

REVISED
BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

December 14, 2011
Regular Board Meeting
Immediately Following the Tax Levy Public Hearing

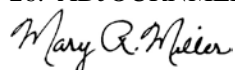
Board Room
8900 U.S. Highway 14
Crystal Lake, IL 60012

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. MISSION STATEMENT
4. ACCEPTANCE OF AGENDA
5. ACCEPTANCE OF MINUTES: Regular Board Meeting, November 17, 2011
6. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
7. ADOPTION OF 2011 TAX LEVY, Board Report #11-271
8. BOARD COMMITTEE REPORTS
 - A. Evaluation and Policies Committee
 - B. Facilities and Planning Committee
9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT
12. COMMUNICATIONS
 - A. Student Trustee Report
 - B. Faculty Report
 - C. Adjunct Faculty Report
 - D. Staff Council Report
 - E. Attorney Report
13. APPROVAL OF CONSENT AGENDA
 - For Approval**
 - A. Financial Statements
 1. Treasurer's Report, Board Report #11-272
 2. Ratification for Payment of Voucher #1039 - \$1,346,167.24, Board Report #11-273
 - B. Requests to Purchase/Renew
 1. DCEO Light Retrofit, Board Report #11-260, Addendum
 2. EBSCO Periodicals Subscription Services, Board Report #11-274
 3. Server Room Emergency Power & HVAC Project Recommendation for Award of HVAC Contract, Board Report #11-275
 4. Fluke Network Meters and Support, Board Report #11-276
 5. Illinois Community College Trustees Association Membership, Board Report #11-277
 6. Occupational Therapy Assistant Furniture, Board Report #11-278
 7. Physical Facilities Supplies, Board Report #11-279
 8. Redundant Network Access Control System, Board Report #11-280
 9. Sprinkler Head Replacement, Board Report #11-281
 10. Sprinkler System Obstruction Investigation, Board Report #11-282

REVISED

- C. Cooperative Agreement Update between McHenry County College and College of Lake County, Board Report #11-283
- D. Joint Educational Agreement Update between McHenry County College and College of Lake County, Board Report #11-284
- E. Review of Closed Session Minutes, Board Report #11-285
- F. Personnel
 - 1. Personnel Adjustments for Fall 2011 Transfer and Occupational Courses, Board Report #11-210 Addendum
 - 2. Personnel Adjustments for Spring 2012 Transfer and Occupational Courses, Board Report #11-286
 - 3. Continuing and Professional Education Personnel Considerations for Spring 2012, Board Report #11-287
 - 4. Appointment of New Instructor of Nursing and Laboratory-Weekends, Board Report #11-288
 - 5. Appointment of Replacement Illinois Small Business Development Center Specialist, Board Report #11-289
 - 6. Extension of Appointment Interim Associate Dean of Mathematics, Sciences and Health Professions, Board Report #11-290
 - 7. Request for Retirement, Board Report #11-291
 - 8. Request for Retirement, Board Report #11-292
 - 9. Request for Retirement, Board Report #11-293
 - 10. Request for Retirement, Board Report #11-301
 - 11. Advance Placement Adjustments, Board Report #11-294
 - 12. Request for Staff Council Member Leave, Board Report #11-295
- 14. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
- 15. BOARD POLICY REVISION, FIRST READING, 3.1.5.1 - Sick Days for Retirement Option, Board Report #11-296
- 16. BOARD POLICY REVISION, FIRST READING, 4.3.2 - Student Harassment/Discrimination, Board Report #11-297
- 17. AUTHORIZATION TO SOLICIT REQUEST FOR BIDS FOR THE BUILDING B RENOVATION, Board Report #11-298
- 18. REORGANIZATION OF STUDENT AFFAIRS, Board Report #11-299
- 19. INFORMATION REPORTS
 - A. Resignation
 - B. Resignation
 - C. ERP Report
 - D. MCC Branding Update
 - E. Distributed Press Releases and MCC Press Clippings
- 20. SUMMARY COMMENTS BY BOARD MEMBERS
- 21. FUTURE AGENDA ITEMS
- 22. CLOSED SESSION
- 23. EXECUTIVE COMPENSATION, Board Report #11-300
- 24. PERFORMANCE MERIT COMPENSATION
- 25. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, November 17, 2011
- 26. ADJOURNMENT



Mary Miller
Chair

Adoption of 2011 Tax Levy


Information

At the November Board meeting the Board approved a Resolution of 9.9% tax levy to account for potential new growth impact. Based on the current property tax cap, CPI growth of 1.5 and County EAV information, the impact on a homeowner will be an increase of .0354 or \$6.00 per year on a \$300,000.00 home.

The new County EAV information was not available at the time of our filing which required staff to anticipate the 9.9% to encompass new construction.

Recommendation

It is recommended that the Board of Trustees approve the 2011 Certificate of Tax Levy as stated. This will be realigned by the County Clerk's Office based on the EAV information and CPI to reflect the 0.354 levy.



Vicky Smith
President

CERTIFICATE OF TAX LEVY

Community College District No. 528 Counties of McHenry, Kane, Lake and Boone

Community College District Name: McHenry County College and State of Illinois

We hereby certify that we require:

- the sum of \$ 26,248,427 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
- the sum of \$ 2,916,591 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ -- to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 1,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
- the sum of \$ 1,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 1,000 to be levied as special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ -- to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of \$ -- to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 2011.

And that the levy for the year 2011 be allocated 50% for Fiscal Year 2012 and 50% for Fiscal Year 2013.

Signed this 14th day of December, 2011

Chairperson of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full as of January 1, 2012: Zero (0)

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 528 Counties of McHenry, Kane, Lake and Boone and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2011 was filed in the office of the County Clerk of this county on _____, 2011.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2011 is \$_____.

Date

County Clerk and County

State of Illinois
Counties of McHenry, Kane, Lake and Boone

CERTIFICATE

I do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 528, McHenry, Kane, Lake and Boone Counties, Illinois, and as such official I am also the keeper of the corporate records of said Board.

I do further certify that attached hereto is a true and correct copy of the 2011 Tax Levy of the Board of Trustees of Community College District No. 528, McHenry, Kane, Lake and Boone Counties, Illinois, adopted by said Board at a duly called meeting held on December 14, 2011.

Dated this 14th day of December, 2011.

Barbara Walters, Secretary

TRUTH IN TAXATION

CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of McHenry County College, District No. 528, and as such presiding officer I certify that the tax levy, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth in Taxation Act."

Notice and hearing requirements of Section 18-60 through 18-85 of the Truth In Taxation Act are applicable.

This Certificate applies to the 2011 Levy.

December 14, 2011

Presiding Officer: _____
Vicky Smith, President

State of Illinois
Counties of McHenry, Kane, Lake and Boone

CERTIFICATE

I do hereby certify that I am the duly qualified and acting Treasurer of Community College District No. 528, McHenry, Kane, Lake and Boone Counties, Illinois, and as such official I do further certify that attached hereto is a true and correct copy of the Truth In Taxation Notice that was published in the Northwest Herald on December 6, 2011.

Dated this 14th day of December, 2011.

Larry S. West, CFO/Treasurer

FRIENDS OF M · C · C FOUNDATION

Foundation Update
Board of Trustees Meeting
December 14, 2011

The site has been chosen for the 2012 Shoe Ball. This year's event will be held at Boulder Ridge Country Club on March 9th. Please mark your calendars now for Friday March 9th.

Initial contacts have been made to potential donors to the Culinary Management lab equipment. Calls are on-going to solicit donation of the equipment, or for financial support to purchase the equipment.

As part of the re-organization project, the Foundation, along with the MCC Office of Marketing and Public Relations, are working together on designs and implementation plans for several new marketing pieces that relate to: Annual giving, Planned gifts, Events, Major gifts and Alumni.

All spring scholarship recipients were invited to attend a get together at MCC, held to give students the opportunity to send holiday cards of thanks to the donors whose scholarship(s) they had received. Several of the students were also interviewed and provided testimonials of what it meant to them to receive their scholarship.

The foundation is working on the final preparations for the new, year-end direct-mail appeal to donors and prospective donors. This program will be a consistent component of our fundraising campaigns.

Student Trustee Report

December is here as is the holiday spirit in students. Along with preparing for their finals and writing their last essays students are also doing service projects on campus. Student Life and Pride Club also hosted a series of events for World AIDS Day on December 1st.

Business Club and Rotaract Club both had service projects this December. Business Club held a food drive for the Crystal Lake Food Pantry and Rotaract Club gathered scarves, hats, mittens, gloves, board games and stuffed animals for the Crystal Pines Nursing Home in Crystal Lake.

December 1st was World AIDS Day. In honor of this day MCC's Student Life and Pride Club had a portion of the AIDS quilt on display in the Commons. This quilt commemorates lives lost to the disease. MCC also held free HIV testing, educational seminars on safe sex which included a demonstration on how to properly use a condom. The documentary "And the Band Played On" was shown with a further discussion on AIDS held after the film.

A handwritten signature in black ink that reads "Taylor N. Irish Morrobel". The signature is written in a cursive style with a large, sweeping initial 'T'.

Taylor Irish Morrobel

Treasurer's Report

Information

Attached is the Treasurer's Report for the month of December, 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 November 2011**

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Operating	\$1,062,411.94	\$4,107,636.47	\$2,495,985.01	\$2,674,063.40
Crystal Lake Bank & Trust Credit Card	\$155,169.22	\$1,348,437.04	\$1,360,700.90	\$142,905.36
Crystal Lake Bank & Trust Online	\$5,258.96	\$557.71	\$0	\$5,816.67
Crystal Lake Bank & Trust Employee Benefits	\$0	\$35,018.08	\$35,018.08	\$0
Crystal Lake Bank & Trust Payroll	\$3,477.76	\$1,893,122.53	\$1,891,128.29	\$5,472.00
Crystal Lake Bank & Trust Federal Student Loan	\$13,071.86	\$421,957.21	\$441,966.27	(\$6,937.20)

McHenry County College
November 30, 2011

Investments

College Fund	Financial Institution	November 30, 2011 Investments	October 31, 2011 Investments	% of Total Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	22,276,905.79	22,275,658.47	47%	see below	N/A	On Demand
Education	JPMorgan Chase	9,143,684.02	9,142,107.33	19%	0.21%	N/A	On Demand
Operations & Maintenance	Illinois Funds	10,679,285.23	10,678,318.12	22%	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	924,931.27	924,771.78	2%	0.21%	N/A	On Demand
Working Cash	Illinois Funds	2,100,047.45	2,099,929.87	4%	see below	N/A	On Demand
Working Cash	JPMorgan Chase	619,733.43	619,626.57	1%	0.21%	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	1,369,002.39	1,368,925.74	3%	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	353,384.23	353,323.29	1%	0.21%	N/A	On Demand
Total		\$ 47,466,973.81	\$ 47,462,661.17	100%			

Interest Revenue

Interest Revenue

College Fund	November	Fiscal YTD
Education	\$ 2,824.02	\$ 13,692.46
Operations & Maintenance (Restricted)	781.64	2,855.86
Working Cash	224.45	706.50
Liability, Protection and Settlement	137.59	548.00
Total	\$ 3,967.69	\$ 17,802.82

Illinois Fund Rates - November 2011

Annualized rate - Money Market	
Low	0.053%
High	0.099%
Average	0.072%

* 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 #1039

Information:

100- Education Fund	582,861.71
200- Operations & Maintenance Fund	141,549.44
300- Operations & Maintenance (Restricted) Fund	19,214.70
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	103,361.72
600- Restricted Purposes Fund	18,176.31
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	9,237.91
1100- Audit Fund	29,474.00
1200- Liability Protection & Settlement Fund	19,722.32
1700-Employee Health Insurance	<u>422,569.13</u>
Total	\$1,346,167.24

Recommendation:

It is recommended that the Board of Trustees ratifies payment of Voucher #1039 dated December 14, 2011 totaling \$1,346,167.24.



Vicky Smith
President

Request to Purchase
DCEO Light Retrofit

Information

In November of this year the Board of Trustees approved Board Report #11-260, Request to Purchase DCEO Light Retrofit at a total cost to the College of \$186,963.50, after a grant rebate from the Illinois Department of Commerce and Economic Opportunity (DCEO).

Specifications for this retrofit require ballasts with three wires for the dimmers. Upon further review, 15 fixtures currently in some of the classrooms use two-wire ballasts for the dimmers. Electricians discovered the difference in the wiring when they removed the switches. In lieu of using the specified Lutron Eco System Dimming Ballasts (three-wire) and having to run new wires, it is recommended we use Advance Mark 10 Ballasts (two-wire) and use the existing wires, which is more cost effective. The proposed scope of the original project did not include these two-wire ballasts. To accommodate use of the existing wiring will be an additional cost of \$3,731.25, because the two-wire ballasts cost more.

This expense is budgeted in the Deferred Maintenance/FCA Account in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees approves the added expense of \$3,731.25 to Board Report #11-260 to include the 15 Advance Mark 10 Ballasts from Associated Electrical Contractors, Inc., Woodstock, IL.



Vicky Smith
President

Request to Purchase
EBSCO Periodicals Subscription Services

Information

The McHenry County College Library has used EBSCO Information Services (EBSCO), Cary, IL, for fourteen years as the vendor for the library's periodicals. Annually we review and evaluate titles ensuring our collection is current and up-to-date with the curriculum.

EBSCO is a worldwide leader in providing information access. EBSCO has an Academic Division, which identifies and meets the specialized requirements of academic and research libraries. As a vendor, EBSCO manages billing to individual subscriptions and alerts us to changes in costs and publication updates. EBSCO ensures that the Library receives current print journals in a timely manner so that students can keep abreast of current events and use the most up-to-date print resources for their research assignments. Specifically, the art students heavily rely on these print journals for learning tools and inspiration. Our CTE instructors use trade journals to connect students with trade association magazines related to their fields. In addition, the culinary program uses many of our print journals as references for class assignments. These students find information that is extremely current to the restaurant and hospitality fields.

The annual renewal for calendar year 2012 is \$8,375.95.

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

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

Recommendation

It is recommended that the Board of Trustees approves the annual renewal for calendar year 2012 of the EBSCO Periodicals Information Services agreement for a total cost of \$8,375.95 from EBSCO Information Services, Cary, IL.



Vicky Smith
President

Request to Purchase
Fluke Network Meters and Support

Information

The McHenry County College main campus has a very complex network infrastructure. It includes 102 miles of network cabling, 1600+ PC's and Macintoshes, a dedicated wireless network, audio/visual systems in 60 classrooms, 40 instructional computer labs for students, a 100Mbps Internet connection, and many other types of devices (such as printers and copiers) connected to the College network. The Information Technology (IT) department is charged to monitor and support this expansive environment. Trouble-shooting problems in a network of this size can be cumbersome and time-consuming. Oftentimes the most time-consuming part of trouble-shooting problems is simply narrowing down where a problem exists in a long line of physical cabling. Without proper diagnostic tools, a substantial amount of IT staff time can be exhausted simply searching for the physical location of a network problem.

A device called the Etherscope Fluke Meter can be used by IT support staff to troubleshoot problems at a computer workstation as well as detect problems and check line conditions down a length of physical network cable. A physical break or weakness in a cable 100 feet down the line (in a ceiling or behind a wall) can be pinpointed by this device. Another smaller device called the Aircheck Fluke Meter is able to detect signal interference or measure the strength of a wireless signal in a specific location on campus.

These specialized diagnostic devices will enable IT support staff to establish a network performance baseline within the College. Slow network performance is often caused by software applications, not the network. Complaints regarding network slowness can be confirmed or disproved by comparing current results against the baseline. These devices will enable support staff to quickly determine whether such problems are actually in the network, or caused by other issues. These devices will enable the College's IT technicians to more quickly find the root cause of problems and resolve them rapidly, resulting in higher system availability and a higher level of service to the College.

Fluke Networks (the maker of these devices) is currently running a special promotion through their network of providers. Purchasing one Etherscope Fluke Meter entitles a second Etherscope Fluke Meter free, or a two-for-one promotion. Below is the pricing for the two devices including annual support:

ITEM	#	CDW-G	Graybar	Blackbox
Etherscope Fluke Meter w/3-year Gold support	2	\$12,960.00	\$12,081.20	\$12,656.11
Aircheck Fluke Meter w/1-year Gold support	1	\$ 2,154.99	\$ 2,020.50	\$ 2,115.50
TOTAL		\$15,114.99	\$14,101.70	\$14,771.61

To reduce IT staff trouble-shooting time, provide faster customer service and more efficiently utilize support staff time, the Information Technology department intends to purchase an Etherscope Fluke Meter and an Aircheck Fluke Meter from Graybar at a cost of \$14,101.70.

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 account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of two Etherscope Fluke Meters (two-for-one, with support) and an Aircheck Fluke Meter (with support) from Graybar, Inc. of Glendale Heights, IL for \$14,101.70.



Vicky Smith
President

Request to Renew
Illinois Community College Trustees Association Membership

Information

The Illinois Community College Trustees Association (ICCTA) was created in 1970 with a dual mission, to provide community college advocacy and to provide trustee development opportunities to the board members of the state's public community colleges. The ICCTA monitors the Illinois Community College Board, the Illinois Board of Higher Education, the Illinois Student Assistance Commission, the Illinois State Board of Education, the Joint Education Committee, the U.S. Department of Education, and other government agencies. McHenry County College has been a member of the ICCTA since its inception in 1970-71.

Membership dues are billed semi-annually in the amount of \$6,747.00. ICCTA's invoice is now due, covering membership from January 1, 2012 through July 31, 2012.

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

Recommendation

It is recommended that the Board of Trustees approves the renewal of an Illinois Community College Trustees Association membership for a semi-annual amount of \$6,747.00 from ICCTA, Springfield, IL.



Vicky Smith
President

Request to Purchase
Occupational Therapy Assistant Furniture

Information

The Occupational Therapy Assistant (OTA) department will be admitting its first class of 16 students into the College in Spring 2012. In order to accommodate the program, the on campus laboratory space currently being utilized by the Basic Nursing Assistant and Nursing Programs is being repurposed for the OTA program. The repurposing will allow all three programs to utilize the space thus maximizing the room's usage.

In order to prepare the room for the OTA program, 11 tables and corresponding chairs need to be purchased. This type of furniture was not a part of the furniture acquisition recently donated to the College. Each of the following companies were asked to provide quotes for the furniture listed below.

	Quantity	KI	Interiors for Business	Henricksen
24" x 60" Tables	11	\$ 5,161.20	\$ 4,109.82	\$ 5,907.22
Chairs	19	\$ 3,994.18	\$ 5,571.75	\$ 4,959.38
Delivery and Installation		\$ 1,281.75	\$ 825.00	\$ 822.00
Total		\$ 10,437.13	\$ 10,506.57	\$11,688.60

This expense is budgeted in the OTA Supplies Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of 11 tables and 19 chairs, for a total of \$10,437.13, from KI Furniture, Green Bay, WI.



Vicky Smith
President

Request to Purchase
Physical Facilities Supplies

Information

The Maintenance Department purchases a variety of specialized parts and supplies during the course of the year for maintaining both the equipment and the facilities throughout the College campus. With an aging infrastructure, this has required an increase in the amount of parts, supplies and services required to maintain the working order of the campus facilities. Additionally, the College no longer outsources the repairs and maintenance of heating and air conditioning systems, which many times included the cost of parts. Therefore, it is necessary to purchase the repair parts which are needed. These required supplies for heating and air conditioning systems include, but are not limited to HVAC parts, pump motors, fuses, lamps, ballasts, filters, and plumbing parts.

Repairing needs are unpredictable, so there is not an accurate way of obtaining quotes or bids from suppliers. No one company will be able to either supply all of the parts and equipment or provide the best price on the items required. Therefore, in order to obtain the best price, the College is requesting the ability to purchase repair items and tools from whichever vendor is able to supply the parts at the best price on the items required for completing the repairs or performing the preventative maintenance to the equipment.

There are several companies who will be able to supply the majority of the parts, tools, and equipment required for the service and repairs throughout the College campus. These suppliers are:

Austin Mechanical Sales Loves Park, IL	Crescent Electric Supply McHenry, IL	Dreisilker Electric Motors Chicago, IL
Grainger Elgin, IL	G.W. Berkheimer McHenry, IL	McMaster Carr Elmhurst, IL
Neuco Downers Grove, IL	PDQ Supply Batavia, IL	Southside Control Supply Company Chicago, IL

The College is requesting the authorization to purchase the majority of supplies from these nine companies for the remainder of FY 2012. Current MCC purchasing policies restricts the purchases with any one company to not exceed \$5,000.00. The purchases for the remaining of FY 2012 for repair parts, supplies, and tools from any one company may total over \$5,000.00; the total amount purchased from all nine companies combined will not exceed \$45,000.00.

This expense 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.

These purchases are budgeted in the Building Maintenance Account in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees approves a total of up to \$45,000.00 for the remainder of FY 2012 to be spent on supplies, parts, and tools to perform preventative maintenance and repairs to equipment and the physical facilities of the College.

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

Vicky Smith
President

Request to Purchase
Redundant Network Access Control System

Information

Currently McHenry County College has one “Network Access Control” (NAC) appliance from our networking vendor, Enterasys. This physical device sits on the College’s internal network and prevents unauthorized equipment from connecting to the network anywhere on campus, via either hardwired or wireless connections. This is a necessary device, particularly in higher education environments which are traditionally more risk intensive due to the student population and the public nature of the institution. It ensures potentially dangerous devices, such as those used for hacking or other unsafe activities, are not allowed onto the College infrastructure. While this device is a necessary part of the College’s overall defense against hackers and other harmful activities, it is currently a single point of failure. If this device were to fail, no one in the College would be able to log onto the College network until the failed device was serviced or replaced.

With the College’s renewed focus on improving system uptime and availability of computing resources to students, faculty and staff, it is important to implement redundancy so single points of failure are eliminated within the network infrastructure. This redundancy approach has, and will continue to prevent downtime to classes and reduced employee productivity. In order to provide McHenry County College with improved network redundancy, the Information Technology department needs to purchase a solution to provide redundancy to the current NAC device. Simply purchasing a second physical device would solve the issue, but would be more costly (by approximately 5%) than implementing a “virtual” solution. Rather than purchasing a second physical NAC device, the College intends to implement a “virtual NAC device” using our existing virtualized data center servers. This would entail purchasing the necessary licensing, support and implementation services to deliver a more cost effective solution. In the longer term, it will reduce on-going maintenance since there will be no physical device to maintain. The virtual NAC system will continue to support McHenry County College’s PCI (Payment Card Industry) compliance requirements for credit card transactions and will improve network security from internal corruption that can lead to system downtime or data breaches.

The College participates in the MHEC (Midwest Higher Education Consortium) which leverages the purchasing power of government and educational institutions across the state. Enterasys recommends CDW-G as their preferred equipment and services provider in the Midwest. Through MHEC the College is able to purchase these services and support from CDW-G at per unit costs well below what could be negotiated directly through other providers; therefore, multiple vendor quotes are not required. McHenry County College will need to purchase licensing from CDW-G for the redundant virtual NAC system for \$13,309.92. Additionally, annual support and maintenance will cost \$4,375.45 and one-time installment and configurations costs will be \$11,875 to put the solution in place. This project totals \$29,560.37 for implementation of all of the necessary components to create a virtual NAC system. Conversely, if a second physical device were purchased, the total cost would have been \$31,090.82. By leveraging virtualization, the College will save 5.2% on this purchase.

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 account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of a redundant Network Access Control system from CDW-G of Vernon Hills, IL, for \$29,560.37.

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

Vicky Smith
President

Request to Purchase
Sprinkler Head Replacement

Information

In October 2011 SimplexGrinnell inspected the College’s sprinkler system and reported that the model EC-14 sprinkler heads used in Building E had been recalled and were in need of replacement. This recall was initiated in July 2001 because it was discovered the performance of the O-ring sprinklers can degrade over time. These sprinkler heads can corrode or minerals, salts and other contaminants in water can affect the rubber O-ring seals. These factors could cause the sprinkler heads not to activate in a fire. The recall program for the sprinkler heads ended on August 31, 2007 and the College has not yet replaced the recalled sprinkler heads.

As a result of the recall, it is necessary to replace approximately 250 Tyco Model EC-14 white semi-recessed sprinkler heads in Building E.

The College initiated a request for quotes and the following were received:

	<u>Fire Guard</u>	<u>Century Automatic Sprinkler Company, Inc.</u>	<u>SimplexGrinnell</u>
Remove and Replace Building E Sprinkler Heads	\$15,750.00	\$16,500.00	\$22,555.70

This expense 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 Services account in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees authorizes the removal and replacement of approximately 250 sprinkler heads in Building E for \$15,750.00 from Fire Guard, McHenry, IL.



Vicky Smith
President

Request to Purchase
Sprinkler System Obstruction Investigation

Information

In accordance with Chapter 13, Section 13.2.1 of the National Fire Protection Association NFPA 25 Obstruction Investigations, the College is required to perform an obstruction investigation of the fire sprinkler system every five years. The investigation requires the sprinkler system to be shut down for the purpose of internal valve inspections and piping inspection for the presence of organic and inorganic material.

The scope of the work to be performed includes internal inspection of all water based fire protection systems which include 13 wet and 1 pre-action systems, internal inspection of approximately 4 fire department connection check valves, and the replacement of up to 18 gauges.

The College initiated a request for quotes and the following were received:

	Century Automatic Sprinkler Company, Inc.	SimplexGrinnell	Fire Guard
Obstruction Test of sprinkler system	\$5,000.00	\$7,333.70	\$23,000.00

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

Recommendation

It is recommended that the Board of Trustees approves the obstruction test of the sprinkler system for the Crystal Lake campus for \$5,000.00 from Century Automatic Sprinkler Company, Inc., Gurnee, IL.



Vicky Smith
President

Cooperative Agreement Update between
McHenry County College and College of Lake County

Information

A cooperative agreement is a means by which Illinois community colleges share educational programs in order to maximize the utilization of finances, facilities, equipment and personnel. The cooperative agreement differs from the joint educational agreement in that the joint educational agreement only applies toward career and technical education degree and certificate programs.

The Illinois Community College Board (ICCB) authorized the Cooperative Agreement between McHenry County College (MCC) and College of Lake County (CLC), and it was approved in August 2003. The Agreement allows MCC students to take individual engineering-related courses through CLC at in-district rate. The ICCB approved this cooperative agreement due to low enrollment and difficulty in finding qualified instructors for courses related to engineering programs. This update details coursework that is included in the Cooperative Agreement.

Cooperative Agreement coursework offered by College of Lake County

EGR 102 Introduction to Engineering
EGR 122 Descriptive Geometry
EGR125 Engineering Statics
EGR 225 Engineering Dynamics
EGR 222 Engineering Mechanics of Materials
EGR 260 Introduction to Circuit Analysis
MCS 140 Computer Programming for Engineers and Scientists
MCS 142 Computer Science II
MTH 225 Linear Algebra
PHY 123 Physics for Science & Engineering I
PHY 124 Physics for Science & Engineering II
PHY 125 Physics for Science & Engineering III

Recommendation

It is recommended that the Board of Trustees approves the Cooperative Agreement update with College of Lake County.



Vicky Smith
President

Joint Educational Agreement Update between
McHenry County College and College of Lake County

Information

A joint educational agreement is a means by which Illinois community colleges share career and technical education programs and thereby maximize the utilization of finances, facilities, equipment and personnel. The agreement provides educational opportunities that otherwise may be impracticable. It allows McHenry County College (MCC) students the opportunity to enroll in career and technical education degree and certificate programs not offered through MCC and to pay an in-district rate at the partnering community college.

The Joint Educational Agreement between McHenry County College and College of Lake County was first approved in March 1977. Through the years, revisions have been made to the Agreement in writing and prepared in the form of an addendum. This update details all programs currently included in the Joint Educational Agreement.

Joint Agreement Programs Offered by McHenry County College	
Area of Study	Program
Business	Entrepreneurship Certificate
Early Childhood Education	Early Childhood Education 12 Hour Certificate Early Childhood Education 32 Hour Certificate
*Emergency Medical Technician	EMT AAS EMT-Ambulance Certificate EMT-Paramedic Certificate
Fire Science	Fire Fighter II Certificate
Manufacturing Management	Manufacturing Management AAS Manufacturing Supervision Certificate
Occupational Therapy Assistant	Occupational Therapy Assistant AAS
<p>Note: The number of students who can be admitted to the Occupational Therapy Assistant program each year will be limited; therefore, a screening process will be used to select the academically best qualified. Preference will be given to candidates who are legal residents of Community College District #528, McHenry County College. In addition, a limited number of qualified students (3) may be accepted from District #532, College of Lake County, and from 24 other college districts that have joint agreements with MCC.</p>	

Joint Agreement Programs Offered by College of Lake County

Area of Study	Program
Architectural Technology	Architectural Technology AAS and Certificate
Automotive Collision Repair	Automotive Collision Repair Certificate
Civil and Environmental Technology	Civil and Environmental Technology AAS Surveying and Civil Technology Certificate
Computer Information Technology	Computer Forensics AAS
CNC Programming	CNC Programming AAS CNC Programming/Operations Certificate CNC Operations Certificate
Dental Hygiene	Dental Hygiene AAS
Electrician Apprenticeship	Electrician Apprenticeship AAS
Electrical Engineering Technology	Electrical/Electronics Maintenance Certificate
Emergency and Disaster Management	Emergency and Disaster Management Certificate
*Emergency Medical Technology	EMT AAS EMT Basic Certificate EMT Paramedic Certificate
Health Information Technology	Health Information Technology AAS Medical Billing Specialist Certificate
Heating and Air Conditioning (HVAC) Engineering Technology	HVAC Engineering Technology AAS Degrees and Certificates
Hospitality and Culinary Management	Hospitality Manager Certificate Hospitality Supervisor Certificate
Human Services Program	Adult Services AAS Alcohol, Substance Abuse and Addictive Disorders AAS and Certificates Children and Adolescents AAS Human Services Program Certificate Trauma, Violence Prevention and Victim Services AAS and Certificate
Library Technical Assistant	Library Technical Assistant AAS and Certificate
Machine Tool Trades	Machine Tool Trades Certificate Basic Machining Certificate Tool and Mold Maker Certificate
Medical Assisting	Medical Assisting AAS and Certificate
Medical Imaging	Medical Imaging AAS Magnetic Resonance Certificate Computed Tomography Certificate
Paralegal Studies	Paralegal Studies AAS and Certificate
Phlebotomy Technician	Phlebotomy Technician Certificate
Surgical Technology	Surgical Technology AAS and Certificate
Teaching English to Speakers of Other Languages	Teaching English to Speakers of Other Languages Certificate
Technical Communication	Technical Communication AAS and Certificate Professional Technical Communication Certificate
Welding Certificate	Welding Certificate

* The Illinois Department of Public Health Emergency Medical Services Region IX serves an area that falls in both McHenry County College and College of Lake County districts. As a service to students interested in EMT programs and to emergency medical services in the area, the joint agreement between McHenry County College and College of Lake County allows students to enroll in EMT programs through either school at in-district rates.

Recommendation

It is recommended that the Board of Trustees approves the Joint Educational Agreement update with College of Lake County.

A handwritten signature in black ink, appearing to read "Vicky Smith", written in a cursive style.

Vicky Smith
President

Review of Closed Session Minutes

Information

The College Board of Trustees is required by 5 ILCS 120/2.06 to review its Closed Session minutes to determine if any or all of them should be released to the public. In accordance with this Act and at the direction of the Board, the Board Liaison has reviewed the Closed Session minutes since the last review in June, 2011 to make a determination that: (1) the need for confidentiality still exists as to all or part of those minutes; or, (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection in the library.

The Board Liaison has completed a review of all Closed Session minutes for the time period June, 2011 through November, 2011 and has determined that all minutes still require confidential treatment.

The Board Liaison has completed a review of all minutes still requiring confidential treatment per Board Report #11-135 for the time period December, 2010 through May, 2011 and has determined that the Closed Session minutes from the October 17, 2011 meeting of the Evaluation and Policies Committee can be released; all minutes still require confidential treatment.

Recommendation

It is recommended that the Board of Trustees accepts the recommendation of the Board Liaison to release the Closed Session minutes of October 17, 2011 Evaluation and Policies Committee meeting for public inspection in the McHenry County College library, and to require confidential treatment of all other minutes listed above.



Vicky Smith
President

Personnel Adjustments for Fall 2011
 Transfer and Occupational Courses

Information

Listed below are adjustments for Fall 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>
Peterson, Andrew P	RDG110003	3	0	838.00
Swanson, Christina L	SOC151603	3	0	2,070.00

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>
Freelove, Julie A	AOM122002	2	1	0	150.00

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Bazan, Michael J	Concert Director	0	150.00
Clark, Katherine A	Reference Librarian	0	671.52
Femal, Katherine E	Reference Librarian	0	952.80
Hovious, Amanda S	Reference Librarian	0	344.88
Letteri, Cynthia Rogers	Reference Librarian	0	623.52
Nelson, Elizabeth A	Reference Librarian	0	1,343.04
Scott, Janet E	Reference Librarian	0	623.52
Szalaj, Steven J	Concert Director	0	150.00

Stipend

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Allen, Benjamin	Student Conduct Officer	0	1,615.32

Recommendation

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



Vicky Smith
 President

Personnel Adjustments for Spring 2012
Transfer and Occupational Courses

Information

Listed below are adjustments for Spring 2012 Transfer and Occupational courses and program development:

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Allen, Benjamin D	MCC101102	1	0	635.00
Baser, Julia A	MCC101104	1	0	653.00
Baser, Julia A	MCC101107	1	0	327.00
Keyzer, Deborah M	MCC101103	1	0	672.00
Keyzer, Deborah M	MCC101105	1	0	672.00
Keyzer, Deborah M	MCC101108	1	0	672.00
Kleisch, Elke A	MCC101101	1	0	684.00

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>
Keyze,r Deborah M	MCC101611	1	4	0	672.00

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Elliott, Lawrence Jr	Counseling	0	431.10
Holdeman, Julie A	Counseling	0	833.70
Lauf, Maria Luisa	Counseling	0	1,338.75
Lozier, Christopher	Counseling	0	905.31
Pishotta, Mark A	Counseling	0	615.35
Taylor, Amy S	Counseling	0	1,874.25
Zimmerman, Ellen M	Counseling	0	1,071.00
Zimmerman, Ellen M	MCC 101 Faculty Leader	0	1,071.00
Zokal, Patricia	Counseling	0	1,38.75

Recommendation

It is recommended that the Board of Trustees ratifies the above personnel adjustments for Spring 2012 as listed above.



Vicky Smith
President

Continuing and Professional Education Personnel Considerations for Spring 2012

Information

Listed below are instructors to be hired for the Spring 2012 Semester:

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Hunt, J	NCF S76 002	Basic Floral Design	9.00
Hunt, J	NCF S77 002	The Art of Vasing Flowers	9.00
Hunt, J	NCF S78 003	Tropical Fantasy	9.00
Hunt, J	NCF S79 003	Working with Glass	9.00
Hunt, J	NCF S80 004	Specialized Designs	9.00
Hunt, J	NCF S81 004	All Tied Up (Working with Structure)	9.00
Kuhlin, W	NSD S10 002	Rock the Reception I	40.00
Kuhlin, W	NSD S15 002	Rock the Reception II	40.00
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Barnard, A	NFL S05 001	Spanish-I	448.00
Barnard, A	NFL S06 004	Spanish-II	448.00
Berry, K	NKC S04 005	ACT Prep	175.00
Berry, K	NKC S04 007	ACT Prep	175.00
Berry, K	NKC S04 009	ACT Prep	175.00
Berry, K	NKC S04 011	ACT Prep	175.00
Berry, K	NKC S04 013	ACT Prep	175.00
<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	1/14/2012	Defensive Driving Course-8 Hour	300.00
Small, J	1/21/2012	Defensive Driving Course-8 Hour	300.00
<u>Part-time Personnel</u>	<u>Music</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Bazan, M	NMU C15 001	Private Music – Clarinet	275.00
Bazan, M	NMU C16 001	Private Music – Flute	275.00
Bazan, M	NMU C18 001	Private Music – Saxophone	275.00
Fagiano, S	NMU C03 001	Private Music--Percussion	275.00
Gaughan, P	NMU C08 001	Private Music – Guitar	275.00
Halinski, M	NMU C17 001	Private Music – Oboe	275.00
Halinski, M	NMU C14 001	Private Music – Bassoon	275.00
Halinski, M	NMU C15 003	Private Music – Clarinet	275.00
Halinski, M	NMU C16 003	Private Music – Flute	275.00
Halinski, M	NMU C18 003	Private Music – Saxophone	275.00
Henning, R	NMU C12 001	Private Music – French Horn	275.00
Kang, K	NMU C05 001	Private Music – Cello	275.00
Kvam-Holub, J	NMU C09 001	Private Music – Viola	275.00
Kvam-Holub, J	NMU C10 001	Private Music – Violin	275.00
Lange-Connelly, P	NMU C01 001	Private Music – Pipe Organ	275.00
Lush, P	NMU C19 001	Private Music – Trombone	275.00
Ray, C	NMU C07 001	Private Music – Electric Bass	275.00
Reupert, R	NMU C13 001	Private Music – Trumpet	275.00
Sergey, T	NMU C06 001	Private Music – Classical Guitar	275.00
Shaw, N	NMU C11 001	Private Music – Voice	275.00

Singer, T	NMU C02 001	Private Music – Jazz Piano	275.00
Singer, T	NMU C04 001	Private Music – Piano	275.00
Szalaj, S	NMU C11 003	Private Music – Voice	275.00

<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Johnson, H	NPL S14 002	Women’s Self-Defense	5.00
Johnson, H	NPL S14 004	Women’s Self-Defense	5.00

<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Matthei, M	NKC S04 006	ACT Practice Test	125.00
Matthei, M	NKC S04 008	ACT Practice Test	125.00
Matthei, M	NKC S04 010	ACT Practice Test	125.00

Recommendation

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



Vicky Smith
President

Appointment of New
Instructor of Nursing and Laboratory–Weekend

Information

At the August 2011 Board meeting, the Board of Trustees approved the hire of the donation-supported full-time faculty position of Instructor of Nursing and Laboratory –Weekend, beginning with the spring semester 2012. Mary CaDavid has been recommended to fill this position. Ms. CaDavid has a Bachelor of Science in Nursing from Illinois Wesleyan University, Bloomington, IL and a Master of Science in Nursing Education from Northern Illinois University, DeKalb, IL. Her experience is as follows:

- 2010 – Present Adjunct, Clinical Supervisor (2010 – Present)
 Adjunct, Nursing Instructor (2009 – 2010)
 William Rainey Harper College, Palatine, IL

- 1985 – Present Emergency Room Registered Nurse (2008 – Present)
 Trauma Registrar (2007)
 Interim Clinical Nurse Educator for ER (2006)
 Scrub and Circulation Nurse (2004 – 2005)
 Ambulatory Care Nurse (2002 – 2003)
 Staff Registered Nurse (1985 – 2001)

- Advocate Good Shepherd Hospital, Barrington, IL

- 2007 – 2008 Adjunct, Nursing Instructor
 Rock Valley College, Rockford, IL

Four applications were received, and the search committee interviewed two candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Mary CaDavid to the faculty position of Instructor of Nursing and Laboratory –Weekend, effective January 11, 2012 at a 9-month salary of \$54,162.00.



Vicky Smith
President

Contract Placement	Placement Multiplier	Base Salary	Contractual 9-month Salary	Current Salary	Contract Salary of Previous Employee
Lane 3, Step 2	1.18	\$45,900.00	\$54,162.00	Not Applicable	Not Applicable

POSITION: **INSTRUCTOR OF NURSING AND LABORATORY – WEEKEND**
Full-time tenure track position

CLASSIFICATION: Faculty

RESPONSIBILITIES:

Including but not limited to:

- Teaching responsibilities will consist of a combination of nursing lab, clinical and lecture hours equivalent to 15 contact hours per semester.
- Available to teach daytime, evening and weekend classes as needed
- Assist with writing or revising curriculum.
- Evaluate student nursing skills both in the clinical and laboratory settings.
- Maintain open lab hours for student skill practice and assist students as needed.
- Develop and teach clinical simulation scenarios utilizing SimMan and other high and low fidelity equipment.
- Video tape student skill demonstrations as required and audio tape lectures for podcast use.
- Demonstrate a commitment to student success.
- Support the nursing program during college events.
- Work with local healthcare providers, advisory committees, regional and state-wide vocational organizations.
- General involvement as a faculty member in participatory college governance, advisement of students, assessment of student learning, etc. (As per the Faculty Role Description).

MINIMUM POSITION QUALIFICATIONS:

- Master's Degree in Nursing with a specialty in medical/surgical nursing.
- Three to five years of successful theory and clinical teaching experience, at the community college level preferred
- Experienced with SimMan and other simulation equipment preferred
- Current Illinois R.N. License
- CPR certified by the American Heart Association
- Demonstrated commitment to professional growth
- Commitment to the mission of the community college and to teaching and motivating community college students in ways appropriate to their diverse backgrounds and learning styles

ISSUED: September 2011

Appointment of Replacement
Illinois Small Business Development Center Specialist

Information

The appointment of Kristi Patterson to the position of Coordinator of Illinois Small Business Development Center, effective August 25, 2011, created a vacancy for the full-time professional position of Illinois Small Business Development Center Specialist. Brian DiBona has been recommended to fill this position. Mr. DiBona has a Bachelor of Business Administration, Accounting and Finance from the University of Notre Dame, South Bend, IN and a Master of Business Administration from Northern Illinois University, DeKalb, IL. His experience is as follows:

2007 – Present	Business Consultant/Owner DiBona Business Solutions, Marengo, IL
2008 – 2011	Vice President Miceli Drapery Company, Union, IL
2007 – 2008	Instructor for Entrepreneurship, Shah Center McHenry County College, Crystal Lake, IL
1997 – 2006	President and Chief Executive Officer Prairie Community Bank, Marengo, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Brian DiBona to the professional position of Illinois Small Business Development Center Specialist, effective January 3, 2012 at a twelve-month salary of \$38,000.00.



Vicky Smith
President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
8	\$33,760.00	\$48,108.00	\$62,456.00	Not Applicable	\$38,000.00	\$32,916.00

POSITION: **ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER SPECIALIST**

CLASSIFICATION: Professional / Full-time, Grant-funded* **WORK YEAR:** 12 months

WORK WEEK: Flexible scheduling involving occasional evenings and weekend hours

PRIMARY PURPOSE: Serve as primary business advisor for the Illinois Small Business Development Center (ISBDC).

ESSENTIAL JOB FUNCTIONS:

- Provide direct client counseling assistance
- Participate in special activities related to community outreach and resource development
- Maintain client files with appropriate records included
- Provide referrals to other appropriate Department of Commerce and Economic Opportunity (DCEO) programs
- Assist with completion of monthly reporting
- Research and develop material necessary for clients' needs
- Assist in the production of promotional materials for the Center (e.g. flyers, newsletters, etc.)
- Develop and implement marketing plans for training programs
- Develop ISBDC training programs and analyze impact on participants
- Represent the ISBDC at various community events
- Provide occasional ISBDC classroom instruction within areas of industry expertise
- Active participation in Department of Commerce and Economic Opportunity and Small Business Administration informational programming
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under the direct supervision of the Executive Director, Shah Center Programs.
Receives daily direction from the Coordinator of ISBDC.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Bachelor's Degree in business, economics, accounting, finance, or equivalent field.

EXPERIENCE:

Three year's experience in business management and/or financial business analysis (banking) required. Small business or entrepreneurial experience preferred.

SKILLS AND ABILITIES:

- Proficient in MS Windows Office Suite (Word, Excel, Access, Publisher, and PowerPoint) and Internet navigation skills
- Excellent communication skills
- Ability to work with confidential information in an ethical manner
- Strong organizational skills, detail oriented
- Ability to prioritize and manage multiple tasks to meet deadlines
- Team player, works effectively with others
- Ability to work independently and under pressure

SKILLS AND ABILITIES:

- Ability to establish and maintain relationships
- Willingness to continue professional development
- Ability to travel (overnight) occasionally
- Able to safely lift up to 25 lbs., unassisted
- Able to perform all of the essential functions, skills, and abilities of the position

**This position is grant funded. Continuation of the position is subject to grant approval.*

REVISED: April 2011 / Range 8

Extension of Appointment
Interim 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. As the search commenced, the Board approved appointing Ms. Sharon Button as the Interim Association Dean of Mathematics, Sciences, and Health Professions for the fall 2011 semester. The search to fill the permanent full-time vacancy remains in progress. It is anticipated that continuing the search will attract additional diverse and qualified individuals to apply. Therefore, approval is requested to extend Sharon Button's appointment of Interim Associate Dean of Mathematics, Sciences, and Health Professions for the spring 2012 semester.

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 effective January 3, 2012 through May 24, 2012 or until the position is filled, at the prorated twelve-month salary of \$66,000.00.



Vicky Smith
President

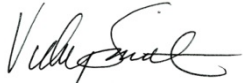
Request for Retirement

Information

Arthur Hand, Instructor, Photography, has submitted his letter of retirement effective June 30, 2012. He has been a valuable member of the College community. At his leaving, he will have over twenty-one years of full-time service to McHenry County College.

Recommendation

With appreciation for his many contributions to the College, it is recommended that the Board of Trustees approves Arthur Hand's request for retirement effective June 30, 2012, and that he be granted the title and benefits of Instructor Emeritus.



Vicky Smith
President


Request for Retirement

Information

Helen Gallivan Jost, Coordinator of Adult Recruitment, has submitted her letter of retirement effective May 31, 2012. She has been a valuable member of the College community. At her leaving, she will have over twelve years of full-time service, preceded by more than four years of adjunct instruction at MCC.

Recommendation

With appreciation for her many contributions to the College, it is recommended that the Board of Trustees approves Helen Gallivan Jost's request for retirement effective May 31, 2012, and that she be granted full retirement benefits as stipulated in the Staff Council contract.



Vicky Smith
President

Request for Retirement

Information

Gwen Koehler, Executive Dean of Continuing and Professional Education, has submitted her letter of retirement effective May 31, 2012. She has been a valuable member of the College community. At her leaving, she will have almost six years of full-time service to McHenry County College.

Recommendation

With appreciation for her many contributions to the College, it is recommended that the Board of Trustees approves Gwen Koehler's request for retirement effective May 31, 2012, and that she be granted the title and benefits of Administrator Emeritus.



Vicky Smith
President

Request for Retirement

Information

Steven Rizzo, Custodian, Third Shift has submitted his letter of retirement effective April 27, 2012. He has been a valuable member of the College community. At his leaving, he will have over 9 years of full-time service.

Recommendation

With appreciation for his many contributions to the College, it is recommended that the Board of Trustees approves Steven Rizzo's request for retirement effective April 27, 2012, and that he be granted full retirement benefits as stipulated in the Staff Council contract.



Vicky Smith
President

Advance Placement Adjustment

Information

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association includes an advance placement adjustment each time a full-time faculty member obtains 15 additional hours of pre-approved course work. In accordance with this agreement, Deborah Firak, Instructor, Biology, qualifies for her second adjustment at this time. The salary adjustment will take effect for the full 2011-2012 academic year.

	<u>2011-2012 Placement and Salary</u>	<u>Adjusted 2011-2012 Placement and Salary</u>
Deborah Firak	Lane 2, Step 10 \$ 71,604.00	Lane 3, Step 10 \$ 75,276.00

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association also states that individuals in Lane VII who continue to advance professionally under the guidelines of the Contract shall be rewarded for such advancement with a bonus equal to \$3,500.00. Such bonus shall not be added to their base salary. The number of bonuses received for advance placement shall be limited to one (1) every four (4) years. In accordance with this agreement, Barbara Meinke, Instructor, Health Care, qualifies for her second bonus at this time.

Recommendation

It is recommended that the Board of Trustees approves the above advance placement and bonus for Deborah Firak and Barbara Meinke as stated.



Vicky Smith
President

Request for Staff Council Member Leave

Information

According to section 3.4 of the McHenry County College Staff Council contract, members can request a leave of absence without pay and benefits. Specifically, section 3.4 states,

3.4 Discretionary Unpaid Leave for Personal Health or Family Hardship

An unpaid leave of absence may be granted for good cause, to an employee who has completed one (1) year of service to the College related to the restoration of health or the alleviation of a hardship associated with the immediate family. Such leave shall not exceed one (1) year, and shall only be granted after the employee has exhausted all applicable FMLA leave, sick leave and vacation time. Written application for such leave should be submitted to the Office of Human Resources who will transmit the request to the Board of Trustees for consideration. The written application must state specific reasons for the requested leave, and if the request is for the employee's personal health reasons, the College may require a physician's statement indicating the nature and expected duration of the medical disability. Action of the Board in granting any such leave shall be within its sole discretion and shall be non-precedential. Except as otherwise provided by law, and with consent of the carrier, an employee on such leave may maintain health insurance benefits by making timely payments of all premiums for such coverage to the College.

Sheryl McGowan, a Staff Council Member who has been employed at the College for over one year is requesting a discretionary unpaid leave based on section 3.4 of the Staff Council Contact. Sheryl's leave will begin January 16, 2012 and go until March 31, 2012.

Recommendation

It is recommended that the Board of Trustees approves the discretionary unpaid leave for Sheryl McGowan beginning January 16, 2012 and going until March 31, 2012.



Vicky Smith
President

Board Policy Deletion, First Reading
Policy 3.1.5.1 – Sick Days for Retirement Option

Information

Through review by the College's attorney it was found that Policy 3.1.5.1 – Sick Days for Retirement Option is contrary to State University Retirement System rules. Therefore, it must be removed from the College's policy manual.

Current Policy

3.1.5.1. SICK DAYS FOR RETIREMENT OPTION

Adopted 5/28/98

Revised 3/24/06

When a full-time College employee retires and has accumulated sick days that cannot be used for additional service credit for retirement purposes, these days will accumulate in a College pool administered by the Human Resources Department. (*See Procedure Section*)

Proposed Changes:

~~3.1.5.1. SICK DAYS FOR RETIREMENT OPTION~~

~~When a full-time College employee retires and has accumulated sick days that cannot be used for additional service credit for retirement purposes, these days will accumulate in a College pool administered by the Human Resources Department. (*See Procedure Section*)~~

Recommendation

It is recommended that the Board of Trustees approves the deletion of Board Policy 3.1.5.1 from the Board Policy Manual.



Vicky Smith
President

Board Policy Revision, First Reading
Policy 4.3.2 – Student Harassment/Discrimination

Information

Through review by the College's attorney it was found that the discrimination laws Board Policy 4.3.2 – Student Harassment/Discrimination is based upon now includes several other characteristics that are not stated in the current policy. In order to comply with the current laws, discrimination based on color, marital status, military status or unfavorable military discharge was added to the policy. In addition, everything past the first paragraph has been removed from the policy since that information is procedural language which is not included in College policy.

Below is the current Policy:

4.3.2 STUDENT HARASSMENT/DISCRIMINATION
(Revised 7/22/10)

It is the policy of the McHenry County College to maintain an academic and work environment free of harassment and discrimination for students, faculty and staff. Harassment and discrimination are contrary to the standards of the MCC's community; it diminishes individual dignity and impedes equal employment and educational opportunities. In compliance with the MCC Affirmative Action Policy; *Executive Order 11246*; *Title IX of the Educational Amendments of 1972*; *Civil Rights Act of 1963*; *Section 504 of the Rehabilitation Act*; *the Americans with Disabilities Act*; and *the Illinois Human Rights Act*; MCC prohibits discrimination and harassment based on sex, race, religion, age, disability, national origin, sexual orientation or gender-related identity in its admissions, employment, educational programs, or activities. MCC seeks to provide academic work environments that are free from intimidation, discrimination, and harassment based on any of these characteristics and the College specifically prohibits such intimidation, discrimination, and harassment, including sexual harassment.

Intimidation, discrimination and harassment can arise from a broad range of physical or verbal behavior (by employees, students, outside contractors or other individuals). Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made either a term or condition of an individual's employment or education programs and benefits;
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment or educational decision affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or learning environment.

The activities are offensive and are inappropriate at MCC. This is a serious issue not just for the College, but also for each individual. An employee or supervisor may be held individually liable as a harasser, subject to the same penalties which may be imposed upon employers under state and federal law, and will be subject to discipline, up to and including termination. Students may be subject to claims by fellow students or staff for their conduct, as well as subject to College discipline, including expulsion or suspension. This policy against discrimination and harassment applies throughout all

College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

A full text, including complaint resolution procedures, of the Harassment/Discrimination policy can be found in the Student Code of Conduct.

Changed Policy:

4.3.2 STUDENT HARASSMENT/DISCRIMINATION (Revised 7/22/10)

It is the policy of the McHenry County College to maintain an academic and work environment free of harassment and discrimination for students, faculty and staff. Harassment and discrimination are contrary to the standards of the MCC's community; it diminishes individual dignity and impedes equal employment and educational opportunities. In compliance with the MCC Affirmative Action Policy; *Executive Order 11246*; *Title IX of the Educational Amendments of 1972*; *Civil Rights Act of 1963*; *Section 504 of the Rehabilitation Act*; *the Americans with Disabilities Act*; and *the Illinois Human Rights Act*; MCC prohibits discrimination and harassment based on sex, race, religion, age, disability, national origin, sexual orientation, or gender-related identity, **color, marital status, military status or unfavorable military discharge** in its admissions, employment, educational programs, or activities. MCC seeks to provide academic work environments that are free from intimidation, discrimination, and harassment based on any of these characteristics and the College specifically prohibits such intimidation, discrimination, and harassment, including sexual harassment.

~~Intimidation, discrimination and harassment can arise from a broad range of physical or verbal behavior (by employees, students, outside contractors or other individuals). Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:~~

- ~~1. Submission to such conduct is made either a term or condition of an individual's employment or education programs and benefits;~~
- ~~2. Submission to or rejection of such conduct by an individual is used as the basis for an employment or educational decision affecting such individual; or~~
- ~~3. Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or learning environment.~~

~~The activities are offensive and are inappropriate at MCC. This is a serious issue not just for the College, but also for each individual. An employee or supervisor may be held individually liable as a harasser, subject to the same penalties which may be imposed upon employers under state and federal law, and will be subject to discipline, up to and including termination. Students may be subject to claims by fellow students or staff for their conduct, as well as subject to College discipline, including expulsion or suspension. This policy against discrimination and harassment applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.~~

~~A full text, including complaint resolution procedures, of the Harassment/Discrimination policy can be found in the Student Code of Conduct.~~

Proposed:

4.3.2 STUDENT HARASSMENT/DISCRIMINATION

(Revised 7/22/10)

(Revised x/xx/xx)

It is the policy of the McHenry County College to maintain an academic and work environment free of harassment and discrimination for students, faculty and staff. Harassment and discrimination are contrary to the standards of the MCC's community; it diminishes individual dignity and impedes equal employment and educational opportunities. In compliance with the MCC Affirmative Action Policy; *Executive Order 11246*; *Title IX of the Educational Amendments of 1972*; *Civil Rights Act of 1963*; *Section 504 of the Rehabilitation Act*; *the Americans with Disabilities Act*; and *the Illinois Human Rights Act*; MCC prohibits discrimination and harassment based on sex, race, religion, age, disability, national origin, sexual orientation, gender-related identity, color, marital status, military status or unfavorable military discharge in its admissions, employment, educational programs, or activities. MCC seeks to provide academic work environments that are free from intimidation, discrimination, and harassment based on any of these characteristics and the College specifically prohibits such intimidation, discrimination, and harassment, including sexual harassment.

Recommendation

It is recommended that the Board of Trustees approves the revision of Board Policy 4.3.2.



Vicky Smith
President

Authorization to Solicit Request for Bids for the
Building B Renovation

Information

McHenry County College hired RuckPate Architecture to provide architectural services for small projects at the College. One of these projects is the renovation of Building B, including the Culinary Arts laboratories, production kitchen, servery, public safety, and commons area on the main campus.

A major portion of the cost of the Building B renovation project is the equipment that will be installed in the culinary arts laboratories, the production kitchen, and the servery. To ensure that the kitchen equipment arrives on time, a significant lead time is needed due to the length of time required to manufacture the equipment.

Authorization is being requested from the Board of Trustees, which would allow RuckPate Architecture to initiate and send out a request for bids on behalf of McHenry County College for the kitchen equipment to be used in the renovation of Building B.

This notice of bid will be published in the appropriate newspapers and other media sources to solicit vendors to submit their bids for this equipment.

Recommendation

It is recommended that the Board of Trustees authorize RuckPate Architecture to solicit bids for the kitchen equipment to be used in the renovation of Building B.



Vicky Smith
President

Reorganization of Student Affairs

Information

In October of 2010, the Board of Trustees approved the goals of the President. Within those goals there is an emphasis on student success, college readiness, reaching all students, and establishing an organizational structure that meets the future direction of the College. An analysis of the Student Affairs organizational structure which started in January of 2011 determined the division was not arranged in a manner to effectively address the areas emphasized in the President's goals as well as meet the future direction of the College as described in the College's Educational Master Plan. Therefore, the College is requesting to reorganize the Student Affairs Division of the College.

Current Organizational Structure

The analysis of the current structure of the Student Affairs division (the current organizational structure is displayed in attachment 1) entailed gathering input from College stakeholders, comparing the College's structures to other colleges, identifying best practices in organizing student affairs, and researching educational theory relevant to student success. After nearly ten months of information gathering and analysis, two major weaknesses within the College's student affairs structure were identified.

The first weakness is the lack of administrative oversight within the division; in a variety of areas within the student affairs division one administrator is directly responsible for supervision and evaluation of a wide span of operation. This limits the supervisor's ability to effectively set long- and short-range goals, oversee operations, and communicate with employees. The second weakness of the current structure is that it is not designed to emphasize college readiness, student success, and reaching all students. Specifically, the structure has no point person focused on college readiness. The student success component is spread out throughout the division, causing a lack of clear focus when trying to ensure all students are successful. Finally, the current structure lacks the ability to effectively reach all students since it is not organized in such a way that current and new students can easily access services at the college.

Proposed Organizational Structure

The first step in developing a new organizational structure was to create a conceptual framework which encompassed the qualities needed to help students succeed at McHenry County College. Success at MCC is defined as students engaging in educational activities to achieve a degree, certificate, or skill that enhances their lives. Therefore, the focus of the framework was to develop a clear path to services and programs that maximized students' ability to achieve success. The resulting conceptual framework was a four cluster approach to student affairs.

The four clusters are Central Administration, Student Services, Academic Support and Educational Advancement, and Student Development and Engagement. The Central Administration Cluster provides overall leadership and management to student affairs by guiding all clusters in the strategic planning process for relevant and improved services and future direction. The Student Services cluster encompasses transactional services that manage important functions to ensure students are recruited, admitted, enrolled, and can finance their education. The Academic Support and Educational Advancement cluster provides support services to MCC students to enhance their transitional experience, preparation, and academic performance. The Student Development and Engagement cluster involves functions that develops the student and engages them in the social, cultural, and co-curricular environments of the College. A more detailed written explanation of the clusters can be found in

attachment 2. Further, a diagram showing how these clusters connect to one another and their associated functions can be found in attachment 3.

With the four clusters conceptual framework in place and the functions associated with those clusters identified, the actual positions associated with the reorganization were developed. The new organizational structure can be seen in attachment 4. The Central Administration Cluster is led by the Assistant Vice President of Academic and Student Affairs. Each of the three remaining clusters is led by a Dean. Depending on the size and responsibilities within the clusters, directors are assigned to functions in order to provide the appropriate level of administrative supervision to an area. This corrects one of the key weaknesses identified during the analysis of the current structure.

More importantly, the new structure aggressively addresses the issue of student success, which is a key component to both the President's goals and the Educational Master Plan. For example, Cluster One, the Central Administration Cluster, provides overall leadership for Student Affairs. However, it also will focus on preparing students to be college ready by reducing or eliminating the need for students to take developmental coursework. This is a key function, since research shows students who take developmental coursework tend to succeed at a lower rate than students who do not take developmental coursework.

Another example of how the new structure will impact student success is Cluster Three; Academic Support and Educational Advancement. This cluster is charged with providing the comprehensive support students need to succeed at the College. Having all these functions focused in one cluster will enable the College to develop a comprehensive plan ensuring no students miss the services needed to succeed. For example, this cluster includes a newly created Department Chair of College Success Studies. This Chair position will help coordinate the many excellent activities the College is doing related to developmental education. Additionally, this chair position in collaboration with developmental education mathematics and English instructors will identify gaps in our developmental education program and implement new academic support programs to increase student success.

Cluster Four, Student Development and Engagement, will provide meaningful activities outside the classroom in order to engage students in the college culture. This is key since research shows the level that students are engaged in meaningful activities outside the classroom directly impacts the level at which students are successful.

Associated Costs

In order to fix the weaknesses found in the current structure and align with the President's goals and the Educational Master Plan, which are focused on student success, this reorganization is essential. Implementing this reorganization will require the elimination, modification, and creation of multiple positions. The tables on the next page illustrate the estimated financial impact of changes required to implement this reorganization. Table 1 shows the savings the College will realize when current positions are eliminated. Table 2 shows savings the College will realize in FY 2013 from faculty retirements, the previous academic affairs re-organization, and tutoring savings (the tutoring savings **will not** reduce tutoring services in the Sage Center; rather the full-time mathematics and English/Writing Specialist will devote more time to tutoring in the new structure). Table 3 shows the new staffing costs associated with the re-organization.

Table 1				
FTE	Staff Savings	Current Salary	Estimated Benefits	Total
1	Director of Enrollment Services	\$79,795.00	\$18,225.00	\$98,020.00
1	Dean of Student Success	\$79,046.00	\$18,225.00	\$97,271.00
1	Director of High School Plus	\$58,940.00	\$18,225.00	\$77,165.00
1	Dean of Students	\$75,151.00	\$18,225.00	\$93,376.00
1	Coordinator of Registration	\$40,891.00	\$18,225.00	\$59,116.00
1	Coordinator of High School Recruitment	\$50,036.00	\$18,225.00	\$68,261.00
1	Coordinator of Special Needs	\$47,082.00	\$18,225.00	\$65,307.00
1	Coordinator of Service Learning and Volunteerism	\$35,761.00	\$18,225.00	\$53,986.00
1	Athletic Recruiter	\$37,992.00	\$18,225.00	\$56,217.00
0.5	Multicultural Recruiter	\$17,358.00	\$0.00	\$17,358.00
0.5	Receptionist, Office of Dean of Students	\$18,300.00	\$0.00	\$18,300.00
10			Staff Savings	\$704,377.00

Table 2			
Other Staffing Savings in FY 13	Salary Savings	Benefits Savings	Total
Faculty Retirement(Current Salary \$102,357 predicted replacement \$57,850)	\$44,507.00	\$0.00	\$44,507.00
Faculty Retirement(Current Salary \$110,619 predicted replacement \$57,850)	\$52,769.00	\$0.00	\$52,769.00
Tutoring Savings - Non-tutoring responsibilities removed from Math and English Specialist job descriptions which enables them to tutor additional hours previously covered by part-time tutors	\$21,600.00	\$0.00	\$21,600.00
Savings from Academic Affairs Re-Org	\$23,000.00	\$0.00	\$23,000.00
		Other Staffing Saving in FY 13	\$141,876.00
		Total Savings	\$846,253.00

Table 3				
FTE	New Staff Positions	Estimated Max Salary	Benefits	Total
1	Dean of Academic Development	\$79,000.00	\$18,225.00	\$97,225.00
1	Dean of Enrollment Services*	\$84,000.00	\$18,225.00	\$102,225.00
1	Dean of Student Development*	\$85,000.00	\$18,225.00	\$103,225.00
1	Associate Dean for College & Career Readiness*	\$62,000.00	\$18,225.00	\$80,225.00
1	Director of Student Conduct & Campus Life*	\$53,000.00	\$18,225.00	\$71,225.00
1	Director of Admission, Registration and Records	\$51,000.00	\$18,225.00	\$69,225.00
1	Director of New Student Transitions*	\$57,000.00	\$18,225.00	\$75,225.00
1	Director of Special Needs*	\$54,000.00	\$18,225.00	\$72,225.00
1	Director of Learning Support	\$56,000.00	\$18,225.00	\$74,225.00
0.5	Department Chair of College Success Studies	\$6,500.00	\$0.00	\$6,500.00
0.25	Saturday Switchboard Operator (PT)	\$6,448.00	\$0.00	\$6,448.00
1	Coordinator of Student Athlete Success	\$42,840.00	\$18,225.00	\$61,065.00
0.5	Coordinator of Service Learning*	\$20,400.00	\$0.00	\$20,400.00
0.25	Head Coach	\$6,000.00	\$0.00	\$6,000.00
11.5			Total New Positions Costs FY 2013	\$845,438.00
			Final Saving/(Cost)	\$815.00

Other positions which will be modified during the reorganization process are the switchboard operator, enrollment services assistant, program assistant for athletics intramurals and recreation, coordinator of multicultural programs, secretary, dean of students, Sage Learning Center specialist, mathematics specialist, and writing/English specialist positions. Positions noted with an asterisk (*) will be filled with current identified employees.

Job descriptions of each new and modified position are included in the Board Report. All positions will be reviewed during the compensation and classification study currently underway at the institution. If approved by the Board, the transition process to a new organizational structure, modified positions, and new positions will proceed after the compensation and classification study and will be implemented by July 1, 2012.

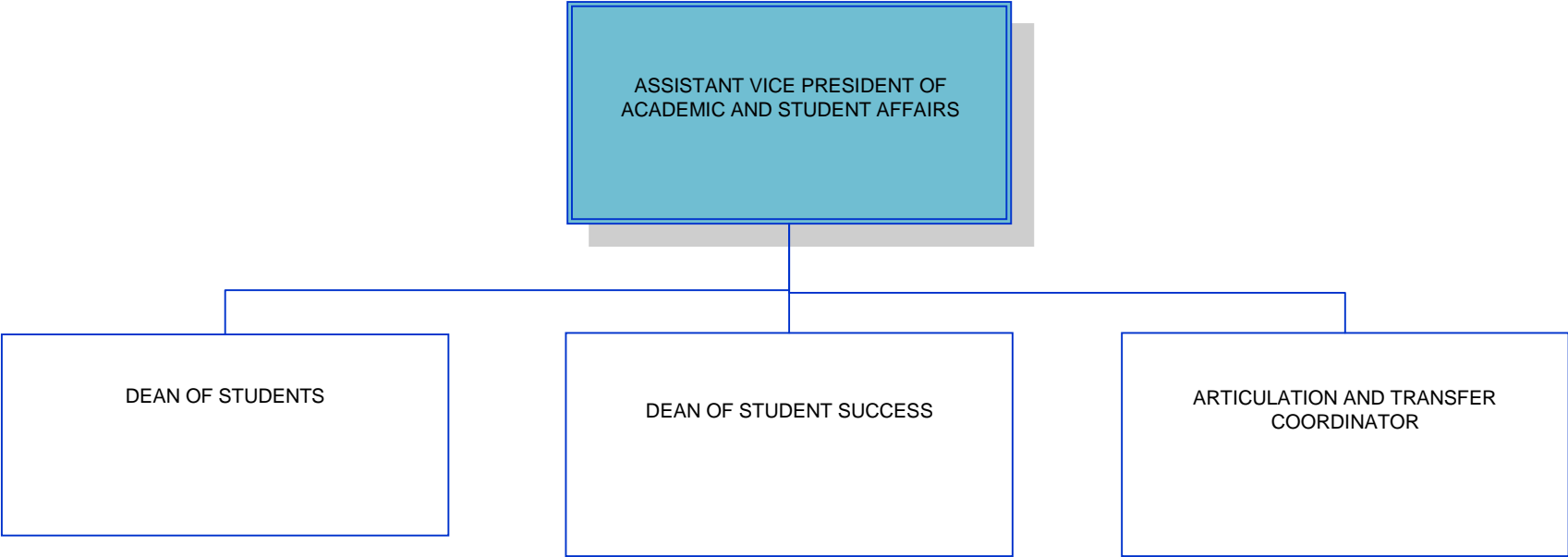
Recommendation

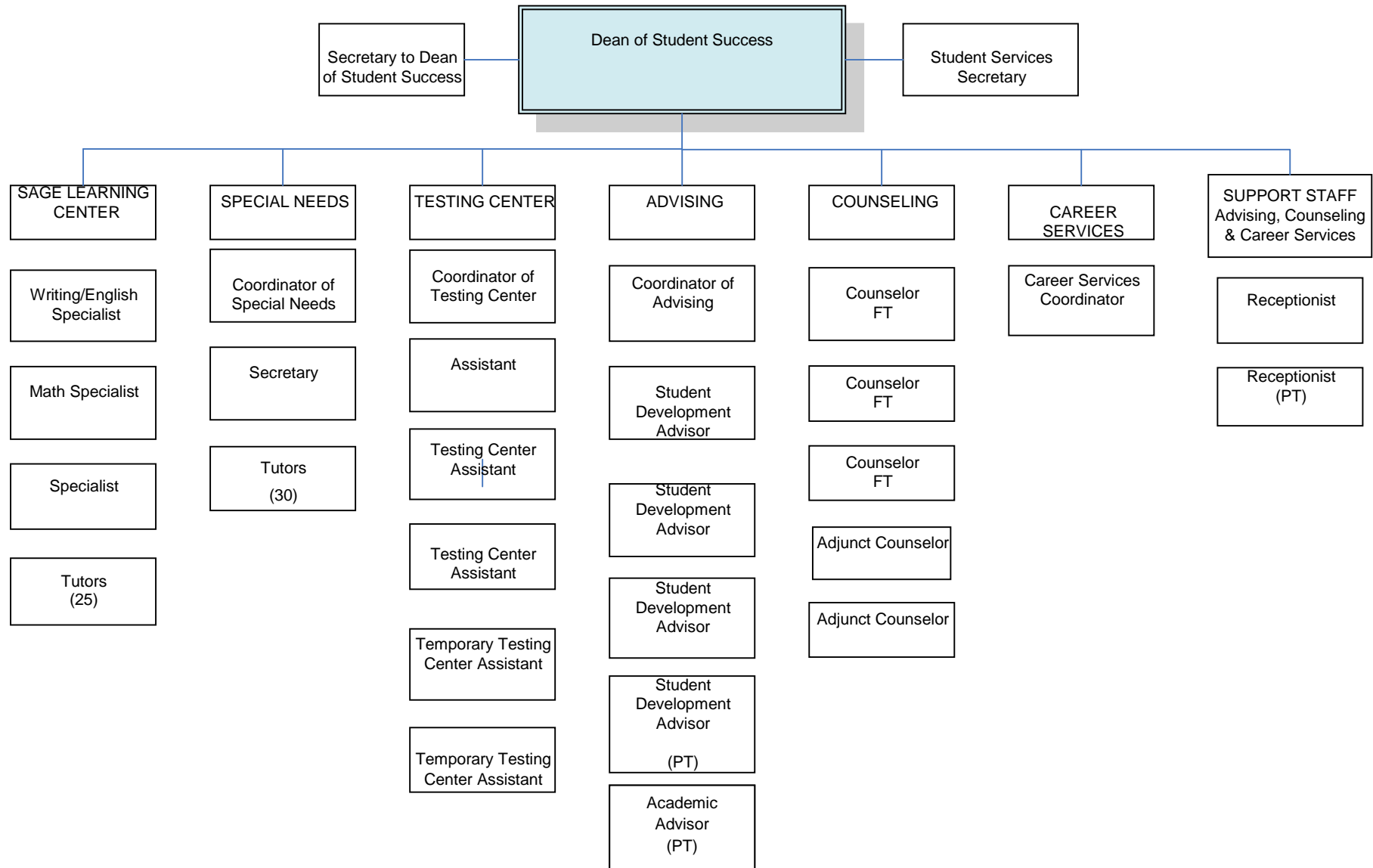
It is recommended the Board of Trustees approves the reorganization, the elimination of positions, the establishment of new positions, the modification of current positions and the attached position descriptions for Student Affairs as described above.



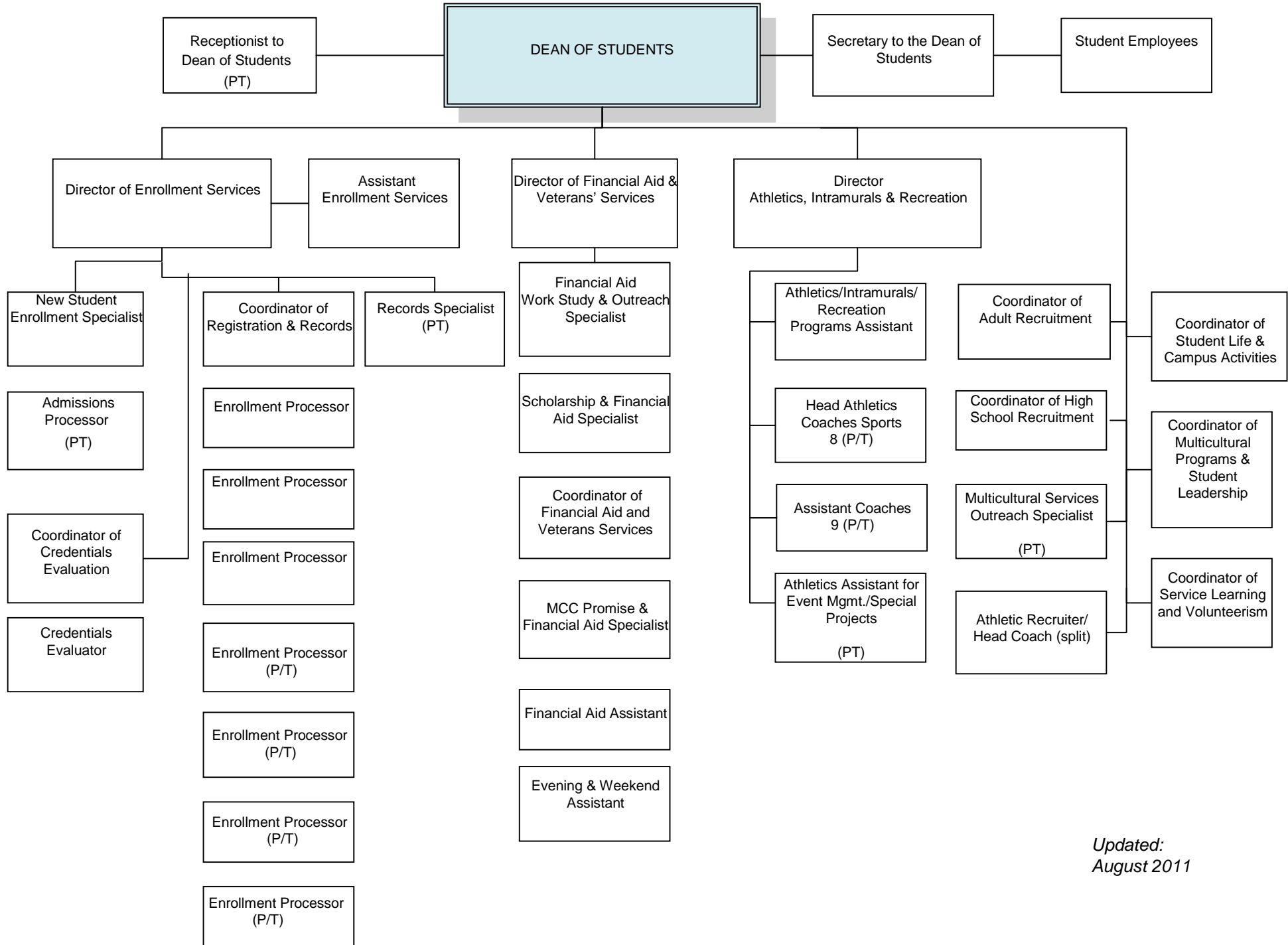
Vicky Smith
President

Student Affairs Current Structure





Updated:
August 2010



Updated:
August 2011

Student Affairs Reorganizational Framework

Student Success

Student Success at MCC is defined as students engaging in educational activities to achieve a degree, certificate, or skills that enhance their lives.

Dr. Vicky Smith's Goals, President of McHenry County College

- In October of 2010, the Board of Trustees approved the goals of the president of the College, Dr. Vicky Smith
- Broad goals that are based on institutional strategic principles
- Includes goals related to student success, college readiness, and reaching "all students"

Educational Master Plan

- Increased access for district residents
- Coordinated services and programs to support or compliment excellence in teaching and learning
- Cultivating an environment of student success

Academic and Student Affairs Divisional Goals

- Aligned with the President's goals and the College's Strategic Principles
- Includes providing innovative, high quality teaching, learning, academic support and student services
- Includes promoting student success by encouraging student responsibility and high quality, intrusive when necessary, student support

Student Affairs Goals

- Develop an effective system of support strategies that will contribute to an increase in student retention, persistence, and degree completion
- Organize the Student Affairs Division to align with the goals, mission, and strategic principles of the College
- Improve the effectiveness of the Student Affairs Division by providing quality services and programs that contribute to student success
- Improve college and career readiness of students within MCC's district
- Increase the effectiveness and efficiency of the delivery services to students via online and automated processes

Four Clusters of Structural Organization

The major units within Student Affairs are organized into **four clusters** that characterize the type of services provided and systems in place that are congruent with the goals of Academic and Student Affairs, the President, and the College's Strategic Principles. A visual display of these clusters is depicted in the **Organizational Chart of Functions 1.1, the Structural Organizational Chart 1.2**, and written in the following exposition.

Cluster #1: Central Administration - The central administrative unit, the office of the Assistant Vice President for Academic and Student Affairs, provides overall leadership and management direction to Student Affairs, guiding all clusters in a strategic planning process for relevant and improved services and future direction. Overarching functions that are sphere headed from this office include, but are not limited to, strategic planning, enrollment management, college readiness and student success, graduation, and articulation agreements.

Cluster #2: Student Services - this cluster encompasses transactional services that manage important functions to ensure students are recruited, admitted, enrolled, and can finance their education. This cluster also manages veteran's affairs, as well as the recording and maintenance of grades and other academic records. Imbedded functions to this cluster include college and career awareness activities and enrollment management services. Units that make up this cluster are the offices of Recruitment and New Student Transitions, Enrollment Services, Financial Aid and Veteran Services, and Testing.

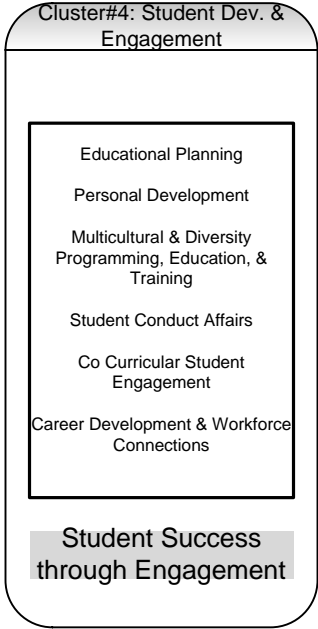
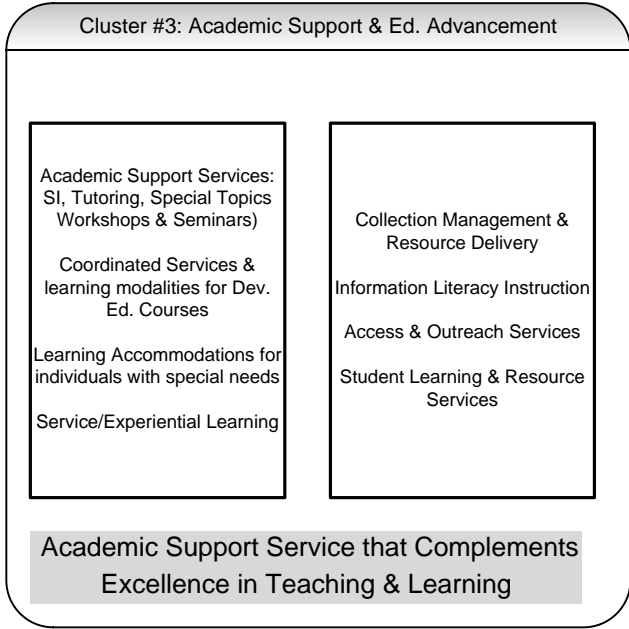
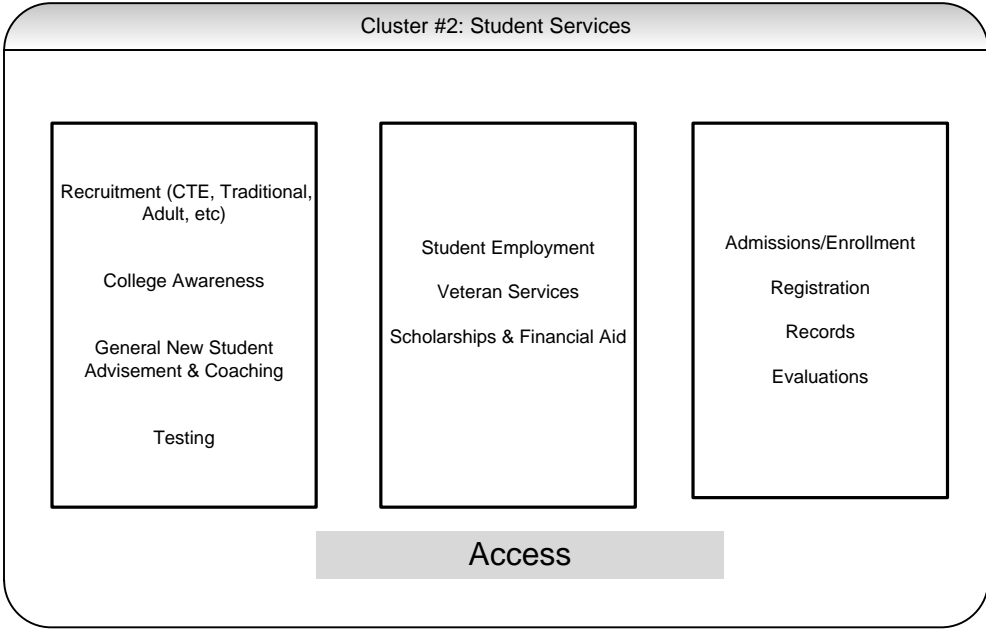
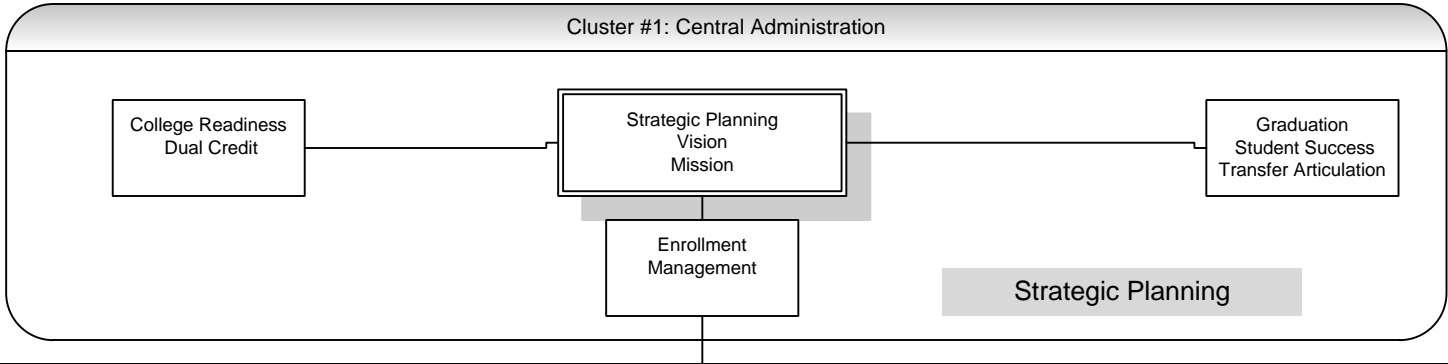
Cluster #3: Academic Support and Educational Advancement - This cluster provides support services to MCC students to enhance their transitional experience, preparation, and academic performance. Functions and systems provided are in place to foster the development of educational competencies and habits of academic excellence. The services offered give students the support they need from tutoring to study skills workshops to assistance for special needs. The functionalities of this cluster also includes a system that focuses on developmental education best practices for students to improve their chances for success in next level courses and, in turn, enhance the quality of the student academic experience. Another essential operation to this cluster includes activities related to college and career readiness, where increased dual credit opportunities are available, strategies that support curriculum alignment between MCC and secondary schools are implemented, and remote academic success centers are established within MCC district high schools. Functions relative to service and experiential learning, Instructional Services and Information Literacy are all components that create a picture of success for MCC students within this cluster. The unit encompasses the Academic and Learning Support Center, Service/Experiential Learning, The Library, and the Office of Special Needs.

Cluster #4: Student Development and Engagement - This cluster involves functions that develops the student and engages them in the social, cultural, and co-curricular environment of the College. Activities that support an enriching and successful first year are included as offerings under this cluster. Offices that fall under this cluster are Counseling, Advising and Transfer Services, Career Services, Multicultural Affairs, Student Life and Campus Activities, Athletics, and Student Conduct Affairs.

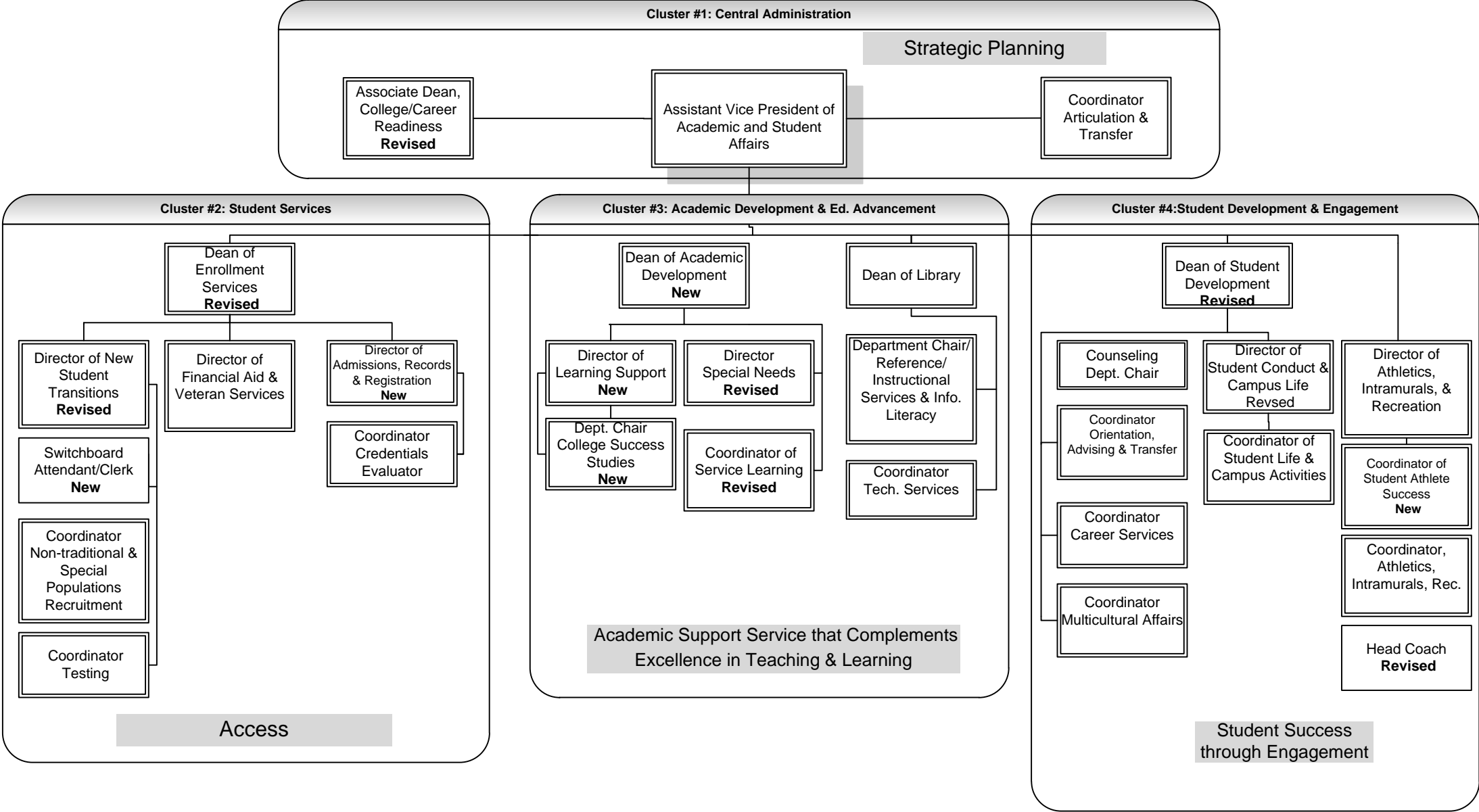
Overarching/Global Functions within Student Affairs

- ✓ **Strategic Planning for Student Success**
- ✓ **College Readiness and Preparation**
- ✓ **Enrollment Management**
- ✓ **Academic Support (Retention, Persistence)**
- ✓ **Student Support, Development, and Engagement**
- ✓ **Diversity, Equity, and Inclusion**

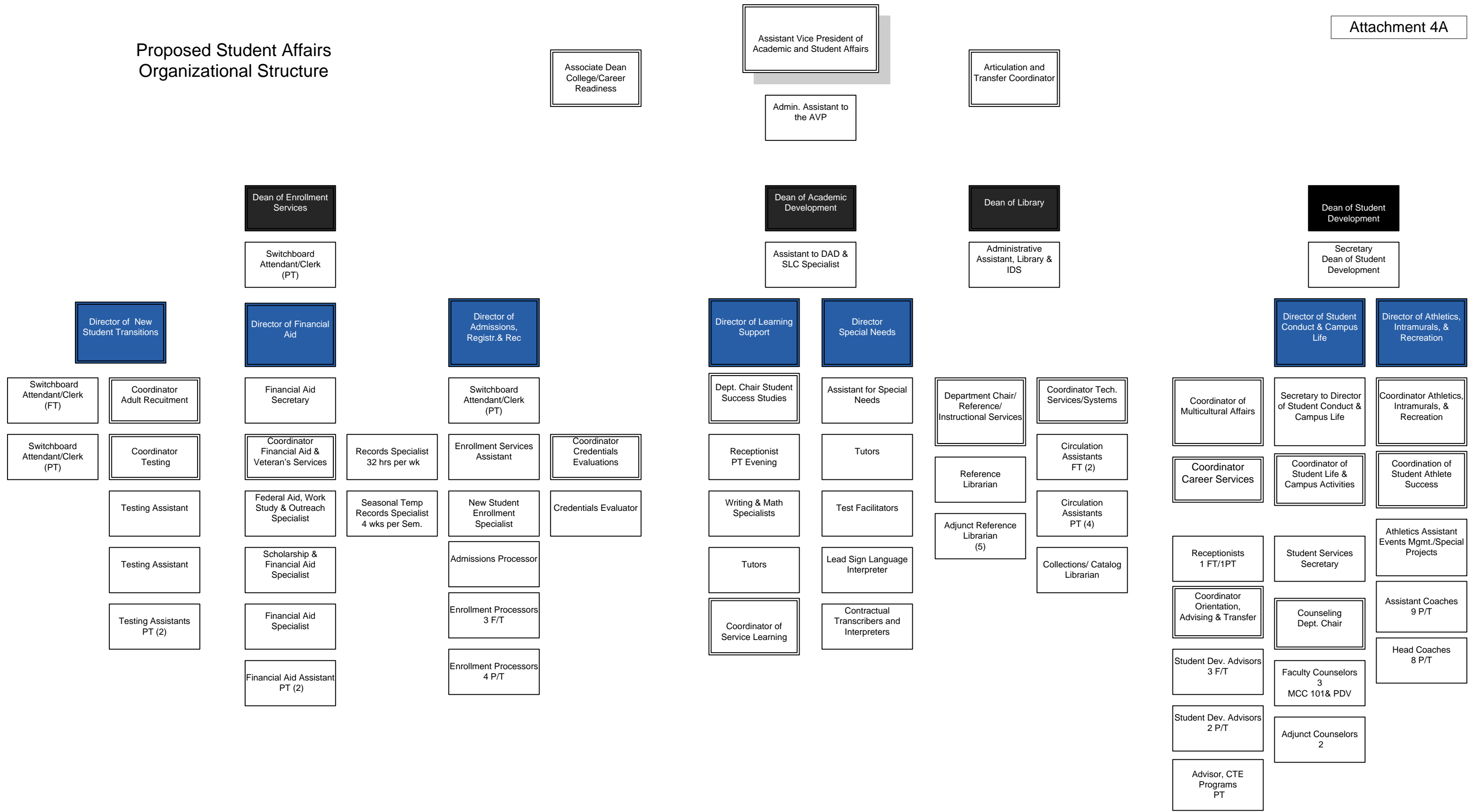
Student Affairs Reorganizational Chart of Functions



Student Affairs New Organizational Structure



Proposed Student Affairs Organizational Structure



DRAFT
PENDING
REVIEW

POSITION: DEAN OF ACADEMIC DEVELOPMENT

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

PRIMARY PURPOSE: Provide college-wide leadership, vision, planning, coordination, implementation, assessment and supervision of a student learning support system. Oversee the design, delivery, and continuous process improvement of a developmental education support system and appropriate learning support programs for the College.

ESSENTIAL JOB FUNCTIONS:

- Provide leadership and direction for planning and assessing all aspects of cross-campus learning support systems, programs, services and initiatives
- Oversee research and data collection; recommends changes and innovations for coordinated services in support of excellence in teaching and learning and academic support services
- Provide innovation and vision for learning support services according to the College's strategic priorities, the Educational Master Plan and divisional goals
- Collaborate and builds partnerships across the college to implement learning initiatives related to academic support initiatives
- Supports the faculty in establishing initiatives and priorities related to student retention and persistence and achieving student success
- Collaborate with the Library, the Sage Learning Center, Advising, Counseling, and other academic and student affairs departments/offices to offer academic support services that promote student success
- Collaborate with college-wide leadership and district-wide constituents, initiate and participates in comprehensive partnerships, collaborations, and strategic alliances, both locally and nationally, to keep apprised of innovative and collaborative ways to achieve student success through implementing effective academic support systems and initiatives
- Maintain liaison ship with related national organizations and networks and collaborate with local and national networks to devise innovative program concepts
- Provide oversight for the processes and research required for program review, outcomes assessment and student success
- Oversee and participate in proposal writing and contact with national organizations in order to seek additional funding for retention, persistence and completion initiatives
- Administer external grants
- Assist in the development and implementation of a comprehensive enrollment management plan leading to successful student outcomes (retention, course completion, transfer/degree completion)
- Lead and facilitate a working environment grounded in continuous learning and service excellence
- Collaborate with the Department Chair of College Success Studies to oversee the design, delivery, and continuous process improvement of a developmental education support system and appropriate learning support programs Collaborate with the faculty and appropriate administrators in support of establishing developmental education academic support in ESL, English, Reading, and Math
- Prepare and administer the budget for the area in cooperation with unit managers/staff
- Institute a system to evaluate and address student satisfaction and service proactively by conducting student satisfaction analysis, evaluating academic support services campus-wide, and implementing programs, procedures, and policies to enrich the student academic experience

ESSENTIAL JOB FUNCTIONS:

- Recommend changes and innovations in teaching and learning, and support services that is driven or supported by data
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Provide supervision to the Director of Learning Support, Coordinator of Service Learning, and the Director of Special Needs
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through the appropriate participation in Action Team activities
- Demonstrate a commitment to service excellence, diversity, innovation, integrity and student success, quality support services and access
- Additional duties as assigned by immediate supervisor

SUPERVISION: Reports directly to the Assistant Vice President of Academic and Student Affairs.
Supervises the Director of Learning Support, Coordinator of Service Learning, and the Director of Special Needs.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

A minimum of a Master's Degree (earned doctorate preferred) in Higher Education, Educational Leadership, Organizational Development, College Student Development, Learning Support Systems and Services or closely related area

EXPERIENCE:

- Minimum three years' experience in learning support services
- Experience with current practices in innovative learning and academic support services
Experience in leadership of academic departments or support services
- Demonstrated commitment and experience in student learning assistance and developmental instruction
- Minimum two years' experience teaching and/or tutoring in higher education, preferably in the community college
- Minimum three years supervisory experience in recruiting, hiring, training, and mentoring professional personnel
- Experience in leadership of academic or nonacademic departments or support services
- Experience developing, implementing and evaluating support services and systems
- Experience organizing, prioritizing and coordinating the work of others
- Effective oral and written communication skills
- Experience establishing collaborative working relationships with faculty, administration and support staff
- Evidence of the ability to provide positive leadership within an environment of change Experience and/or training in developmental courses/modules preferred

SKILLS AND ABILITIES:

- A commitment to a seamless educational experience for students
- A commitment to creating an ideal living/learning environment
- A collegial style which encourages and values open discussion in decision making
- A level of administrative experience which demonstrates a solid understanding of budgetary matters, multi-year planning, and effective supervision
- An ability to work collaboratively with other colleagues
- Commitment and respect for diversity
- Understanding of and commitment to community college mission and students
- Able to perform all of the essential functions, skills and abilities of the position

ISSUED: January 2012 / Level TBD

POSITION: **DEAN OF ENROLLMENT SERVICES**

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

PRIMARY PURPOSE: Provides overall leadership to multiple departments to include the Offices of Admissions, Registration, and Records, Financial Aid, and Recruitment. Manage staff in the operation of the enrollment functions, registration, and recordkeeping. Provide support for the Assistant Vice President's enrollment management objectives. Provide leadership with regards to the end-user needs of the Student Information System.

ESSENTIAL JOB FUNCTIONS:

- Provide overall leadership and management to the Director of Financial Aid; Director of Admissions, Registration, and Records, and the Director of Recruitment
- Conduct necessary analysis with the Director of Recruitment and New Student Transitions to develop and execute student recruitment and marketing strategies to help meet the College's enrollment goals
- Manage and assess all Enrollment Services departments in order to recommend retention, modification, and/or implementation of new services
- Lead and facilitate a working environment grounded in continuous learning and service excellence
- Act as college FERPA officer
- Assume other duties and responsibilities as required to interpret, apply, and explain rules, regulations, policies, and procedures
- Keep abreast of changing guidelines and legislation as it affects Financial Aid, Records, Registration, and Recruitment by attending workshops and seminars as they become available and keeping current on printed and electronic information
- Keep abreast of changing guidelines and legislation affecting individual programs by attending workshops and seminars, as they become available and keeping current on printed and electronic information
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities.
- Manage Priority Registration activities
- Request and/or generate end-of-term reports and enrollment reports for analysis of staff, technology, and services – e.g., incomplete grade reports, registration activity reports, etc.
- Hire, oversee training, and evaluate direct reports
- Plan and implement upgrades to the student information system
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Additional duties as assigned by immediate supervisor

SUPERVISION: Reports directly to the Assistant Vice President of Academic and Student Affairs. Supervises full and part-time staff in Admissions, Registration and Records, Financial Aid, and Recruitment and New Student Transitions.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Master's Degree required in related area.

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EXPERIENCE:

- Five years' experience in Student Affairs
- Five years Financial Aid experience preferred.
- Five years supervisory experience.
- Demonstrated experience analyzing, interpreting, and applying academic policies and procedures
- Experience with hands-on student information systems

SKILLS AND ABILITIES:

- Excellent interpersonal skills
- Detail-oriented and excellent organizational skills
- Understanding of and commitment to the community college mission and goals
- Proficient in Microsoft Office
- Must be able to work in a highly focused service environment with excellent organizational and administrative skills and in a professional manner.
- Skilled at working collaboratively with internal and external stakeholders
- Ability to perform all of the essential functions, skills, and abilities of the position

ISSUED: January 2012 / Level TBD

POSITION: DEAN OF STUDENT DEVELOPMENT

CLASSIFICATION: Administrative / Full-time

WORK YEAR: 12 Months, Evenings and weekends will be required

PRIMARY PURPOSE: Provide vision and leadership for the development and implementation of Services and programs that enhance the engagement, development, and persistence to completion of all MCC students. Provide overall leadership of Advising, New Student Orientation, Career Services, Counseling, Multicultural Affairs, Student Life and Campus Activities, Student Conduct, and new student and first year programs.

ESSENTIAL JOB FUNCTIONS:

- Provide overall leadership of Advising, New Student Orientation, Career Services, Counseling, Multicultural Affairs, Student Life and Campus Activities, Student Conduct, and new student programs (e.g. MCC 101, new student orientation, new student convocation, etc.)
- Assist in leadership in planning, establishing priorities, assessing needs, maintaining progress and evaluating outcomes for all programs and functions which relate directly to student services programs
- Provide leadership and guidance for streamlined, customer-centered, personal and computer-enhanced automated services which relate directly to students' needs
- Consult with and work collaboratively with all divisions of MCC to plan, implement, evaluate and improve all aspects of services to students
- Work cooperatively and effectively with instructional deans and faculty to develop appropriate and retention policies and programs
- Develop, review, revise and administer policies related to students
- Work collaboratively with all college departments on issues related to student services and academic affairs when necessary
- Serve as an advocate for student issues
- Provide guidance to students related to policy and procedural issues as outlined in the student handbook
- Assist in the development and implementation of a comprehensive Enrollment Management Plan leading to successful student outcomes (course completion, transfer/degree completion)
- Lead and facilitate a working environment grounded in continuous learning and service excellence
- Supervise and evaluate the performance of faculty and staff; interview and select employees, and recommend disciplinary actions when appropriate
- Prepare and administer the departmental budget in consultation with the Coordinators of each department
- Research and prepare funding proposals in areas of responsibility
- Use data and assess departmental functions in order to recommend retention, modification, and/or implementation of new services to ensure the success and retention of all MCC students
- Design effective workflow for departmental processes that includes effective management of people and data
- Provide staff development opportunities for staff members, including training in student development, retention strategies, diversity, and other topics that address departmental and College issues and concerns

ESSENTIAL JOB FUNCTIONS:

- Build and maintain strong working relationships with administrators and various student and academic affairs areas of the College to facilitate the educational and personal development of new and continuing students
- Lead and facilitate a working environment grounded in continuous learning and service excellence.
- Actively participate in and lead institutional quality improvement efforts (including AQIP, Foundations of Excellence, Systems Portfolio, etc.)
- Prepare and complete board and annual reports (e.g. program reviews, performance report, underrepresented report, etc.)
- Lead the growth and expansion of current retention and success initiatives
- Direct and implement new student programs such as New Student Orientation, Parent Orientation, MCC 101, etc.
- Assist with college wide events such as commencement ceremonies, open houses, etc
- Assist in meeting the college's staff diversity goal
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Additional duties as assigned by supervisor

SUPERVISION: Reports directly to the Assistant Vice President of Academic and Student Affairs. Supervises full-and part-time faculty and staff in Advising, New Student Orientation, Career Services, Counseling, Multicultural Affairs, Student Life and Campus Activities, and Student Conduct.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Master's Degree in Student Personnel Services, Higher Education Administration or related field.
Doctorate preferred

EXPERIENCE:

- Minimum three years supervisory experience in a student services setting, preferably at a community college
- Experience in broad based student services areas including academic advising, counseling, career services, and familiarity with retention and first-year programs
- Experience with developing and maintaining budgets

SKILLS AND ABILITIES:

- Understanding of the mission of the Community College
- Understanding of and demonstrated experience with data-driven decision making for developing and refining processes and services
- Demonstrated ability to collect, analyze, and evaluate data and make verbal or written presentations based on these data

- Knowledge of assessment strategies and research
- Demonstrated excellence in interpersonal and organizational communication and technology skills
- Understanding of the entire enrollment process and ability to work with the various student and academic affairs areas of the College
- Able to perform all of the essential functions, skills and abilities of the position

ISSUED: January 2012 / Level TBD

POSITION: ASSOCIATE DEAN OF COLLEGE AND CAREER READINESS

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

PRIMARY PURPOSE: Provides campus-wide leadership for college readiness initiatives under the general direction of the Assistant Vice President of Academic and Student Affairs and develops and oversees dual credit programs, including Partnerships for College and Careers Success (PCCS), Running Start, and College in the High School. Collaborate with the Director of Recruitment and New Student Transitions and the Department Chair of College Success Studies, to coordinate the work of the college readiness team for MCC within the College district. Work with area public schools to facilitate the smooth transfer of students from high school to MCC and will also be responsible for interpreting and applying policies, procedures, rules, and regulations as they relate to the position.

ESSENTIAL JOB FUNCTIONS:

- Develop and promote dual credit programs in the High School Plus system, which include Partnerships for College and Careers Success (PCCS), Running Start, and College in the High School
- Develop and monitor, in consultation with career and technical division and departments, a PCCS, dual credit program of on-campus classes
- Establish jointly with the McHenry County Consortium for Career Education a system that identifies and accurately reports PCCS student enrollments to MCC
- Promote and facilitate articulation agreements externally with school districts, and internally, dual credit enrollments in CTE and academic programs
- In conjunction with Enrollment Services, create and monitor procedures to process all dual credit student registrations in CTE and academic programs. Collect, maintain records, and report enrollments using a computerized tracking system
- In conjunction with the Bursar's office, create and monitor procedures for payment and reimbursement of course fees and tuition for all dual credit students
- Provide supportive services to students, department chairs, lead instructors, faculty, and high school districts as problems arise. Orient parents to college course requirements
- Develop an expenditure plan for the ICCB PCCS grant in consultation with the Vice President of Academic and Student Affairs and the Career and Technical Education Executive Dean
- Prepare and file all required reports to ICCB and other agencies as required
- Oversee, lead, and manage college readiness initiatives
 - Provide institutional leadership for the continuing improvement of the College Readiness initiative.
 - Collaborate with the Director of Recruitment and New Student Transitions and the Department Chair of College Success Studies to coordinate and manage College Readiness activities throughout the College District.
 - Design process for and facilitate the writing and implementation of an effective College Readiness plan by employing college readiness research and 'best practices' to address

ASSOCIATE DEAN OF COLLEGE AND CAREER READINESS – page 2

- Unique campus circumstances and by working directly with those in critical College Readiness areas.
- Develop and implement College Readiness-related pilots, activities, and services in collaboration with MCC faculty and staff.
- Manage and evaluate partnerships with public schools including on-campus programs to align curriculum and support student success in college.
- Manage all dual credit and dual enrollment programs.
- Create and maintain partnerships with appropriate external organizations.
- Promote the College Readiness initiative through marketing and service on various College, community, and public school forums, boards, and committees within the community.
- Keep pace with current developments in local, state, and national trends and regulations in the areas of curriculum and instruction as they relate to College Readiness efforts.
- Prepare and manage program budgets
- Development, develop and submit appropriate funding proposals.
- In collaboration with other appropriate departments, compile, interpret and disseminate college readiness data.
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Additional duties as assigned by immediate supervisor

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

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree in a Vocational/Technical, Occupational Education, Educational Leadership, or related area required; Master's Degree preferred.

EXPERIENCE:

- Three or more years of administrative experience in career and technical/occupational education, workforce development, or a related field. Experience in grant writing and administration preferred.
- Experience with college readiness initiatives and bridge programs preferred
- Experience working with key senior administration of the college district and fostering strong relationships within the campus community and with external agencies.

SKILLS AND ABILITIES:

- Knowledge of educational support services and a commitment to the mission of the college
- Organization, planning, time management and computer literacy skills
- Ability to communicate and collaborate well and excellent writing and speaking skills
- A record of involvement with and active support of a participatory management philosophy
- Ability to perform all of the essential functions, skills and abilities of the position

ISSUED: January 2012 / Level TBD

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PENDING
REVIEW

POSITION: **DIRECTOR OF STUDENT CONDUCT & CAMPUS LIFE**

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

PRIMARY PURPOSE: Provide vision and leadership for the development and implementation of the Student Code of Conduct, and has direct oversight of the student life and campus activities operations.

ESSENTIAL JOB FUNCTIONS:

- Provide overall leadership of the Student Code of Conduct and disciplinary process, student life and campus activities
- Supervise the coordinator of a comprehensive student life/activities program including Student Life programming, curricular and co-curricular involvement, multicultural and diversity programming, Student Senate, clubs and organizations, and the proactive recruitment and retention of students for student life initiatives.
- Oversee all aspects of the College's Student Code of Conduct and disciplinary process while protecting the rights of students and enforcing compliance with the regulations contained in the catalog and student handbook and upholding the standards of the College
- Conduct an annual review of the Student Code of Conduct policies and procedures and disseminate reports and information to ELG and students as required
- Consult with faculty and staff on issues related to student conduct and welfare
- Conduct disciplinary hearings as specified in the Student Code of Conduct and administer sanctions ranging from admonition to expulsion as warranted, based on investigative work
- Coordinate the maintenance of student disciplinary records and related database
- Plan departmental goals and assessment initiatives; prepare and monitor departmental budgets
- Be responsive to the needs of the community, faculty, staff, and students in support of the learning process throughout the delivery of services and programs
- Build and maintain strong working relationships with administrators and various student and academic affairs areas of the College
- Lead and facilitate a working environment grounded in continuous learning and service excellence
- Prepare and administer the budget for the area in cooperation with unit managers/staff
- Institute a system to evaluate and address student satisfaction and service proactively by: conducting student satisfaction analysis, evaluating services, and implementing programs, procedures, and policies to enrich the student experience
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Additional duties as assigned by immediate supervisor

SUPERVISION: Reports directly to the Dean of Student Development.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

A minimum of a Bachelor's Degree (Masters preferred) in Higher Education, Educational Leadership, Organizational Development, College Student Development, or closely related area

EXPERIENCE:

- Professional experience in Student Conduct/Development area in a college, university, or a community college setting
- A work history of increasing responsibility and an understanding of the many facets of student conduct and campus life are essential
- Supervisory experience
- Bilingual (Spanish) language skills a plus

SKILLS AND ABILITIES:

- A commitment to a seamless educational experience for students
- A commitment to creating an ideal living/learning environment
- A collegial style which encourages and values open discussion in decision making
- A level of administrative experience which demonstrates a solid understanding of budgetary matters, multi-year planning, and effective supervision
- An ability to work collaboratively with other colleagues
- An understanding of judicial affairs in a college setting
- Commitment and respect for diversity
- Understanding of and commitment to community college mission and students
- Ability to perform all of the essential functions, skills and abilities of the position

ISSUED: January 2012 / Level TBD

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IN PROGRESS

POSITION: **DIRECTOR OF ADMISSIONS, REGISTRATION, AND RECORDS**

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

PRIMARY PURPOSE: Responsible for managing admissions, registration, credentials evaluation, transcript processes, verification, priority registration, and records management. Ensures the accuracy, integrity, and confidentiality of student academic records and provides leadership in the implementation and enforcement of academic policies and procedures. Serve as Registrar.

ESSENTIAL JOB FUNCTIONS:

- Overall leadership of Records, Registration, and Admissions.
- Manage and assess records, registration, admissions process, degree audit, and transcript evaluation in order to recommend retention, modification, and/or implementation of new services.
- Lead and facilitate a working environment grounded in continuous learning and service excellence.
- Oversee the evaluation of completion of degree and certificate requirements for the College and assure compliance with established guidelines.
- Support and participate in the College’s commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities.
- Manage the prerequisite verification process, including coordinating information with other departments.
- Request and/or generate end-of-term reports and enrollment reports for analysis of staff, technology, and services – e.g., incomplete grade reports, registration activity reports, etc.
- Hire, oversee training, and evaluate Registration, Records, and Admissions staff.
- Work cooperatively with the Bursar in processing drop for non-payments and special fund requests, and processing refunds.
- Insure all staff has timely procedures manuals
- Monitor and update registration web pages and online registration information and processes.
- Plan and implement upgrades to the student information system
- Support and participate in the College’s commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Additional duties as assigned by immediate supervisor

SUPERVISION: Reports directly to the Dean of Enrollment Services. Supervises full and part-time staff in Registration, Records, and Admissions.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Master’s Degree required

EXPERIENCE:

- Five years’ experience in Student Affairs
- Supervisory experience
- Demonstrated experience analyzing, interpreting, and applying academic policies and procedures
- Experience with hands-on student information systems

SKILLS AND ABILITIES:

- Excellent interpersonal skills
- Detail-oriented and excellent organizational skills
- Understanding of and commitment to the community college mission and goals
- Proficient in Microsoft Office
- Must be able to work in a highly focused service environment with excellent organizational and administrative skills and in a professional manner.
- Skilled at working collaboratively with internal and external stakeholders
- Ability to perform all of the essential functions, skills, and abilities of the position

ISSUED: January 2012 / Level TBD

POSITION: **DIRECTOR OF NEW STUDENT TRANSITIONS**

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

WORK WEEK: Days, evenings, and/or Saturdays will be required

PRIMARY PURPOSE: Plans, manages, and directs administrative and support activities related to student access to MCC and student preparation for college. Leads and manages the College's Switchboard and Welcome Center functions and staff. Assist with the College's strategic enrollment management efforts. Direct staff in the operation of recruitment and new student transitions. Provides leadership and oversight to the College's Testing Center.

ESSENTIAL JOB FUNCTIONS:

- Provide overall leadership, strategic planning, vision, and supervision to recruitment & new student transitions, testing services, and switchboard staff
- Develop and implement new student outreach strategies, campus visit event implementation, one-to-one inquiry communications management, and relationship building with students and district schools
- Assist with institutional cross-functional Strategic Enrollment Management in the development of recruitment and student success/retention goals, planning, and implementation to appropriately manage enrollments
- Coordinate professional development for district staff such as college-going culture specifics and support for students and families in academic preparation, college application, and locating financial aid for post-secondary education and training
- Coordinate efforts with appropriate constituents to ensure that more students will access more and better college-going community services
- Build a college-going culture based on early college awareness
- Ensure that students and families have an early and ongoing understanding of the college and career application and admission processes so they can find the postsecondary options that are the best fit with their aspirations and interests
- Connect students to school and community resources to help them overcome barriers and ensure the successful transition from high school to college.
- Promote and ensure early preparation and participation in college and career assessments
- Work collaboratively with MCC staff to create and disseminate information for middle and secondary school communities to build a college and career ready culture in schools
- Design and implement broad initiatives to build more community resources and program options for college readiness
- Participate in recruitment activities; i.e., provide information to prospective students, organize information sessions and presentations, and work with local high schools
- Develop and implement effective recruitment activities, develop recruitment materials, and coordinate campus visits of prospective students and families
- Assist with the development and implementation of recruitment strategies and materials for various college programs and target markets

ESSENTIAL JOB FUNCTIONS:

- Work with college departments to strengthen recruitment of students
- Coordinate MCC Night and College Fair at MCC
- Conduct group information sessions; discuss admission requirements/procedures and academic program information with applicants; and prepare and supervise the preparation of all correspondence to prospective high school applicants
- Create effective systems for tracking prospective students, student enrollment, and obtaining reliable commitments from returning students
- Maintain a mechanism that permits systematic communication and follow-up to students
- Develop and coordinate the planning, implementation, and evaluation of all recruitment, readiness, and enrollment management activities, programs, and services
- Responsible for weekly enrollment report
- Assist the Coordinator of Adult Recruitment in their recruitment initiatives
- Prepare comprehensive, monthly and annual recruitment report Responsible for tracking recruitment needs and budget
- Responsible for recruiting and training student ambassadors
- Provide assistance with the Commencement Ceremonies
- Hire, oversee training, supervise, and evaluate direct reports
- Support and participate in the College's commitment to continuous improvement and AQIP process of accreditation through appropriate participation in Action Team activities
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under direct supervision of the Dean of Enrollment Services. Supervises full and part-time staff in Recruitment and New Student Transitions, Switchboard Operations, and Testing.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree in Education, Psychology, Human Services, Liberal Arts, or closely related field
Verbal and written fluency in Spanish preferred. Masters preferred

EXPERIENCE:

- Supervisory experience
- Experience with college readiness initiatives and bridge programs
- Experience in territorial management and new student outreach
- Experience working with college district constituents and fostering strong relationships within the campus community and with external agencies.

SKILLS AND ABILITIES

- Strong interpersonal skills
- Proficient in Excel, PowerPoint, Access, and Word
- Strong written and oral communication skills
- Ability to meet deadlines, manage multiple tasks, and to prioritize
- Ability to participate in continuous process improvement
- Ability to work effectively with all members of the College and value the educational, occupational, age, gender, and cultural differences of others
- Ability to accept administrative vision and direction
- Ability to be flexible
- Willingness to share knowledge, learn from mistakes, and develop multiple competencies
- Willingness to share responsibility for improving work relations
- Ability to relate effectively with students, staff, and community members
- Ability to work under pressure with composure
- Ability to grow with the technology and philosophical directions implemented by the College
- Ability to safely lift and carry 40 pounds, unassisted
- Must have a current valid driver's license
- Must be able to work in a high-quality, focused environment
- Ability to perform all of the essential functions, skills, and abilities of the position

ISSUED: January 2012 / Level TBD

POSITION: **DIRECTOR OF SPECIAL NEEDS**

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

PRIMARY PURPOSE: Provide leadership, coordination, and advocacy for Special Needs Programs. Facilitate equal access to post-secondary education for students with disabilities and other special needs.

ESSENTIAL JOB FUNCTIONS:

- Review, plan, develop, and implement policies, services, accommodations, and procedures in collaboration with faculty and staff to ensure equal access and opportunity for students with disabilities and other special needs
- Recruit, hire, train, supervise, evaluate staff
- Serve as an advocate for students with disabilities and other special needs to ensure equal access
- Maintain confidentiality of student records
- Determine appropriate accommodations for students consistent with their documentation during an initial intake appointment and throughout the time the students attend MCC Arrange for the implementation of these accommodations
- Plan and facilitate orientation activities for students new to the Special Needs Program
- Tutor students
- Provide referral information to students with special needs regarding available campus and community services
- Assist students with special needs to assume the role of self-advocate
- Serve as liaison to high schools, social service agencies, and appropriate MCC staff to recruit and retain students with special needs
- Recruit, hire, train, provide daily direction, and coordinate assessment of all tutors, test readers, and student workers and provide daily direction for them
- Plan and facilitate monthly department meetings
- Develop and maintain written policies and guidelines regarding procedures for determining and accessing reasonable accommodations pursuant to Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990
- Disseminate information through departmental and institutional publications and web pages regarding special needs services and how to access them
- Provide disability awareness and professional development training for faculty, staff, and administration
- Provide consultation with faculty, staff, and administration regarding academic accommodations, compliance with legal responsibilities, as well as instructional, programmatic, physical, and curriculum modifications
- Participate in outside disability and accommodation organizations to identify best practices that might be applicable
- Keep up-to-date on assistive technology needs, recommend the purchase of appropriate equipment and software, and arrange for training of staff and students on the use of such technology in collaboration with the Institutional Technology Department
- Serve on Special Needs and relevant College committees (e.g., CAPC, Distance Learning, and ADA)
- Preparation and management of the Special Needs portion of the Perkins III Special Populations Grant and institutional budgets and seeking additional funding as needed

ESSENTIAL JOB FUNCTIONS:

- Prepare and manage reports, surveys, analysis, and assessment of Special Needs programs, including but not limited to Perkins III reports, Underrepresented Groups reports, and Program reviews
- Prepare and implement the fiscal year Goals and Assessment Plans for the Special Needs Department
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under direct supervision of Dean of Academic Development.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree in Special Education, Counseling, Education, or related field required.

EXPERIENCE:

- Demonstrated commitment and experience in working with students with disabilities at the post-secondary level preferred
- At least three years teaching, special needs, or tutoring experience in higher education required
- Supervisory experience in recruiting, hiring, and training professional personnel preferred

SKILLS AND ABILITIES:

- Ability to work independently with little or no direction
- Understanding of the mission of the community college
- Strong customer service orientation
- Excellent communication and leadership skills
- Computer and software knowledge
- Desire to keep growing professionally
- Ability to meet deadlines, work under pressure, manage multiple tasks, and to prioritize
- A sensitivity to students whose cultural and educational experiences differ from his/her own
- Ability to work effectively with all members of the College and to value the differences of others
- Ability to build an effective team among staff with diverse functions and needs
- Ability to develop and institute departmental policies
- Able to perform all of the essential functions, skills and abilities of the position

ISSUED: January 2012 / Level TBD

POSITION: **DIRECTOR OF LEARNING SUPPORT**

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

WORK WEEK: Occasional evening or weekends required

PRIMARY PURPOSE: Provide overall leadership and management to the Sage Learning Center. Develop and implement a comprehensive, expanded array of quality academic support services through the Sage Learning Center for students. Assist the Dean of Academic Development to provide Learning Support Services, leadership, vision, planning, coordination, supervision and evaluation of student learning support programs for the college in order to achieve student success.

ESSENTIAL JOB FUNCTIONS:

- Assist the Dean of Academic Development to provide Learning Support Services, leadership, vision, planning, coordination, supervision and evaluation of student learning support programs for the college
- Collaborates and builds partnerships across the college to sustain and support innovation and excellence in learning support initiatives, services and programs that will help to achieve student success
- Collaborate with the library in offering academic support services that promote student success
- Provide leadership in developing learning assistance methodology and technology
- Oversee day to day operations of the Sage Learning Center and enforce policies of Center and College.
- Develop and implement a comprehensive, expanded array of quality academic support services through the Sage Learning Center for students
- Coordinate the academic and operating functions of the Sage Learning Center, including performing needs assessments, upgrading materials, technology and equipment, budgeting, and developing and implementing new programs
- Work collaboratively with the instructional faculty, department chairs, administrators, and student affairs departments to coordinate academic support services
- Facilitate the development of technology based academic support services and tools to support student access and success
- Work with the Department Chair of Student Success Studies to develop and offer seminars and workshops for students and faculty in identified developmental instructional areas
- Supervise the Department Chair of Student Success Studies
- Coordinate and enhance the Supplemental Instruction Program
- Provide learning support information and assistance, both internal and external, to students, staff, and the public
- Ensures a system to measure effectiveness of all activities, initiatives, programs and services of the Sage Learning Center, as well as for other learning support programs and services that are offered
Conduct assessment of student learning outcomes in cooperation with academic departments and assessment of faculty and student satisfaction of offerings in the Sage Learning Center
- Collaborate with the Coordinator of Multicultural Affairs and Counselors who work with MAPP students to increase the number of underrepresented and MAPP students that access the Sage Center services and programs

- Increase general student usage of academic support services that are offered and/or coordinated through the Sage Learning Center
- Coordinates work schedules in the Sage Learning Center to ensure timely access to effective services based on student needs
- Recruit, hire, and coordinate tutors
- Conduct tutor training in conjunction with other Sage staff
- Evaluate Sage Learning Center staff
- Provide overall management of tutoring schedule and changes to it
- Maintain tracking database for small group tutoring
- Maintain library resource database
- Verify and correct information in Accutrack database to ensure accurate reporting
- Train staff and students on Learning Center software
- Ensure CRLA certification requirements have been met
- Create and maintain CRLA Certification applications and documentation
- Collaborate with the Office of Marketing and Public Relations to develop and maintain the Center's website
- Ensure an effective system for collecting and maintaining course syllabi, textbooks, and other resource materials in support of tutoring activities and resource library
- Recruit, train and assess tutors for subjects other than Math and Writing
- Provide daily direction to tutors and specialist
- Prepare program review and annual updates
- Create and submit monthly report to the Dean of Academic Development
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Additional duties as assigned by supervisor

SUPERVISION: Under the supervision of the Dean of Academic Development

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree (Master's preferred) from an accredited college/university in higher education administration or related field

EXPERIENCE:

- Minimum two years' experience in learning support services
- Experience with current practices in innovative learning and academic support services
Experience in leadership of academic departments or support services
- Demonstrated commitment and experience in student learning assistance and developmental instruction
- Minimum two years' experience teaching and/or tutoring in higher education, preferably in the community college

- Experience and/or training in developmental courses/modules preferred
- Supervisory experience in recruiting, hiring, training, and mentoring professional personnel
- Experience in an academic support center, writing center, or peer tutoring program where emphasis is placed on assisting students across the curriculum
- Tutor certification or tutor training certification preferred

SKILLS AND ABILITIES:

- Ability to develop and articulate a vision for a community college student development and retention programs which deals with the whole student
- Demonstrated ability to lead a comprehensive, learning support system that reaches all students
- Attention to detail
- Possess a mature, responsible, and positive outlook and demeanor
- Ability to create and maintain databases
- Ability to create and maintain spreadsheets
- Ability to contribute ideas and better ways to work and assume leadership
- Ability to work under pressure with composure
- Ability to multi-task
- Proficiency with computers, including knowledge of Microsoft Office Suite and the Internet
- Knowledge of or ability to learn electronic student tracking system
- Organizational skills
- Strong communication skills
- Ability to work effectively with a diverse student body
- Ability to perform all of the essential functions, skills, and abilities of the position

ISSUED: January 2012 / Level TBD

DEPARTMENT CHAIR OF COLLEGE SUCCESS STUDIES

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PRIMARY PURPOSE:

The Department Chair of College Success Studies is a member of the MCC Faculty and directly oversees the design, delivery and continuous process improvement of a developmental education support system that entails appropriate learning support programs and services. The chair will be responsible for collaborating with faculty and administrators in support of coordinated services around developmental education courses in reading, mathematics, and English that will help improve student success in these subject areas. Key goals for the chair include ensuring incoming student preparedness or readiness for college-level coursework in English and math, and improving upon the number of students successfully completing developmental education courses. Additionally, this chair will track and report data used to guide the academic support services and programs developed and offered that will help to improve student success outcomes in developmental education.

ESSENTIAL FUNCTIONS:

- Articulate a vision for a system of learning support services towards developmental education, and create the plan to accomplish it
- Develop a system of support and coordinated services around developmental education courses that will help students to be retained, persist, and complete their academic goal
- Work in partnership with several academic departments to develop, direct, and provide coordinated academic support services for developmental education courses in mathematics, English, and reading.
- Work collaboratively with appropriate secondary school constituents within MCC's service district and with MCC faculty to establish a system that helps to reduce remediation for incoming students
- Work collaboratively with appropriate secondary school constituents within MCC's service district and with MCC faculty to align curriculum in developmental education.
- Provide a centralized focus on developmental education, college readiness initiatives, and bridge programs
- Foster strong relationships within the campus community and with external agencies to support college success strategies and student success
- Establish an appropriate assessment program based on empirical data; research, design and implement a plan to improve student success, thereby adding to the campus-wide retention and student success effort
- Support the vision of institutional preparedness that seeks to serve students who enter the college underprepared
- Collaborate with faculty in key disciplines to establish appropriate success strategies and initiatives for students
- Develop, in conjunction with appropriate faculty, and offer refresher curricular modules in various modalities for learning that will help students successfully achieve satisfactory scores on placement examinations
- Promote and ensure early preparation and participation in college and career assessments
- Establish and Co-Chair a Developmental Education Committee, providing leadership and coordination for developmental education academic support with primary emphasis on curriculum, faculty development and student support
- Prepare annual reports on the work of the Developmental Education Committee, documenting the committee's work and any assessments/research completed

DEPARTMENT CHAIR OF COLLEGE SUCCESS STUDIES – Page 2

- Regularly review and assess developmental education support activities and ensure alignment with program mission, philosophy and values.
- Maintain on-going, systematic assessment of the established college success strategies including direct, indirect and qualitative measures
- Work with the Office of Institutional Research to maintain a comprehensive research plan to monitor student success and achievement
- Provide support and training for English, reading and math faculty program coordinators who are facilitating teaching communities/assessment efforts.
- Serve as a liaison to student success activities and programs related to services for developmental education
- Serve as a liaison to other campus committees/units with direct impact on students enrolled in developmental courses, e.g. matriculation.
- Connect with and support other efforts on campus that serve initially underprepared students as they progress toward their academic/occupational goal, e.g. tutoring, learning communities, supplemental instruction, etc.
- Stay current with the field of developmental education through professional publications, conference attendance, seminars, etc.
- Assume other duties and responsibilities as required and/or assigned

EXPERIENCE:

- Solid understanding of developmental and college readiness
- Highly developed communication and facilitation skills in planning and implementing student-centered academic programs and services;
- Demonstrated skills in curriculum development, creative problem solving, and evaluation of academic programs
- Teaching experience in higher education; with a minimum of 3 years' experience teaching developmental education courses at the community college or four-year college level.
- Understanding of e-learning, skills assessment, and learning theories
- Demonstrated sensitivity and responsiveness to all learners, recognizing their individual differences and special needs
- Experience using educational technology to support learning.
- Experience working directly with developmental students
- Broad understanding of developmental education theory and practice
- Experience with learning support programs

SKILLS AND ABILITIES:

- A commitment to a seamless educational experience for students and respect for diversity
- A commitment to creating an ideal living/learning environment
- A collegial style which encourages and values open discussion in decision making
- Experience working with athletes, diverse or at-risk populations required

- Ability to serve program participants in a bias-free manner
- Knowledge of career options and experience with the career exploration process
- Experience in the administration and interpretation of vocational interest inventories, aptitude/achievement testing and other counseling tools preferred
- An ability to work collaboratively with other colleagues
- Understanding of and commitment to community college mission and students
- Demonstrates an ability to work productively in an interdisciplinary environment
- Exhibits knowledge of community college administration, operations, and practices
- Able to perform all of the essential functions, skills and abilities of the position

SUPERVISION: Reports directly to the Director of Learning Support

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POSITION: SWITCHBOARD, CLERICAL ASSISTANT II

CLASSIFICATION: Classified / Part-time **WORK YEAR:** 12 Months

WORK WEEK: 20 Hours or 10 to 19 Hours: (Flexible to work additional hours, in order to provide coverage during hours of operation.)

4 to 9 Hours: Saturdays (Flexible to work additional hours, in order to provide coverage during hours of operation.)

PRIMARY PURPOSE: Courteously welcome community members, new and continuing students to the Recruitment and Financial Aid offices. Provide information and assistance to all that come to the welcome counter in a helpful manner and provide excellent phone service through the College communication systems. Provide clerical support to the Dean and Directors.

ESSENTIAL JOB FUNCTIONS:

- Provide quality customer service to College guests, students, and staff and reflect a positive professional image
- Direct telephone calls
- Promptly address general customer inquiries
- Operate paging system
- Serve as a contact in emergency and Safety and Security situations
- Greet, direct, and assist visitors
- Distribute informational material
- Assist in maintaining a professional appearance of the office
- Order supplies for Records, Registration, and Admissions Office
- Provide clerical support to the Dean of Enrollment Services
 - Set up meetings
 - Create/update/revise correspondence and documents
 - Create/update/revise forms used on a daily to weekly basis in the Admissions, Registration, and Records Office
 - Develop and maintain files
 - Process confidential information
 - Do mailings
 - Set up appointments
- Entry and retrieval of mainframe computer operations and disseminate information as required.
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under the supervision of the Dean of Enrollment Services (20 hour position) or Director of Admissions Registration and Records (10 – 19 Hour position) or Director of New Student Transitions (4 – 9 Hour position), may receive direction from Dean of Enrollment Services or other respective Directors.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: High school graduate or equivalent.

EXPERIENCE: One-year experience in related area

SKILLS AND ABILITIES:

- Proficient in Microsoft Word
- Maturity and sense of responsibility
- Discretion and ability to work under pressure
- Pleasant personality and ability to communicate with people effectively
- Strong oral communication skills
- Reliable and punctual
- Ability to handle multiple tasks
- Flexible to meet scheduling demands
- Ability to perform all of the essential functions, skills, and abilities of the position

ISSUED: January 2012 / Range TBD

POSITION: **COORDINATOR OF STUDENT ATHLETE SUCCESS**

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

PRIMARY PURPOSE: Work in collaboration with the athletic director to coordinate the efforts of providing our community college student-athletes with the tools to be successful students and competitive athletes. Collaborate with various college departments to provide information and services related to eligibility oversight, university transfer support, advising, orientation, and overall guidance to help student athletes to attain their goals.

ESSENTIAL JOB FUNCTIONS:

- Develop, implement and coordinate innovative and impactful academic support and retention interventions and initiatives to various student athlete cohorts using college and division resources Targeted cohorts will include new student athletes, probation student athletes, student athletes on dismissal, transfer student athletes, and at-risk student-athletes as identified based on need
- Dedicated to learning college concepts by developing programs and facilitating activities that promote student-success and lifelong learning
- Maintain systems for tracking student retention and persistence towards graduation
- Assist with the growth & expansion of current retention & success initiatives for athletes
- Ensure all coaches are mandated to follow student athlete success initiatives, programs, services, and philosophy
- Coordinate with coaches a study hall component to the student academic success plan
- Coordinate the electronic teacher feedback/student monitoring system to help us get a handle on the
- Become familiar with assigned students, including academic history, financial aid requirements, workload and personal/family situations as appropriate
- Meet with assigned students on a regular basis and monitor and follow up on student progress, including early warning, probation, GPA, credits, academic program completion/graduation, transfer, and athletic eligibility
- Advise students on successful study skills, time management, motivational, balanced living, and goal setting strategies, as well as on academic support services, and other retention strategies.
- Collaborate with various advising and counseling staff to ensure smooth transitions from in- take advising/course selection services to early, follow up academic advising
- Collaborate with Advising and Counseling and other units in coordinating and monitoring student progress, utilizing an Early Alert/Warning System.
- Maintain a mechanism that permits systematic communication and follow-up with students.
- Provide support for student-athletes seeking to transfer to a university to pursue an athletic career
- Develop a thorough working knowledge of NJCAA procedures to include all on-line reporting deadlines and requirements
- Coordinate recruitment, orientation and academic advising for incoming student athletes
- Provide enrollment information and academic advising for all current athletes
- Establish a success agreement for at-risk and probation/warning students
- Collaborate with other college departments and divisions such as the Library, the Sage Learning Center, Counseling, Multicultural Affairs, Recruitment, Marketing, etc. to determine retention goals and strategies

COORDINATOR OF STUDENT ATHLETE SUCCESS – Page 2

- Collaborate with the college staff to design, develop and implement strategies for improving student athlete retention and graduation
- Develop, maintain and update an academic support resource library for students
- Assist in evaluating and assessing effectiveness and impact of retention and intervention activities
- Prepare retention/attrition reports and proactive intervention plans for identified student athlete cohorts
- Use data & assess existing functions in order to recommend retention, modification, and/or implementation of new services to ensure the success & retention of all MCC student athletes
- Build & maintain strong working relationships with various student & academic affairs areas of the college to facilitate the education & personal development of new/continuing student athletes
- Coordinate and expand youth summer camp sports offerings and help market the camps to the community
- Offer workshops and seminars on topics for the retention and success of student athletes
- Act as a liaison between students and faculty
- Develop community contacts for facilitating student referrals
- Submit weekly monitoring reports, quarterly reports and other statistical data
- Plan and lead topical workshops and discussion groups
- Coordinate tutor monitor duties and study hall.
- Attend athletic competitions
- Make budget recommendations to the Director of Athletics
- Support needs of the students during the semester and develop intervention strategies for success
- Participate in the planning and implementation of college events
- Additional duties as assigned by supervisor

SUPERVISION: Reports directly to the Director of Athletics, Intramurals and Recreation

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

A minimum of a Bachelors Degree (Masters preferred) in Higher Education, Educational Leadership, Organizational Development, College Student Development, or closely related area.

EXPERIENCE:

- Professional experience in Student Affairs/Development area in a college, university, or a community college setting.
- A work history of increasing responsibility and an understanding of student development and success, special populations, and general student affairs are essential.
- Advising experience and Bilingual (Spanish) language skills a plus

SKILLS AND ABILITIES:

- A commitment to a seamless educational experience for students
- A commitment to creating an ideal living/learning environment
- A collegial style which encourages and values open discussion in decision making
- Experience working with athletes, diverse or at-risk populations required
- Ability to serve program participants in a bias-free manner
- Knowledge of career options and experience with the career exploration process
- Experience in the administration and interpretation of vocational interest inventories, aptitude/achievement testing and other counseling tools preferred
- An ability to work collaboratively with other colleagues
- Commitment and respect for diversity
- Understanding of and commitment to community college mission and students
- Ability to perform all of the essential functions, skills and abilities of the position

ISSUED: January 2012 / Range TBD

POSITION: **COORDINATOR OF SERVICE LEARNING**

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

WORK WEEK: 20 Hours: Some evenings and weekends will be required.

PRIMARY PURPOSE: Provides a broad range of programs and services for McHenry County College students and faculty designed to enhance academic knowledge through work experiences beyond traditional classroom instruction.

ESSENTIAL JOB FUNCTIONS:

- Provide leadership, direction, and on-going support to service learning at McHenry County College
- Develop and implement long-range and short-term planning for the service learning program to meet current and future needs of all students. Evaluate and implement quality improvements as necessary
- Develop department mission, goals, objectives, and effective programming related to service learning
- Develop and implement appropriate procedures and supervise the planning, organizing, and implementing of service learning activities
- Coordinate and facilitate all required volunteer community service components related to the MCC Presidential Talent Scholarship and other student volunteerism initiatives
- Work in partnership with the McHenry County volunteer agencies to coordinate, evaluate, and monitor all services learning and volunteer community service activities
- Coordinate and develop programs that increase student involvement and volunteerism
- Responsible for strengthening existing partnerships and developing mutually beneficial partnerships between community members and the College
- Consult and work in close partnership with Coordinator of Student Life, Coordinator of Multicultural Programs, and other appropriate college personnel
- Prepare and present regular reports related to service learning
- Serve as a resource and contact regarding service learning activities
- Responsible for the service learning budget
- Maintain required records and documentation
- Serve on College committees and teams as appropriate
- Additional duties as assigned by supervisor

SUPERVISION: Under supervision of the Dean of Academic Development

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree required; Master's Degree in Student Personnel Administration, Higher Education Administration, or related field preferred.

EXPERIENCE:

- A minimum of one year experience coordinating service learning and volunteerism programs preferred
- Experience in a higher education or community college setting preferred

DRAFT PENDING REVIEW

SKILLS AND ABILITIES:

- Must have the ability to establish rapport with students, community members, College staff, and other appropriate stakeholders
- Ability and willingness to remain up-to-date on social and higher education issues affecting students, colleges, and communities
- Excellent written and oral communication skills
- Must have a collaborative and facilitative leadership style which is focused on teamwork within the Academic and Student Affairs units
- Professional and ethical behavior with understanding of discretion and confidentiality is essential
- Knowledge of student personnel functions, regulations, student rights, and student development concepts, especially as related to the mission of the community college
- Self-motivated, self-directed, and the ability to work independently
- Ability to establish and maintain effective relationships with individuals from diverse backgrounds
- Ability to communicate effectively, to convey sensitive issues both in writing and orally, to include conflict resolution
- Excellent organization and coordination abilities, including the ability to plan, organize, and supervise a variety of activities and events
- Ability to manage multiple priorities, be visionary, and demonstrate follow-through
- Knowledge of budget management
- Knowledge of advertising and promotion techniques
- Ability and willingness to work flexible hours, including evenings and weekends
- Strong decision-making and communication skills
- Established record of working with diverse populations
- Must be able to safely lift a minimum of 25 pounds unassisted
- Bilingual (English/Spanish) language skills preferred
- Ability to perform all of the essential functions, skills, and abilities of the position

LICENSE OR CERTIFICATE: Valid driver's license and evidence of a good driving record required

ISSUED: January 2012 / Range TBD

POSITION:

HEAD COACH

PRIMARY PURPOSE:

Attract and recruit a talented roster of participants to include a combination of high school event, practice, campus and/or home visits, using technology-based and other successful recruitment methods. Possess a sound, committed educational philosophy that includes a strong understanding of and commitment to academic, personal and athletic student success.

ESSENTIAL JOB FUNCTIONS:

- Assist with the growth and expansion of current retention & success initiatives for athletes and remain within guidelines, rules, policies and procedures established by the NJCAA, Region IV, the Illinois Skyway Collegiate Conference, MCC and other supervisory or oversight organizations.
- Attract/recruit a talented roster of participants to include a combination of high school event, practice, campus and/or home visits, using technology-based and other successful recruitment methods. An expectation that recruits' academic history, character, background, ability, financial/family support, commitment etc. will be definitively known and result in a successful experience at our institution.
- Assist with orientation of athletes to MCC and the sports program
- Recommend talented and qualified student-athletes for tuition waivers and Letters of Intent
- Perform safe athlete conditioning activities. (Conditioning is not to be perceived as disciplinary)
- Retain and advance players with concentration on academic, athletic and personal growth and success
- Scout opponents in those sports having this as a normal expectation
- Assist students/parents with placement activities to four year colleges
- Review all practices, facilities and conditions on a regular basis to reduce liability and potentially negative consequences
- Build and maintain strong working relationships with various student & academic affairs areas of the college to facilitate the education & personal development of new/continuing student athletes
- Contribute to schedule development, as directed, in cooperation with the director and/or program assistant
- Assist with workshops and seminars on topics for the retention and success of student athletes
- Insure that appropriate injury report paperwork and documentation is filed on athletes who become injured
- File end of season, records, honors/awards and other related reports as directed.
- Organize and carry out an end-of-season team recognition/social activity
- Act as a liaison between students and faculty.
- Develop community contacts for facilitating student referrals.
- Attend athletic competitions
- Make budget recommendations to the Director of Athletics
- Participate in the study hall component to the student academic success plan
- Coordinate the electronic teacher feedback/student monitoring system to help us get a handle on the support needs of the students during the semester and develop intervention strategies for success

- Gain an understanding of athlete's academic history, financial aid requirements, workload and personal/family situations as appropriate
- Develop and maintain strong and positive media relations along with the reporting of scores, prior to media deadlines, on the date of every home and away event. Seeking and/or recommending feature stories to media or college personnel
- Contribute to regular departmental, conference, regional, and/or national: polls, requests, results reporting, web sites, statistical input, play-off rosters, team and individual photos etc.
- Perform and/or coordinate with the program assistant, administrative travel responsibilities in a timely manner e.g. planning travel arrangements, advances, submitting expense reports with receipt documentation (within the month that the advance was used), transportation, advance travel itineraries for multi-day trips etc.
- Follow supply and purchase request procedures to include budget requests, remain within the budget, price comparisons and using/relaying specific details when requesting initiation of a purchase order
- Attend conference and regional seeding, all-conference and/or other like meetings, to include individual pre-season, in-season, post-season as well as at annual MCC group coaching staff meeting(s)
- Enhance college/community relations and connectivity, oversee internal and/or external outreach and enhancement activities that may include such things as: special events, summer activities, sports leagues, tournaments, fundraisers, open gym, camps, clinics etc.
- Additional duties as assigned by immediate supervisor

SUPERVISION: Reports directly to the Director of Athletics, Intramurals and Recreation

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Bachelor's Degree required.

EXPERIENCE:

- Coaching experience of at least three years, preferably as a head coach at the college, high school varsity or similar competitive level
- Experience working with athletes, diverse or at-risk populations required
- A strong, pre-existing connection to the geographical area known as McHenry County, is preferred
- Involvement in Club, AAU, Travel teams and other like sports entities, a plus.

CERTIFICATIONS: Certification in First Aid and CPR/AED or obtain prior to employment;
Valid Driver's License

SKILLS AND ABILITIES:

- Commitment to educational philosophy that includes a strong understanding of and commitment to overall student development in academic, personal, athletic and other areas
- Commitment to initiate and/or actively assist with a planned schedule of academic support activities, academic progress monitoring and follow-up on student-athletes
- Strong ability to attract, recommend, train, delegate to, mentor and oversee an assistant coach (if applicable) and other staff/student volunteer(s) to enhance the program
- Commitment to planned and self-directed orientation activities as well as staff development e.g. attending coaching clinics, CPR and AED certification sessions
- Willingness to coordinate fund-raising activities, as necessary, to enhance a sport-specific program, per best practices for that sport e.g. additional travel/trips, enhancing supply/apparel/equipment budgets
- Possess an understanding of community relations and activities that contribute to the department and college mission
- High ethical and moral character along with a personal code of conduct
- Must have a commitment to creating an ideal living/learning environment
- Ability to serve program participants in a bias-free manner
- An ability to successfully work independently and in cooperation with other coaches, athletic, institutional and other staff. Earning the respect of opponents
- Possess a good driving record and the viewing and signing off on the driver safety training (to be confirmed by the Business Services Department), to allow for the driving of college and/or rental vehicles. Following procedures as set forth for driving vehicles, by the Business Services Department. Monitoring seat belt usage by travelers
- Possess basic computer skills/access to include: e-mail, current e-mail address, statistics and other job-specific technology related skills, strongly preferred
- Strong organizational and communication skills to include excellent and planned practice organization
- Knowledge and ability to instruct athletes in fundamental and advanced college-level techniques as appropriate. Excellent teaching techniques and an understanding of the different learning styles of students
- The ability to positively motivate a team and individuals. To have student-athletes, individually and collectively reach their potential. To seek opportunities for the team and/or participants to perform at least one college and/or community volunteer activity annually
- Knowledge of career options and experience with the career exploration process.
- Experience in the administration and interpretation of vocational interest inventories, aptitude/achievement testing and other counseling tools preferred
- An ability to work collaboratively with other colleagues
- Commitment and respect for diversity
- Understanding of and commitment to community college mission and students
- Ability to operate motor vehicle and lift up to 50 pounds unassisted safely.
- Ability to perform all of the essential functions, skills and abilities of the position

ISSUED: January 2012

Resignation

Information

Nancy Gonsiorek, Internal Auditor, has submitted her resignation effective November 18, 2011.

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

Vicky Smith
President

Resignation

Information

Emily Smith, Coordinator of Service Learning & Volunteerism, has submitted her resignation effective December 2, 2011.

A handwritten signature in black ink, appearing to read "Vicky Smith", written in a cursive style.

Vicky Smith
President

ERP Project Update

Information

The ERP project budget remains on track. The project timeline is also on track including multiple testing activities to prepare for the College's first live payroll which will distribute employee checks in January, 2012. Two test payrolls have been run to date, with a third and final run scheduled for completion the week of December 12th. The first live payroll for January will actually be run the week of December 19th. These activities are coinciding with the go-live for A/P and Purchasing in January as well. New customized paychecks, A/P checks, and purchase order forms have been created by one of the project's third-party providers who have been engaged to design new forms for the College. Members of the IT staff are being trained to build and design other custom forms for the future.

Along with the payroll, A/P and Purchasing go-lives, the new College web portal ("myMCC") will also be unveiled for College employees in January. The web portal is the primary vehicle through which staff, faculty and students access the ERP system. Current portal-related activities include setting up appropriate security access rights to ensure the right people have access to the right information.

The College continues to struggle with stiff challenges in terms of internal staff utilization. ERP project work continues to put a substantial time demand on many College employees, making it difficult to handle the daily work of the College. It has been particularly acute during the recent holidays, and the upcoming Christmas break must be accounted for in terms of lost time spent working on the project. Additional temporary help continues to be engaged to assist the College departments, particularly in HR. This temporary help is funded jointly by the departments and contingencies built into the ERP project budget.

Other key project activities included:

- Late in November, a demonstration of the Datatel budgeting module was presented to members of the Finance department, IT, Administrative Services, and Academic and Student Affairs. The resulting decision was made to use the Datatel budgeting module for the upcoming budget planning season for FY2013. Originally, this module was not planned for deployment until later in the year. To avoid continued reliance on the legacy budgeting system used in the past, it was unanimously decided to escalate the Datatel budget module forward in the project so it could be used in February when the College budget planning process begins in earnest.
- Numerous training sessions, led by Datatel consultants, have been held during the month of November. Training / consulting sessions included:

- Human Resources Services & Payroll
- Finance Services
- Academic Records & Registration
- Financial Aid
- Curriculum & Faculty Information
- Recruitment & Admissions
- Portal Services
- ODS Database Administration (Data Warehouse)
- Accounts Receivable & Cash Receipts

Dr. Al Butler
Chief Information Officer

MCC Branding Update

Information

MCC's Office of Marketing and Public Relations, with support from the MCC Brand Facilitating Committee, has continued efforts to integrate the new brand pledge statement and attributes into the College's existing planning and communication initiatives. Significant progress has been made to bring internal stakeholders on board by integrating the brand pledge and attributes into talking points, speeches and key planning documents, including the Educational Master Plan.

In preparation for the next phase of work, the College has continued to build momentum around the MCC brand and its supporting brand communication plan. The following efforts have been made or are in progress:

- Facilitation of brand Q&A sessions with all departments/divisions on campus
- Creation of an employee and student story repository to capture feature opportunities and highlight/differentiate MCC, its people and programs
- Creation of a "spotlight" section on the brand microsite, sharing stories about employees who are "living the brand" and making a valuable difference by the work that they do (www.mchenry.edu/brand)
- Facilitation of brand focus groups with students and other key stakeholders to identify the following:
 - What was the main reason they enrolled at MCC
 - What is the main reason they have stayed at MCC
 - What is the one thing they share about MCC with prospective students
 - What is the one thing they wish MCC would change
- Identification of media firms to conduct media and presentation training at upcoming Board Retreat and/or other event
- Support the positioning of MCC as the "leading community college in Illinois" by presenting our brand approach at national/international marketing conference(s)
- Incorporating brand elements and attributes into 2011 Annual Report (in production)
- Development of on-brand efforts, including an updated style guide, email signature line and messaging standards

The second phase of the College's brand clarification effort – the development of MCC's visual identity – will launch on January 10, when partnering agency, Stamats, will meet with the Brand Facilitating Committee and other key stakeholders. This phase of work will result in the:

- Expansion of the College brand platform, adding a brand vision, values and persona into existing brand elements
- Creation of visual identity for the College, including logo, color palette, key marketing messages, taglines and materials
- Vetting of new visual identity concepts with key stakeholders

Once the visual identity work has been completed (Spring 2012), the College will roll out the complete MCC brand, first to the internal community, then to the external community, through a series of communications and events. This effort also will be integrated with facility planning and signage development in order to create a true identity for McHenry County College.

Distributed Press Releases
November 9-December 5, 2011

Information

The following releases have been distributed to all local and regional media outlets from November 9-December 5, 2011.

- Algonquin Police Officer Brett Wisnauski Honored for Family Violence Prevention Efforts
- Veterans Day Program Nov. 11
- MCC's Student Peace Group to Present "The Dark Side of Chocolate" Documentary
- Veteran's Portraits on Display at MCC's Shah Center
- MCC to Host Electronic Evidence Seizure Seminars for First Responders
- MCC Offers CDL-A Truck Driver Training
- MCC Provides Vendor Bidding Process on College's Website
- Shah Center to Present Essential Workforce Training
- MCC to Offer Crew Management and Safety Ideas Course
- MCC to Commemorate World AIDS Day
- MCC to Offer BPI Building Analysis and Envelope Combo Training
- MCC to Offer National Safety Council Professional Truck, Van Driver Class
- MCC Constructs Second Rain Garden on Campus to Benefit Watershed
- MCC to Present Fall Student Recital Dec. 4
- MCC's Professional Education Dept. to Offer ICD-10 Two-Day Boot Camp
- MCC to Offer Classes for Expressing Creativity
- MCC Students To Host Pottery Sale Dec. 6
- MCC Announces Alumni Award Winners
- Give a Gift of Lifelong Learning with MCC Continuing Education Gift Certificates
- ISBDC Announces Small Business Educational Seminars for January

Press clippings about McHenry County College can be found at the following link:
www.mchenry.edu/press.

Christina Haggerty
Director of Marketing and Public Relations