Department and Law Enforcement Agency would include both sworn police officers who would be certified in firearms use and equipped with appropriate firearms and auxiliary weapons as necessary, and non-sworn public safety officers who would not be authorized to carry firearms. MCC would anticipate staffing a minimum of two sworn police officers between the hours of 7 a.m. and 11 p.m. Monday through Friday. There would be no additional personnel costs because the MCC Campus Public Safety Department has already budgeted for and appointed properly trained personnel. Presently, MCC employs three sworn officers in the Campus Public Safety Department who likely would be recommended to function as MCC sworn police officers if the department transitions to a law enforcement agency. Presently, MCC contracts with Crystal Lake Police Department for police services at \$46.00 per hour with a required 4 hour minimum when sworn police services are required for scheduled campus events. With an MCC law enforcement agency, the College would schedule its own police officers to provide many of these services as part of their routine and special event duties.

Initial start up fees for proper uniform and safety equipment is estimated at approximately \$20,000. After initial start up costs, the College expects that the cost of operations in future years to be slightly less than under the current Campus Safety Department structure.

Recommendation

It is recommended that the Board of Trustees approves the transition of the College's Public Safety Department to become a Law Enforcement Agency, and authorizes the Administration to take such administrative actions as necessary to initiate and facilitate the transition including negotiating appropriate intergovernmental agreements with neighboring government agencies.



Vicky Smith
President

BOARD CALENDAR

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

OCTOBER, 2010

OCTOBER 25, 2010	Finance and Audit Committee Meeting (5:30 p.m., Board Room)
OCTOBER 25, 2010	Committee of the Whole (7:00 p.m., Board Room)
OCTOBER 26, 2010	Planning Committee Meeting (2:00 p.m., Board Room)
OCTOBER 28, 2010	Regular Board Meeting (7:00 p.m., Board Room)

NOVEMBER, 2010

NOVEMBER 4-20, 2010	MCC Fall Play, "And Then There Were None," (7:30 p.m., Black Box Theatre) Performances held November 4-5-6, 11-12-13 and 18-19-20 For reservations, please call (815)455-8746 or email jgeller@mchenry.edu
NOVEMBER 6, 2010	Bioneers & Green Living Expo (8:30a – 4:30p in Conference Center) To register see http://www.mcbioneers.com/pdf/Bioneers_RegForm_Fall_2010.pdf
NOVEMBER 11, 2010	Board Retreat (5:00 p.m., Board Room)
NOVEMBER 12-13, 2010	ICCTA Board of Representatives and committee meetings Doubletree Hotel, Oak Brook
NOVEMBER 15, 2010	Committee of the Whole (7:00 p.m., Board Room)
NOVEMBER 18, 2010	Regular Board Meeting (7:00 p.m., Board Room)

DECEMBER, 2010

DECEMBER 5, 2010	MCC Student Recital (6:00 p.m. – 8:00 p.m., Conference Center)
DECEMBER 11, 2010	COMMENCEMENT (10:00 a.m. – 12:00 noon, Multipurpose Room)
DECEMBER 14, 2010	Committee of the Whole if needed (7:00 p.m., Board Room)
DECEMBER 17, 2010	Regular Board Meeting (7:00 p.m., Board Room)

JANUARY, 2011

JANUARY 24, 2011	Committee of the Whole (7:00 p.m., Board Room)
JANUARY 27, 2011	Regular Board Meeting (7:00 p.m., Board Room)
T B A	Harmony Winter Party - Date and location to be announced