

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

July 28, 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. MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board Meeting June 23, 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. PRESIDENT'S REPORT
 - A. Discussion of Board Retreat
 - B. August Board Meeting
11. FRIENDS OF MCC FOUNDATION REPORT
12. COMMUNICATIONS
 - A. Faculty Report
 - B. Adjunct Faculty Report
 - C. Staff Council Report
 - D. Student Trustee Report
 - E. Attorney Report
13. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Financial Statements
 1. Treasurer's Report, Board Report #11-147
 2. Ratification of Payment for Voucher #1034 - \$1,540,013.57, Board Report #11-148
 - B. Requests to Purchase/Renew
 1. ANGEL Learning Management System Annual Renewal, Board Report #11-149
 2. Annual Telephone System Maintenance Agreement, Board Report #11-150
 3. Consulting Services for an Employee Classification and Compensation Analysis, Board Report #11-151
 4. Datatel Annual Maintenance, Board Report #11-152

5. Dell Server Support, Board Report #11-153
6. Dimmer Board Replacement and Installation for the Black Box Theatre, Board Report #11-154
7. Library Database Subscription Renewals, Board Report #11-155
8. Roof Preventative Maintenance Agreement, Board Report #11-156
9. Software License Degree Audit System, Board Report #1-157
10. Symantec/Altiris System Maintenance, Board Report #11-158
11. Telecourse Enrollment Fees, Board Report #11-159
- C. Destruction of Recording of the Closed Session of the December 17, 2009 Regular Board Meeting, Board Report #11-160
- D. Architect Selection for Facilities Master Plan, Board Report #11-161
- E. Personnel
 1. Personnel Adjustments for Summer 2011 Transfer and Occupational Courses, Board Report #11-101 Addendum
 2. Continuing and Professional Educational Personnel Considerations for Summer 2011, Board Report #11-77, Addendum
 3. Continuing and Professional Educational Personnel Considerations for Fall 2011, Board Report #11-162
 4. Approval of New Positions for the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program, Board Report #11-163
 - 70 Interim Appointment Associate Dean of Mathematics, Sciences and Health Professions, Board Report #11-164
 - *****8. Salary/Advanced Placement Adjustments, Board Report #11-165

14. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

15. AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF MCHENRY COUNTY COLLEGE AND THE MCHENRY COUNTY COLLEGE ADJUNCT FACULTY ASSOCIATION, Board Report #11-166

16. BOARD POLICY REVISIONS - FIRST READING, POLICY 3.1.6 DRUG-FREE WORKPLACE, Board Report #11-167

17. BOARD POLICY REVISIONS - FIRST READING, POLICY 2.4.7 SMOKING ON CAMPUS, Board Report #11-168

18. FOR INFORMATION

- A. Education Master Plan – Verbal Report
- B. Update on Recent Grant Activity
- C. ERP Update – Verbal Report
- D. MCC Branding Update – Verbal Report
- E. Distributed Press Releases

19. SUMMARY COMMENTS BY BOARD MEMBERS

20. FUTURE AGENDA ITEMS

21. CLOSED SESSION

22. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, June 23, 2011

23. ADJOURNMENT

Mar. 
Chair



Foundation Update
Board of Trustees Meeting
July 28, 2011

Events

- The “When Life Give You Lemons” rain-out make-up event for the MCC Golf Invitational at Turnberry Country Club, became another in the long list of victims of the “derecho” storm that pummeled the area, the morning of the event; forcing yet another cancellation. It goes without saying this event is proving to be one of the most challenging events ever held by the Foundation. The golf event is the biggest fundraiser the Foundation has each year; raising money for operations, as well as supporting college programs, scholarships and mini-grants.

Out of respect to our sponsors, attendees, volunteers, staff and committee members who have worked a very long time on this event; we are going to try one more time to get this event in. The “Third Time’s the Charm” golf outing will be held, Monday, August 1; at Turnberry Country Club, beginning at noon.

No matter what happens, this will be our final attempt to hold the event.

Scholarships

- Thanks to a recent benefactor’s gift; beginning with fiscal year 2012, we will be providing \$3,500 in financial support to our literacy projects, every year for the next five years.

Applications

- The Foundation and Grants office are working together on two proposals with two foundations. 1) The JCCC (Japanese Chamber of Commerce and Industry Foundation of Chicago) proposal is for \$10,000; the Motorola Mobility Foundation proposal is for \$8,500. Both proposals are for Apple computers and other supplies to help launch a new program called *Storycatchers*.

A team of faculty members led by Meri (Albright) Winchester, co-chair of computers and digital media here at MCC; developed the program that will benefit both MCC and Harvard Junior High, eighth grade language arts students. Adjunct faculty member Jo Anne Ollerenshaw, Ph.D. will teach Harvard Junior High’s three language arts teachers how to integrate digital storytelling into the language arts curricula; with the goal of increasing 174 students’ reading comprehension and writing scores. Adjunct faculty member Marianne Wood, a reading resource instructor at Harvard Junior High is the third member of the team.

Treasurer's Report

Information

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

Recommendation

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



Vicky Smith
President

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

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Operating	\$343,075.63	\$15,183,396.71	\$13,397,534.14	\$2,128,938.20
Crystal Lake Bank & Trust Credit Card	\$165,411.59	\$1,169,246.37	\$427,752.02	\$906,905.94
Crystal Lake Bank & Trust Online	\$1,051.52	\$541.50	\$0	\$1,593.02
Crystal Lake Bank & Trust Employee Benefits	\$0	\$42,156.69	\$42,156.69	\$0
Crystal Lake Bank & Trust Payroll	\$1,385.21	\$1,588,171.00	\$1,588,171.00	\$1,385.21
Crystal Lake Bank & Trust Federal Student Loan	\$189.18	\$19,490.24	\$19,145.90	\$533.52

McHenry County College
July 28, 2011

Investments

College Fund	Financial Institution	June 30, 2011 Investments	May 31, 2011 Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	17,808,923.40	7,935,234.28	see below	N/A	On Demand
Education	JPMorgan Chase	9,131,848.42	9,129,599.80	0.30%	N/A	On Demand
Operations & Maintenance	Illinois Funds	10,676,451.72	10,676,149.86	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	923,734.03	923,506.57	0.30%	N/A	On Demand
Working Cash	Illinois Funds	2,099,672.22	2,099,628.45	see below	N/A	On Demand
Working Cash	JPMorgan Chase	618,931.25	618,778.85	0.30%	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	1,368,757.79	1,368,729.26	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	352,926.80	352,839.90	0.30%	N/A	On Demand
	Total	42,981,245.63	33,104,466.97			

Interest Revenue

College Fund	Jun-11	Fiscal YTD
Education	2,619.83	58,978.52
Operations & Maintenance (Restricted)	529.32	13,339.69
Working Cash	196.17	2,733.32
Liability, Protection and Settlement	115.43	703.53
	Total	\$3,460.75

Illinois Fund Rates - June 2011

	Annualized rate - Money Mkt
Low	0.018%
High	0.061%
Average	0.037%

* 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 #1034

Information

100- Education Fund	838,852.77
200- Operations & Maintenance Fund	100,571.04
300- Operations & Maintenance (Restricted) Fund	14,232.93
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	112,160.44
600- Restricted Purposes Fund	70,787.28
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	5,178.66
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	23,337.58
1700-Employee Health Insurance	<u>374,892.87</u>
Total	\$1,540,013.57

Recommendation

It is recommended that the Board of Trustees ratifies payment of Voucher #1034 dated July 28, 2011, totaling \$1,540,013.57.



Vicky Smith
 President

Request to Purchase
ANGEL Learning Management System Annual Renewal

Information

The ANGEL Learning Management System is the College's online course management system. ANGEL allows the College to offer online and blended courses as a convenient and flexible way for students to complete courses. ANGEL also enhances the College's face-to-face courses with additional student communication tools such as discussion boards and virtual chat rooms.

July of 2011 begins the last year of the College's three-year agreement with ANGEL. The agreement consists of two major technology components: 1) annual licensed usage of the software based on student enrollment, and 2) provision for offsite hosting services. Since the system is hosted offsite for the College by ANGEL, MCC faculty, staff, and students login remotely to utilize the system. The cost of the ANGEL hosting services are based on the amount of bandwidth usage and data storage the College consumes. Because of increased enrollment since the original agreement and the popularity of ANGEL among faculty, the resulting increased usage has driven up the hosting costs more than originally anticipated three years ago. The ANGEL licensed usage and hosting costs for the final year was contracted to be \$66,400.00, which was approved by the Board at the onset of the initial 3-year agreement (Board Report #09-149). The additional hosting services due to the increased consumption of resources are \$11,957.00. The total cost for the third year of ANGEL usage (including the additional hosting charges) is \$78,357.00. This report is requesting approval for \$11,957.00 in addition to the prior-approved \$66,400.00.

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

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of the third and final year of ANGEL Learning Management System services for \$78,357.00 from ANGEL Learning of Indianapolis, IN.



Vicky Smith
President

Request to Renew
Annual Telephone System Maintenance Agreement

Information

This maintenance agreement covers the mission critical telephone systems for both of the College's campuses (main campus and Shah Center). It provides for emergency repair or replacement (parts and labor) of 3 servers, 60 circuit cards and 450 telephones. It also provides essential support for moves, adds or changes to the system and ongoing training. Telcom Innovations Group, LLC, originally installed the College's Mitel PBX telephone system and voicemail system, and has worked with the College regularly to keep the system updated including the addition of Voice-over-IP services. While other areas of telecommunications in the College have experienced cost increases due to the greater use of mobile smart phones, mobile tablets, Internet bandwidth, and other communications services, the College's telephone PBX costs have remained flat for the past five years despite growth in capacity and enhanced capabilities.

Telcom Innovations Group, LLC

Annual Maintenance on the Mitel Phone System September 1, 2011 through August 31, 2012	\$12,954.00
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The purchase of this system maintenance is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services."

This expense is budgeted in the IT Communications Technology Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of an annual telephone system maintenance agreement for \$12,954.00 from Telcom Innovations Group, LLC, of Itasca, IL.



Vicky Smith
President

Request to Purchase
Consulting Services for an Employee Classification and
Compensation Analysis

Information

McHenry County College's last employee classification and compensation analysis occurred in 1996. The Employee Classification and Compensation Analysis AQIP Team was formed to conduct a needs assessment for an updated classification and compensation analysis and to review the information from the prior analysis. The AQIP Team includes members from Executive Council, Human Resources, classified and professional union representatives and members of the professional and administrative staff.

In alignment with Dr. Smith's *Goal 3: "Ensure the MCC faculty, staff, administration, and Board are prepared for the next phase of growth at the College, while focusing on helping MCC become "...the leading community college in Illinois", by Objective 2: "Attract, retain, and develop good employees"*, the AQIP Team has examined MCC's past process and documentation from 1996, as well as employees' current classification and compensation status. In addition, the AQIP Team researched other community colleges' reclassification processes for all employees except faculty, and identified potential consultants for this project. The purpose of this analysis is to improve the employee classification and compensation process by improved alignment of job duties with job descriptions, and develop appropriate compensation ranges relative to like institutions, and market conditions.

The budget for this Employee Classification and Compensation Analysis is approximately \$95,000.

Recommendation

It is recommended that the Board of Trustees authorizes the AQIP team to prepare a Request for Proposal to employ a consultant who will conduct a classification and compensation analysis for all employee classifications except faculty. The analysis would include evaluating and updating our position classifications and develop appropriate compensation ranges. The consulting proposals will be reviewed and a recommendation will be presented to the Board of Trustees for permission to employ a consultant to conduct the analysis.



Vicky Smith
President

Request to Purchase
Datatel Annual Maintenance

Information

With the purchase of the new Datatel ERP system, the College also contracted to receive annual maintenance and support for this critical system. Annual maintenance contracts are a standard practice for maintaining critical computer systems. The College's current support contract from Datatel ended June 30, 2011. The College needs to renew Datatel support for another year (July 1, 2011 through June 30, 2012). This support includes a variety of standard services from Datatel including direct prioritized customer support from Datatel's Solution Center, rights to use of the licensed software and future software updates, online support for software and trouble-shooting, and other services critical to maintaining this important system.

The cost for annual Datatel maintenance is \$226,096.00, which is based on the size of our enrollment and Datatel's standard maintenance rates. Since this is an on-going operational cost, it was not included as part of the original ERP project budget and is therefore paid out of the College's Educational Fund in the IT department's maintenance budget. It should be noted that annual maintenance costs such as this typically increase 6-8% annually. As part of our original contract negotiations with Datatel, we arranged for a 4% cap on any future increases over each of the next four years.

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 IT Computing Services account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of annual (July 1, 2011-June 30, 2012) Datatel maintenance and support from Datatel, Inc. of Fairfax, VA for \$226,096.00.



Vicky Smith
President

Request to Renew
Dell Server Support

Information

Hardware maintenance support on eighteen critical servers expires during the 2012 fiscal year. Nine of these servers are currently housing the existing legacy ERP system, which the College will need for an additional two years until the new ERP system is fully functional and stable. The other nine servers are critical because they are part of the virtual server infrastructure running other mission-critical systems at the College, such as Shah Center instructional systems, the video surveillance system, and the Library card catalog system. It is imperative that the College has 24-hour, seven days/week support coverage on these servers in the event of hardware failure. These eighteen servers are well within their lifecycle, so the College will be leveraging a multi-year support contract for two additional years of support. The College will save 10.5 % of the total cost (or \$4,137.90) by using a multi-year contract directly through Dell. The cost for this two-year maintenance support will be \$35,141.27.

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 Information Systems Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the two-year renewal of Dell Server Support from Dell, Inc., Round Rock, TX, for \$35,141.27.



Vicky Smith
President

Request to Purchase
Dimmer Board Replacement and Installation for the Black Box Theatre

Information

Each year the College’s Black Box Theatre is utilized for a variety of activities. The Theatre Department and Drama Club typically produce two or three large productions. These productions are cast with students from the College as well as community members. In addition, community members, students, and employees come to see the plays and typically respond very positively to each production.

The Black Box Theatre is also utilized by the Theatre Department as a laboratory for courses. Specifically, the Theatre Department teaches THE 159 – Stagecraft and THE 151 – Introduction to Theatre in the Black Box Theatre. Both of these courses teach aspiring producers different concepts behind producing a play.

A challenge to the Drama Club and Theatre Department is that the Black Box Theatre contains some outdated equipment. Specifically, the theatre contains a dimmer board which is over twenty years old and is utilized to control lighting fixtures which are outdated as well. The dimmer board is no longer compatible with university and professional theatres and thus puts our students at a disadvantage when transferring or seeking employment in theatre.

Therefore, the College is seeking to purchase a new dimmer board for the Black Box Theatre. The new board benefits the students when they transfer to a four year institution and/or seek professional employment. The board will also give students the opportunity to create more versatile lighting designs for THE 159 – Stagecraft and THE 151 – Introduction to Theatre as well as all theatrical productions. A new board will offer more dimmers (currently there are twenty-four and the new board will contain forty-eight) to allow for more creativity and learning opportunities.

A new dimmer board will also create a safer environment for the theatre. Currently, the present board loses dimmers on a regular basis and is in constant need of repair. There have also been incidents where the board has shorted out and could be a danger to staff and students. To prevent this from happening, currently only nineteen of the twenty four possible dimmers available are used. Finally, a new dimmer board will save the College money in energy costs. Each dimmer must currently be patched into a patch panel which is then connected to the actual lighting in the theatre. The new installation will hard wire the dimmers so there is no patching needed. This will create more room in the lighting booth, a safer environment for those working in the booth, easier labor in hanging and focusing the lighting instruments and save the College lighting and energy costs.

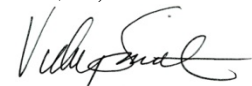
The College was able to secure the following quotes for the dimmer board and installation:

Quantity	Descriptions	Associated Electrical Contractors, Inc.	Leviton Manufacturing	Grand Stage Company
1	Dimmer Board and Installation	\$18,415.00	\$25,000.00	Could Not Provide Electrical Installation

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of a dimmer board and installation for \$18, 415.00 from Associated Electrical Contractors, Inc. in Woodstock, IL.


Vicky Smith
President

Request to Purchase
Library Database Subscription Renewals

Information

The databases listed below provide online library access to full text articles in journals, magazines and newspapers that are searchable on or off-campus. Results can also be printed, e-mailed or downloaded. MCC students, faculty, staff, and community members perform thousands of searches each year.

The McHenry County College Library uses the services of the Network of Illinois Learning Resources in Community Colleges (NILRC) to provide the database services from:

ProQuest Research Library	\$ 5,827.50
ProQuest Chicago Tribune	<u>\$ 3,652.00</u>
Total	\$ 9,479.50

These services are offered through NILRC at the best pricing available with governmental consortiums.

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

Recommendation

It is recommended that the board of trustees approves the one-year subscription renewals for these databases for \$9,479.50 through the NILRC, Blanchardville, WI.



Vicky Smith
President

Request to Purchase
Roof Inspection and Preventative Maintenance Agreement

Information

Last year the College entered into a roof inspection and preventative maintenance agreement with W.B.R. Roofing Inc. The agreement provided for roof inspections and minor repairs in the spring and fall. This program began July 2010, and has been successful in eliminating roof leakage and extending the life of the roof systems.

The inspection and preventative maintenance agreement will provide biannual roofing inspections for an annual cost of \$14,700.00, which is the same cost as last year.

The purchase of maintenance services is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (j) which reads, "contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility."

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

Recommendation

It is recommended that the Board of Trustees approves the roof inspection and preventative maintenance agreement for FY 2012 for \$14,700.00 with W.B.R. Roofing Inc., Mundelein, IL.



Vicky Smith
President

Request to Renew Software License
Degree Audit System

Information

Several years ago, a team of administrators and staff reviewed existing degree audit functionality and software vendors to transform a manual auditing process into one that was automated and web-based. As a result of this assessment, MCC decided to implement "Advisor" Degree Audit from Conclusive Systems. With this system in place, hierarchical representation of a student's degree requirements is easily made available. For example, courses the student has taken are intelligently applied to the requirements, and each requirement is marked "Satisfied" with a green checkmark, or "Unsatisfied" with a red X. Requirements are described in plain language, and the student is shown what options are available to meet them. Courses that were not applied to the degree are listed beneath the audit. Audits are Web-based, SSL secured, highly interactive, and compatible with modern major browsers such as Internet Explorer, Mozilla and Opera.

The Advisor system also gives students the ability to declare academic goals, and also create new goals to which they can explore alternative degree options. For each academic goal, students can create an academic plan by indicating which courses they intend to take to fulfill their degree requirements. These courses are displayed on future audits immediately beneath the courses that have already been applied to the requirement. Students can also add the term in which they plan to take the course, the number of credits they plan to take it for, and the grade they expect to receive, all of which may help them determine the best semester for them to take the course. Planned courses can even be applied to the audit as if they were already completed.

The sheer speed of Advisor audits is one of its most important usability features. MCC students, advisors, and other staff enjoy utilizing the Advisor system due to its ability to produce multiple audits per second. This means that students can run audits on demand at all times of day, advisors can create audits for students when they have time, and registrars can complete large batch audits quickly. Audit creation is so brief that it is virtually unnoticeable against the backdrop of standard Web page download times. Because it is truly instant, our MCC staff and students use it on a constant basis.

To date Academic Advisors, Credentials Evaluators, department chairs, and students have successfully used the web-based degree audit system in all the ways mentioned above. The degree audit system is cost effective, web accessible, user friendly, and ADA (Americans with Disabilities Act) and FERPA (Family Educational Rights and Privacy Act) compliant.

To continue the important functions that *Advisor* provides to the College, uninterrupted service of Advisor Degree Audit from Conclusive Systems located in College Park, Washington will need to be provided until implementation of the College's new Datatel System (ERP) is finalized. The cost for the software license renewal for FY 2012 will remain the same as FY 2011, which is \$6,500.00.

The renewal software license cost is budgeted in the Student Affairs account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the software license renewal for FY2012 of Advisor Degree Audit from Conclusive Systems located in College Place, Washington at a cost of \$6,500.00.



Vicky Smith
Interim President

Request to Purchase
Symantec/Altiris System Maintenance

Information

McHenry County College uses Symantec’s suite of software for anti-virus protection, asset management, and technical support of 1500+ desktop computers. In addition to anti-virus protection, the support includes remote computer troubleshooting, automation and distribution of software installations, repair jobs, and reconfiguration and re-imaging of individual or large groups of computers (such as instructional computer labs). Automating such tasks for large numbers of computers instead of manual intervention saves substantial time and reduces cost. The asset and support management portion of the Symantec suite is called Altiris Client Management. Altiris was formerly a separate company until acquired by Symantec in late 2007, at which time Symantec began to integrate Altiris into its full management suite while maintaining the Altiris brand. The College’s current Altiris version 6 is nearing end-of-life. As a best practice for maintenance of critical systems, the College needs to upgrade to Altiris Client Management Suite 7. Additional benefits to this maintenance upgrade include more versatile and robust system tools. These tools will aid the Information Technology department in automating desktop software security and compliance, make computer reconfiguration and troubleshooting quicker and more efficient (reduced staff support time), and enable a smoother transition to the new Microsoft Windows 7 desktop platform.

This major maintenance upgrade will require a new server and utilization of one-time implementation services from our Symantec support partner, ITS of Grand Rapids, MI. This engagement with ITS will include implementation, optimizing server and Symantec/Altiris program configuration, database creation and migration (from the older version 6), and knowledge transfer of the new software toolset to ITS’s End User Services department. ITS is a two-time winner of the Altiris Platinum Partner of the Year Award, and a recommended partner of Dell, Inc. The College successfully utilized ITS in a similar capacity with its previous Symantec Altiris maintenance upgrade to version 6 in 2008.

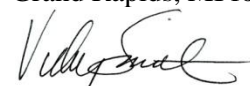
Quantity	Description		Cost
1	ITS Services for Symantec System Maintenance-- Install, Implementation, Knowledge Transfer	3-week Engagement	\$28,500.00
1	Dell PE510 Server (purchased from Dell)		\$10,683.00
		Total	\$39,183.00

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

This expense is budgeted in the IT Information Systems budget in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of one Dell PE510 server from Dell, Inc. of Austin, TX for \$10,683.00 and licenses and one-time consulting/installation services from ITS of Grand Rapids, MI for \$28,500.00, for a total expenditure of \$39,183.00.


Vicky Smith
President

Request to Purchase
Telecourse Enrollment Fees

Information

The College offers courses in a variety of formats to meet the diverse needs of its students. One of the formats the College utilizes is telecourses. Telecourses provide a great deal of flexibility to the students. In a typical telecourse, students come to campus when their schedule permits, to view or check out videos from the library; these videos correspond to a textbook. Students are then tested to demonstrate their level of mastery and assigned a grade. The College generates approximately 1,800 credit hours per year through telecourse offerings.

The College utilizes the services of the Network of Illinois Learning Resources in Community Colleges (NILRC) for the video content of its telecourses. NILRC charges the College a licensing fee to utilize the courses based on our enrollment. The Distance Education department analyzes enrollment figures for FY 2011 to estimate costs of the license for FY 2012. After this analysis, below is the approximate expected cost per video course for the FY 2012 academic year:

Child Development: Stepping Stones	\$ 1,300.00
Exploring Society	2,575.00
Our Families, Ourselves	3,950.00
Shaping America	2,400.00
Transitions throughout the Life Span	2,800.00
Total	<u>\$13,025.00</u>

This expense is budgeted in the Distance Education account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the FY 2012 estimated telecourse licensing fee to utilize the courses based on our enrollment in the amount not to exceed \$13,025.00 in total, for a period of one year with the NILRC, Blanchardville, WI.



Vicky Smith
President

Destruction of Recording of the Closed Session of the
December 17, 2009 Regular Board Meeting

Information

Public Act 93-523 amended the Open Meetings Act to require public bodies in Illinois to keep “verbatim records” of their closed (executive) sessions. The verbatim record needs to be in the form of an audio or video recording. The law provides for the following regarding destruction of the 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 August 1, 2011 of the recording of the Closed Session of the December 17, 2009 Regular Board Meeting.



Vicky Smith
President

Architect Selection for Facilities Master Plan

Information

McHenry County College solicited proposals for an architectural firm to provide architectural services for a Facilities Master Plan at the College.

There were fifteen proposals received. An Administrative Screening Committee of nine reviewed the proposals and narrowed the fifteen proposals down to a short list of five proposals. The five 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 July 19, 2011. The Facilities and Planning Committee agreed with the Screening Committee selection and requests action from the full Board.

Recommendation

It is recommended that the Board of Trustees approves the firm of Wight Construction to be employed as the College's architect for a Facilities Master Plan. The College Administration will work with the College attorney to prepare a contract for the development of Facilities Master Plan as described in the request for proposal. If an agreement cannot be reached with Wight Construction, then a contract shall be prepared and extended to Perkins Eastman. After the contract has been completed and agreed to, it is recommended that the Board of Trustees authorizes Dr. Smith to sign the contract on behalf of the College.



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>
Bazan, Michael J	MUS160001	2	0	1,225.73
Castro, Miguel A	SPA151001	4	0	2,197.87
Esposito, Roxane M	NAE100004	6	0	3,423.60
Fugate, Charisse	NAE100F01	3	0	1,942.64
Fugate, Charisse	NAE100F02	3	0	1,942.64
Hansen, Edward J	PSY265001	3	0	1,585.00
Hansen, Edward J	PSY275001	3	0	1,585.00
Hicks, Eleonora M	SOC151002	3	0	1,648.40
Jaffe, Christopher E	HIS132001	3	0	1,854.45
Kilberry, Deborah J	NAE100D01	3	0	1,674.96
Mangano, Doris	NAE100B01	3	0	1,724.80
Mangano, Doris	NAE100B02	3	0	1,724.80
Melesio, Kathryn M	NAE100006	6	0	3,455.30
Moeller, Victor J	ENG240001	3	0	1,854.45
Reagan, Mike S	SOC151603	3	0	2,065.50
Sabo, Sarah E	ART151005	3	0	1,600.85
Shelor, Barbara P	NUR095001	1	0	186.00
Thornley, Brian G	MAT161002	3	0	1,585.00
Travis, Katie E	HFE151003	2	0	1,056.67
Wuerger, Amelia A	NAE100A02	3	0	1,674.96
Wuerger, Amelia A	NAE100C01	3	0	1,674.96
Wuerger, Amelia A	NAE100C02	3	0	1,674.96
Wuerger, Amelia A	NAE100D02	3	0	1,674.96
Zingrone, William A	PSY151004	3	0	1,616.70

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>
Albamonte, Michael A	AMT250001	3	3	0	675.00
Bazan, Michael J	MUS207001	2	1	0	278.96
Carmon, Betty Jane	HRT250001	10	1	0	225.00
Colombe, Kevin L	HRT250002	10	1	0	225.00
Fagiano, Steve C	MUS217001	2	2	0	557.92
Freelove, Julie A	AOM102001	3	1	0	225.00

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Gaughan, Patricia L	MUS213002	2	2	0	557.92
Halinski, Margaret A	MUS201001	2	1	0	266.08
Halinski, Margaret A	MUS207002	2	1	0	266.08
Hamill, Paul D	IND170001	1	1	0	240.00
Kang, Kenneth Y	MUS216001	2	1	0	266.08
Kostos, Tamela L	MAT175001	5	1	0	400.00
Kvam-Holub, Janet A	MUS206001	2	2	0	557.92
Lange-Connelly, Phyllis	MUS203002	2	1	0	278.96
Lush, Paige C	MUS212001	2	1	0	278.96
Reupert, Roger L	MUS210001	2	1	0	278.96
Sergey, Thomas Michael	MUS213001	2	4	0	1115.84
Shaw, Nancy	MUS205001	2	3	0	836.88
Singer, Tara J	MUS203001	2	12	0	3347.52
Sullivan, Sarah	BUS255302	3	8	0	1,800.00

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albamonte, Michael A	Dept. Chair Automotive	0	2,027.25
Arctander, Mark C	Dept. Chair Art & Humanities	0	2,027.25
Carson, Lindsay S	Dept. Chair Spanish & French	0	2,027.25
Carson, Lindsay S	Lead International Studies	0	2,027.25
Culp, Todd A	Dept. Chair Economics/History	0	2,027.25
Curfman, Donald J	Dept. Chair Accounting	0	2,027.25
Eckel, Mark G	Co-Lead Honors Interdiscp. Studies	0	1,032.75
Farc, Maria-Magdalena	Dept. Chair Psychology	0	2,027.25
Freelove, Julie A	Dept. Chair International Business	0	2,027.25
Geller, Jay	Dept. Chair Speech Journalism	0	2,027.25
Goostree, Douglas C	Dept. Chair Fire Science EMT	0	2,027.25
Haegerich, Heidi M	Lead 2 Phi Theta Kappa	0	1,032.75
Haller, Amy L	HPOG (Grant) Start Up Activities	0	1,216.30
Hillstrom, Michael J	Dept. Chair Music	0	2,027.25
Hoy, Justin L	Co-Lead Honors Interdiscp. Studies	0	1,032.75
Johnson, Harriet A	Dept. Chair Criminal Justice	0	2,027.25
Kaltenecker, Thomas	Dept. Chair Culinary Pastry	0	2,027.25
Lambke, Connie	AOM Classes	0	60.40
Lane, Joyce B	Dept. Chair Occupational Therapy	0	2,027.25
Linder, Lisha S	Dept. Chair Early Childhood	0	2,027.25
McElroy, Erin B	MCC 101 Instructor Training	0	50.00
Melesio, Kathryn M	Dept. Chair Nurse Assisting	0	2,027.25
Midday, Katherine A	Dept. Chair Learning Communities	0	2,027.25
Reagan, Mike S	Dept. Chair Soc./Anthropology	0	2,027.25
Seitz, Timothy T	Dept. Chair Philosophy	0	2,027.25
Smith, Robert D	Dept. Chair Biology	0	2,027.25
Socol, Steven M	Add'l. Students Chemistry	0	375.00
Socol, Steven M	Dept. Chair Chem./Physics/Eng.	0	2,027.25
Spangenberg, Bruce	Dept. Chair Horticulture	0	2,027.25
Stahmann, Paul C	Dept. Chair Earth Sci./Geog/Geol.	0	2,027.25
Tambellini, Lisa M	Add'l. Students Biology	0	1,000.00

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Terlep, Diane L	Dept. Chair Math	0	2,027.25
Terlep, Diane L	Lead 1 Phi Theta Kappa	0	1,032.75
Tetreault, Mike J	Dept. Chair Computer Info. Systems	0	2,027.25
Van Sickle, Cynthia	Dept. Chair English Reading	0	2,027.25
Whalen, Elaine A	Dept. Chair Health Fitness	0	2,027.25
White, Sara K	2011 Revision of Business Report	0	50.00
Winchester, Meredith	Dept. Chair Computer Info. Systems	0	2,027.25
Zaccagnini, Heather	Dept. Chair Construction Mgt.	0	2,027.25

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 Summer 2011

Information

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Kormanak, S	UHL U02 002	AHA BLS CPR	99.00
Small, J	7/30/2011	Defensive Driving Course – 4 Hour	150.00
Small, J	7/30/2011	Defensive Driving Course – Alive at 25	150.00

<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per program basis:</u>	<u>\$ Amount</u>
Day, M.	3/1/2011-6/30/11	State Manufacturing Bridge Curriculum	2,750.00
Huseby, M.	3/1/2011-6/30/11	State Manufacturing Bridge Curriculum	2,750.00

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 Fall 2011

Information

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

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Small, J	8/06/2011	Defensive Driving Course – 8 Hour	300.00
Small, J	8/13/2011	Defensive Driving Course – 8 Hour	300.00
Small, J	8/20/2011	Defensive Driving Course – 8 Hour	300.00

Recommendation

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



Vicky Smith
President

Approval of New Positions for the
Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program

Information

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

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

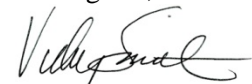
Grant recipients are expected to be announced during the month of September 2011. If MCC is awarded the grant, it will have to quickly employ key personnel in order to meet the objectives of the grant. To do this, the College is requesting approval now, before being awarded the grant, for the new positions. With the position approved now, the College will quickly be able to hire employees and begin work on the grant. The following is a list of positions and the salary ranges that would need to be created (job descriptions are attached).

<u>Title</u>	<u>Salary Range</u>	<u>Effective Date</u>	<u>FTE</u>
TAACCCT Director	Administrative 3	10/1/11	1.0
TAACCCT Community Specialist	Support Staff 8	10/1/11	1.0
TAACCCT Coordinator of Student Success	Support Staff 8	10/1/11	1.0
TAACCCT Advisor	Support Staff 8	10/1/11	1.0
TAACCCT Assistant	Support Staff 7	10/1/11	1.0

These positions would be fully funded by the CCCT grant and will only be filled if the College is awarded the grant. The grant is expected to last for three years. Once the grant is completed, these positions would be eliminated.

Recommendation

It is recommended that the Board of Trustees approves the grant funded, new positions in the table above for the TAACCCT grant, which will only be filled if the College is awarded the grant. At the conclusion of the grant, which is expected in three years, the positions would be eliminated.


Vicky Smith
President

POSITION: **DIRECTOR OF TAACCCT PROGRAM**

CLASSIFICATION: Administrative / Full-time (Grant-funded) **WORK YEAR:** 12 Months

PRIMARY PURPOSE: Manage the overall Trade Adjustment Assistance Community College and Career Training grants program, including strategic planning, administrative operations, as well as, the coordination of all activities and partners in order to accomplish McHenry County College's project goals. Responsibilities include management of all the TAACCCT grant-funded activities and workforce initiatives funded by the U.S. Department of Labor/Employment and Training Administration and other funding sources.

ESSENTIAL JOB FUNCTIONS:

- Administer all aspects of the grant and verify that grant objectives are met in accordance with federal grant guidelines
- In collaboration with appropriate administrators and staff, oversee all aspects of the physical facilities of the Adult Retraining Center
- Serve as main contact for the program
- Collaborate with deans, department chairs, and business partners and agencies to develop curriculum for training programs
- Oversee collaboration with local businesses, advisory groups, and workforce agencies
- Coordinate curriculum development, assessment, and articulation
- Coordinate assessments and credentialing options for program completers
- In collaboration with department chairs, recruit, recommend, and orient instructors for the program
- Market MCC program
- In collaboration with workforce agencies:
 - Develop and implement recruitment plan
 - Develop and implement orientation/application activities
 - Develop selection criteria for participants
- Responsible for hiring, development, and management of staff related to the program
- Oversee registration process and monitor student outcomes
- In collaboration with instructors, recommend supplies and equipment for training
- Collaborate with various college advisory committees to meet the grant objectives
- Oversee the implementation of the grant evaluation process in partnership with outside evaluator
- Assist with grant proposals for continuation of training
- Submit all reports in advance of deadlines
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under direct supervision of the Vice President of Academic and Student Affairs

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Bachelor's Degree required. Master's Degree preferred.

MINIMUM POSITION QUALIFICATIONS:

EXPERIENCE:

- Experience in program development and coordination and experience with grant-funded programs required
- Familiarity with the Work Force Investment Act preferred
- Experience with federal grant-funded programs preferred
- Three years experience with career/technical (transportation, warehousing and logistics, manufacturing, and information technology) or developmental education preferred
- Community college experience a plus

SKILLS AND ABILITIES:

- Ability to maintain the highest standards of ethics and have a high level of integrity and dependability
- Ability to collaborate for purposes of project planning
- Ability to manage multiple projects simultaneously and complete them within tight deadlines
- Excellent written and oral communication skills
- Interpersonal communication skills essential
- Proficiency with technology including experience with Microsoft Office Suite
- Ability to work with diverse populations
- Strong organizational skills with the ability to work with many details simultaneously
- Self-starter/needs minimum supervision
- Creative thinker
- Ability to maintain confidential information
- Ability to perform all of the essential functions, skills and abilities of the position

ISSUED: July 2011 / Proposed: Level III

POSITION: TAACCCT` COMMUNITY SPECIALIST

CLASSIFICATION: Professional / Full-time (Grant-funded) **WORK YEAR:** 12 Months

WORK WEEK: 40 hours per week; include evening and weekend flexibility

PRIMARY PURPOSE: Collaborates with district employers to secure job placement opportunities for Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program participants. Coordinates and delivers career and job development education and programming to program participants with Career Services.

ESSENTIAL JOB FUNCTIONS:

- Develop awareness of the program with community employers
- Provide outreach to community employers to develop employment and internship opportunities for program participants
- Participate in long range planning, organization, coordination, and effective utilization of resources for the Adult Retraining Center
- Develop and implement career development programming and services to be delivered to students in cooperation with staff and academic departments and administrative units across the College
- Collaborate with career and technical education departmental areas to provide targeted career services activities for current students and graduates
- Identify appropriate resources both within and outside the College and collaborate with community constituents to maximize partnerships and develop relationships
- Plan, develop, and implement a variety of job development educational workshops and programs covering such areas as resume writing, job search strategies, interviewing techniques, effective networking, and workplace professionalism
- In collaboration with the Director of TAACCCT Program develop a marketing and public relations plan that addresses communication between the Adult Retraining Center and community employers
- Coordinate with other on-campus departments to promote and co-sponsor various events
- Actively participate in grant required data collection, report preparation, and assessment
- Provide job-seeking information and assistance to program participants
- Serve as a coordinating agent with area employment agency and WIA
- Provide confidential customer service to program participants and community employers
- Maintain all office records
- Maintain career resources for programs participants
- Oversee recruiting and interviewing activities with employers at the Adult Retraining Center
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under supervision of the Director of TAACCCT Program.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree in Business, Higher Education, Adult Education, or related field required; Master's Degree preferred.

MINIMUM POSITION QUALIFICATIONS:

EXPERIENCE:

- Two years in related area, preferably in a community college setting
- Experience working with diverse populations; e.g., age, experiences, gender, culture

SKILLS AND ABILITIES:

- Must be able to work in a highly quality-focused service environment with excellent organizational skills and in a professional manner
- Must have a valid driver's license and the ability to use personal vehicle
- Self-motivated, self-directed, and able to work independently, as well as, in cooperation with others
- Able to meet deadlines, manage multiple tasks, and to prioritize
- Excellent interpersonal and communication skills
- Sensitivity to student's cultural and educational experiences
- Proficient in all Microsoft Office Suite applications, including software specific to Career Services
- Bilingual (English/Spanish) language skills a plus
- Ability to safely lift 25 pounds unassisted
- Ability to perform all of the essential functions, skills and abilities of the position

ISSUED: July 2011 / Proposed; Range 8

POSITION: TAACCCT STUDENT SUCCESS COORDINATOR

CLASSIFICATION: Professional / Full-time (Grant funded) **WORK YEAR:** 12 Months

WORK WEEK: Some evenings and Saturdays will be required.

PRIMARY PURPOSE: Coordinate individual intrusive academic support services, community and support services for Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program participants. Collaborate with departmental areas to help provide job development education and programming.

ESSENTIAL JOB FUNCTIONS:

- Develop strategies for students success for grant participants
- Identify barriers to success and help students navigate those barriers
- Coordinate student success strategies for each of the occupational areas included in the grant
- Administer WorkKeys and other assessments which may include TABE, surveys, and other assessments that are pre/post tests
- Identify appropriate resources both within and outside the College and collaborate with community constituents to maximize partnerships and develop relationships
- Develop and implement Career Services programming and services to be delivered to students in cooperation with staff and academic departments and administrative units across the College, including executive deans, deans, department chairs, lead instructors, faculty, counselors, and departmental directors
- Collaborate with career and technical education departmental areas to provide targeted career services activities for current students and graduates
- In collaboration with TAACCCT Community Specialist plan, develop, and implement a variety of job development educational workshops and programs covering such areas of resume writing, job search strategies, interviewing techniques, effective networking, and workplace professionalism
- Collaborate with TAACCCT Community Specialist, career and technical education departmental areas to provide targeted career services activities for current students and graduates
- Coordinate with other on-campus departments to promote and co-sponsor various student engagement events and activities
- Actively participate in ongoing assessment of Career and Community Services strategies and activities
- Assist in preparing assessment reports, surveys, studies, and analysis of resources as services
- Serve as campus liaison to transition Adult Re-entry Center (ARC) students to other College programs

SUPERVISION: Under supervision of the Director of TAACCCT Program.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree in Counseling, Social Work, Adult Education, or related field required; Master's Degree preferred.

MINIMUM POSITION QUALIFICATIONS:

EXPERIENCE:

- Two years in related area, preferably in a community college setting
- Experience with and appreciation for diversity; e.g., age, experiences, gender, culture

SKILLS AND ABILITIES:

- Ability to work in a highly quality-focused service environment with excellent organizational skills and in a professional manner
- Ability to be self-motivated, self-directed, and to work independently, as well as, in cooperation with others
- Ability to work effectively in a team environment
- Ability to meet deadlines, manage multiple tasks, and to prioritize
- Ability to grow with technology and philosophical directions implemented by the College
- Knowledge of community resources
- Excellent interpersonal and communication skills
- Proficiency with technology including Microsoft Office Suite applications (Word, Excel, PowerPoint), Outlook, and Internet
- Bilingual (English/Spanish) language skills plus
- Sensitivity to students' culture and educational experiences
- Ability to safely lift 25 pounds unassisted
- Ability to perform all of the essential functions, skills and abilities of the position

ISSUED: July 2011 / Proposed: Range 8

POSITION: TAACCCT ADVISOR

CLASSIFICATION: Professional / Full-time (Grant-funded) **WORK YEAR:** 12 Months

WORK WEEK: 40 hours per week; include evening and weekend flexibility

PRIMARY PURPOSE: Provide Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program participants with a wide range of proactive academic advising and educational planning.

ESSENTIAL JOB FUNCTIONS:

- Development of appropriate education plans and selection of courses for program participants
- Provide accurate and timely information to program participants utilizing a variety of proactive delivery modes.
- Increase program participants' awareness of available institutional resources
- Monitor program participants' progress toward established educational goals
- Participate in development and presentation of seminars
- Conduct individual and group advising and orientation activities
- Contribute to continually improving advising techniques
- Work within parameters of academic advising position and make referrals to appropriate services
- Maintain documentation in student records that is objective, complete, and accurate
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under the supervision of the Director of TAACCCT Program.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree in Education, Adult Education, or related field required; Master's Degree preferred. Graduate certification as an academic advisor a plus.

EXPERIENCE:

- One year academic advising preferred
- Experience working with diverse populations and adult basic education students preferred
- Bilingual (English/Spanish) language skills preferred

CERTIFICATION:

Obtain Graduate Academic Advisor certification within three years of hire preferred.

SKILLS AND ABILITIES:

- Excellent interpersonal and communication skills
- Ability to work with highly detailed information and disseminate information to groups and individuals
- Sensitivity to students' cultural and educational experiences
- Proficiency with technology including Microsoft Office Suite applications (Word, Excel, PowerPoint), Outlook, and Internet
- Ability to meet deadlines, manage multiple tasks, organize and prioritize tasks
- Willingness to share responsibility for improving work relations
- Excellent organizational and customer service skills
- Demonstrate understanding of student development theory and practice
- Demonstrate commitment to the advising profession through practice and continued acquisition of advising skills and knowledge
- Demonstrate good problem-solving skills
- Must be able to safely lift 25 pounds unassisted
- Ability to perform all of the essential functions, skills and abilities of the position

ISSUED: July 2011 / Range 8

POSITION: TAACCCT ASSISTANT

CLASSIFICATION: Professional / Full-time (Grant-funded)

WORK YEAR: 12 months

WORK WEEK: 40 hours per week; include evening and weekend flexibility

PRIMARY PURPOSE: Provide assistance with grants, budgets, reports, and marketing for the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant.

ESSENTIAL JOB FUNCTIONS:

- Provide administrative support to Administrator and other TAACCCT grant staff, including curriculum developers and instructors
- Maintain grant data tracking system
- Arrange and schedule meetings, rooms for information and testing session sites, and other program activities as needed
- In conjunction with divisional administrative assistants, schedule classes to meet the needs of the TAACCCT students
- Assist with student recruitment and referrals
- Process invoices, purchase or payment requests
- Establish and maintain working relationships with other MCC staff, as well as, outside agencies and community resources who are involved with our grant programming or who serve clients that can benefit from our programming
- Assist with marketing all aspects of grant programming by working closely with Office of Marketing and Public Relations to prepare all flyers, press releases and advertisements for MCC publications and local newspapers
- Assist with development of information session/application materials for all grant course offerings; additionally, assist Director of TAACCCT Program with all information and testing sessions as needed, including those scheduled outside of regular work week
- Assist with regular review of grant objectives and recommend strategies to assure goals are being met
- Assist in data gathering, documentation, and preparation of governmental reports
- Monitor grant budget providing stakeholders with updates and recommendations for future programming; work closely with MCC Accountant and Director of TAACCCT Program to ensure DOL quarterly financial reports are completed
- Participate in DOL and college trainings, as needed
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under supervision of the Director of TAACCCT Program.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

High school graduate or equivalent; strongly prefer Administrative Office Management Certificate, Associate's Degree, or higher.

EXPERIENCE:

One year of administrative assistant/secretarial experience required, preferred one year grant support experience.

SKILLS AND ABILITIES:

- Proficiency with technology including experience with Microsoft Office Suite
- Strong record keeping and organizational skills, with attention to detail
- Ability to prioritize, work under pressure and manage multiple tasks to meet deadlines
- Self motivated with ability to work both independently and as a team player
- Ability to work with confidential matters including: student records, instructor contracts, and budgetary issues
- Maintain professional attitude with ability to work with diverse clientele
- Excellent communication skills and customer service orientation
- Ability to establish and maintain effective relationships with persons contacted in the course of work
- Ability to work flexible hours as needed
- Ability to safely lift 25 lbs unassisted
- Ability to perform all of the essential functions, skills and abilities of the position

ISSUED: July 2011 / Proposed: Range 7

Interim Appointment
Associate Dean of Mathematics, Sciences and Health Professions

Information

At the January 2011 Board Meeting, the Board of Trustees approved the full-time administrative position of Associate Dean of Mathematics, Sciences and Health Professions. The search to fill this vacancy cannot be completed in time for the spring, 2012 semester. It is anticipated that continuing the search will attract additional diverse and qualified individuals to apply. Therefore, approval is requested to appoint an Interim Associate Dean of Mathematics, Sciences and Health Professions. It is recommended that Sharon Button be approved to fill this interim position for the fall, 2011 semester. Ms Button has a Doctorate of Education in Educational Psychology and a Master of Science in Counselor Education from Northern Illinois University, DeKalb, IL, and a Bachelor of Science in Education Mathematics from Western Illinois University, Macomb, IL. Her experience is as follows:

- 2003 – Present Adjunct, Mathematics
 McHenry County College, Crystal Lake, IL

- 2004 – Present Payroll
 H & R Block, Harvard, IL

- 2009 – 2009 Adjunct, Mathematics
 Rock Valley College, Rockford, IL

- 1987 – 2003 Office Manager
 Button Management Group, Harvard, IL

Recommendation

It is recommended that the Board of Trustees approves the interim appointment of Sharon Button to the administrative position of Associate Dean of Mathematics, Sciences and Health Professions through December 30, 2011, effective August 22, 2011, at a prorated salary based on the twelve-month salary of \$66,000.00.



Vicky Smith
President

Administrator Salary Level	Low Salary	Midpoint Salary	High Salary	Current Salary	Salary Offer	Salary of Replaced Employee
V	\$62,922.00	\$81,800.00	\$100,677.00	Not Applicable	\$66,000.00	Not Applicable

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

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

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

ESSENTIAL JOB FUNCTIONS:

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

- Assist in the leadership for planning, organizing, supporting, and implementing comprehensive programming within the following areas as well as any new programs related to mathematics, science or health professions added in the future:
 - Animal and Plant Science
 - Biology
 - Chemistry
 - Physics
 - Engineering
 - Earth Science
 - Fitness Center
 - Geography
 - Geology
 - Horticulture
 - Mathematics
 - Health and Fitness Education
 - Nursing
 - Basic Nurse Assistant
 - Occupational Therapy Assistant
- Assist in the leadership, supervision, and evaluation of the divisional team (Deans, Directors, Coordinators, Department Chairs, Faculty, and Staff)
- Assist with enrollment management as it relates to the division
- Provide support for new divisional initiatives
- Assist the Executive Dean with the development of the annual divisional budget
- Monitor the internal and external articulation of curriculum and service delivery
- Work with the Executive Dean to establish division specific staff development activities
- Act as the secondary liaison with appropriate state committees and departments, other agencies, organizations and institutions relative to the division's programs
- In collaboration with the Executive Dean plans, organizes, supports, and implements comprehensive programming in conjunction with the following areas:
 - Continuing Education
 - Funding sources
 - Other divisions and their programs; (i.e. Fast Track, CTE/Perkins).
- External partners (i.e. universities, social service agencies, public schools)
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Serve on various college committees
- Assume other duties as requested by the Executive Dean of Mathematics, Sciences and Health Professions

**INTERIM ASSOCIATE DEAN OF MATHEMATICS, SCIENCES
AND HEALTH PROFESSIONS – Page 2**

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

MINIMUM POSTION QUALIFICATIONS:

EDUCATION:

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

EXPERIENCE:

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

SKILLS AND ABILITIES;

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

This position is subject to blood borne pathogen legislation.

REVISED: March 2011 / Level V

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, Matt Irie, Instructor, Art, Two Dimensional Studio Art, qualifies for his third adjustment at this time. The salary adjustment will take effect for the Spring Term of the 2010-2011 academic year.

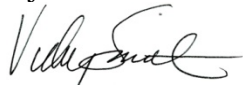
	<u>2010-2011 Placement and Salary</u>	<u>Adjusted 2010-2011 Placement and Salary</u>
Matt Irie	Lane 6, Step 3 \$64,872.00	Lane 7, Step 3 \$68,025.50

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, Nikki Lewis, Fitness Specialist, qualifies for her first adjustment and John Jacobson, Building Maintenance Specialist and Christine Perkins, Senior Network Technician, qualify for their second adjustments at this time. The salary adjustments take effect for the entire fiscal year 2011 contract.

	<u>2010-2011 Salary</u>	<u>Adjusted 2010-2011 Salary</u>
Nikki Lewis	Range 7 \$37,721.74	Range 7 \$38,921.74
John Jacobson	Range 8 \$38,441.19	Range 8 \$39,641.19
Christine Perkins	Range 10 \$46,900.03	Range 10 \$48,100.03

Recommendation

It is recommended that the Board of Trustees approves the above advanced placement and salary adjustments for Matt Irie, Nikki Lewis, John Jacobson, and Christine Perkins.



Vicky Smith
President

Agreement Between the Board of Trustees of McHenry County College
and the McHenry County College Adjunct Faculty Association

Information

Because the current three-year adjunct faculty contract--which took effect in August 2008--will expire at the end of summer 2011 semester, a team of three administrators and four adjunct faculty members met twice per month from September 2010 until June 2011 to negotiate terms of a new contract. The attached contract incorporates all changes the two teams agreed to during the ten months of negotiations. The new contract was ratified by the adjunct faculty union membership.

The following is a list of key changes in the new contract:

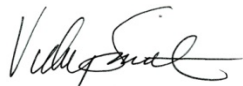
- 1) Average salaries rise 16% the first year, 8% the second year, 9% the third year and 12% the fourth year of the contract, thus bringing MCC to parity with adjunct pay at nearby colleges;
- 2) Salaries are expressed in terms of contact hours [not credit hours];
- 3) The salary matrix [three Lanes for professional attainment and four Steps for longevity at MCC] has an increment of 5% for each higher Lane and 3% for each subsequent Step beyond the entry level Base;
- 4) Substitute pay has been linked to the adjunct's Step and Lane rate of pay;
- 5) Double section pay increases in 5% steps each year for both total and per student amounts;
- 6) Class preparation compensation has been provided for cancelled sections;
- 7) Professional development money has been increased by 25%;
- 8) Special project compensation is set by individual, signed agreements;
- 9) Maximum workload has been raised to 24 contact hours per academic year;
- 10) Bargaining unit status is achieved at the beginning of the fourth consecutive semester (excluding summers);
- 11) Preference in class assignment provisions will apply from the fifth semester on;
- 12) Language clarifying academic freedom rights and responsibilities has been added;
- 13) Voluntary inactive status has been extended to two years, and emergency leave without pay or loss of bargaining unit status has been provided for;
- 14) Tuition waivers, rather than reimbursements, are available for an adjunct's spouse, dependent children, and grandchildren for whom the adjunct is legal guardian;

- 15) MCC's commitment to progressive discipline practices is affirmed more strongly;
- 16) Formal adjunct faculty evaluations (for bargaining unit adjuncts) are set at once every two years, and more frequent informal visits for constructive comments are provided for;
- 17) Adjuncts may waive union representation in a formal grievance, but union representatives must still be notified and allowed to be present;
- 18) Adjuncts retain full intellectual property rights to anything done without having made substantial use of College resources.

If approved, the new contract would take effect August 18, 2011 and remain in effect until the end of the summer 2015 semester.

Recommendation

It is recommended that the Board of Trustees approves the attached contract with the McHenry County College Adjunct Faculty Association effective starting August 18, 2011 until the end of the summer 2015 semester.



Vicky Smith
President

**McHenry County College
Adjunct Faculty Agreement**

Between

Board of Trustees
McHenry County College
Community College District No. 528

And

McHenry County College
Adjunct Faculty Association
IEA-NEA

2011 - 2012

through

2014 – 2015

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AGREEMENT

This AGREEMENT is entered into this 28th day of July, 2011, by and between the BOARD OF TRUSTEES OF MCHENRY COUNTY COLLEGE, DISTRICT No. 528 (hereinafter referred to as the "Board" or the "College") and the MCHENRY COUNTY COLLEGE ADJUNCT FACULTY ASSOCIATION (MCCAFA) an affiliate of the NEA/IEA (hereinafter referred to as the "Association"), and only applies to said parties.

PREAMBLE

WHEREAS, the parties agree to continue to work together harmoniously and to promote and maintain relations between the Board and the Association which will serve the best interests of all concerned, and

WHEREAS, the Board and the Association do hereby agree that the welfare of the student is paramount in the operation of the system and will be promoted by both parties, and

WHEREAS, the Board and the Association have voluntarily endorsed the practices and procedures of collective bargaining as a fair and orderly way of conducting relations between the Board and the adjunct faculty insofar as such practices and procedures are appropriate to the obligations of the Board to retain the right effectively to operate McHenry County College and are consonant with the paramount interests of the public and the students of McHenry County College, and

WHEREAS, it is the intention of the parties to this Agreement to provide, where not otherwise provided for the salaries, fringe benefits, and conditions of employment of the adjunct faculty members covered by this Agreement, to prevent interruptions of work and interference with the efficient operation of McHenry County College, and to provide an orderly and prompt method of handling and processing grievances;

NOW, THEREFORE, the parties agree with each other as follows:

ARTICLE I
DEFINITIONS

This Agreement shall incorporate the definitions enumerated below:

- A. **Board** – The terms "Board" or "Board of Trustees" shall mean the Board of Trustees of Public Community College District No. 528 operating as McHenry County College, as established and pursuant to Illinois Compiled Statutes, Chapter 122, and its authorized representatives.
- B. **College** – The term "College" shall mean McHenry County College and its authorized representatives. The terms "Board" and "College" are used interchangeably in this Agreement.
- C. **Adjunct Faculty** – The terms "faculty", "faculty member", or "adjunct faculty member" shall mean those employees specifically included in the bargaining unit as set forth in Article III, Section 3.1 of this Agreement.
- D. **Working Days** – The term "working days" shall include Mondays through Friday on days when credit classes are in session, and administrative offices are open, except where otherwise indicated.
- E. **Calendar Days** – The term "calendar days" shall mean all days, including those when credit classes are not in session.
- F. **Academic Year** – Fall, Spring and Intersession (during the months of December and January) semesters.
- G. **Calendar Year** – January 1 to December 31.
- H. **Credit Hour** – Academic unit awarded to student. Credit hours are determined according to the Illinois Community College Board's Administrative Rules and is/was determined when the course was approved.
- I. **Contact Hour** – Hours of classroom and/or online instruction of a course (800 minutes equals one contact hour). Contact hours are determined according to the Illinois Community College Board's Administrative Rules and is/was determined when the course was approved.

ARTICLE II

TERM OF AGREEMENT

This Agreement shall be effective on the date of its execution by both parties or as otherwise specifically indicated in this Agreement and shall remain in full force and effect until 11:59 p.m. on the day prior to adjunct faculty reporting to work for the 2015-2016 academic year. It shall automatically be renewed from year to year unless either party shall notify the other in writing at least ninety (90) days prior to the end of the contract.

ARTICLE III

RECOGNITION AND REPRESENTATION

Section 3.1 Recognition

The Board of Trustees of McHenry County College, Illinois Community College District 528 (hereinafter the "Board") or its agents, hereby recognize the McHenry County College Adjunct Faculty Association, IEA-NEA, (hereinafter referred to as the "Adjunct Faculty Association"), as the exclusive and sole collective bargaining representative for all adjunct faculty currently employed at McHenry County College (including adjunct faculty members who provide instruction in ESL, ABE, and ASE programs, and who meet the College's minimum requirements for the teaching of transferable credit hours) who provide a minimum of three (3) credit hours of instruction per academic semester for at least four (4) consecutive semesters excluding the Summer term. Bargaining unit eligibility shall commence at the beginning of the fourth consecutive academic semester in which the adjunct faculty member provides at least three (3) credit hours of instruction.

Excluded from the unit are all adjunct faculty members who do not meet the bargaining unit eligibility criteria set forth above, all supervisors, managers, officers, part-time, short-term and confidential employees, as defined in the Illinois Educational Labor Relations Act ("Act") and adjunct faculty whose compensation is funded by externally restricted grants. Should an adjunct faculty member begin to teach non-externally restricted grant funded courses, their previous semesters taught under the externally restricted grant funds will count towards their eligibility requirements for the bargaining unit.

Section 3.2 Loss of Unit Status

- A. **Involuntary Inactive Status** – Adjunct faculty members who qualify for inclusion in the bargaining unit, but who subsequently fail to meet the eligibility criteria set forth in Section 3.1 because no courses are available for them to teach shall be in an inactive status for two (2) consecutive academic years. No step movement will occur or be lost during this inactive status. Adjunct faculty members who are on involuntary inactive status after two consecutive academic years will lose unit status.

- B. **Voluntary Inactive Status** – Adjunct faculty members may choose to not teach during any given academic year. They should notify the appropriate administrative supervisor at the beginning of the preceding academic semester. Faculty members who are on voluntary inactive status after two consecutive academic years will lose unit status. No step movement will occur or be lost during this inactive status.

- C. **Re-eligibility** – Any adjunct faculty member who is removed from the bargaining unit in accordance with Sections 3.2A and 3.2B must meet eligibility criteria set forth in Section 3.1 to regain unit status.

Section 3.3 Semi-Annual Unit Listing

The College will semi-annually provide the Association, during the tenth week of the Fall and Spring semester with a listing of all adjunct faculty members who meet the eligibility criteria set forth in Sections 3.1 and 3.2 for the current regular academic semester. The list shall contain postal addresses and academic department of each adjunct faculty member. The Fall semester list shall be used for staffing decisions related to the following Fall semester. The Spring list shall be used for staffing decisions related to the following Spring semester. Adjunct faculty on the list will be given preference over non-bargaining unit adjuncts for unstaffed or added classes after the list is produced.

The Association must assert any objections with the above listings to the College within thirty (30) days of receipt of said listings or waive such objections.

Section 3.4 Summer Session

Adjunct faculty members who are teaching in the Summer session will retain all rights under this Agreement, provided they otherwise meet the eligibility criteria of Sections 3.1 and 3.2 of this Agreement, and are on the Spring unit eligibility list.

Section 3.5 Duty of Fair Representation

The Association agrees to fulfill its duty to fairly represent all employees in the bargaining unit regardless of Association membership. The Association further agrees to indemnify and hold harmless the Board from any and all liability, including monetary damages, resulting from any failure on the part of the Association to fulfill its duty of fair representation.

ARTICLE IV

BOARD RIGHTS

Except as otherwise expressly provided by the terms of this Agreement, the College reserves and retains full rights, authority, and discretion in the proper discharge of its duties and responsibilities, including but not limited to, the right to control, supervise, evaluate, discipline, and manage the College and its personnel including the adjunct faculty; to determine and administer educational policy; to operate the College and direct the adjunct faculty; and otherwise retain all rights, authority, and discretion which are exclusively invested in the College's Board of Trustees or the College's President under governing federal and state law, ordinance, rules, and regulations, as well as the policies of the Board of Trustees, and applicable common law. The parties agree that the College is not required to bargain over matters of inherent managerial authority, including, but not limited to, matters related to curriculum, budget, organizational structure, and selection of employees.

ARTICLE V

STATUS AND EFFECT OF THE AGREEMENT

Section 5.1 Ratification and Amendment

This Agreement shall become effective when ratified by the Board and Association membership and signed by authorized representatives thereof.

Section 5.2 Contract Controlling

Any agreement to alter, modify or waive any of the terms of this Agreement with respect to adjunct faculty member or members will be made between the Board and the Association and confirmed in writing. Any such agreement shall not constitute a precedent in the future enforcement of any of the terms contained herein unless expressly agreed to by the parties.

ARTICLE VI

RESPONSIBILITIES AND RIGHTS

Section 6.1 Academic Freedom

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the particular institution. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

- A. Adjunct faculty members are entitled to academic freedom in the classroom in discussing their subject, but they are responsible not to introduce into their teaching controversial matter which has no relation to their subject and to present controversial material in a thorough and unbiased manner. Course content and instructional material must be consistent with purpose and objectives of the course as adopted by the College through its collaborative process and approved by the Illinois Community College Board (ICCB).

- B. Adjunct faculty members have the latitude to determine appropriate methods for teaching course content. However, the methods utilized to teach course content should be appropriate for the subject matter being taught and subject to applicable College policies and procedures. The College shall observe due process in investigating any allegations of abuse of academic freedom by adjunct instructors. [See Section 10.2]
- C. Adjunct faculty members are citizens, members of a learned profession, and members of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. They should remember that the public may judge their profession and their institution by their communication. Hence, adjunct faculty members should at all times endeavor to be accurate, to exercise appropriate restraint, and to show respect for the opinions of others; and should make every reasonable effort to indicate that they are not speaking for the institution. An adjunct who, when speaking or writing as a citizen, has not expressly claimed or acknowledged any connection with the College shall be considered to have made such a “reasonable effort.”
- D. Adjunct faculty members are entitled to academic freedom in research and in the publication of results, subject to the adequate performance of their other academic duties. [See Section 6.10 regarding research and publication for monetary return.]

Section 6.2 Good Faith

- A. “Good Faith” is defined as the mutual responsibility of the Board and the Association to meet at a reasonable time, to deal with each other openly and fairly, and sincerely to endeavor to reach agreement with respect to all items as identified in the agreed upon substantive portion of this document.
- B. The Association subscribes to a code of ethics and agrees to assist the Board and the administration on matters pertaining to professional conduct when requested.
- C. Both parties agree that the provisions of this Agreement shall not be applied in a manner that is arbitrary, capricious, or discriminatory.
- D. Both parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, make

counter-proposals in the course of negotiations, and to reach tentative agreements which shall be presented respectively to the Board and Association for ratification.

Section 6.3 Dues Check-off

Upon receipt of a properly executed dues deduction form by an adjunct faculty member, the Business Office shall regularly deduct the appropriate monies from such employee's paycheck in conformity with the Business Office's regular and ordinary payroll procedures. The specific amount of the dues deduction shall be communicated to the College's Chief Financial Officer in writing by the Association's Treasurer by as close as practicable to September 1st for the current academic year. The Association shall hold the Board harmless for all such deductions completed pursuant to the dues authorization form. Such authorization shall remain in effect until modified or withdrawn by an adjunct faculty member. In the absence of such authorization, fair share fees shall be deducted as provided for in Section 6.4.

Section 6.4 Fair Share

- A.** It is recognized that the Association's duties as the sole and exclusive bargaining agent entail expenses for collective bargaining and Contract administration which appropriately are shared by all faculty members who are beneficiaries of said Agreement. To this end, if a faculty member does not join the Association, such faculty member will:
1. Execute an authorization for the deduction of a sum equivalent to the proportionate share of the cost of the services rendered by the Association in the same manner as provided in Section 6.3; or
 2. Pay directly to the Association a like sum.
- B.** In the event such an authorization is not signed or such payment is not made within thirty (30) working days following the commencement of employment of the faculty member or the effective date of this Agreement, whichever is later, the Board shall deduct such amount in equal payments from the regular salary check of the faculty member in the same manner as provided in Section 6.3.
- C.** The Association, the Illinois Education Association and the National Education Association agree to defend, indemnify, and save the Board harmless against any claims, demand, suit, or other form of liability which may arise by reason of any action taken by the Board in complying with

the provisions of this Section, but not with respect to any claim, demand, suit or other form of liability which may arise as a result of the Board's failure to comply with the obligations imposed upon it by this Section.

- D. The Association shall annually certify to the Board the amount constituting each non-member employee's share, which amount shall include only such expenses expended for collective bargaining and contract administration. Such certification shall be made in writing by the Association's Treasurer and submitted to the business office as close as practicable to September 1st of each year.
- E. In the event a faculty member objects to the amount of such fee, the Association shall place the objecting faculty member's fees in a blind escrow or blind trust pending final determination on the appropriateness of the fee imposed. Such determination shall be made only after a full hearing before the Illinois Educational Labor Relations Board (IELRB) or any impartial fact-finder appointed by the IELRB. If the faculty member is entitled to a refund, the faculty member shall receive such refund plus any interest earned on the refund during pendency of the action.

Section 6.5 Distribution of Contract

Within thirty (30) working days following ratification and execution of this Agreement by both parties, or as soon thereafter as practicable, the Board will provide three signed copies of the Agreement to the Association President and will also post a copy of the Agreement on the College's website.

Section 6.6 College Services and Facilities

- A. In accordance with applicable Board policy, the Association shall have reasonable use of College office services, to include duplicating, printing, and electronic communication privileges for the conduct of Association business. The Association agrees to pay the standard rates for the duplicating and printing services and supplies used. Use of such services and facilities shall be scheduled and prioritized by the appropriate administrative officers.
- B. The Board agrees that space for a bulletin board, to be purchased by the Association, shall be provided for the exclusive use of the Association for posting notices of activities and other matters of Association concern, provided such posting shall not include any item attacking the

character, integrity, or ability of any member of the Board of Trustees or any of its agents or employees.

- C. The Board agrees to provide the Association reasonable access to conference space for the conduct of normal Association business. The Board shall allow the Adjunct Faculty Association President ordinary use of non-dedicated office space and equipment for the conduct of Association business.
- D. The rights granted to the Association under this Section 6.5 shall not be provided to any other labor organization competing with the Adjunct Faculty Association.

Section 6.7 Policies and Faculty Resource Guide

- A. **Board Policy** The Board will post the Board Policies on the College's website.
- B. **Faculty Resource Guide** The Board will post a copy of the Faculty Resource Guide on the College's intranet.

Section 6.8 Board Agenda

The Association may request to be placed on the agenda of a regular Board meeting in accordance with the Board's Policy Manual and procedures contained therein.

Section 6.9 Personnel File

An adjunct faculty member shall have the right upon request, to review the contents of her/his own personnel file during normal business hours in accordance with the Illinois Personnel Records Review Act. A representative(s) of the Association may be requested to accompany the faculty member to such review.

Section 6.10 Patent and Copyrights

Adjunct faculty members retain full intellectual property rights over any works prepared and published independently of the College. If substantial use of the College's resources has been made, adjunct faculty members will share rights in the work according to the policies and guidelines as per the College's full-time faculty collective bargaining agreement.

ARTICLE VII
NEGOTIATION PROCEDURES

Section 7.1 Selection and Composition of Negotiating Teams

The Board and the Association shall each select representatives to act on their behalf in negotiations.

Section 7.2 Commencement of Negotiations

The parties agree to commence negotiations for a successor agreement no earlier than two weeks before September 1st and no later than two weeks after September 1st during the last academic year of the Agreement.

Section 7.3 Agreement and Ratification

When the Association and Board representatives reach tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval as soon as practicable after the parties reach a complete tentative agreement.

ARTICLE VIII
GRIEVANCE PROCEDURE

Section 8.1 Definitions

- A. Any written claim by an adjunct faculty member, or members, of the Association that there has been a violation, misapplication, or misinterpretation of the provisions of this Agreement shall be a grievance.
- B. Time limits during the academic year shall be Mondays through Fridays (working days) except holidays, designated in the Academic Calendar, and other officially declared school closings. In cases which occur/extend outside the regular academic year or the Summer session, time limits for grievance purposes shall be suspended until the first full regular instructional day of the next academic semester or Summer session. Time limits during Summer sessions shall be Mondays through Fridays unless a four (4) day week is officially adopted by the College. If a four-day week is adopted, the time limits shall be Mondays through Thursdays during the Summer.

Section 8.2 Right to Association Representation

- A. Association representatives (one of whom may be a non-faculty member) shall have the right to be present at any meeting, hearing, appeal, or other proceeding relating to a grievance that has been formally presented. Nothing contained herein shall be construed as limiting the right of an adjunct faculty member having a grievance to discuss the matter informally with his/her supervisor and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.
- B. The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance commencing at Section 8.4A (Step One). However, any individual employee or a group of employees may at any time present grievances to their employer and have them adjusted without the intervention of the bargaining representative as long as the adjustment is not inconsistent with the terms of the collective bargaining agreement, provided that the bargaining representative has been given an opportunity to be present at such adjustment. (115 ILCS 5/3(b)) Individual adjustments will be memorialized in writing and will be signed by the appropriate representative of the Board and adjunct(s). A copy of the resolution will be provided to the Association.

Section 8.3 Pre-Grievance Procedure (Informal Resolution)

The parties hereto acknowledge that it is usually most desirable for adjunct faculty members and the appropriate administrator to resolve problems through free and informal communications. When requested by the adjunct faculty member(s), an Association representative may accompany the adjunct faculty member(s) to assist in the informal resolution of the grievance. If, however, such informal processes fail to satisfy the adjunct faculty member(s) or the Association, a grievance shall be processed as follows:

Section 8.4 Formal Grievance Procedure

- A. **Step One** – If a complaint is not resolved through an informal resolution procedure, the grievant or the Association may present a formal grievance in writing stating specifically what section(s) of the contract has been violated to the appropriate, immediately involved administrator who will arrange for a meeting to take place within ten (10) working days after receipt of the grievance.

Such written grievance shall be submitted not later than fifteen (15) working days after the occurrence of the events giving rise to the grievance or fifteen (15) working days from the date by which the affected faculty member(s) and/or the Association knew or should have known of such occurrence. The Association representative, the grievant and the immediately involved administrator or designee shall be present at the meeting. The immediately involved administrator or designee shall provide the grievant and the Association with a written answer with reason(s) to the grievance within ten (10) working days after the meeting.

- B. Step Two** – If the grievance is not resolved at Step One, then the grievant or the Association shall refer the grievance to the Chief Academic Officer or her/his official designee within seven (7) working days after the receipt of the Step One answer or within seven (7) working days after the Step One meeting, whichever is later. The Chief Academic Officer or designee shall arrange for a meeting with the grievant and the representative(s) of the Association's grievance committee to take place within ten (10) working days of her/his receipt of the Step Two filing. A written response, including reason(s) shall be provided to the grievant within ten (10) working days after the meeting.

If the grievance arises from a decision by the Chief Academic Officer, the grievance may be initiated at Step Two, provided such is filed no later than the time limits prescribed in Step One.

- C. Step Three – Arbitration** – If the Association is not satisfied with the decision at Step Two, the Association may refer the grievance to arbitration within twenty (20) working days after the decision is provided at Step Two.
1. The parties shall attempt to agree upon an arbitrator within seven (7) working days after receipt of the notice of referral. In the event the parties are unable to agree upon an arbitrator within said seven (7) working day period, the parties shall immediately jointly request the Federal Mediation Conciliatory Services (FMCS) to submit a panel(s) of arbitrators, and to otherwise administer the arbitration proceedings under the American Arbitration Association (AAA) rules.
 2. More than one grievance may be submitted to the same arbitrator if both parties mutually agree in writing. In the event of multiple grievances submitted to arbitration either party may request that the arbitrator consolidate the grievances for arbitration if the grievances are related and consolidation does not prejudice either party.

3. The fees and expenses of the arbitrator and the cost of a written transcript (if a transcript is jointly requested) shall be shared equally by the parties involved in the arbitration. Each party shall be responsible for compensating its own representatives or witnesses.

Section 8.5 Grievances arising from a decision made by the College President or Board of Trustees

In the event the grievance concerns a decision made or action taken by either the President or the Board of Trustees, the parties may mutually agree to a modified grievance proceeding whereby the grievance is moved to Step Two and Step Two is modified by having the grievance referred to the President of the College. In such event, the same timelines for appeal and the issuance of the College's grievance response shall be retained.

Section 8.6 Limitations on Authority of Arbitrator

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator's ruling in any grievance shall not violate the relevant decisions of federal and state courts, the appropriate decisions of federal and state regulatory agencies, and applicable federal and state laws. The arbitrator shall have no authority to make a recommendation on any issue not so submitted or raised. The arbitrator's award shall be final and binding. However, neither party waives its right to administrative and/or judicial review of any arbitration ruling or award which, it feels has violated the limitations of this Article VIII.

Section 8.7 No Reprisals

- A. No reprisals of any kind shall be taken by the Board, its designee (agent), or the bargaining unit member Association against any individual because of his/her participation in this grievance procedure.
- B. All records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

Section 8.8 Scheduling of Grievance Meetings

Should the investigation or processing of any grievance require that an adjunct faculty member or an Association representative be released from her/his regular assignment, she/he shall be released without loss of pay or benefits, provided that every reasonable attempt has been made by the parties

involved to schedule grievance-related meetings during times which do not conflict with her/his regular assignment.

Section 8.9 Cooperation and Withdrawal Without Establishing Precedent

- A. The College and the Association shall cooperate in the investigation of any grievance, and further, all parties shall be furnished with such information requested for the fair and proper processing of any grievance.
- B. A grievance may be withdrawn at any level without establishing precedent.

ARTICLE IX

WORKLOAD/CLASS ASSIGNMENT

Section 9.1 Workload

The maximum workload for adjunct faculty shall not exceed twenty four (24) contact hours per academic year, excluding the Summer session, without the written approval of the Chief Academic Officer based on a recommendation from the adjunct faculty member's appropriate immediate administrative supervisor.

Adjunct faculty members are not guaranteed to be assigned the maximum number of contact hours in any one academic year. The College will determine the number of hours taught by an individual adjunct faculty member.

Section 9.2 Preference Request/Class Assignment

- A. Adjunct faculty members may submit a written assignment preference request to their immediate administrative supervisor or designee to identify days and times the adjunct faculty member is available and/or would prefer to teach for the subsequent semester. The College will attempt to honor such requests when practicable. The College will not consider an assignment preference request as an exclusive request unless otherwise specifically stated by the adjunct faculty member.
- B. In attempting to honor assignment requests made in accordance with Section 9.2(A), the College will give preference to adjunct faculty members in the bargaining unit over adjunct faculty members who

are not in the bargaining unit. Nothing in this Article shall limit the College's ability to determine and set class schedules.

Section 9.3 Office Hours and Space

- A. Adjunct faculty members shall make themselves available for student conferences either before or after class, and by College email or special appointment as necessary. They shall inform students of when they are routinely available and how best to contact them on their course syllabi.
- B. The College will provide shared office space designated for use by adjunct faculty members to the extent that such space is available. Adjunct faculty members should work through their immediate administrative supervisor to make such office space arrangements and to ensure needed office equipment and software are available for their use on campus.

Section 9.4 Double Sections

- A. In scheduling students, the College will strive to maintain a "normal class size." For purposes of this agreement, "normal class size" is defined in a list mutually agreed upon by the Adjunct Association and the College. The list is maintained in the Vice President of Academic and Student Affairs' office.
- B. Where the College designates a class to have the capacity of two times the normal class size, the College will provide additional compensation to adjuncts assigned to the class in accordance with the following terms:
 - 1. If first day enrollment in a class (which has been designated by the College to have twice the normal capacity) is twelve students or more in excess of the normal class size, the adjunct will receive \$1,000 in FY 12, \$1,050 in FY 13, \$1,100 in FY 14, and \$1,150 in FY 15 additional compensation, provided the adjunct teaches through the end of the semester.
 - 2. If first day enrollment in a class (which has been designated by the College to have twice the normal capacity) is one to eleven students in excess of the normal class size, the adjunct will be compensated at a rate of \$75 in FY 12, \$79 in FY 13, \$83 in FY 14, and \$87 in FY 15 per additional student beyond the normal class size up to eleven students, provided the adjunct teaches through the end of the semester.

3. Adjunct members eligible for additional compensation under this paragraph shall not receive any additional compensation for any additional students beyond what is prescribed in this paragraph. Adjuncts will be limited to teaching only one class per semester which class size is set at twice the normal capacity.
- C. Because Section 9.1 of the current Adjunct Agreement addresses maximum workload, additional compensation provided under this Agreement will not contribute to workload, and will be paid during the semester in which the large class is taught.
- D. This Agreement will be administered consistent with Section 9.2 of the current Adjunct Agreement concerning class assignment preferences.

ARTICLE X

EVALUATION AND DISCIPLINE

Section 10.1 Evaluation System

The College will implement a teacher evaluation process for unit adjunct faculty members that supports professional growth towards the goal of excellence in teaching and learning.

- A. Adjunct faculty unit members will be formally evaluated according to posted procedures, including a follow-up interview, at least once every two years in online and/or classroom methods of instruction as applicable. The College reserves the right to evaluate a unit adjunct faculty member at any time with appropriate notice, and adjuncts may request a formal evaluation at any time.
- B. Informal evaluations involving classroom and/or online observation for brief periods will be made frequently, and appropriate notice will be given unless the adjunct waives such notice. The evaluator's comments and/or suggestions will be provided to the adjunct by email soon after each visit, and further dialogue with the evaluator will be encouraged.

The parties agree that as a part of this evaluation system, the adjunct faculty member shall have the right to rebut in writing applicable evaluation reports regardless of whether such evaluation reports are made a part of the adjunct faculty member's personnel file.

Section 10.2 Discipline of Adjunct Faculty Members

- A. Information forming the basis of disciplinary action shall be made available to the adjunct faculty

members and the Association subject to applicable privacy right limitation. The College will meet with the adjunct faculty member before rendering a disciplinary decision. An adjunct faculty member may request to have an Association representative present at a disciplinary meeting or an investigatory meeting which the adjunct faculty member reasonably believes could lead to discipline.

- B. Progressive discipline principles will be followed in addressing misconduct, including use of oral reprimand, written reprimand, suspension and termination. At the discretion of the College, the College may bypass any or all progressive discipline levels in the event of an emergency or for an egregious offense. This provision is not intended to be a waiver of any statutory rights.

ARTICLE XI

COMPENSATION

Section 11.1 Salary

The index matrix of the adjunct faculty salary schedule, together with implementing language thereof, is included as Appendix A of this Agreement.

Section 11.2 Substitute Pay

An adjunct faculty member who substitute teaches shall be paid for each instructional hour of fifty (50) minutes at a rate determined by dividing the adjunct member's current contact hour rate by sixteen (16). Any adjunct who substitute teaches more than one-quarter (1/4) of a double section course shall receive a proportional amount of the Double Sections (Section 9.4) compensation due that adjunct for teaching the double section course, and payable at the end of the course.

Section 11.3 Independent Study and Individualized Classes

An adjunct faculty member shall be eligible for an independent study assignment or individualized classes at the discretion of their immediate administrative supervisor. For both independent study and individualized classes, compensation shall be at the rate of one-twelfth (1/12) of the adjunct faculty member's course rate (rate per contact hour times the number of contact hours in that course) times the number of students enrolled in the independent study or individualized class ten days after the start

of the course.

Section 11.4 Special Projects

Adjunct faculty members who accept a Notice of Assignment to perform a special project shall be compensated at a mutually agreed upon amount specified in a signed document approved by the Chief Academic Officer before the commencement of the special project.

Section 11.5 Summer Classes

An adjunct faculty member assigned to teach a summer class shall be compensated at the rate of pay applicable to the previous academic semester unless a higher rate of pay has been specifically authorized by the Board for that summer class.

Section 11.6 Professional Development

Adjunct faculty members may submit reimbursement requests for approved professional development taken in accordance with an approved professional development plan. (Adjunct faculty members' professional development plans are due by May 1st of each year in order to be eligible to receive their professional development money in the next academic year.) Reimbursement may be incremental up to a total amount of \$250 per year with no carryover of any unused money from one academic year to the next.

Section 11.7 Tax-Sheltered Annuity

Voluntary employee salary reductions for internal revenue code section 403(b) tax sheltered annuities and 457(b) deferred compensation shall be available to adjunct faculty members in accordance with current college policy for full-time faculty and in accordance with plan documents and applicable vendor agreements.

Section 11.8 Tuition Waiver

All adjunct faculty are eligible to receive tuition waivers for one three-credit hour McHenry County College course for every two semesters (including summer semester) of teaching credit classes at the

College. These hours may be used by the adjunct faculty member or by their spouse, dependent children, or those grandchildren for whom the adjunct faculty member is the legal guardian.

Approval for courses must be obtained from the Office of Human Resources before registration by using the application for tuition waiver form. Proof of identity and dependent status will be required for spouse, dependent children, or those grandchildren for which the adjunct faculty member is the legal guardian.

This benefit will cease when the employee resigns, is terminated or has lost unit status as per section 3.2 of this agreement.

Section 11.9 Class Preparation Compensation

A stipend of one-eighth (1/8) of an adjunct faculty member's contact hour salary shall be paid to any adjunct whose assigned course section is cancelled within seven (7) calendar days of the first class meeting.

Before the meeting of the first class, the College has the sole discretion to change the class to individualized instruction. In such circumstances, the adjunct faculty member would not receive Class Preparation Compensation if the adjunct faculty member declines to teach the individualized course.

ARTICLE XII

ALLOWANCE FOR EMPLOYEE ABSENCE

Section 12.1 Paid Personal Leave

Each adjunct faculty member shall be allowed two (2) calendar days of paid personal leave during each semester which cannot be taken in increments of less than a full calendar day. Such personal leave shall not accumulate.

Section 12.2 Jury Duty

An adjunct faculty member called for jury duty shall be granted special leave with pay to fulfill such duty. Payment received by the employee from the Courts shall be given to the College.

Section 12.3 Emergency Leave Without Pay

An adjunct faculty member shall be granted emergency leave without pay during any given semester for a period up to the duration of that semester, provided the appropriate immediate administrative supervisor has been notified of the circumstances making such leave necessary. No loss of bargaining unit status shall result from this leave, and Section 3.2(b) Voluntary Inactive Status will apply to any further leave required by the adjunct. An adjunct faculty member may receive an emergency leave once every two (2) years.

ARTICLE XIII

ENTIRE AGREEMENT

This Agreement, upon ratification, supersedes all prior agreements, whether written or oral, unless expressly stated to the contrary herein, and constitutes the complete and entire agreement between the parties, and concludes collective bargaining for this term.

Nothing herein shall be construed as precluding the parties, by mutual agreement, to add to, delete or alter this Agreement during the term of this Agreement, provided that such changes are made in a written agreement and executed by appropriate representatives of the College and the Association.

ARTICLE XIV

SAVINGS CLAUSE

If any provision of this Agreement is or shall at any time be contrary to or unauthorized by law, then such provision shall not be applicable or performed or enforced, except to the extent permitted or authorized by law; provided that in such event all other provisions of this Agreement shall continue in effect.

ARTICLE XV

AMNESTY PROVISION

The College hereby agrees that it will not initiate, authorize, commence, or participate in any reprisals or recriminations against any employees of the College as a result of such employees' participation in or

support of the collective bargaining process and/or job action, or in any event or activity resulting from their participation in or support of the collective bargaining process and/or job action.

The College further agrees that it will not discriminate in regard to hiring, discipline, discharge, promotion, demotion, or assignment; or in regard to salary, hours, seniority, or working conditions of any employee having participated in or supported said collective bargaining and/or job action.

ARTICLE XVI

NO STRIKE CLAUSE

During the term of this Agreement, no faculty member covered by this Agreement, nor the Association, nor any person acting on behalf of the Association, shall ever or at any time engages in, authorize, or instigate any strike, slow-down, or other refusal to render full and complete services to the Board. In the event of any violation or violations of any provision of this Article by the Association, its members or representatives, or by any faculty member, the Association shall, upon notice from the Board, immediately direct such faculty members, both orally and in writing, to resume normal operations immediately and make every other reasonable effort to end any violation(s).

**For the McHenry County College
Adjunct Faculty Association**

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

Signature

Signature

Title

Title

Date

Date

APPENDIX A
ADJUNCT FACULTY SALARY SCHEDULE INDEX MATRIX

I. The following matrix and base salary per contact hour will apply for academic years 2011-2012; 2012-2013; 2013-2014 and 2014-2015.

	Lane I	Lane II	Lane III
	Less than a Masters Degree	Masters Degree	Doctorate*
1-4 Semesters Taught at MCC	1.00	1.05	1.10
5-8 Semesters Taught at MCC	1.03	1.08	1.13
9-12 Semesters Taught at MCC	1.06	1.11	1.16
13+ Semesters Taught at MCC	1.09	1.14	1.19

*Doctorate includes PhD, ThD, EdD, JD, MD, DDS, and DC

II. The following salary bases will apply (to be placed in cell 1 of the matrix) for academic years 2011-2012; 2012-2013; 2013-2014 and 2014-2015.

Academic year	Base salary per contact hour
2011-2012	\$605
2012-2013	\$655
2013-2014	\$715
2014-2015	\$800

III. The following tables represent the per contact hour rate for the academic years 2011-2012; 2012-2013; 2013-2014 and 2014-2015.

	2011 - 2012 Per Contact Hour Rates		
	Lane I	Lane II	Lane III
	Less than a Masters Degree	Masters Degree	Doctorate*
1-4 Semesters Taught at MCC	\$605	\$635	\$666
5-8 Semesters Taught at MCC	\$623	\$653	\$684
9-12 Semesters Taught at MCC	\$641	\$672	\$702
13+ Semesters Taught at MCC	\$659	\$690	\$720

*Doctorate includes PhD, ThD, EdD, JD, MD, DDS, and DC

	2012 - 2013 Per Contact Hour Rates		
	Lane I	Lane II	Lane III
	Less than a Masters Degree	Masters Degree	Doctorate*
1-4 Semesters Taught at MCC	\$655	\$688	\$721
5-8 Semesters Taught at MCC	\$675	\$707	\$740
9-12 Semesters Taught at MCC	\$694	\$727	\$760
13+ Semesters Taught at MCC	\$714	\$747	\$779

*Doctorate includes PhD, ThD, EdD, JD, MD, DDS, and DC

2013 - 2014 Per Contact Hour Rates			
	Lane I	Lane II	Lane III
	Less than a Masters Degree	Masters Degree	Doctorate*
1-4 Semesters Taught at MCC	\$715	\$751	\$787
5-8 Semesters Taught at MCC	\$736	\$772	\$808
9-12 Semesters Taught at MCC	\$758	\$794	\$829
13+ Semesters Taught at MCC	\$779	\$815	\$851

*Doctorate includes PhD, ThD, EdD, JD, MD, DDS, and DC

2014 - 2015 Per Contact Hour Rates			
	Lane I	Lane II	Lane III
	Less than a Masters Degree	Masters Degree	Doctorate*
1-4 Semesters Taught at MCC	\$800	\$840	\$880
5-8 Semesters Taught at MCC	\$824	\$864	\$904
9-12 Semesters Taught at MCC	\$848	\$888	\$928
13+ Semesters Taught at MCC	\$872	\$912	\$952

*Doctorate includes PhD, ThD, EdD, JD, MD, DDS, and DC

Board Policy Revisions
Policy 3.1.6 – Drug-Free Workplace

Information

The Drug-Free Workplace committee has brought forth revisions to the Drug-Free Workplace policy. The following revisions are recommended to Board Policy 3.1.6. The revisions have been shared with the faculty and staff leadership to receive their input. The Executive Council has endorsed the policy revision.

The Evaluation and Policy Committee of the board has reviewed the policy revision and recommends the policy changes to the Board. In addition, attached are draft administrative procedures for implementation of the policy.

The revisions are listed in bold below:

3.1.6 **DRUG-FREE WORKPLACE POLICY (CURRENT)**

To conform with the federal *Drug-Free Workplace Act* of 1988 Public Law 100-690, Section 5151 et. seq., and to further the educational aims of the institution, the College hereby enacts this policy, the College seeks to improve the work environment by reducing and eliminating drugs in the workplace.

No employee shall unlawfully possess, use, dispense, distribute or manufacture any controlled substances or drugs in the workplace.

For the purposes of this Policy the term “employee” shall mean full or part-time employees, employees under contract, independent contractors and their agents and employees, student workers and temporary workers. The term “workplace” shall mean the College’s buildings and grounds and off-campus sites leased or controlled by the College or sites used by the College in any sanctioned activity.

The term “controlled substance” is defined in Schedules I through V of Section 202 of the *Federal Controlled Substances Act* (21 U.S.C. 812). (*See Procedures Section.*)

DRUG AND ALCOHOL FREE WORKPLACE POLICY (PROPOSED)

McHenry County College is committed to the development and maintenance of an educational and workplace environment in compliance with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988 and prohibits the unlawful possession, use, manufacture, or distribution of illegal drugs and/or alcohol by employees on its property or as part of any of its activities.

The College prohibits employees to use, possess, dispense, distribute or manufacture any controlled substances, drugs, or alcohol in the workplace. Furthermore, McHenry County College prohibits employees from reporting to work under the influence of drugs and/or alcohol. These actions are prohibited on all College utilized property, including any worksite designated for the performance of work, or at College-sponsored activities. The only exception to this policy would be alcoholic beverages served during a College function approved by the Board of Trustees.

All employees will receive a copy of this policy and will abide by the policy. Failure of an employee to receive a copy of this policy will not constitute defense to violations of the College's policy.

Any employee who is convicted of unlawfully possessing, using, dispensing, distributing, or manufacturing a controlled substance while conducting College business or activities, whether on or off College premises, must notify the Assistant Vice President (AVP) of Human Resources in writing within five (5) calendar days of the conviction. Failure to report conviction may lead to disciplinary action up to and including termination. If the employee is directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract, the College shall give notice of the conviction to the federal agency with whom it has contracted or from whom it received the grant within ten (10) calendar days of receiving notification of conviction. Within thirty days after receiving notice of a conviction, the College shall take appropriate disciplinary or referral action.

Discipline for violating the Drug and Alcohol Free Workplace Policy shall be governed by the College disciplinary and termination policies and procedures. Nothing contained herein limits the right of the College under federal, state or local law, to discipline the employee, up to and including termination, for violation of any College policy.

The College will maintain a drug awareness program to inform all employees about: the risks of drug or alcohol use in the workplace; the College's intent to maintain a drug-free workplace; available drug counseling, rehabilitation, and employee assistance programs; and the penalties imposed for violation of this policy.

Recommendation

It is recommended that the Board of Trustees approves the revisions to Board Policy 3.1.6.



Vicky Smith
President



Drug and Alcohol Testing Procedure

- A. Prohibition:** McHenry County College (MCC) strictly prohibits employees from reporting to work under the influence of drugs and/or alcohol and the unlawful possession, use, distribution, dispensation, sale, or manufacture of controlled substances or alcohol on College premises or while employees are engaged in employment activities. Improper use of drugs or alcohol can seriously injure the health of employees, impair the performance of their job responsibilities, and endanger the safety and well-being of fellow employees, students and members of the general public. The Board will take appropriate disciplinary action against any employee who violates the Drug and Alcohol-Free Workplace Policy up to and including termination of employment. Any individual engaging in prohibited conduct relating to drugs and/or alcohol may also be subject to law enforcement action.
- B. Intent and Purpose:** This procedure provides for drug and alcohol testing of employees. The President is authorized to adopt such administrative rules and regulations as may be necessary or appropriate to implement this procedure. This procedure as supplemented by any rules and regulations is intended to comply with all applicable federal and state laws governing drug and alcohol testing and is designed to safeguard employee privacy rights.
- C. Applicability:** This procedure and companion rules and regulations apply to all MCC premises and to all employees. All employees are responsible for being familiar with and complying with these requirements and related policies.
- D. Definitions:**
- 1. Possession:** To have drugs or alcohol on one's person, in one's personal effects, or otherwise under one's care, custody or control.
 - 2. Controlled Substance:** Any drug or substance whether ingested, inhaled, injected, or otherwise that has known mind-altering or function-altering effects on the human body or that impairs one's ability to safely perform his or her work or responsibilities, including but not limited to: prescription drugs; drugs and other substances made illegal under federal or state law; synthetic drugs; illegal inhalants; amphetamines, cannabinoids (marijuana, THC metabolite, hashish), cocaine, phencyclidine (PCP), and opiates. The term "controlled substance" is further defined in Schedules I–V of the Federal Controlled Substance Act. (21 USC 812).
 - 3. Premises:** All property, facilities, buildings, structures, installations, work locations, work areas, or vehicles owned, operated, leased, rented, used, or that are under the control of the College. Premises also include—but are not limited to—clinical, internship site or practicum location.
 - 4. Under the Influence:** The condition in which a person's sensory, cognitive or motor functions or capabilities are altered, impaired, diminished, or affected due to alcohol or a controlled substance. An employee with any detectable presence of alcohol within the body, regardless of when or where it was consumed, will be considered under the influence.
 - 5. Prescription:** A valid prescription issued to the employee by a licensed health care provider authorized to issue such prescription and used for its intended purpose as prescribed. This procedure is not intended to prohibit the proper and lawful use of prescription drugs, but this does not preclude consideration of whether or not an employee using a prescription drug is fit for duty.

E. Reasonable Suspicion Testing:

- 1. All Employees Subject to Reasonable Suspicion Testing:** McHenry County College requires drug and/or alcohol testing if there is reasonable suspicion that an employee while on College premises, at or in connection with work, or in the course of the performance of the employee's duties, is under the influence of drugs and/or alcohol. Where reasonable suspicion exists, all employees are subject to mandatory drug and/or alcohol testing. "Reasonable Suspicion" means specific objective facts or reasonable inferences drawn from such facts, which cause a supervisor, campus public safety professional, or campus nurse to believe an employee is using, has used, or is under the influence of drugs or alcohol in violation of this policy.
- 2. Post-accident Testing:** Any employee who is involved in an accident while operating a motor vehicle on College business, whether in a College vehicle or the employee's own vehicle, may be required to undergo drug and/or alcohol testing at the discretion of the College, as determined by the assistant vice president of Human Resources.
- 3. Discipline or Termination:** If results of drug or alcohol testing are "positive" and indicate a violation of Board policy, the employee may be placed on paid administrative leave by the President, or the President's designee, pending further investigation. Disciplinary actions will be pursued up to and including termination.
- 4. Refusal or Attempt to Delay Test Warrants Termination:** Refusal to submit to drug and/or alcohol testing or attempts to delay testing under any provision of this policy will be considered gross insubordination. Refusal to submit for testing will be deemed by the College to be an admission of being under the influence of drugs or alcohol and may be grounds for termination of employment.

F. Pre-employment Testing: The College may require post-offer and pre-employment drug and alcohol testing of applicants for certain security-sensitive positions, and positions where safety of the employee and others is of particular concern. All offers of employment for these positions (including internal transfers and promotions) will be contingent upon satisfactory results from such testing. The College will maintain a list of the job positions that are subject to this requirement.

G. Testing Procedures:

- 1. Generally:** Drug and alcohol testing shall be conducted in accordance with applicable federal and state standards or practices. Testing may be based on but not limited to, breath, saliva, urine, blood and/or hair samples as appropriate.
- 2. Consent:** An employee subjected to drug and/or alcohol testing will be required to sign a consent form at time of testing. Refusal to sign the form or leaving the work area prior to the test without permission of the appropriate supervisor or refusal to cooperate in any way with the testing process prior to administration of test shall be grounds for termination of employment. Participation in drug testing is deemed consent to be tested even if no consent form is signed.
- 3. Removal:** An employee who appears to be under the influence of drugs or alcohol will be removed from the College and transported by Campus Public Safety/Police to the place of testing. If testing for drugs and/or alcohol is positive, the employee will be responsible for arranging alternate transportation to their residence. If necessary, the College, at its expense, will arrange transportation for the employee from the testing facility to the employee's home. If testing is negative, the employee will be assessed by the campus nurse or other designated medical professional to determine whether a medical issue may be causing the behavior or appearance that was suspected to be the result of drug or alcohol use. Appropriate action, which may include contacting 911 or the employee's emergency contact, will be taken.
- 4. Administrative Leave:** At the discretion of the College, employees suspected of violating the Drug and Alcohol-Free Workplace Policy may be placed on paid administrative leave pending further investigation by the College.
- 5. Alteration of Sample:** If the testing laboratory reports that a specimen has been altered or substituted, it will be considered a refusal to test and therefore an admission that the employee was under the influence of drugs and/or alcohol at the time of testing. This action may be considered grounds for termination of employment.

6. **Collection of Sample:** Testing samples will be collected and analyzed by a qualified individual at a College-designated facility.
7. **Confidentiality:** Test results will be handled on a confidential basis and will be available only to the McHenry County College personnel who have a need to know such results or as may be necessary in connection with any discipline of the employee. The President or assistant vice president of Human Resources, or their designees, will determine who will have access to the records. Test results will also be available to others as required by applicable laws, rules or regulations.
8. **Implementation:** The offices and/or officials who have general responsibility to implement and achieve the goals of this procedure include:
 - a. College President
 - b. Designated administrators
 - c. Director of Occupational Health
 - d. Director of Campus Public Safety/Police
9. **Costs:** The College will pay the costs for any drug and/or alcohol testing when an employee is required to submit to such testing, including any re-testing of confirmed “positive” results. The employee is financially responsible for any additional tests and any testing conducted by alternate certified laboratories at the employee’s request.

Board Policy Revisions
Policy 2.4.7 – Smoking on Campus

Information

In an effort to promote a healthy workplace and educational environment, the following revisions are recommended to Board Policy 2.4.7. The revisions have been shared with the Student Senate, and faculty and staff leadership to receive their input. The Executive Council has endorsed the policy revision.

The Evaluation and Policy Committee of the board has reviewed the policy revision and recommends the policy changes to the Board. In addition, attached are draft administrative procedures for implementation of the policy.

The revisions are listed in bold below:

2.4.7 **SMOKING ON CAMPUS POLICY (CURRENT)**
The College respects the rights of smokers and non-smokers. (See Procedure Section)

TOBACCO FREE CAMPUS POLICY (PROPOSED)

To promote a safe, clean, and healthy learning environment, McHenry County College prohibits the use of tobacco products inside College facilities and vehicles and on all College property. This includes the burning of any type of cigar, cigarette, pipe, electronic cigarette, or any other smoking equipment. The use of smokeless/chewing tobacco is also prohibited.

It is the responsibility of all faculty, staff, students, and visitors to comply with this policy. Refusal to comply with this policy will be met with increasingly severe penalties.

Recommendation

It is recommended that the Board of Trustees approves the revisions to Board Policy 2.4.7.



Vicky Smith
President



Tobacco-Free Campus Procedure

The following procedures are designed to support a tobacco-free campus:

A. Prohibition: McHenry County College (MCC) strictly prohibits the use of all tobacco products on or in any College-owned property.

B. Intent and Purpose: The Tobacco-Free Campus Procedure is intended to supplement the requirements of the Smoke-Free Illinois Act of 2008. This procedure will be reviewed annually and will be updated as needed.

C. Applicability: This procedure and its companion rules and regulations apply to all MCC premises and to all employees, students and visitors. All employees and students are responsible for being familiar with and complying with these requirements and related policies.

D. Definitions:

- 1. Tobacco Products:** Includes— but is not limited to-- the burning of any type of cigar, cigarette, pipe, electronic cigarette, or any other smoking equipment. The use of smokeless/chewing tobacco is also prohibited.
- 2. College Owned Property:** All property, facilities, buildings, structures, installations, work locations, work areas, or vehicles owned, operated, leased, rented, used, or that are under the control of the College.

E. Enforcement: Enforcement of this policy depends on the cooperation of all MCC employees, not only to comply with this policy but also to encourage others to comply with this policy in order to promote a safe, clean and healthy learning environment. Violators of this policy will be referred to the appropriate administrative office for review, and appropriate administrative action will be taken. Policy violations may also be subject to citations and/or fines issued by Campus Public Safety.

- 1. Citations:** Violators may be issued citations by Campus Public Safety/Police.
- 2. Fines:**
 - a. First citation - \$50.00
 - b. Second citation - \$100.00
 - c. Subsequent citations may be issued in an amount up to \$250.00, depending on the nature of the violation.
- 3. Payment:** All fines are to be paid within thirty (30) days of the date the citation was issued. Payment is to be made at the Registration Office. Failure to pay fines will result in an academic restriction placed on student's record.
- 4. Repeated Offenses:**
 - a. For Students: all citations shall be reported to the assistant vice president of Academic and Student Affairs. Repeated offenses are in violation of the Student Code of Conduct and could lead to administrative actions.
 - b. For Employees: all citations shall be reported to the faculty or staff member's immediate supervisor and the AVP Human Resources. Repeated offenses are in violation of Board Policy and punishable by disciplinary action.
- 5. Members of the Public and/or Visitors to the College:** Members of the public and/or visitors who use tobacco on College property will be asked by Campus Public Safety/Police to extinguish any type of cigar, cigarette, pipe, electronic cigarette, or other smoking equipment. The use of smokeless/chewing tobacco is also prohibited and must be disposed of in a safe and sanitary manner immediately upon request. If a visitor refuses to comply with this request, Campus Public Safety/Police may direct the visitor to leave College property.

F. Smoking Cessation:

The College recognizes that individuals may require help to quit smoking. Referrals for smoking cessation and educational materials are available through MCC's Health and Wellness Program.

Update on Recent Grant Activity

Information

- Rick Clute, Dean of Adult Education, received \$20,000.00 in funding through the Illinois Community College Board (ICCB) for the ABE to Credentials program. Through the funding, the Adult Education will partner with members of the English, Math, and Education, Career, and Technical Education departments to plan classes designed to help transition adult education students into manufacturing, automotive technology, and administrative office skills classes.

Illinois was one of 11 states to receive the \$1.6 million grant, which originated from the Bill and Melinda Gates Foundation. ICCB awarded the funding to only eight colleges in Illinois; the funding will help MCC build on programming started through Shifting Gears and the F.A.S.T. grants administered by Gwen Koehler, Executive Dean of Continuing and Professional Education. James Falco, Executive Dean of Education, Career, and Technical Education rounded out the team writing the proposal.

- Catherine Jones, Executive Director of the Shah Center Programs, received \$175,000.00 in funding through the Employer Training Investment Program (ETIP) Grant from the Illinois Department of Commerce and Economic Opportunity (DCEO). The funding will underwrite area manufacturers' costs to help meet their personalized training needs. The Illinois Small Business Center (ISBC), currently under the leadership of Catherine Jones, received \$90,000.00 through DCEO to help area businesses increase the level of export development and international trade services.
- The McHenry County Community Foundation generously donated \$5,000.00 to Workforce Services to expand *Work Keys* National Career Readiness Certificate Program for McHenry County High Schools. Nancy Bollman, Coordinator of Workforce Services will execute the testing. Tony Capalbo, Director of Perkins and High School Plus, and Carl Martens from the Workforce Investment Board helped secure the funds. Additionally, the McHenry County Community Foundation awarded \$3,900 to support the *Early Childhood Educators Conference* held on November 12, 2011, to be used for guest speaker Ben Glenn. Amy Carzoli, Coordinator of Campus Facilities worked with the Friends of MCC Foundation to secure these funds.
- Please look for an announcement of an expansion of MCC's rain garden started in 2010. Using \$616.00 awarded through the *Illinois Rain Garden Initiative* Grant Program, Kevin Colombe, Coordinator of Grounds Maintenance, will lead a team in planting over 30 species of native plants in the rain garden on Ring Road. Since it is located on the Crystal Lake Watershed, the water source feeding Crystal Lake, the rain garden will help reduce the amount of pollutants entering the lake through water runoff.

Outstanding Grant Applications:

- Joan Flanagan, Director of Health Sciences, requested \$110,000.00 from the Workforce Boards of Metropolitan Chicago to fund the second year of the Health Professions Opportunities Grant program. Working with clients from the Temporary Assistance for Needy Families (TANF) and Workforce Network, the health careers bridge program will provide low-income individuals and TANF participants with comprehensive healthcare-related training to improve their ability to enter a variety of healthcare professions, including: home care aides, certified nursing assistants, registered nurses, and occupational therapy assistant.

Distributed Press Releases
June 11-July 19, 2011

Information

The following releases have been distributed to all local and regional media outlets from June 11-July 19, 2011.

- Three MCC Faculty Members Honored for Teaching Excellence
- Hands-On Computer Training Available at MCC's Shah Center
- Join MCC For a Trip Preview on the Tournament of Roses Parade Tour
- MCC to Host Morality and the Environment Discussion June 20
- See the Riches of Racine with MCC
- MCC's Continuing Education Classes Feature Growing Flowers, Herbs in Kitchen
- McHenry County Master Gardeners' to Host Annual Garden Walk July 9
- ISBDC to Host "Starting A Business In Illinois" Seminar July 6
- MCC's Fast Track Program Places Working Adults on Degree Path
- MCC's First New-Student Convocation Set Aug. 18
- U.S. Rep. Joe Walsh to Visit MCC June 28
- Lt. Gov. Sheila Simon Visits MCC
- MCC to Host Local Art School Exhibit
- MCC Receives \$5,000 Grant for WorkKeys Testing at Area High Schools
- Find Peace in Your Life with Tibetan Singing Bowls Class at MCC
- McHenry County College "ScotStars" Youth Soccer Camp Begins July 11
- MCC Awarded \$20,000 Design Grant for Adult Education Transition Programming
- ISBDC Announces Small Business Seminars for August
- Three MCC Students Awarded NIU Transfer Scholarships
- MCC Names Presidential Fast Track Scholarship Recipients
- Essential Workforce Skill Development Seminars Offered at Shah Center
- Hands-on Computer Training Available at MCC's Shah Center
- McHenry County College's Shah Center to Offer Introductory Level Computer Training
- Forklift Training Available through MCC
- McHenry County College's Shah Center to Offer QuickBooks Training
- MCC to Host Watercolor Exhibit by Artist Michael Gaughan
- MCC's Children's Learning Center Announces Preschool Openings for Three & Five-Year-Olds
- MCC Art Gallery Schedule Update
- MCC to Host Auditions For "SubUrbia"
- Computer Training Available at Shah Center
- Shah Center Offers Frontline Leadership Series
- ISBDC Announces Small Business Offerings for August
- Shah Center Offers OSHA 30-Hour For General Industry
- MCC's Shah Center Offers Hands-On Computer Skills Courses in August
- Shah Center Breakfast Series to Feature Breaking Down Language Barriers
- MCC's Shah Center to Offer Introductory Level Computer Training For Older Adults, Dislocated Workers
- MCC to Offer Construction Zone Flagger Training Course Sept. 9
- MCC's Autumn in New England Tour to Feature Visits to LL Bean, Ben & Jerry's Headquarters



Vicky Smith
President