

REVISED 5/24/11
BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

May 26, 2011
Regular Board Meeting
6:30 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. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Special Board Meeting, April 21, 2011
Final Meeting of the Retiring Board, April 27, 2011
Organizational Meeting, April 27, 2011
First Meeting of the Newly Organized Board, April 27, 2011
Special Board Meeting, May 12, 2011
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
8. BOARD COMMITTEE REPORTS
 - A. Evaluation and Policies Committee
 - B. Facilities and Planning Committee
 - C. Finance and Negotiations Committee
9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT
12. PRESENTATION
 - A. Forensic Awards - Ms. Bonnie Gabel, Instructor of Speech
 - B. New-Student Convocation - Dr. Flecia Thomas, Dean of Students and Ms. Christina Haggerty, Director of Marketing and Public Relations
13. COMMUNICATIONS
 - A. Faculty Report
 - B. Adjunct Faculty Report
 - C. Staff Council Report
 - D. Student Trustee Report
 - E. Attorney Report
14. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary, Board Report #11-85
 - B. Financial Statements
 1. Treasurer's Report, Board Report #11-86
 2. Ratification for Payment of Voucher #1032 - \$1,806,588.16 Board Report #11-87
 - C. Requests to Purchase/Renew
 1. Chemistry Equipment, Board Report #11-88
 2. Emergency Medical Technician (EMT) Training, Board Report #11-89
 3. Installation of Paver Sidewalk, Board Report #11-90
 4. Microscopes, Board Report #11-91
 5. Refurbished Alaris Intravenous Pump Equipment, Board Report #11-92

REVISED 5/24/11

6. Replacement Furniture, Board Report #11-93, Amended
 7. Replacement Computer LCD Monitors, Board Report #11-94
 8. SchoolDude Annual Software Maintenance, Board Report #11-95
 9. Subscribe to Overdrive, Board Report #11-96
 - ~~10. Dimmer Board Replacement and Installation for The Black Box Theatre, Board Report #11-97~~
 - D. Administrative Contracts for FY 2012, Board Report #11-98
 - E. Destruction of Recording of the Closed Session of the October 19, 2009 Committee of the Whole Meeting, Bd. Rpt #11-99
 - F. Architect Selection For Small Projects, Board Report #11-100, Amended
 - G. Personnel
 1. Personnel Adjustments for Spring 2011 Transfer and Occupational Courses, Board Report #11-12, Addendum
 2. Personnel Adjustments for Summer 2011 Transfer and Occupational Courses, Board Report #11-101
 3. Continuing and Professional Education Personnel Considerations for Spring 2011, Board Report #10-266, Addendum
 4. Continuing and Professional Education Personnel Considerations for Summer 2011, Board Report #11-77, Addendum
 5. Approval of New Position, Director of Health and Wellness, Board Report #11-102
 6. Approval of New Position, Supervisor Custodial Second and Third Shifts, Board Report #11-103
 7. Appointment of New Internal Auditor, Board Report #11-104. Amended
 8. Appointment of Replacement Executive Dean of Mathematics, Sciences and Health Professions, Board Report #11-105
 9. Appointment of Temporary Replacement Instructor of Spanish, Board Report #11-106
 10. Request for Faculty Leave, Board Report #11-107
 11. Salary/Advanced Placement Adjustments, Board Report #11-108
15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
16. APPOINTMENTS
- A. Appointment of New Supervisor, Custodial Second and Third Shifts, Board Report #11-109
 - B. Appointment of New Director of Health and Wellness, Board Report #11-110
17. NEW BOARD POLICY-FIRST READING, POLICY 2.1.6.1 CAPITALIZATION, Board Report #11-111
18. FOR INFORMATION
- A. Resignation
 - B. Resignation
 - C. Resignation
 - D. Resignation
 - E. Resignation
 - F. ERP Update (Verbal report)
 - G. MCC Branding Update
 - H. Distributed Press Releases
19. DISCUSSION OF THE ANNUAL ACCT LEADERSHIP CONGRESS
20. SUMMARY COMMENTS BY BOARD MEMBERS
21. FUTURE AGENDA ITEMS
22. CLOSED SESSION
23. RESOLUTION TO REJECT OFFER
24. RESOLUTION TO CONDEMN
25. RESOLUTION TO RELEASE AUTOMATIC STAY
26. ACCEPTANCE OF CLOSED SESSION MINUTES:
- Finance Committee Meeting, March 24, 2011
 - Special Board Meeting, April 21, 2011, First Session
 - Special Board Meeting, April 21, 2011, Second Session
 - Special Board Meeting, May 12, 2011

27. ADJOURNMENT



Mary Miller
Chair



Foundation Update
Board of Trustees Meeting
May 26, 2011

Scholarships

- The Fall 2011 scholarship recipients have all been notified. We have awarded 34 scholarships valued at more than \$30,000.
- Application forms have been sent to all eligible service agencies, requesting applicants for consideration of the first Women in Transition (WIT) scholarship. The WIT scholarship will be awarded for the Fall 2011 semester. Being the largest scholarship we offer, the application process is much more detailed than the regular scholarships. In addition to the regular MCC and financial aid applications, all applicants are required to provide two letters of recommendation, as well as an “Applicant Reference Form” completed by service agency staff, along with an essay stating why they should be the recipient.

Gifts

- The Foundation has taken possession of a donated home, its contents and a majority of the cash received as beneficiaries of an estate planned gift.

Events

- The MCC Golf Invitational will take place in two weeks; committee members are working hard on finalizing ticket sales, securing sponsorships and auction items for the 2011 event. The Golf Invitational will be held at Turnberry Country Club, Friday, June 10. Dinner reception tickets may be purchased by those who don't golf.

Honors

- The first group of Promise students graduated Saturday, with Promise student, Miguel Solis speaking on behalf of the student body. The Foundation Board of Directors is extremely proud and honored by the hard work and the discipline of these fine young people.

The board and donors of the Promise program are extremely proud of what the Promise program has meant to McHenry County College and the community, and are looking forward with renewed optimism to working together with Dr. Smith in developing a new, sustainable scholarship program.

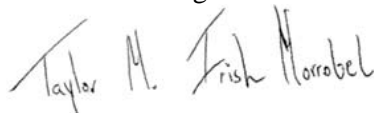
Student Trustee Report

On Saturday April 23rd, Club Concordia sponsored Noche Cultural. This event was held in MCC's Conference Center and included an authentic Colombian dance group, music traditionally from the Andes Mountains, and salsa aerobics for the over 100 community members that attended. This event was sponsored by Club Concordia, a student organization focused on educating the community about the Spanish culture and was partially funded by the Student Senate.

MCC's men's tennis team has had an excellent season this year. As a team, the Fighting Scots had a record of 8 wins and 4 losses and came in 4th place at the Regional Tournament in Palos Hills, IL. Other season highlights include MCC's number-one doubles team Jon Frantz and Craig Greenwald winning the Webster Classic at the College of DuPage, Craig Greenwald being the singles champion at the Regional Tournament and being awarded the NJCAA Region IV player of the year. On Saturday, May 14, 2011, Craig Greenwald and Jon Frantz depart for the NJCAA National Tournament in Plano, TX.

The Student Awards Ceremony on Tuesday, May 3rd was held in MCC's Conference Center with 200 people in attendance. The ceremony was a great success with 148 students recognized and 42 Academic, Athletic and Student Life awards distributed. Everyone was encouraged to attend the reception following the ceremony. Hors d'oeuvres were served by the MCC Food Services and the MCC Jazz Combo performed throughout the evening. Students, families and employees enjoyed socializing and dancing.

During May 9th-13th, students of McHenry County College finished their semester finals. Many were found in the computer labs and library of MCC writing essays and having their final study sessions. Another place of study where students were found was the Sage Learning Center. The tutors were of great service to many students studying the likes of Statistics, Algebra, Chemistry, Biology, Accounting, and Chemistry. As students finish up their semester, many are also finishing their time at MCC. Although it will be sad to see them go, the Commencement Ceremony on Saturday, May 14th will be a celebration as we send off our graduates to a four-year institution or the workforce.



Taylor Irish Morrobel
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 April. 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 83% complete with the year-to-date results for April 2011 being reported. In the Operating Funds, total revenue is 72% of budget, as compared with 72% at the same time last year. Total expenditures are 69% of budget, as compared with 69% at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College.

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

- Local revenue is currently 51% of budget as compared to 49% at the same time last year. \$69,980 less revenue has been recorded through April 2011 than the previous year. This is primarily due to the fact that the FY2011 budget was prepared on a more conservative basis than in FY2010.
- State revenue is currently 96% of budget as compared to 83% at the same time last year. \$80,599 less revenue has been recorded through April 2011 than the previous year. The state is now current in its payments of base operating grants to the college.
- Student tuition and fee revenue is currently 110% of budget as compared to 125% at the same time last year. \$281,360 more revenue has been recorded through April 2011 than the previous year. The primary reason for this increase is the combination of a \$2 per credit hour tuition increase effective in Fall 2010 and slightly less enrollments as compared to last year at this time.
- Interest revenue is currently 77% of budget as compared to 23% at the same time last year. \$2,881 less revenue has been received through April 2011 than the prior year. This decrease is due to a slight change in all cash positions as compared to last year at this time.
- Salary expenditures are currently 79% of budget as compared to 81% last year. \$519,781 more in expenditures have been recorded through April 2011 than the prior year. This increase is due to wage increases governed by the Staff Council and Faculty Association bargaining unit contracts and as approved by the Board of Trustees for non-bargaining unit employees.
- Employee benefit expenditures are currently 65% of budget as compared to 64% last year. \$870,415 less in expenditures has been recorded through April 2011 than the prior year. This decreased cost is primarily due to less expenditures in FY10 for retirees under the College's early retirement program.
- Contractual services expenditures are currently 38% of budget as compared to 56% last year. \$306,262 less in expenditures has been recorded through April 2011 than the prior year. This decrease is primarily due to less professional services ERP costs and the recording of the CMC settlement agreement..
- General materials and supplies are currently 63% of budget as compared to 37% last year. \$716,162 more in expenditures has been recorded through April 2011 than the previous year. This increased cost is due to timing variations in the purchases of supplies and materials.
- Conference and meeting expenditures are currently 58% of the budgeted amount as compared to 64% last year. \$28,176 less in expenditures has been recorded through April 2011 than the prior year. This decrease is primarily due to the timing of conference registrations and travel in FY 2011 as compared to FY 2010.
- Capital outlay expenditures are currently 33% of budget as compared to 20% last year. \$21,085 more in expenditures has been recorded through April 2011 than the prior year. This is primarily due the timing of approval of certain capital outlay items.

McHenry County College
 Operating Funds Financial Comparison
 Ten Months Actual Ended April 30, 2010 and April 30, 2011

	FY 2010 Actual to April 30, 2010				FY 2011 Actual to April 30, 2011				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	\$ 11,425,141	\$ 1,494,521	\$12,919,662	49%	\$ 11,362,729	\$ 1,486,953	\$12,849,682	51%	\$ (69,980)
State	1,724,854	598,864	2,323,718	83%	1,671,879	571,241	2,243,119	96%	(80,599)
Student Tuition & Fees	11,542,302	2,902,205	14,444,507	125%	11,810,586	2,915,281	14,725,867	110%	281,360
Sales & Service Fees	23,176	-	23,176	99%	22,872	-	22,872	96%	(304)
Facilities	11,609	8,206	19,815	90%	7,308	10,968	18,276	66%	(1,539)
Interest	56,580	-	56,580	23%	53,311	388	53,699	77%	(2,881)
Non-Govt Gifts, Grants	83,444	-	83,444	71%	-	-	-	0%	(83,444)
Other	5,740	6,192	11,932	55%	75,845	23,525	99,370	36%	87,438
Total Revenue	24,872,846	5,009,988	29,882,834	72%	25,004,531	5,008,356	30,012,887	72%	130,053
Expenditures									
Salaries	17,106,413	979,594	18,086,007	81%	17,579,004	1,026,784	18,605,788	79%	519,781
Employee Benefits	4,429,746	282,442	4,712,188	64%	3,512,343	329,430	3,841,773	65%	(870,415)
Contractual Services	1,881,032	214,975	2,096,007	56%	1,434,375	355,370	1,789,745	38%	(306,262)
General Materials & Supplies	1,377,923	142,772	1,520,695	37%	2,058,641	178,216	2,236,857	63%	716,162
Conference and Meeting	344,964	24,585	369,549	64%	320,186	21,187	341,373	58%	(28,176)
Fixed Charges	1,011,511	280	1,011,791	94%	843,050	1,780	844,830	78%	(166,961)
Utilities	6,646	689,219	695,865	65%	3,186	791,755	794,942	74%	99,077
Capital Outlay	203,565	68,169	271,734	20%	258,775	34,043	292,819	33%	21,085
Other Expenditures	385,933	-	385,933	82%	607,224	-	607,224	118%	221,291
Total Expenditures	26,747,733	2,402,036	29,149,769	69%	26,616,784	2,738,566	29,355,351	69%	205,582
Excess (deficiency) of revenues over expenditures	(1,874,887)	2,607,952	733,065		(1,612,254)	2,269,790	657,536		(75,529)
Other financing sources (uses) Operating transfers out	-	(2,000,000)	(2,000,000)		(710,000)	(2,500,000)	(3,210,000)		-
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	(1,874,887)	607,952	(1,266,935)		(2,322,254)	(230,210)	(2,552,464)		(75,529)

McHenry County College
 Operating Funds Financial Summary
 Ten Months ended April 30, 2010

	FY 2011 Budget				FY 2011 Actual				Variance Over (Under) FY 2011 Budget
	Education Fund	Operations & Maintenance Fund	Total	Percent to Total	Education Fund	Operations & Maintenance Fund	Total	Percent of Budget	
Revenue									
Local	\$ 22,466,886	\$ 2,941,325	\$25,408,211	61%	\$ 11,362,729	\$ 1,486,953	\$12,849,682	51%	\$ (12,558,529)
State	1,734,260	613,060	2,347,320	6%	1,671,879	571,241	2,243,119	96%	(104,200)
Student Tuition & Fees	10,781,281	2,642,807	13,424,088	32%	11,810,586	2,915,281	14,725,867	110%	1,301,779
Sales & Service Fees	23,850	-	23,850	0%	22,872	-	22,872	96%	(978)
Facilities	20,000	7,500	27,500	0%	7,308	10,968	18,276	66%	(9,224)
Interest	70,000	-	70,000	0%	53,311	388	53,699	77%	(16,301)
Non-Govt Gifts, Grants	63,971	-	63,971	0%	-	-	-	0%	(63,971)
Other	255,750	16,500	272,250	1%	75,845	23,525	99,370	36%	(172,880)
Total Revenue	35,415,998	6,221,192	41,637,190	100%	25,004,531	5,008,356	30,012,887	72%	(11,624,303)
Expenditures									
Salaries	22,223,035	1,216,880	23,439,915	55%	17,579,004	1,026,784	18,605,788	79%	(4,834,127)
Employee Benefits	5,481,797	406,478	5,888,275	14%	3,512,343	329,430	3,841,773	65%	(2,046,502)
Contractual Services	4,441,465	245,027	4,686,492	11%	1,434,375	355,370	1,789,745	38%	(2,896,747)
General Materials & Supplies	3,357,100	199,052	3,556,152	8%	2,058,641	178,216	2,236,857	63%	(1,319,295)
Conference and Meeting	553,023	34,693	587,716	1%	320,186	21,187	341,373	58%	(246,343)
Fixed Charges	1,079,755	3,800	1,083,555	3%	843,050	1,780	844,830	78%	(238,725)
Utilities	8,314	1,065,284	1,073,598	3%	3,186	791,755	794,942	74%	(278,656)
Capital Outlay	812,402	72,360	884,762	2%	258,775	34,043	292,819	33%	(591,944)
Other Expenditures	513,470	-	513,470	1%	607,224	-	607,224	118%	93,754
Contingency	701,550	125,000	826,550	2%	-	-	-	0%	(826,550)
Total Expenditures	39,171,912	3,368,574	42,540,486	100%	26,616,784	2,738,566	29,355,351	69%	(13,185,135)
Excess (deficiency) of revenues over expenditures	(3,755,914)	2,852,618	(903,296)		(1,612,254)	2,269,790	657,536		1,560,832
Other financing sources (uses):									
Operating transfers (out)	(710,000)	(2,500,000)	(3,210,000)		(710,000)	(2,500,000)	(3,210,000)		-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ (4,465,914)	\$ 352,618	\$ (4,113,296)		\$ (2,322,254)	\$ (230,210)	\$ (2,552,464)		\$ 1,560,832

McHenry County College
All Funds Financial Summary
Ten Months ended April 30, 2011

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
Revenue											
Local	\$ 11,362,729	\$ 1,486,953	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 724	\$ 1,463	\$ -	\$ 12,851,869
State	1,671,879	571,241	-	-	685,833	-	-	-	-	-	2,928,953
Federal	-	-	-	-	574,637	-	4,211,441	-	-	-	4,786,078
Tuition & Fees	11,810,586	2,915,281	-	1,339,247	-	-	-	-	-	-	16,065,114
Sales & Service Fees	22,872	-	-	3,046,757	-	-	-	-	-	-	3,069,630
Facilities	7,308	10,968	-	-	-	-	-	-	-	-	18,276
Interest	53,311	388	11,813	-	-	2,283	-	-	1,367	-	69,163
Non-Govt Gifts, Grants	-	-	-	150,713	20,050	-	-	-	-	-	170,763
Other	75,845	23,525	16,735	-	-	-	-	-	1,474	4,134,018	4,251,597
Total Revenue	25,004,531	5,008,356	28,548	4,536,717	1,280,520	2,283	4,211,441	724	4,304	4,134,018	44,211,443
Expenditures											
Instruction	12,635,276	-	-	-	405,470	-	-	-	-	-	13,040,746
Academic Support	1,172,342	-	-	-	42,620	-	-	-	-	-	1,214,963
Student Services	2,431,196	-	-	-	482,233	-	-	-	-	-	2,913,429
Public Service	1,210,739	-	-	675,935	493,412	-	-	-	-	-	2,380,086
Auxiliary Services	-	-	-	3,647,611	-	-	-	-	-	-	3,647,611
Operations & Maintenance	-	2,738,566	-	10,363	95,721	-	-	64,658	414,510	-	3,323,818
Institutional Support	9,877,230	-	351,066	48	14,117	-	4,211,035	-	764,742	4,061,215	19,279,453
Total Expenditures	27,326,784	2,738,566	351,066	4,333,956	1,533,572	-	4,211,035	64,658	1,179,252	4,061,215	45,800,105
Excess (deficiency) of revenues over expenditures	(2,322,254)	2,269,790	(322,517)	202,761	(253,052)	2,283	406	(63,934)	(1,174,949)	72,804	(1,588,662)
Other financing sources (uses):											
Operating transfers in	-	-	2,500,000	325,000	-	-	-	-	385,000	-	3,210,000
Operating transfers (out)	(710,000)	(2,500,000)	-	-	-	-	-	-	-	-	(3,210,000)
Total Other financing sources (uses)	(710,000)	(2,500,000)	2,500,000	325,000	-	-	-	-	385,000	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	(3,032,254)	(230,210)	2,177,483	527,761	(253,052)	2,283	406	(63,934)	(789,949)	72,804	(1,588,662)
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	\$ 14,979,968	\$ 3,424,284	\$ 10,142,385	\$ 1,339,401	\$ (201,371)	\$ 2,813,800	\$ 47,955	\$ 87,793	\$ 1,481,726	\$ 162,696	\$ 34,278,637

Treasurer's Report

Information

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

Recommendation

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

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

Vicky Smith
President

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

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Operating	\$767,861.52	\$1,977,264.18	\$1,877,119.53	\$868,006.17
Crystal Lake Bank & Trust Credit Card	\$56,007.37	\$638,187.88	\$608,371.82	\$85,823.43
Crystal Lake Bank & Trust Online	\$0	\$461.84	\$0	\$461.84
Home State Bank Online	\$33,150.36	\$1.41	\$0	\$33,151.77
Crystal Lake Bank & Trust Employee Benefits	\$0	\$29,107.34	\$29,107.34	\$0
Crystal Lake Bank & Trust Payroll	\$32,457.60	\$1,785,000.00	\$1,815,975.78	\$1,481.82
Crystal Lake Bank & Trust Federal Student Loan	\$5,732.44	\$74,580.03	\$80,070.01	\$242.46

McHenry County College
May 26, 2011

Investments

College Fund	Financial Institution	April 30,2011 Investments	March 31, 2011 Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	8,404,444.25	10,310,854.92	see below	N/A	On Demand
Education	JPMorgan Chase	9,126,801.88	9,124,266.98	0.35%	N/A	On Demand
Operations & Maintenance	Illinois Funds	10,675,824.07	10,675,423.87	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	923,223.55	922,967.13	0.35%	N/A	On Demand
Working Cash	Illinois Funds	2,099,564.21	2,099,479.99	see below	N/A	On Demand
Working Cash	JPMorgan Chase	618,589.22	618,417.41	0.35%	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	1,368,687.38	1,368,632.48	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	352,731.77	352,633.80	0.35%	N/A	On Demand
	Total	33,569,866.33	35,472,676.58			

Interest Revenue

College Fund	Apr-11	Fiscal YTD
Education	2,872.02	47,941.22
Operations & Maintenance (Restricted)	656.62	10,834.55
Working Cash	256.03	1,911.43
Liability, Protection and Settlement	152.87	1,139.62
	Total	\$3,937.54

Illinois Fund Rates - April 2011

	Annualized rate - Money Mkt
Low	0.016%
High	0.079%
Average	0.045%

* 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 #1032

Information

100- Education Fund	669,181.22
200- Operations & Maintenance Fund	254,262.87
300- Operations & Maintenance (Restricted) Fund	14,609.34
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	330,398.15
600- Restricted Purposes Fund	56,952.95
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	17,965.45
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	3,144.87
1700-Employee Health Insurance	<u>460,073.31</u>
Total:	1,806,588.16

Recommendation

It is recommended that the Board of Trustees ratifies payment of Voucher #1032 dated May 26, 2011 totaling \$1,806,588.16.



Vicky Smith
President

MAY 26, 2011

A C C O U N T D I S T R I B U T I O N

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
.....
	EDUCATION FUND	669,181.22
	OPERATIONS & MAINTENANCE	254,262.87
	OPERATIONS & MAINTENANCE	14,609.34
	AUXILIARY ENTERPRISES FU	330,398.15
	RESTRICTED PURPOSES FUND	56,952.95
	TRUST AND AGENCY FUND	17,965.45
	LIAB. PROT, & SETTLEMENT	3,144.87
	EMPLOYEE HEALTH INSURANC	460,073.31

		\$1,806,588.16
		=====

Request to Purchase
 Chemistry Equipment

Information

The chemistry department served 1,096 students last year generating a total of 2,333 credit hours. This growth in enrollment represents a 49% increase since FY 2009. In order for the department to be able to continue giving all students hands on opportunities in laboratory courses the department needs to purchase more equipment to accommodate the enrollment growth.

Each of the following companies were asked to provide quotes for the below list of equipment. Flinn Scientific has provided the best price on each individual item; therefore it is requested that \$8,714.36 be spent at Flinn Scientific for chemistry equipment.

Equipment	Quantity	Flinn Scientific	Fisher Scientific	Sigma-Aldrich
Spectrophotometers	5	\$899.95 each	\$1,855.00 each	\$2,275.00 each
Electronic weighted scales	4	\$235.53 each	\$ 378.31 each	\$ 355.70 each
Portable pH meters	4	\$236.16 each	\$ 613.31 each	\$ 348.00 each
Digital thermometers	10	\$ 25.15 each	\$ 24.00 each	No comparable
Stir/hot plates	6	\$346.05 each	\$ 690.13 each	\$ 438.00 each
Shipping and Handling		0.00	0.00	0.00
		\$8,714.36	\$17,624.71	\$16,819.40

This expense is budgeted in the Chemistry Department account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves a total of \$8,714.36 be spent with Flinn Scientific of Batavia, IL for listed chemistry equipment.



Vicky Smith
 President

Request to Purchase
Emergency Medical Technician (EMT) Training

Information

In the state of Illinois, the Department of Public Health oversees all Emergency Medical Technician training. As part of their oversight process, the state is divided into service provider areas. Each service provider area then has an approved provider of Emergency Medical Technician training (EMT training). McHenry County College (MCC) is a part of the service provider area in which Centegra Northern Illinois Medical Center (Centegra NIMC) is the approved provider of EMT training.

Centegra NIMC is only able to provide EMT training and does not have the capability to provide students with college credit. Therefore, Centegra NIMC and MCC collaborate together to provide EMT training and give students college credit for that training. Through the attached agreement, Centegra NIMC agrees to furnish instruction, clinical training, and clinical spots for MCC students. The College then pays the Centegra NIMC for the services and clinical spots they provide. The estimated fee for FY 2012 is not expected to exceed \$85,700.00. The tuition and fees students pay to MCC covers the cost of the fees paid to Centegra NIMC.

These services are exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (a) which reads, "Contracts for goods or services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part."

This expense is budgeted in the Emergency Medical Technician Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the estimated contract amount not to exceed \$85,700.00 to Centegra NIMC, McHenry, IL for Emergency Medical Technician Training for FY 2012.



Vicky Smith
President

**AGREEMENT FOR EMERGENCY MEDICAL TECHNICIAN EDUCATION
BETWEEN ILLINOIS COMMUNITY COLLEGE DISTRICT 528
McHENRY COUNTY COLLEGE AND
CENTEGRA NORTHERN ILLINOIS MEDICAL CENTER**

AGREEMENT made this 1st day of July, 2011 by and between the Community College District 528, McHenry County College, an Illinois Community College organized and existing under the laws of the State of Illinois, with its principal office located at 8900 US Highway 14, Crystal Lake, Illinois (hereinafter referred to as the "District") and CENTEGRA Northern Illinois Medical Center, a not-for-profit corporation, organized and existing under the laws of the State of Illinois, presently located at 4201 Medical Center Drive, McHenry, Illinois (hereinafter referred to as the "Hospital").

WHEREAS, the District wishes to provide emergency medical technician (hereinafter referred to as "EMT") training for those of its students desiring it; and

WHEREAS, the Hospital has been approved by the Illinois Department of Public Health, Division of Emergency Medical Services, to furnish such instruction to students in EMT training and is willing to furnish such instructions and clinical training to students of the District (hereinafter referred to as the "Program") on a contracted basis for a variable fee per student and for fixed costs as hereinafter provided:

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereby agree as follows:

1. District Duties and Responsibilities
 - a) The administrative responsibilities for the program shall be with the district.
 - b) Formal academic transcripts of the EMT students shall be maintained by the Registrar of the District.
 - c) Existing District policy shall govern all matters related to tuition, fees, withdrawal, tuition refund, auxiliary services and any additional matters pertaining to the program.
 - d) Representatives of the District may make periodic visits to the Hospital during said instruction for the purpose of assessing the progress of the students and evaluating the instructional process in the clinical setting. Said visits shall be upon written request to the hospital and shall be undertaken only during program hours.
 - e) The college shall procure and maintain professional liability coverage with limits of \$1,000,000 each occurrence and \$3,000,000 aggregate which shall cover and insure the College, its students, and its faculty participating in the clinical education program described in this agreement.
 - f) The students participating in the program shall be regarded solely as students or trainees and nothing herein shall be construed to create an employment relationship between the Hospital and any student or faculty member of the College participating in the program. The Hospital will not insure these students for workman's compensation coverage. Nor shall the Hospital be responsible for any benefits

including but not limited to Unemployment Compensation, FICA tax, health insurance payments or premiums, or disability payments or premiums.

- g) The college shall provide secretarial support to the instructors and duplicating of materials.

2. Hospital Duties and Responsibilities

- a) The Hospital shall develop and implement the substantive aspects of the Program.
- b) All persons designated as instructors for the Program shall be certified or authorized pursuant to the Emergency Medical Services Systems Act, 210ILCS50III.
- c) This Agreement shall be implemented in accordance with the existing Hospital policies and procedures.
- d) The Hospital will provide classroom space if needed.
- e) The Hospital shall provide secretarial support to complete IDPH reporting, certification records and instructor payroll.

3. Courses

The following courses are included in this contract:

- a) EMS 105 - First Responder
- b) EMS 110 - Emergency Medical Technician-Basic
- c) EMS 120 - EMT-Paramedic I
- d) EMS 121 - EMT Paramedic II
- e) EMS 122 - EMT Paramedic III
- f) EMS 123 - EMT Paramedic Internship

4. Eligibility Requirements

- a) Subject to applicable state law, the courses shall be open to the general public through normal channels of registration with the District. The District shall, however, afford seating priority to all rescue squad personnel. Thereafter, seating shall be open to the general public.
- b) The total number of enrolled students shall be limited to an amount that will enable the Hospital to effectively and efficiently provide proper training of the EMT students. The number of students to be enrolled in a particular class shall be determined by the District and the Hospital. Additional sections may be added in response to enrollment demands.
- c) Matters pertaining to each student's progress and the Program's academic standards will be reviewed by the District's administrative staff and the Hospital's EMS Medical Director on an as-needed basis. However, said review shall be undertaken at least annually.,

- d) Evidence of recent physical exam (within 6 months) and evidence of immunization status for rubella, rubeola, Hepatitis B, Tetanus and TB, will be required for students enrolled in courses with a hospital or prehospital clinical requirement. Verification of physical exam and immunization status will be maintained by NIMC-EMS Department.
- e) The Hospital reserves the right to remove a student from a training experience in the clinical setting if circumstances demonstrate a threat to the student's welfare or to the patient's treatment plan.

5. Faculty

The Hospital's EMS Medical Director, and EMS/Coordinator shall be designated as part-time faculty of the District without compensation.

6. Payment

The District will pay the Hospital a fixed cost and a per student variable cost, as set forth in Exhibit A attached hereto and incorporated herein as a part of said Agreement.

7. Expiration

This contract expires on June 30, 2012.

8. Construction

The Agreement shall be construed to be consistent with the policies and procedures of appropriate state and federal agencies.

9. Notice

All notices or other communications required by this Agreement shall be in writing and made by actual delivery of the notice into the hands of the parties thereunto entitled, or by registered or certified mail, return receipt requested, postage prepaid, addressed, if to the District, to:

Dr. Vicky Smith
President
McHenry County College
8900 US Highway 14
Crystal Lake, IL 60012-2761

and if to the Hospital to:

Jason Sciarro
President/ COO
Centegra Health System
c/o Centegra Hospital-McHenry
4201 Medical Center Drive
McHenry, IL 60050

10. Governing Law

This Agreement shall be governed by and construed in accordance with the State of Illinois.

11. Amendment

Neither this Agreement nor any terms or provisions hereof may be changed, waived, discharged, or terminated orally, or in any manner, other than by an instrument in writing signed by the party against which the enforcement of the change, waiver, discharge, or termination is sought.

12. Entire Agreement

This instrument including the Exhibit attached hereto contains the entire agreement between the parties hereto with respect to the transactions contemplated herein and supersedes all previous negotiations, commitments and writings.

13. Headings

The descriptive headings of this Agreement are inserted for convenience only and do not constitute a part of this Agreement.

14. Binding Effect

This Agreement shall be binding upon and insure to the benefit of the respective parties, and their successors and assigns, heirs, and personal representatives.

15. Counterparts

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

CENTEGRA HOSPITAL-
McHENRY

COMMUNITY COLLEGE DISTRICT 528

BY: _____ BY: _____

Title: _____ Title: _____

Request to Purchase
Installation of Paver Sidewalk

Information

The Master Gardener’s garden does not have an accessible walkway that allows access for the elderly or handicap. After investigation, it has been determined that a walkway constructed of permeable paving stones would provide suitable ADA access to the garden, and be compatible with the water shed regulations. The 8’ X 100’ walkway construction will consist of excavation to accommodate a 12” gravel base with paving stones set at ground level so as not to interfere with College’s grounds maintenance activities.

In order to ensure that the College is getting the best price available, quotes were obtained from local area businesses who deal in the sale and installation of similar permeable pavers. The results are below.

<u>Description</u>	<u>Cal and Shan’s Tree Farm and Landscaping</u>	<u>Campobello Landscaping</u>	<u>Acres Group</u>
Excavation, installation of 12” of gravel and paving stones	<u>\$7,425.00</u>	<u>\$11,200.00</u>	<u>\$10,560.00</u>

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

Recommendation

In order to provide an ADA accessible walkway to the garden area, it is recommended that the Board of Trustees approves the excavation of an 8’ X 100’ area and installation of 12” of gravel and permeable paving stones by Cal and Shan’s Tree Farm and Landscaping, Woodstock, IL, for \$7,425.00.



Vicky Smith
President

Request to Purchase
 Microscopes

Information

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

The large enrollment growth within the Biology Department has resulted in the increased use of microscopes by students, during laboratory time. Microscopes are used in all of the biology labs to allow students to identify organisms too small for the naked eye to see. In the Microbiology course, students identify different bacteria. The Fundamentals of Biology course uses them to explore the different types of plant cells and compare them with animal cells. The Anatomy and Physiology students use dissecting microscopes to identify different cell types in three dimensions.

The College is seeking to replace some of the microscopes utilized by students and instructors in the laboratory courses taught on campus. Specifically, the College would like to replace 34 student microscopes that were purchased approximately 20 years ago and due to the increased enrollment growth, are showing a great deal of wear and tear. In addition, the College would like to replace its four dissecting microscopes since currently, two no longer function properly and the remaining two are showing signs of wear and tear.

Finally, the College would like to purchase an instructor microscope. The instructor microscope is used exclusively by instructors in conjunction with the scope camera to demonstrate to students the proper procedure for using a microscope and is widely used to present images from slides, for instructional purposes. The instructor can point out structures on the projected image, to help student identify images that they are seeing through their own microscopes.

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

Equipment	Qty	Carolina Biological Supply Co.	Scope Shoppe	Fisher Scientific Co.	Microscope World	Kreisers, Inc.
160-P National Monocular Microscope Halogen 4-10-100x (Student Microscopes)	34	\$16,932.00	\$17,306.00	\$17,900.32	\$19,618.00	\$23,797.62
416 National Optical Fluorescent Stereo microscope 10-30x (Dissecting Microscope)	4	\$1,180.00	\$1,276.00	\$1,199.00	\$1,236.00	\$0.00
161-P National Dual View Microscope 4-10-100x (Instructor Microscope)	1	\$599.00	\$585.00	\$604.75	\$624.00	\$795.55

Equipment	Qty	Carolina Biological Supply Co.	Scope Shoppe	Fisher Scientific Co.	Microscope World	Kreisers, Inc.
Shipping/Handling		\$0.00	\$0.00	\$4.95	\$0.00	\$0.00
TOTAL	39	\$18,711.00	\$19,167.00	\$19,709.02	\$21,478.00	\$24,593.17

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

Recommendation

It is recommended that the Board of Trustees approve the purchase of 34 Student Microscopes, 4 Dissecting Microscopes, and one Instructor Microscope as shown above from Carolina Biological Supply Company, Burlington, NC for \$18,711.00.



Vicky Smith
President

Request to Purchase Refurbished Alaris
 Intravenous Fluid Pump Equipment

Information

One of the key skills students in the nursing program must learn is how to administer intravenous fluids. Typically the administration of intravenous fluids is done via an intravenous fluid pump (IFP). There are many different IFPs on the market which could be used to teach the students how to administer intravenous fluids. However, the College has chosen to purchase Alaris IFP because Centegra utilizes these exact same pumps.

Teaching students how to administer fluids on the same IFPs as Centegra is crucial to the program since students do their clinical work at Centegra hospitals and clinics. By having the same IFPs on campus that are used in the hospitals, students are able to practice and be checked off on the use of the IFPs in the safety and comfort of the College’s lab. If students are able to become proficient in the use of the IFPs before caring for a patient, there will be less risk of a potentially life-threatening mistake being made.

A complete Alaris IFP has two components. One component is the wireless “Brain.” This component electronically controls the pump. The second component is the Infusion module. This is the component which actually moves the fluid into the patient’s body. The College is seeking to purchase two complete pumps and therefore would need two “Brains” and two Infusion modules. Quotes were received for both as follows:

	Medical Shipment LLC	MedOne Capital	Elite Medical Equipment
Two Alaris PCU 8000 Refurbished “Brain” wireless	\$4,400 + \$70 shipping	\$2,400 + \$60 shipping	\$2,390 + \$60 shipping
Two Alaris Infusion Modules 8100 Refurbished	\$6,600 + \$70 shipping	\$3,600 + \$60 shipping	\$3,900 + \$60 shipping
TOTAL	\$11,140	\$6,120	\$6,410

The purchase of this equipment is partially budgeted in the Nursing Department fund and partially in the Perkins Grant fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of two Alaris PCU 8000 Refurbished “Brain” wireless for \$2,400.00 plus \$60.00 for shipping and two Alaris Infusion Modules 8100 Refurbished for \$3,600.00 plus \$60.00 for shipping from MedOne Capital in Sandy, UT.



Vicky Smith
 President

Request to Purchase
 Replacement Furniture

Information

Furniture in several areas of the college has outlived its normal life cycle. The time has come to replace and update these areas with new office furniture. Replacement workstations are needed in Computer Classroom (A104) and replacement chairs are needed in the Testing Center, Nursing Lab, Computer Labs (A127 & E108), and Computer Classrooms (A100, A101, A104, A121, A123, E112, and E116).

The computer workstations and chairs recommended are manufactured from Krueger International (KI Furniture) and are extremely durable, adjustable, user friendly, and are extremely comfortable. Workstations include state-of-the-art dual monitor mounts and CPU holders with locks. All furniture is warranted for 10 years.

The pricing for this furniture is based on the Illinois Public Higher Education Consortium (IPHEC) contract volume pricing agreement that KI Furniture was awarded. There are 24 computer workstations, 313 chairs, and 1 stool in this purchase. The total cost for all furniture is \$120,955.72.

	Chairs	Cost w/Delivery & Installation	Total Cost	Est. Fuel Charge	Total Cost w/Fuel Charges
Testing Center	18	\$185.86	\$3,345.45	\$33.45	\$3,378.90
Nursing Lab	20	\$233.34	\$4,666.88	\$46.67	\$4,713.55
Computer Labs	100	\$257.60	\$28,593.60	\$285.94	\$28,879.54
A100	25	\$285.94	\$7,148.40	\$71.48	\$7,219.88
A101	25	\$285.94	\$7,148.40	\$71.48	\$7,219.88
A104	25	\$285.94	\$7,148.40	\$71.48	\$7,219.88
A104-Stool	1	\$326.27	\$326.27	\$3.26	\$329.53
A121	25	\$285.94	\$7,148.40	\$71.48	\$7,219.88
A123	25	\$285.94	\$7,148.40	\$71.48	\$7,219.88
E112	25	\$285.94	\$7,148.40	\$71.48	\$7,219.88
E116	25	\$285.94	\$7,148.40	\$71.48	\$7,219.88
TOTAL	314	\$3,004.62	\$86,971.00	\$869.71	\$87,840.71

	Workstations	Cost w/Delivery & Installation	Total Cost	Est. Fuel Charge	Total Cost w/Fuel Charges
A104	24	\$1,366.13	\$32,787.14	\$327.87	\$33,115.01

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (k) which reads, "Contracts for goods or services procured from another governmental agency." This exemption allows for the use of volume purchasing consortiums that solicit bids on behalf of its membership.

The expense for this purchase is budgeted in the General Institutional Expense Contingency Account in the Education Fund.

Recommendation

Due to the addition of furniture for the Computer Labs, it is recommended that the Board of Trustees approves the furniture purchase in the amount of \$120,955.72 from KI Furniture, Green Bay, WI.

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

Vicky Smith
President

Request to Purchase
 Replacement Computer LCD Monitors

Information

In 2008, the College made a bulk purchase of 1,175 19" LCD monitors. With growth in the number of PCs used on campus, there are no longer enough LCD monitors in stock to match new demand or replace failing monitors. Additionally, there are increasing technical video demands due to evolving software requirements, updated screen resolution standards, viewing capability, and incremental monitor lifecycle. Consequently, the College needs to move to a 22" LCD monitor footprint. The ASUS VW224T monitor offers a 22" widescreen, 1,680 x 1,050 maximum resolution, and built-in speakers for audio capability which minimizes the need for separate desktop speakers. Life expectancy for the ASUS monitor is 5-6 years.

Since these monitors will be used by MCC employees, the College must be compliant with the requirements of FERPA, HEA, and other standards for security and privacy. Consequently, this request includes the purchase of privacy screens which would be affixed to each monitor. The PF22 privacy screen from 3M is the most cost-effective screen. It applies easily, does not deter from the intended user's visibility, and with proper use, is as durable as the monitor itself.

<u>Quantity</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Extended Cost</u>
75	ASUS 22" LCD monitors	\$144.86	\$10,864.50
75	3M 22" privacy screens	<u>\$ 86.47</u>	<u>\$ 6,485.25</u>
Total:			\$17,349.75

MCC participates in the IPHEC (Illinois Public Higher Education Cooperative) which leverages the purchasing power of government and educational institutions across the state. Through IPHEC, CDW-G is our preferred equipment provider and enables the College to purchase these monitors at per unit costs below what could be negotiated directly through other providers.

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 End User Services Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of 75 LCD monitors and 75 privacy screens from CDW-G, Inc., Vernon Hills, IL, for \$17,349.75.



Vicky Smith
 President

Request to Renew
SchoolDude Annual Software Maintenance

Information

In November of 2010, the McHenry County College Board approved the purchase of an online maintenance tracking system called SchoolDude. The system is used by the Facilities department to track campus infrastructure maintenance orders, including scheduling preventative maintenance, as well as tracking physical assets. It is also used by the Information Technology department as a Helpdesk trouble-ticket and asset management system for computer equipment. The software is hosted offsite by SchoolDude.com, Inc, in Cary, NC. The product is used by seven other community colleges in the state of Illinois.

The original maintenance agreement expires June 30, 2011. The renewal cost for one year of maintenance is \$21,138.00, covering the period of July 1, 2011 through June 30, 2012. This maintenance includes direct support in the use of the software, rights to upgrades, and continued hosting of the service by SchoolDude.com, Inc.

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

This expense is budgeted in the IT End User Services Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal, for one year (July 1, 2011 – June 30, 2012), of SchoolDude software maintenance at a cost of \$21,138.00, from SchoolDude.com, Inc. of Cary, NC.



Vicky Smith
President

Request to Subscribe to
OverDrive

Information

The McHenry County College Library is committed to providing the best possible resources for students and the surrounding community. The Library is seeking to enhance its current digital collection by subscribing to OverDrive Inc., the only full-service digital distributor of eBooks, audio books, and other digital content that can create an infrastructure for managing, protecting, and distributing digital content. OverDrive Inc. currently hosts more than 500,000 premium digital titles from more than 1,000 publishers. Other vendors in the industry can provide digital content, however they are not advanced in providing the software services OverDrive Inc. is capable of such as collection development, marketing and outreach, staff training, and technical services.

OverDrive Inc. also hosts services that will enhance the library’s current digital collection by providing digital content over a global network. Students will be able to browse, checkout, and download OverDrive’s digital collection at anytime from any internet connection. MCC students can access content via OverDrive’s “virtual branch” website or the College’s library catalog. Furthermore, OverDrive allows students to download content onto a portable audio player, eBook reader, or smart phone.

The cost for OverDrive’s full service package as mentioned above is detailed in the chart below.

Library Download Software	\$ 3,000.00
Digital Content	\$ 5,545.13
Totaling	\$ 8,545.13

The purchase of this database service is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, (1) which reads, "contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph. "

The funds to pay this expense are budgeted within the Library Support Services Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the one-year contract to OverDrive, from OverDrive Inc., Cleveland, OH for the amount of \$8,545.13.



Vicky Smith
President

Administrative Contracts for FY 2012

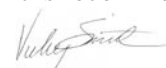
Information

The administrators are an important employee group of the College, carrying out the policies, procedures, and initiatives as established by the Board of Trustees. It is recommended that for FY 2012, the contracts of the College Administrators holding the positions listed below be extended through FY 2012:

- Supervisor, Custodial Third Shift
- Director of Bookstore
- Director of Communications Technologies
- Director of End User Services
- Director of Food Services
- Director of MCC Children's Learning Center
- Dean of Student Success
- Director of Athletics, Intramurals and Recreation
- Director of Campus Safety and Security
- Director of Continuing Education
- Director of Employment Services/Affirmative Action
- Director of High School Plus
- Director of Professional Development
- Director of Business Services
- Director of Computing Services
- Director of Enrollment Services
- Director of Marketing and Public Relations
- Director of Nursing
- Director of Network Services
- Dean of Adult Education
- Director of Institutional Research
- Director of Online Learning and Educational Technology
- Director of Physical Facilities
- Executive Director of Shah Center Programs
- Assistant Vice President of Human Resources
- Assistant Vice President of Academic and Student Affairs
- Executive Dean of Education, Career and Technical Education
- Executive Dean of Continuing and Professional Education
- Executive Dean of Humanities and Social Sciences
- Executive Dean of Mathematics, Sciences and Health Professions
- Interim Executive Director of the Friends of MCC Foundation
- Chief Financial Officer/Treasurer
- Chief Information Officer
- Vice President of Academic and Student Affairs

Recommendation

It is recommended that the Board of Trustees approves the above contract actions as presented.



Vicky Smith
President

Destruction of Recording of the Closed Session of the
October 19, 2009 Committee of the Whole Meeting

Information

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

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

The identified recordings will be physically destroyed.

Recommendation

It is recommended that the Board of Trustees approves the destruction on May 27, 2011 of the recording of the Closed Session of the October 19, 2009 Committee of the Whole Meeting.



Vicky Smith
President

Architect Selection
For Small Projects

Information

McHenry County College solicited proposals for an architectural firm to provide architectural services for small projects at the College.

There were nineteen proposals received. An Administrative Facility Planning Committee of eight reviewed the proposals and narrowed the nineteen proposals down to a short list of seven proposals. The seven firms which made up the final short list were asked to make a one-hour presentation to the Committee about their firm and proposal. When those presentations were completed the Committee discussed all the candidate's proposals and agreed on a recommendation to be made to the Facility and Planning Committee, which met on May 24, 2011.

Recommendation

It is recommended that the Board of Trustees approves the firm _____, to be employed as the College's architect for small projects. The College Administration will work with the College attorney to develop a contract for architectural services as described in the request for proposal. If an agreement cannot be reached with _____ then a contract shall be developed and extended to _____.



Vicky Smith
President

Personnel Adjustments for Spring 2011
 Transfer and Occupational Courses

Information

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

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Baser, Julia A	MGT150001	3	1,648.40	1,600.85
Baser, Julia A	MGT150003	3	1,648.40	1,600.85
Bruce, Richard E	MGT205001	3	1,854.45	1,727.65
Piccolo, Michael R	AMT100102	6	0	857.14

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>
Blaz, James G	HFE279001	2	1	0	150.00
Chapman, Joel W	HFE120250	2	6	0	450.00
Wittkamp, Roxanne	AOM234201	2	2	0	300.00

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Bazan, Michael J	Jazz Band Director Stipend	0	150.00
Decio, Gabriel A	Read OA Essays	0	360.00
Gaughan, Patricia L	Music Recitals	0	50.00
Keller, Loreen M	Master Plan Project	0	1,648.40
Lozier, Christopher	Counseling	699.80	1,154.67
McCord, Robert	Read OA Essays	0	90.00
Power, Laura A	Read OA Essays	0	210.00
Reupert, Roger L	Second Sunday Concerts	0	200.00
Riggin, Laurie A	Zen Garden Brochure/Consult	0	250.00
Sergey, Thomas Michael	Music Recitals	0	50.00
Shaw, Nancy	Music Recitals	0	50.00
Singer, Tara J	Music Adjunct Stipend	0	55.80
Singer, Tara J	Music Recitals	0	50.00
Szalaj, Steven J	Concert Director	0	150.00
Szalaj, Steven J	Music Recitals	0	50.00
Van Sickle, Cynthia	Read OA Essays	0	240.00

Overload

<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Johnson, Harriet A	CJS290701	13.33	0	1,351.46

Recommendation

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



Vicky Smith
President

Personnel Adjustments for Summer 2011
 Transfer and Occupational Courses

Information

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

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Happ, Connie J	NAE100E01	3	0	1,674.96
Happ, Connie J	NAE100E02	3	0	1,674.96
Happ, Connie J	NAE100005	3	0	3,170.00

Recommendation

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



Vicky Smith
 President

Continuing and Professional Education Personnel Considerations for Spring 2011

Information

Listed below are instructors that were hired for the Spring 2011 Semester:

<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Ziszik, C	NMD C01 003	CNA Retest (3/14-5/6/11)	300.00

Recommendation

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



Vicky Smith
President

Continuing and Professional Education Personnel Considerations for Summer 2011

Information

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

<u>Full-time Personnel</u>	<u>Classes & Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Kormanak, R	UHL U02 001	Healthcare Provider CPR	145.00
Kormanak, R	UHL U02 002	Healthcare Provider CPR	145.00
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Lukaczyk, A	NFS C03 003	CNA Transitions	1,600.00
Small, J	6/4/2011	Alive at 25 – 4 Hours	150.00
Small, J	6/4/2011	Defensive Driving Course – 4 Hour	150.00
Small, J	6/11/2011	Defensive Driving Course – 8 Hour	300.00
Small, J	6/25/2011	Defensive Driving Course – 8 Hour	300.00

Recommendation

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



Vicky Smith
 President

Architect Selection
For Small Projects

Information

McHenry County College solicited proposals for an architectural firm to provide architectural services for small projects at the College.

There were nineteen proposals received. An Administrative Screening Committee of eight reviewed the proposals and narrowed the nineteen proposals down to a short list of seven proposals. The seven firms which made up the final short list were asked to make a one-hour presentation to the Committee about their firm and proposal. When those presentations were completed the Committee discussed all the candidates' proposals and agreed on a recommendation to be made to the Facilities and Planning Committee, which met on May 24, 2011.

Recommendation

It is recommended that the Board of Trustees approves the firm RuckPate Architecture to be employed as the College's architect for small projects. The College Administration will work with the College attorney to develop a contract for architectural services as described in the request for proposal. If an agreement cannot be reached with RuckPate Architecture, then a contract shall be developed and extended to Demonica Kemper Architects.



Vicky Smith
President

Approval of New Position
 Director of Health and Wellness

Information

From September 1985 until August 2009, the College had a Health Promotion Specialist on staff that was responsible for coordinating health and wellness programs. Since October 2009 the College has temporarily filled the position while determining the best utilization of the position.

The Department of Children and Family Services (DCFS) mandates that the College has a Registered Nurse on staff to meet the regulations of the Children’s Learning Center. In addition to this need, MCC Administration has determined that there is a need for this position to perform additional job functions that go above and beyond those of a Health Promotion Specialist. Additional essential job functions including the coordination of the Workers’ Compensation program and the administration of the Family Medical Leave Act (FMLA) propel the position outside the range of staff council position and move it into the administrative level of the College. Therefore, the Illinois Employment Labor Relations Board (IELRB) was presented with a unit clarification petition to remove the Health Promotion Specialist position from the McHenry County College Staff Council. In April the IELRB approved the petition.

The approval of this new position will allow for increased government compliance with FMLA. Additionally, we hope to realize reduced workers’ compensation claims and ultimately reduced health insurance premiums as a result of an increase in wellness programs and awareness.

This position is budgeted for in the health services account of the education fund.

<u>Title</u>	<u>Salary Level</u>	<u>Effective Date</u>	<u>FTE</u>
Director of Health and Wellness	II	6/6/11	1.0

Recommendation

It is recommended that the Board of Trustees approves the new administrative position of Director of Health and Wellness as outlined above.



Vicky Smith
 President

Administrator Salary Level	Low Salary	Midpoint Salary	High Salary
II	\$44,046	\$62,923	\$81,799

POSITION: **DIRECTOR OF HEALTH AND WELLNESS**

CLASSIFICATION: Administrator

WORK YEAR: 12 months

PRIMARY PURPOSE: Responsible for coordinating health and wellness, safety/ergonomic programs for the College. Primary responder, provide first aid as needed. Coordinate all aspects of Workers' Compensation program, Work with employees, HR and medical providers on FMLA and other medical leaves.

ESSENTIAL JOB FUNCTIONS:

- **Institutional**
 - Serve as a proactive resource on health and wellness related issues to students and staff.
 - Maintain first aid supplies and first aid area/Mother's room.
 - Primary responder, provide first aid until emergency services arrive.
 - Provide basic first aid.
 - Serve as member of Safety and Wellness Committees.
 - Coordinate and disseminate institutional policies mandated by state or federal agencies in cooperation with appropriate College officials.
 - Provide CPR,AED, and Blood Borne Pathogens training to appropriate personnel.
 - Develop a schedule of educational and experiential prevention-based activities.
 - Provide leadership for a wellness committee that will coordinate and promote activities and opportunities to staff.
 - Assist with policy development and training to keep appropriate departments/staff members updated in first aid, CPR, drug & alcohol abuse, and personal safety issues.
 - Provide training to Children's Learning Center personnel per DCFS requirements
 - Determine impairment/fitness for duty of employees when there is reasonable suspicion
- **Workers' Compensation**
 - Investigate claims to determine validity.
 - Investigate accidents and injuries to determine corrective and preventative actions.
 - Communicate with employee submitting claim, witnesses, claims adjustors, supervisors, medical personnel, and attorney when applicable.
 - Maintain contact with employee and claims adjustor until the claim is closed, resolving any problems that occur.
 - Conduct proactive risk assessments to identify potential safety hazards.
 - Strategize with department personnel to create procedures and work practices designed to prevent work related injuries or illnesses.

ESSENTIAL JOB FUNCTIONS:

- **Ergonomics**
 - Deliver ergonomic presentations to employees through Professional Development Department regarding ergonomically correct workstations, positioning, etc.
 - Evaluate employee workstations on an as needed basis when requested by the supervisor or the employee.
 - Submit recommendations for ergonomic equipment/workstations to Business Services for purchase, and follow up on installation. Follow up with employee on applicable improvements.
 - Conduct periodic risk analysis.
- **Students and Staff**
 - Provide support to student groups by co-sponsoring seminars.
 - Assist Athletics with required physical exams
 - Coordinate with Student Affairs to provide experiential opportunities.
 - Work to develop a schedule of educational and experiential prevention-based opportunities.
 - Provide leadership and develop policy and training to keep coaches, security, and other student providers updated in first aid, CPR, and personal safety issues.
 - Develop programs responsive to staff needs as they arise.
- **Community**
 - Work with local agencies to provide wellness and prevention programs.
 - Provide leadership for offering coordinated prevention-based educational and experiential opportunities to the community.
 - Represent MCC at various prevention-based community groups.
 - Work directly with Continuing Education and the Conference Center to bring quality programs.
- Additional duties as assigned by immediate supervisor.

SUPERVISION: Position reports directly to the Assistant Vice President of Human Resources.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree in Nursing, Registered Nurse required. CPR/First Aid required, Instructor Certification, Certified Occupational Health Nurse preferred.

EXPERIENCE:

Five + years of professional healthcare experience. Experienced in Workers' Comp and health/Wellness promotion.

SKILLS AND ABILITIES:

- Knowledge of health and wellness educational concepts, strategies, methods, and techniques.
- Knowledge of current and emerging health and wellness issues and trends.
- Ability to communicate effectively, both oral and written.
- Ability to demonstrate practical medical knowledge as it applies to health and wellness.
- Ability to develop and present educational programs and/or workshops.
- Skill in organizing resources and establishing priorities.
- Ability to plan and evaluate programs.
- Strong interpersonal and communications skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Work independently.

This position is subject to blood borne pathogen legislation.

Approval of New Position
 Supervisor, Custodial Second and Third Shifts

Information

Currently there are two custodial employees on the second-shift, who are scheduled to work 1:30 p.m. until 10 p.m. and there are seventeen custodial employees on the third-shift, who are scheduled to work 10:30 p.m. until 7 a.m.

In October, 2010 the Board approved the establishment of a new administrative position, Supervisor, Custodial Third Shift. With the establishment of this position, we have seen increased efficiency and productivity on the part of our third shift custodial staff, and have experienced a-reduction in the costs associated with hiring temporary workers.

Currently, the directing of the second shift custodians is provided by the Director of Physical Facilities. The administration has determined that they can have better supervision of the second shift, as well as provide backup for the third shift supervisor, by creating of a Supervisor, Custodial Second and Third Shifts. This position will be able to provide direct supervision to the custodians on the second shift, as well as providing administrative support for the third shift. Funds for this position will be reallocated from Third Shift Custodial Coordinator to fund the Supervisor, Custodial Second and Third Shifts position. This reallocation will not add an additional position because we will not replace the Third Shift Custodial Coordinator position.

This position is budgeted for in the physical facilities account of the institutional fund.

<u>Title</u>	<u>Salary Level</u>	<u>Effective Date</u>	<u>FTE</u>
Supervisor, Custodial Second and Third Shifts	I	5/27/11	1.0

Recommendation

It is recommended that the Board of Trustees approves the new administrative position of Supervisor, Custodial Second and Third Shifts as outlined above.



Vicky Smith
 President

Administrator Salary Level	Low Salary	Midpoint Salary	High Salary
I	\$37,754.00	\$56,632.00	\$75,508.00

POSITION: SUPERVISOR, CUSTODIAL SECOND AND THIRD SHIFTS

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

PRIMARY PURPOSE: Provide efficient Second 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 Second Shift Custodial staff and processes. Supervises the Third Shift Custodial staff and processes on the Sunday night shift and on other nights that the Supervisor, Custodial Third Shift is unavailable.

(OVER)

MINIMUM POSITION REQUIREMENTS:

EDUCATION:

Associate's Degree and 9 to 10 years of experience required; Bachelor's Degree preferred; 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: May 2011 / Level I

Appointment of New
 Internal Auditor

Information

At the October 2009 Board Meeting, the Board of Trustees approved the new part-time administrative position of Internal Auditor. Nancy Gonsiorek has been recommended to fill this position. Ms. Gonsiorek has a Bachelor of Arts in Business Administration with emphasis in Accounting from College of the Ozarks, Point Lookout, MO, and is an Illinois Licensed Certified Public Accountant. Her experience is as follows:

2008 – Present	CPA/Managing Partner – Owner Nancy L. Gonsiorek, CPA LLC, Crystal Lake, IL
2007 – 2008	Senior Auditor LHG and Associates, Crystal Lake, IL
2005 – 2006	Tax and Accounting Manager Wolff and Jeske, CPA’s, LLC, Woodstock, IL
1990– 1992	Tax Consultant Michael Silver and Company, Skokie, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Nancy Gonsiorek to the part-time administrative position of Internal Auditor, effective May 31, 2011, at the salary of \$36.00 hourly, up to 24 hours per week.



Vicky Smith
 President

Administrator Salary Level	Low Salary	Midpoint Salary	High Salary	Current Salary	Salary Offer	Salary of Replaced Employee
IV	\$56,632.00	\$75,508.00	\$94,384.00	Not Applicable	\$36.00 Hourly	Not Applicable

POSITION: **INTERNAL AUDITOR**

CLASSIFICATION: Administrative / Part-time **WORK WEEK:** Up to 24 hours/week

PRIMARY PURPOSE: Assist the President in identifying and assessing risk, developing internal audit programs, and testing internal controls throughout the entire College, including Auxiliary Services. May assist in preparing audit schedules requested by the external audit firm.

ESSENTIAL JOB FUNCTIONS:

- Performs audits by assessing risk areas and testing internal controls
- Manages audit projects by providing leadership in the identification of risk, development of audit programs, execution of the audit, and reporting to the College's President and Board of Trustees.
- Identifies key findings and makes necessary recommendations through audits performed.
- Performs college-wide (College, Auxiliaries) audits including detailed testing of the following areas: cash and cash receipts, accounts receivable, fixed assets, prepaid expenses, accounts payable, accruals, revenue, expenditures, payroll and benefits, investments, grants and contracts, financial aid, student accounts, and other operational areas.
- Assists in the preparation of audit schedules for the College external audit
- Interprets requirements and regulations of the Sarbanes-Oxley Act of 2002. Works with senior management to ensure processes to meet these requirements are in place and functioning throughout the organization
- Collaborates with College staff to ensure the accurateness of existing administrative procedures and assists in any modifications to internal procedures
- Participates as an advisor in College initiatives where the internal control environment is an essential component of design and development
- Assist each department in preparing and maintaining a written, formal internal control policy and procedures manual
- Follow-up on any findings by various agencies (external auditors, grant agencies, etc.).
- Provides a written report to the Board of Trustees on a quarterly basis
- Other duties and special projects as requested by the President

SUPERVISION: Under the direct supervision of the College President.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree in accounting, finance, or business administration with emphasis in accounting/finance. CPA required.

EXPERIENCE:

- Three to five years governmental or not-for-profit accounting or auditing experience
- One to two years internal audit experience with a public entity desirable
- Thorough understanding of internal controls, risk assessment, and audit procedures
- Experience with automated accounting systems and processing procedures

SKILLS & ABILITIES:

- Ability to maintain the highest standard of ethics and have a high level of integrity
- Proficient in Microsoft Office Suite and use of Internet
- Demonstrated “hands-on” problem solver
- Excellent written, verbal and people skills
- Excellent analytical skills
- Demonstrated ability to work in a team environment and promote concepts of fiscal responsibility with peers, faculty, and staff
- Ability to train others
- Ability to maintain confidentiality of all College data and information

REVISED: March 2011 / Level IV

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

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

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

ESSENTIAL JOB FUNCTIONS:

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

ESSENTIAL JOB FUNCTIONS:

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

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

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

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

EXPERIENCE:

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

SKILLS AND ABILITIES:

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

Appointment of Temporary Replacement
 Instructor of Spanish

Information

The retirement of Eva Maria Bill effective May 30, 2011, created a vacancy for the full-time faculty position of Instructor of Spanish. The search to fill this vacancy cannot be completed in time for the fall 2011 semester. Therefore, approval is requested to appoint a temporary Instructor of Spanish. Jessica Whitcomb has been recommended to fill this position for FY2012, while a search is initiated for the permanent position for fall 2012. Ms. Whitcomb has a Master of Arts in Spanish Cultural Studies from Illinois State University, Normal, IL and a Bachelor of Arts in Spanish from Western Illinois University, Macomb, IL. Her experience is as follows:

- 2011 – Present Adjunct, Spanish
 Harper Community College, Palatine, IL
- 2010 – Present Adjunct
 Joliet Junior College, Joliet, IL
- 2009 – Present Adjunct, Spanish
 McHenry County College, Crystal Lake, IL
- 2009 – Present Adjunct, Spanish
 Waubensee Community College, Sugar Grove, IL

Recommendation

It is recommended that the Board of Trustees approves the appointment of Jessica Whitcomb to the faculty position of Instructor of Spanish, effective August 17, 2011, at a nine-month salary of \$45,900.00.



Vicky Smith
 President

Contract Placement	Placement Multiplier	Base Salary	Contractual 9-month Salary	Current Salary	Contract Salary of Previous Employee
Lane 1 , Step 1	1.00	\$45,900.00	\$45,900.00	Not Applicable	\$100,011.00

POSITION:**INSTRUCTOR OF SPANISH**
Full-time, One Year Appointment**CLASSIFICATION:**

Faculty

RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Teach first and second year Spanish, for four-credit courses per semester. Available to teach daytime and evening classes, as needed.
- Assist in curriculum development through preparation of additional courses and/or participation in revision of current courses.
- General involvement as a faculty member in participatory College governance and committees, advisement of students, and professional development (as per the Faculty Role Description)
- Work cooperatively with the Modern Languages department, Humanities division, and faculty and staff throughout the College in striving for educational excellence.
- Help create cultural programs for the department/college.
- Assessment of student learning.
- Support continuous quality improvement through participation in AQIP

MINIMUM POSITION QUALIFICATIONS:

- Master's Degree in Spanish or equivalent/related field with 18 graduate Spanish hours.
- Native or near-native fluency in Spanish.
- Experience teaching in higher education preferred.
- Experience using technology in language teaching.
- Commitment to the mission of the community college and working with beginning students.
- The ability to interact with students and colleagues in a positive and collaborative manner.
- Commitment to the mission of the community college, as well as teaching and motivating students in ways appropriate to their diverse backgrounds and learning styles, and working with beginning students.

Request for Faculty Leave

Information

According to section 13.2 of the McHenry County College Faculty Association Contract, full-time faculty can request a leave of absence without pay and benefits. Specifically, section 13.2 states,

Section 13.2. Leave of Absence

- A. Upon written application of a faculty member to her/his immediate supervisor, the Board may grant leave of absence without pay, upon such terms and conditions as it may set, to a faculty member who has been employed on a full-time basis for two (2) years for up to one (1) academic year for the following purposes:
1. graduate study;
 2. research;
 3. other professional development activity;
 4. personal health or family hardship (See sections 13.4 and 13.5); or
 5. other purposes as agreed upon between the faculty member and her/his immediate supervisor.

Joann Johnson, an English faculty member who has taught here at the College for nine years, has requested an unpaid leave of absence without benefits for the last four weeks of the Fall 2011 semester and all of the Spring 2012 semester. This leave is based on Section 13.2., A.5.

Recommendation

It is recommended that the Board of Trustees approves the unpaid leave of absence without benefits for Joann Johnson for the last four weeks of the Fall 2011 semester and all of the Spring 2012 semester.



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. In accordance with this agreement, Marla Garrison, Instructor of Biology, qualifies for her fourth adjustment at this time. The salary adjustment will take effect for the Spring Term of the 2010-2011 academic year.

	<u>2010-2011 Placement and Salary</u>	<u>Adjusted 2010-2011 Placement and Salary</u>
Marla Garrison	Lane 4, Step 12 \$81,090.00	Lane 5, Step 12 \$86,045.50

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Staff Council includes a salary adjustment of \$1,200.00 for full-time members upon completion of 15 credit hours of pre-approved course work. In accordance with this agreement, Sonia Reising, Coordinator of Multicultural Programs, qualifies for her second adjustment at this time. The salary adjustment takes effect for the entire fiscal year 2011 contract.

	<u>2010-2011 Salary</u>	<u>Adjusted 2010-2011 Salary</u>
Sonia Reising	Range 7 \$42,712.61	Range 7 \$43,912.61

Recommendation

It is recommended that the Board of Trustees approves the above advanced placement and salary adjustments for Marla Garrison and Sonia Reising.



Vicky Smith
President

Appointment of New
 Supervisor, Custodial Second and Third Shifts

Information

At the May 2011 Board Meeting, the Board of Trustees approved the new full-time administrative position of Supervisor, Custodial Second and Third Shifts. Wilbur Wickham has been recommended to fill this position. His experience is as follows:

- 2008 – Present Coordinator of Custodial Third Shift
 McHenry County College

- 2007 - 2008 Quartermaster
 New Horizons, Hebron, IL

- 2004 - 2008 Project Worker
 Centegra Specialty Hospital, Woodstock, IL

- 2003 - 2004 Security Guard
 Initial Security, Naperville, IL

Recommendation

It is recommended that the Board of Trustees approves the appointment of Wilbur Wickham to the administrative position of Supervisor, Custodial Second and Third Shifts, effective May 27, 2011, at the twelve-month salary of \$40,400.00.



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	\$40,400.00	Not Applicable

Appointment of New
 Director of Health and Wellness

Information

At the May 2011 Board Meeting, the Board of Trustees approved the new full-time administrative position of Director of Health and Wellness. Lena Kalemba has been recommended to fill this position. Ms. Kalemba has a Masters of Public Health and Masters of Science Nursing with a focus on Occupational Health Nursing from University of North Carolina, Chapel Hill, NC, a Bachelor of Science Nursing from Barat College/Finch University, Lake Forest, IL and a Diploma from St. Anne’s Hospital School of Nursing, Chicago, IL. Her experience is as follows:

2009 - Present	Health and Wellness Coordinator McHenry County College, Crystal Lake, IL
2008 - 2009	Sales & Wellness Provena Occupational Health, Elgin, IL
2007 - 2008	Nurse Consultant Self-Employed
2007 – 2007	Graduate Nurse Intern OSHA, Washington, D.C.
2006 – 2007	Occupational Health Nurse Motorola, Schaumburg, IL
1997 – 2005	Occupational Health Manager Baxter Healthcare, Round Lake, IL

Ms. Kalemba has successfully performed the duties of the College Health and Wellness Coordinator on a contractual basis since October, 2009.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Lena Kalemba to the administrative position of Director of Health and Wellness, effective June 6, 2011 at the twelve-month salary of \$68,000.00.



Vicky Smith
 President

Administrator Salary Level	Low Salary	Midpoint Salary	High Salary	Current Salary	Salary Offer	Salary of Replaced Employee
II	\$44,046	\$62,923	\$81,799	Not Applicable	\$68,000.00	Not Applicable

POSITION: **DIRECTOR OF HEALTH AND WELLNESS**

CLASSIFICATION: Administrator / Full-time **WORK YEAR:** 12 months

PRIMARY PURPOSE: Responsible for coordinating health and wellness, safety/ ergonomic programs for the College. Primary responder, provide first aid as needed. Coordinate all aspects of Worker's Compensation program, Work with employees, HR and medical providers on FMLA and other medical leaves.

ESSENTIAL JOB FUNCTIONS:

- Institutional
 - Serve as a proactive resource on health and wellness related issues to students and staff
 - Maintain first aid supplies and first aid area/Mother's room
 - Primary responder, provide first aid until emergency services arrive
 - Provide basic first aid
 - Serve as member of Safety and Wellness Committees
 - Coordinate and disseminate institutional policies mandated by state or federal agencies in cooperation with appropriate College officials
 - Provide CPR,AED, and Blood Borne Pathogens training to appropriate personnel
 - Develop a schedule of educational and experiential prevention-based activities
 - Provide leadership for a wellness committee that will coordinate and promote activities and opportunities to staff
 - Assist with policy development and training to keep appropriate departments/staff members updated in first aid, CPR, drug & alcohol abuse, and personal safety issues
 - Provide training to Children's Learning Center personnel per DCFS requirements
 - Determine impairment/fitness for duty of employees when there is reasonable suspicion
- Worker's Compensation
 - Investigate claims to determine validity
 - Investigate accidents and injuries to determine corrective and preventative actions
 - Communicate with employee submitting claim, witnesses, claims adjustors, supervisors, medical personnel, and attorney when applicable
 - Maintain contact with employee and claims adjustor until the claim is closed, resolving any problems that occur
 - Conduct proactive risk assessments to identify potential safety hazards
 - Strategize with department personnel to create procedures and work practices designed to prevent work related injuries or illnesses
- Ergonomics
 - Deliver ergonomic presentations to employees through Professional Development Department regarding ergonomically correct workstations, positioning, etc.
 - Evaluate employee workstations on an as needed basis when requested by the supervisor or the employee
 - Submit recommendations for ergonomic equipment/workstations to Business Services for purchase, and follow up on installation. Follow up with employee on applicable improvements
 - Conduct periodic risk analysis.

- Students and Staff
 - Provide support to student groups by co-sponsoring seminars
 - Assist Athletics with required physical exams
 - Coordinate with Student Affairs to provide experiential opportunities
 - Work to develop a schedule of educational and experiential prevention-based opportunities
 - Provide leadership and develop policy and training to keep coaches, security, and other student providers updated in first aid, CPR, and personal safety issues
 - Develop programs responsive to staff needs as they arise
- Community
 - Work with local agencies to provide wellness and prevention programs
 - Provide leadership for offering coordinated prevention-based educational and experiential opportunities to the community
 - Represent MCC at various prevention-based community groups
 - Work directly with Continuing Education and the Conference Center to bring quality programs
- Additional duties as assigned by immediate supervisor

SUPERVISION: Position reports directly to the Assistant Vice President of Human Resources.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree in Nursing, Registered Nurse required. CPR/First Aid required, Instructor Certification, Certified Occupational Health Nurse preferred.

EXPERIENCE:

Five + years of professional healthcare experience. Experienced in Worker's Comp and Health/Wellness promotion.

SKILLS AND ABILITIES:

- Knowledge of health and wellness educational concepts, strategies, methods, and techniques
- Knowledge of current and emerging health and wellness issues and trends
- Ability to communicate effectively, both oral and written
- Ability to demonstrate practical medical knowledge as it applies to health and wellness
- Ability to develop and present educational programs and/or workshops
- Skill in organizing resources and establishing priorities
- Ability to plan and evaluate programs
- Strong interpersonal and communications skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Work independently

This position is subject to blood borne pathogen legislation.

REVISED: May 2011 / Level II

Resignation

Information

Laura Diaz, Grants and Customer Service Assistant, has submitted her resignation effective May 13, 2011.

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

Vicky Smith
President

Resignation

Information

Faon Grandinetti, Senior Research and Assessment Associate, has submitted her resignation effective May 19, 2011.

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

Vicky Smith
President

Resignation

Information

Mary Margaret Maule, Coordinator of IL Small Business Development Center, has submitted her resignation effective May 31, 2011.

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

Vicky Smith
President

Resignation

Information

Laura McGee, Director of Financial Aid, has submitted her resignation effective May 18, 2011.

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Vicky Smith
President

Resignation

Information

Audra Schlaupitz, Graphics & Publication Specialist, has submitted her resignation effective June 9, 2011.

A handwritten signature in cursive script that reads "Vicky Smith". The signature is written in black ink and is positioned above the printed name and title.

Vicky Smith
President

MCC Branding Update

Information

In conjunction with brand partner, Stamats, McHenry County College has been working on Phase 1 (research and strategy) of its branding effort since March. Over this time, the Brand Facilitating Committee and Stamats have been collecting data about key stakeholder perceptions of the College and its programs. The following timeline identifies milestones met, as well as those scheduled.

March-April 2011 (completed)

- Conducted Workshop I with Executive Council, executive deans and branding committee
- Conducted focus groups
 - Current students
 - credit and noncredit
 - traditional and adult (including Fast Track)
 - Friends of MCC Foundation Board
 - Student athletes
 - Faculty (two groups)
 - Employees (front-line staff)
 - Continuing and Professional Education division
- Deployed online brand survey, used to capture information about what people consider to be MCC's strengths and areas for improvement
 - Emailed to approximately 10,000 individuals from specific stakeholder groups
 - All employees
 - Current credit students (enrolled Spring 2011)
 - Current noncredit students
 - Recent graduates
 - Prospective students (applied but not yet enrolled)
 - Business partners
 - High school guidance counselors and directors of guidance
 - Retired Adult Program (RAP) members
 - Survey turned off in late April
 - 1,282 completed surveys (12% response rate)
- Visited employee groups, including academic division meetings to build support and answer any questions (C. Haggerty)

May-June 2011 (in progress)

- Branding committee met on May 12 to work through homework assigned by Stamats, which focuses on identifying what MCC does better than competition
- Scheduled Workshop II for June 2
 - Share focus group, survey and homework results with Executive Council
 - Begin crafting key messages to test with stakeholders, informed by data results
 - Launch online survey to test messages with same stakeholder groups

July 2011 (scheduled)

- Schedule Workshop III for early-mid July
 - Review survey results, finalize brand promise, develop brand attributes, and outline elements of brand plan
- Schedule final visit for late July
 - Present onsite positioning platform and brand plan to Executive Council

August 2011 (pending)

- Present final brand plan and next steps to MCC Board of Trustees

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

Vicky Smith
President

Distributed Press Releases
April 19-May 16, 2011

Information

The following releases have been distributed to all local and regional media outlets from April 19-May 16, 2011.

- ISBDC at McHenry County College Announces New Statewide Logo
- Zen Garden
- MCC Forensics Team Members Win National Awards
- MCC to Host Chicago Band Jaime Rojo for Live Concert, Food Drive Event April 29
- MCC Names Spring 2011 Recipient of Joseph A. Blanco Spirit Award
- ISBDC Offers Seminars for Small Business Owners
- MCC to Present Two Concerts in May
- Free HIV Testing Available at MCC
- MCC Sets Fall Registration Date
- MCC Offers Free Seminars for Adults Returning to College
- MCC Offers Construction Zone Flagger Training Course
- MCC to Offer Golf Fundamentals Classes Just in Time for Summer
- MCC to Offer AARP Driver Safety Program
- MCC's Head Baseball Coach Achieves 500th Baseball Coaching Victory
- MCC Board Welcomes New Trustees
- MCC to Host Presentation About Charging Electric Vehicles
- MCC Partners with Eagle Training Services to Offer CDL-A Truck Driver Training
- MCC Partners with the Light Center to Offer Animal-Assisted Therapy, Learning Classes
- MCC to Offer Seminar on Social Security for Accountants, Financial Planners
- MCC Accepting Applications for Staff Council Scholarship
- MCC Names Kate Midday Outstanding Full-Time Faculty Member
- MCC Spring Commencement on May 14
- MCC Students Learn Benefits of Volunteer Work During Alternative Spring Break
- MCC Welcomes New Administrators
- Morality and the Environment Discussion Slated at MCC
- McHenry County College to Host NJCAA Region 4 Baseball Finals



Vicky Smith
President