

REVISED
BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528


Thursday, June 28, 2012
Regular Board Meeting
6:30 p.m.

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

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board Meeting, May 24, 2012
Board Retreat, June 16, 2012
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
8. BOARD COMMITTEE REPORTS
 - A. Evaluation and Policies Committee
 - B. Committee of the Whole
9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT
12. COMMUNICATIONS
 - A. Faculty Report
 - B. Adjunct Faculty Report
 - C. Staff Council Report
 - D. Student Trustee Report
 - E. Comments from the Board
 - F. Attorney Report
13. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary, Board Report #12-120
 - B. Financial Statements
 1. Treasurer's Report, Board Report #12-121
 2. Ratification for Payment of Voucher #1045, Board Report #12-122
 - C. Requests to Authorize/Purchase/Ratify/Renew
 1. Blackbaud Annual Maintenance Plan Agreement for Raiser's Edge, Board Report #12-123
 2. Concrete Pedestal Bases for the Relocated Art Sculptures, Board Report #12-124
 3. Desktop Virtualization Environment Management Services, Board Report #12-125
 4. Ellucian/Datatel Annual Maintenance, Board Report #12-126
 5. Emergency Medical Technician (EMT) Training, Board Report #12-127
 6. FY13 Group Health Dental and Vision Insurance Program, Board Report #12-128
 7. FY13 Purchasing Prior to Adoption of the College Budget, Board Report #12-129

REVISED

8. Illinois Community College Trustees Association Membership, Board Report #12-130
 9. Insurance Renewal: Cyber Liability Insurance for 2012/13, Board Report #12-131
 10. Insurance Renewal: Property and Casualty Insurance for 2012/13, Board Report #12-132
 11. Insurance Renewal: Worker's Compensation Insurance for 2012/13, Board Report #12-133
 12. Library Database Subscriptions, Board Report #12-134
 13. Library Database Subscriptions, Board Report #12-135
 14. Library Database Subscriptions, Board Report #12-136
 15. Library Materials, Cataloging Records, and Materials Processing, Board Report #12-137
 16. Standing Order for Online Books, Board Report #12-138
 17. UpToDate Database Subscription, Board Report #12-139
 - D. Fiscal Year 2013 RAMP, Board Report #12-140
 - E. Renewal of Resolution for Prevailing Wage, Board Report #12-141
 - F. Review of Closed Session Minutes, Board Report #12-142
 - G. Personnel
 1. Personnel Adjustments for Spring 2012 Transfer and Occupational Courses, Bd. Rpt. #11-286, Addendum
 2. Personnel Adjustments for Summer 2012 Transfer and Occupational Courses, Bd. Rpt. #12-110, Addendum
 3. Continuing and Professional Education Personnel Considerations for Summer 2012, Board Report #12-80, Addendum
 4. Compensation Adjustment for Confidential and Security Personnel for FY 2013, Board Report #12-143
 5. Appointment of New Director of Fieldwork - Occupational Therapy Assistant, Board Report #12-144
 6. Appointment of New I-CAPS Navigator, Board Report #12-145
 7. Appointment of New Records and Curriculum Management Specialist, Board Report #12-146
 8. Appointment of New Student Development Advisor, Board Report #12-147
 - ~~9. Appointment of Replacement Chief Financial Officer/Treasurer, Board Report #12-148~~
 10. Appointment of Replacement Development Coordinator, Board Report #12-149
 11. Appointment of Replacement Supervisor, Custodial Second/Third Shifts, Board Report #12-150
 12. Request for Retirement, Board Report #12-151
 13. Request for Retirement, Board Report #12-152
 14. Salary Adjustment, Board Report #12-153
14. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
15. FOR INFORMATION
- A. Resignation
 - B. Update to the Community College Joint Educational Agreement Comprehensive Agreement Regarding the Expansion of Educational Resources (C.A.R.E.E.R.)
 - C. ERP Project Update
 - D. MCC Branding Update
 - E. Distributed Press Releases and MCC Press Clippings
16. SUMMARY COMMENTS BY BOARD MEMBERS
17. FUTURE AGENDA ITEMS
18. CLOSED SESSION
19. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, May 24, 2012
20. ADJOURNMENT
- 
Mary Miller
Chair

friends of
MCHENRY COUNTY COLLEGE FOUNDATION

Foundation Update
Board of Trustees Meeting
Thursday, June 28, 2012

ADVANCEMENT ACTIVITIES

The following report highlights Advancement activities in fund raising, charitable positioning, program and outreach, Foundation governance, and infrastructure from May 1st through June 1st.

Financials

We received \$22,772.75 this month (May 1st through June 1st) for event fees, sponsorship and scholarship contributions.

Board

- The Board of Directors approved Dianna Torman from Marengo to the Foundation Board.
- New slate of officers was approved:
 - Mike Smith, President
 - Matt Lemke, Vice President
 - Pam Richard, Secretary
 - Tom Paulsen, Treasurer
- The Board Development Committee established a board member mentoring and orientation program.
- The Board of Directors recognized outgoing board members at their annual meeting on June 13, 2012. Retiring from the Foundation Board include; *Todd Bessey, Rodger Brown, Tracy Izquierdo, Dr. Cindi Hovi, Rob Revak, Susan Singleton and Linda McMahon.*

Charitable Positioning

- The Education to Empowerment core planning committee held their second planning meeting.
- The Professional Seminar Series Committee has been organized and will hold their first planning meeting in July.

Events

- Annual Golf Outing was held June 8th. Ninety-six golfers enjoyed the day at McHenry County Club. The highlight of the event was *Douglas James Disimoni*, MCC student scholarship recipient. Douglas shared the importance of receiving the John Lilly Scholarship and Nancy Mattison Memorial Scholarship to help meet his educational goals. His speech also reminded the golfers that the proceeds from the outing will benefit scholarships at MCC. The outing netted \$37,047.00 which is almost a \$4,000.00 increase from last year.

Student Trustee Report

The Illinois Community College Board – Student Advisory Committee (ICCB-SAC) Student Leadership Conference was held on May 31st through June 2nd, at the Marriot Hotel and Conference Center in Normal, Illinois. The ICCB coordinates quarterly meetings for SAC to provide input on ICCB policies and to educate the Board on issues affecting community college students. The ICCB-SAC comprises student members of each local Board of Trustees from Illinois' 39 community college districts. Workshops incorporated valuable information on effective Student Trustees, education on board governance issues, Robert's Rules, and leadership strategies. Student Trustees, as well as student leaders were part of the ICCB's campaign launch for COMMUNITY COLLEGES –A MILLION REASONS WHY. This campaign was advertised during the Presidents Council meeting to connect all community colleges around Illinois.

The American Cancer Society (ACS) Relay for Life was held this year at McHenry County College outside of Building B on Friday, June 8 – Saturday, June 9, 2012. Forty-one teams were registered for the event with 316 participants. It is estimated that 400 friends and family members attended the event throughout the evening. Reports indicate over \$85,000 had been raised as of June 17, 2012 and it is predicted to total over \$90,000. The two largest fundraising teams were Sage Products and Aptar Group both raising over \$17,000 for the ACS. McHenry County College had a total of sixty-eight participants in Relay for Life and together they raised approximately \$5,500. Funds collected are directed towards funding research, cancer-fighting programs, prevention, early detection, and free hands-on services to assist patients. Between September 1, 2010 and August 31, 2011 this organization directly served 929 patients in McHenry County with free hands-on services such as rides to treatment, free wigs, and health insurance assist services.

Other exciting events held on campus this month included the Heartland Center Blood Drive on Wednesday, June 20, 2012 from 9 a.m.-4 p.m. in the Mobile Coach Unit parked outside Building A. Students, employees and community members were all encouraged to save a life by donating blood. The Orientation Student Leaders planned a program, "Grub 'n Games" on Thursday, June 26, 2012. This event was marketed to first year students to help build community with one another and assist them in becoming more familiar with McHenry County College.

Paola Rueda
Student Trustee

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2012 through the month of June. This Summary includes an explanation for significant changes as compared with the same time last year, financial comparisons for the Operating Funds, and a summary for all funds.

Recommendation

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



Vicky Smith
President

Executive Summary

Fiscal Year 2012 is currently 92% complete with the year-to-date results for May 2012 being reported. In the Operating Funds, total revenue is 69% of budget, as compared with 67% at the same time last year. Total expenditures are 69% of budget, as compared with 62% at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College.

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

- Local revenue is currently 50% of budget as compared to 51% at the same time last year. \$435,225 more revenue has been recorded through May 2012 than the previous year. This is primarily due to the timing of the payments.
- State revenue is currently 87% of budget as compared to 85% at the same time last year. \$437,729 less revenue has been recorded through May 2012 than the previous year. This is primarily due to the timing of state payments.
- Student tuition and fee revenue is currently 99% of budget as compared to 109% at the same time last year. \$276,747 more revenue has been recorded through May 2012 than the previous year. The primary reason for this increase is a tuition increase as compared to last year at this time.
- Interest revenue is currently 67% of budget as compared to 73% at the same time last year. \$26,815 less revenue has been received through May 2012 than the prior year. This decrease is due to a slightly decreased position over all cash position as compared to last year at this time.
- Salary expenditures are currently 84% of budget as compared to 72% last year. \$1,168,032 more in expenditures have been recorded through May 2012 than the prior year. This increase is due to wage increases governed by the Staff Council and Faculty Association bargaining unit contracts and as approved by the Board of Trustees for non-bargaining unit employees..
- Employee benefit expenditures are currently 31% of budget as compared to 60% last year. The decrease is due to moving our chart of accounts to be compliant with ICCB. Certain expenditures are no longer recorded in the operating account.
- Contractual services expenditures are currently 64% of budget as compared to 32% last year. \$1,289,434 more in expenditures have been recorded through May 2012 than the prior year. This increase is primarily due to more professional services, building B renovation costs, and the recording of ISES projects.
- General materials and supplies are currently 77% of budget as compared to 58% last year. \$178,405 less in expenditures has been recorded through May 2012 than the previous year. This decreased cost is due to timing variations in the purchases of supplies and materials and renovation projects.
- Conference and meeting expenditures are currently 53% of the budgeted amount as compared to 50% last year. \$163,759 more in expenditures have been recorded through May 2012 than the prior year. This increase is primarily due to the timing of conference registrations and travel in FY 2012 as compared to FY 2011.
- Capital outlay expenditures are currently 32% of budget as compared to 17% last year. \$283,983 more in expenditures have been recorded through May 2012 than the prior year. This is primarily due to the timing of approval of certain capital outlay items and renovation projects.

McHenry County College
 Operating Funds Financial Comparison
 Eleven Months Ended May 31, 2011 and May 31, 2012

	FY 2011 Actual to May 31, 2011				FY 2012 Actual to May 31, 2012				Variance Over (Under) Prior Year Actual
	Education	Operations & Maintenance	Total	Percent to Budget	Education	Operations & Maintenance	Total	Percent to Budget	
	Fund	Fund			Fund	Fund			
Revenue									
Local	\$11,362,729	\$1,486,953	\$12,849,681	51%	\$11,956,181	\$1,328,725	\$13,284,906	50%	\$435,225
State	1,835,226	634,726	2,469,952	85%	1,549,692	482,531	2,032,223	87%	(437,729)
Student Tuition & Fees	11,852,288	2,915,163	14,767,451	109%	12,064,838	2,979,360	15,044,198	99%	276,747
Sales & Service Fees	24,662	-	24,662	77%	5,647	-	5,647	56%	(19,015)
Facilities	8,318	10,968	19,286	58%	13,520	7,906	21,426	78%	2,140
Interest	56,359	419	56,778	73%	29,303	660	29,963	67%	(26,815)
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	-	-
Other	75,977	32,128	108,105	106%	45,734	26,017	71,751	38%	(36,354)
Total Revenue	\$25,215,557	\$5,080,356	\$30,295,914	67%	\$25,664,915	\$4,825,199	\$30,490,114	69%	\$194,199
Expenditures									
Salaries	19,381,743	1,119,860	20,501,603	72%	20,493,996	1,175,639	21,669,635	84%	1,168,032
Employee Benefits	3,802,336	359,269	4,161,605	60%	1,154,111	394,942	1,549,053	31%	(2,612,552)
Contractual Services	1,788,880	371,557	2,160,437	32%	2,867,940	581,931	3,449,871	64%	1,289,434
General Materials & Supplies	2,229,551	193,076	2,422,627	58%	1,998,157	246,065	2,244,222	77%	(178,405)
Conference and Meeting	347,518	28,256	375,774	50%	502,950	36,583	539,533	53%	163,759
Fixed Charges	850,571	1,780	852,351	77%	1,125,621	-	1,125,621	90%	273,270
Utilities	3,238	873,222	876,460	63%	101,938	691,854	793,792	71%	(82,668)
Capital Outlay	663,138	-	663,138	17%	414,092	533,029	947,121	32%	283,983
Other Expenditures	776,210	-	776,210	120%	507,676	-	507,676	27%	(268,534)
Total Expenditures	\$29,843,185	\$2,947,019	\$32,790,205	62%	\$29,166,481	\$3,660,043	\$32,826,524	69%	\$36,319
Excess (deficiency) of revenues over expenditures	(4,627,628)	2,133,337	(2,494,291)		(3,501,566)	1,165,156	(2,336,410)		157,880
Other financing sources (uses)						1,765,000	1,765,000		
Operating transfers out	(710,000)	(2,500,000)	(3,210,000)		(4,150,000)	(2,500,000)	(6,650,000)		-
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	(\$5,337,628)	(\$366,663)	(\$5,704,291)		(\$7,651,566)	\$430,156	(\$7,221,410)		\$157,880

McHenry County College
Operating Funds Financial Summary
Eleven Months Ended May 31, 2012

	FY 2012 Budget				FY 2012 Actual				Variance Over (Under) FY 2012 Budget
	Education Fund	Operations & Maintenance Fund	Total	Percent to Total	Education Fund	Operations & Maintenance Fund	Total	Percent of Budget	
Revenue									
Local	\$23,659,465	\$2,706,433	\$26,365,898	60%	\$11,956,181	\$1,328,725	\$13,284,906	50%	(\$13,080,992)
State	1,734,260	613,000	2,347,260	5%	1,549,692	482,531	2,032,223	87%	(315,037)
Student Tuition & Fees	12,100,930	3,025,233	15,126,163	34%	12,064,838	2,979,360	15,044,198	99%	(81,965)
Sales & Service Fees	23,850	-	23,850	0%	5,647	-	5,647	24%	(18,203)
Facilities	20,000	7,500	27,500	0%	13,520	7,906	21,426	78%	(6,074)
Interest	45,000	-	45,000	0%	29,303	660	29,963	67%	(15,037)
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	-	-
Other	180,884	6,534	187,418	0%	45,734	26,017	71,751	38%	(115,667)
Total Revenue	\$37,764,389	\$6,358,700	\$44,123,089	100%	\$25,664,915	\$4,825,199	\$30,490,114	69%	(\$13,632,975)
Expenditures									
Salaries	24,613,749	1,322,039	25,935,789	55%	20,493,996	1,175,639	21,669,635	84%	(4,266,154)
Employee Benefits	4,529,205	490,698	5,019,903	11%	1,154,111	394,942	1,549,053	31%	(3,470,850)
Contractual Services	4,174,519	1,252,869	5,427,388	11%	2,867,940	581,931	3,449,871	64%	(1,977,517)
General Materials & Supplies	2,576,182	343,090	2,919,272	6%	1,998,157	246,065	2,244,222	77%	(675,050)
Conference and Meeting	975,395	50,587	1,025,982	2%	502,950	36,583	539,533	53%	(486,449)
Fixed Charges	1,183,925	66,900	1,250,825	3%	1,125,621	-	1,125,621	90%	(125,204)
Utilities	132,135	987,600	1,119,735	2%	101,938	691,854	793,792	71%	(325,943)
Capital Outlay	835,522	2,144,250	2,979,772	6%	414,092	533,029	947,121	32%	(2,032,651)
Other Expenditures	1,755,275	125,000	1,880,275	4%	507,676	-	507,676	27%	(1,372,599)
Contingency	-	-	-	-	-	-	-	-	-
Total Expenditures	\$40,775,907	\$6,783,034	\$47,558,941	100%	\$29,166,481	\$3,660,043	\$32,826,524	69%	(\$14,732,417)
Excess (deficiency) of revenues over expenditures	(3,011,518)	(424,334)	(3,435,852)		(3,501,566)	1,165,156	(2,336,410)		1,099,442
Other financing sources (uses):		1,765,000	1,765,000			1,765,000	1,765,000		
Operating transfers (out)	(4,150,000)	(2,500,000)	(6,650,000)		(4,150,000)	(2,500,000)	(6,650,000)		-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	(\$7,161,518)	(\$2,924,334)	(\$8,320,852)		(\$7,651,566)	\$430,156	(\$7,221,410)		\$1,099,442

McHenry County College
All Funds Financial Summary
Eleven Months Ended May 31, 2012

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
Revenue											
Local	\$11,956,181	\$1,328,725	-	-	-	-	-	\$727	\$1,445	-	\$13,287,078
State	1,549,692	482,531	-	-	606,688	-	-	-	-	-	2,638,911
Federal	-	-	-	-	5,107,885	-	-	-	-	-	5,107,885
Tuition & Fees	12,064,838	2,979,360	-	174,137	-	-	-	-	-	-	15,218,335
Sales & Service Fees	5,647	-	-	4,390,548	130,000	-	-	-	-	-	4,526,195
Facilities	13,520	7,906	-	-	-	-	-	-	-	-	21,426
Interest	29,303	660	9,307	-	-	2,684	-	-	1,821	-	43,774
Non-Govt Gifts, Grants	-	-	-	-	14,290	-	-	-	-	-	14,290
Other	45,734	26,017	-	-	-	-	-	-	394,594	4,718,515	5,184,860
Total Revenue	\$25,664,915	\$4,825,199	\$9,307	\$4,564,685	\$5,858,864	\$2,684	-	\$727	\$397,860	\$4,718,515	\$46,042,756
Expenditures											
Instruction	13,190,260	-	-	-	511,638	-	-	-	-	-	13,701,897
Academic Support	2,053,669	-	-	-	13,126	-	-	-	-	-	2,066,794
Student Services	2,936,791	-	-	141,377	4,865,487	-	-	-	-	-	7,943,654
Public Service	1,932,586	-	-	372,053	370,602	-	-	-	-	-	2,675,241
Auxiliary Services	-	-	-	3,728,316	1,874	-	-	-	-	-	3,730,189
Operations & Maintenance	1,247	3,660,043	-	-	903	-	-	-	-	-	3,662,193
Institutional Support	9,051,928	-	534,371	-	-	-	930,229	79,582	1,104,393	6,706,963	18,407,466
Total Expenditures	\$29,166,481	\$3,660,043	\$534,371	\$4,241,745	\$5,763,629	-	\$930,229	\$79,582	\$1,104,393	\$6,706,963	\$52,187,437
Excess (deficiency) of revenues over expenditures	(3,501,566)	1,165,156	(525,064)	322,940	95,235	2,684	(930,229)	(78,855)	(706,533)	(1,988,448)	(6,144,680)
Other financing sources (uses):											
Operating transfers in	-	1,765,000	4,500,000	-	-	-	-	-	385,000	-	6,650,000
Operating transfers (out)	(4,150,000)	(2,500,000)	-	-	-	-	-	-	-	-	(6,650,000)
Total Other financing sources (uses)	(4,150,000)	(735,000)	4,500,000	-	-	-	-	-	385,000	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	(7,651,566)	430,156	3,974,936	322,940	95,235	2,684	(930,229)	(78,855)	(321,533)	(1,988,448)	(6,144,680)
Beginning Fund Balance	20,787,146	4,310,159	10,200,757	1,520,370	51,681	2,814,249	56,765	64,912	1,283,763	-	41,089,802
Ending Fund Balance	\$13,135,580	\$4,740,315	\$14,175,693	\$1,843,310	\$146,916	\$2,816,933	(\$873,464)	(\$13,943)	\$962,230	(\$1,988,448)	\$34,945,122

Treasurer's Report

Information

Attached is the Treasurer's Report for the month of June, 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 May 2012**

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Operating	\$265,694.29	\$4,674,843.73	\$3,716,767.71	\$1,223,770.31
Crystal Lake Bank & Trust Credit Card	\$70,755.12	\$360,032.05	\$266,168.60	\$164,618.57
Crystal Lake Bank & Trust Online	\$14,511.54	\$649.53	\$0	\$15,161.07
Crystal Lake Bank & Trust Employee Benefits	\$0	\$42,955.01	\$42,955.01	\$0
Crystal Lake Bank & Trust Payroll	\$10,408.07	\$1,888,700.00	\$1,881,005.11	\$18,102.96
Crystal Lake Bank & Trust Federal Student Loan	\$31,548.29	\$385,161.56	\$382,841.33	\$33,868.52

McHenry County College
May 31, 2012

Investments

College Fund	Financial Institution	May 31, 2012 Investments	April 30, 2012 Investments	% of Total Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$6,986,930	\$9,808,495	27%	see below	N/A	On Demand
Education	JPMorgan Chase	9,149,848	9,148,217	25%	0.21%	N/A	On Demand
Operations & Maintenance	Illinois Funds	13,183,466	12,249,601	33%	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	925,555	925,390	3%	0.21%	N/A	On Demand
Working Cash	Illinois Funds	2,100,859	2,100,704	6%	see below	N/A	On Demand
Working Cash	JPMorgan Chase	620,151	620,041	2%	0.21%	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	1,754,680	1,754,551	5%	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	353,622	353,559	1%	0.21%	N/A	On Demand
	Total	\$35,075,111	\$36,960,557	100%			

Interest Revenue

Interest Revenue

College Fund	May-12	Fiscal YTD
Education	\$2,187	\$29,303
Operations & Maintenance (Restricted)	1,131	9,966
Working Cash	278	2,684
Liability, Protection and Settlement	203	1,821
Total	\$3,799	\$43,774

Illinois Fund Rates -May 31, 2012

Annualized rate - Money Market	
Low	0.072%
High	0.109%
Average	0.089%

* 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 #1045

Information

The attached check register identifies the vendors that have been paid in the past month in the amount of \$1,735,077.94. Please note that the expenses are not segregated into the respective funds.

Recommendation

It is recommended that the Board of Trustees ratifies payment of Voucher #1045 dated June 28, 2012, totaling \$1,735,077.94.



Vicky Smith
President

Request to Renew
Blackbaud Annual Maintenance Agreement for Raiser's Edge

Information

This maintenance agreement covers the Fundraising and Constituent Management System Raiser's Edge used by the Friends of McHenry County College Foundation. The fundraising and constituent management system includes modules for event management, online registration management, prospect research, gift processing, reports, and donor management. The annual maintenance agreement includes all Raiser's Edge and module upgrades, 24/7 customer support, trainings, learning community support, and product tutorials for a one-year period.

This 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, "purchases and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services."

This expense is budgeted in the Foundation Support account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of the annual maintenance agreement for Raiser's Edge for the amount of \$11,504.98 from Blackbaud of Charleston, SC.



Vicky Smith
President

Request to Purchase
Concrete Pedestal Bases for the Relocated Art Sculptures

Information

In May, the College began the renovation of Building B. As part of this renovation, it was necessary to remove the three donated art sculptures that had been located at the main entrance. The sculptures are currently in storage and are ready to be moved to their new location near the entrance of the bicycle path. In April, 2012, the College hired Wight & Company to provide architectural and engineering services for developing specifications to construct the new concrete pedestal bases.

The College initiated a request for bids based on the prints submitted by Wight & Company, and the following bids were received:

	CCS Chicago <u>Constructio</u> <u>n</u>	Stuckey <u>Constructio</u> <u>n</u>	W M Tonyan & <u>Sons, Inc.</u>	Alliance <u>Contractor</u> <u>s</u>
Material and Labor for erecting concrete pedestal bases for sculptures	\$9,455.00	\$10,343.00	\$19,380.00	\$24,600.00

The cost for this purchase is budgeted in the Roads and Grounds Account in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees approves CCS Chicago Construction, Carpentersville, IL, to construct the three concrete pedestal bases to support the sculptures for the bid amount of \$9,455.00.



Vicky Smith
President

Request to Purchase
Desktop Virtualization Environment Management Services

Information

The continuing Desktop Virtualization project is a key component of overall college strategy and an integral part of the Technology Plan. In order to deliver better technology service to students and reduce both computer-related costs and energy consumption, 130 thin clients have been successfully implemented in a virtualized environment. This environment includes four classrooms, the Atrium and the Weather Center. Since thin clients have a lifecycle approximately twice that of a PC, consume only 10-20% of the energy, and are part of the foundation for a much more versatile computing environment for students, the Information Technology (IT) department will continue to research and broaden the use of desktop virtualization technologies on the campus.

The health monitoring and management of these new thin clients is crucial to the continued success and performance of the College’s operational environment. Any problems with a classroom full of thin clients can seriously impact an instructor’s ability to deliver a quality learning environment for students. Consequently, in February 2012, the Board approved the use of RKON Technology’s Environment Management Services to monitor and sustain the virtual desktop environment through the end of the FY12 fiscal year. RKON Technologies is a local Chicago-based technology company with expert-level experience in the management of thin client desktop systems. These Management Services have ensured the College’s new virtual environment was implemented properly and provided stable, full value to students. RKON’s Management Services have proven extremely valuable and will continue to be needed in the first few months of the FY13 fiscal year as the College continues to deploy more thin clients on campus. Therefore, the College needs to continue using RKON’s Environment Management Services in FY13 from July through October 2012. The cost of this service will total \$14,000.00. During this period, IT staff members will attend training and research the available technical monitoring and support tools to increase IT’s internal capability to maintain a healthy thin client environment. It is expected that by the end of this four-month period, the College’s IT organization will be able to maintain and monitor the desktop virtual environment with no further management services needed from RKON.

Quantity	Description	Unit	Cost
4	RKON Environment Management Services (July-Oct, 2012)	\$3,500.00/mo.	\$14,000.00
		Total:	\$14,000.00

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Citrix 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 FY13 IT End User Services account within the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of desktop virtualization environment management services for four months from RKON Technologies of Chicago, IL for \$14,000.00.



Vicky Smith
President

Request to Renew
Ellucian/Datatel Annual Maintenance

Information

As part of the Ellucian/Datatel ERP implementation, and consistent with other major software systems, annual software maintenance is a standard on-going support component of the system. Annual software maintenance covers prioritized telephone and online vendor support for the product, rights to future upgrades and bug fixes, expert-level custom support for any unique or unusual issues with the system, and assistance in configuring components of the Ellucian/Datatel system. Without this support, the College would risk prolonged outages in the event of potential unforeseen problems with the software.

The annual maintenance fee for the period covering July 1, 2012 through June 30, 2013 is now due. The cost of this maintenance is \$235,140.00. On the presumption of expected and on-going annual cost increases to system maintenance, the College negotiated, in the original Datatel contract, a 4% limit to each annual maintenance increase up through June 30, 2016. Without this imposed limit, this year's annual maintenance cost would have been \$241,005.00, so the College is seeing a small savings of \$5,865.00.

Since annual software maintenance is an operational, recurring yearly fee the College will incur as long as we use the Ellucian/Datatel product, this cost is not budgeted within the one-time ERP project cost. It will continue to be budgeted in the on-going operational Information Technology budget.

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

This expense is budgeted in the FY13 IT Computing Services Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal purchase of annual software maintenance from Ellucian of Fairfax, VA, at a cost of \$235,140.00.



Vicky Smith
President

Request to Purchase
Emergency Medical Technician (EMT) Training

Information

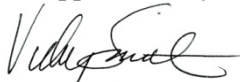
Centegra Northern Illinois Medical Center (Centegra NIMC) is approved by the Illinois Department of Public Health, Division of Emergency Medical Services (EMS) to provide Emergency Medical Technician (EMT) training. Each year, Centegra NIMC agrees to furnish instruction and clinical training to MCC students on a contracted basis for a fee. The estimated fee for FY13 is \$98,700.00. Students pay tuition and fees to MCC, and each semester Centegra NIMC bills MCC for instructional services provided.

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

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

Recommendation

It is recommended that the Board of Trustees approves the estimated contract amount for EMT training for approximately \$98,700.00 to Centegra NIMC Emergency Medical Services, McHenry, IL.



Vicky Smith
President

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

AGREEMENT made this 1st day of July, 2012 by and between the Community College District 528, McHenry County College, an Illinois Community College organized and existing under the laws of the State of Illinois, with its principal office located at 8900 US Highway 14, Crystal Lake, Illinois (hereinafter referred to as the "District") and CENTEGRA Hospital- McHenry, a not-for-profit corporation, organized and existing under the laws of the State of Illinois, presently located at 4201 Medical Center Drive, McHenry, Illinois (hereinafter referred to as the "Hospital").

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

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

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

1. District Duties and Responsibilities
 - a) The administrative responsibilities for the program shall be with the district.
 - b) Formal academic transcripts of the EMT students shall be maintained by the Registrar of the District.
 - c) Existing District policy shall govern all matters related to tuition, fees, withdrawal, tuition refund, auxiliary services and any additional matters pertaining to the program.
 - d) Representatives of the District may make periodic visits to the Hospital during said instruction for the purpose of assessing the progress of the students and evaluating the instructional process in the clinical setting. Said visits shall be upon written request to the hospital and shall be undertaken only during program hours.
 - e) The college shall procure and maintain professional liability coverage with limits of \$1,000,000 each occurrence and \$3,000,000 aggregate which shall cover and insure the College, its students, and its faculty participating in the clinical education program described in this agreement.
 - f) The students participating in the program shall be regarded solely as students or trainees and nothing herein shall be construed to create an employment relationship between the Hospital and any student or faculty member of the College participating in the program. The Hospital will not insure these students for workman's compensation

coverage. Nor shall the Hospital be responsible for any benefits including but not limited to Unemployment Compensation, FICA tax, health insurance payments or premiums, or disability payments or premiums.

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

2. Hospital Duties and Responsibilities

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

3. Courses

The following courses are included in this contract:

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

4. Eligibility Requirements

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

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

5. Faculty

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

6. Payment

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

7. Expiration

This contract expires on June 30, 2013.

8. Construction

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

9. Notice

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

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

and if to the Hospital to:

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

10. Governing Law

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

11. Amendment

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

12. Entire Agreement

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

13. Headings

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

14. Binding Effect

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

15. Counterparts

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

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

CENTEGRA HOSPITAL-
McHENRY

COMMUNITY COLLEGE DISTRICT 528

BY: _____ BY: _____

Title: _____ Title: _____

EXHIBIT A

**MCHENRY COUNTY COLLEGE-EMERGENCY MEDICAL SERVICE PROGRAM
CONTRACT RATES: FY 2013**

COURSE NUMBER	CREDIT HOURS	CLASS MAX.	INSTRUCTIONAL COST/SECTION	ADMINISTRATIVE COST/STUDENT
EMS 105	3	24	\$ 2,500.00	\$ 25.00
EMS 110	7	24	\$ 3,500.00	\$ 50.00
EMS 120	7	24	\$ 6,500.00	\$ 100.00
EMS 121	5	24	\$ 4,500.00	\$ 100.00
EMS 122	5	24	\$ 4,500.00	\$ 100.00
EMS 123	2	24	\$ 1,000.00	\$ 100.00

**MCHENRY COUNTY COLLEGE-EMERGENCY MEDICAL SERVICES PROGRAM
BUDGET FISCAL YEAR: 2013**

SUMMER '12	CLASS MAX.	COST
EMS 105	24	\$ 3,100.00
EMS 110	24	4,700.00
EMS 123 (2)	30	<u>5,000.00</u>
SEMESTER TOTAL:		\$ 12,800.00
FALL '12		
EMS 105 (3)	24/24	\$ 9,300.00
EMS 110 (2)	24/24	9,400.00
EMS 120 (2)	24/24	<u>17,800.00</u>
SEMESTER TOTAL:		\$ 36,500.00
SPRING '13		
EMS 105 (3)	24/24/24	9,300.00
EMS 105 (TechPrep)	24	3,100.00
EMS 110 (2)	24/24	9,400.00
EMS 121 (2)	24/24	13,800.00
EMS 122 (2)	24/24	<u>13,800.00</u>
SEMESTER TOTAL:		\$ 49,400.00
Amount Due to Centegra Hospital McHenry		TOTAL: <u>\$ 98,700.00</u>

Request to Ratify
FY13 Group Health Dental and Vision Insurance Program

Information

Gallagher Benefit Services, Inc. representatives of Itasca, IL, and the College's Health Insurance Advisory Committee met several times this past year to review the College's Health Insurance program for 2012-2013. Gallagher reviewed various cost saving scenarios with the College's Health Insurance Advisory Committee.

The Health Insurance Advisory Committee discussed the proposed options and decided to keep our health insurance program benefits the same as last year. However, the Health Insurance Advisory Committee approved a 4.2% premium increase to help maintain our claim costs and build up a money reserve for future year's expenses.

The Delta Dental insurance premium increase will be 5.6% for 2012-2013.

The College's fully-insured vision insurance coverage through Vision Service Plan will offer a 1.6% premium reduction with a two year rate guarantee. The next renewal will occur on July 1, 2014.

The cost sharing of the new premium rates for all medical, dental and vision plans will be implemented in accordance with the two collective bargaining agreements in place and consistent with past practice for non-bargaining unit employees. The premiums for FY13 are estimated to be \$6,169,220.00. This includes the employee's contribution as stipulated in their bargaining agreements. Last year the premiums were approximately \$5,699,640.00. The premium increases are projected to be \$469,580.00; however, the College's actual increased cost will be \$352,185.00 due to the offset of employee's contributions.

Recommendation

It is recommended that the Board of Trustees ratifies the FY13 group health dental and vision insurance program as outlined above.



Vicky Smith
President

Request to Authorize
FY13 Purchasing Prior to Adoption of the College Budget

Information

Prior to the adoption of the FY13 College Budget, it is necessary for certain expenses and commitments to be paid prior to that date to ensure the ongoing operations of the College. In accordance with Board of Trustees policy, all items of \$5,000.00 or more will continue to be submitted to the Board of Trustees for approval.

There will be multiple items that will require Board approval at the start of the new fiscal year, such as: group insurance, property and casualty insurance, annual maintenance contracts, and other certain time-critical items.

Recommendation

It is recommended that the Board of Trustees approves the College to pay the necessary expenses and commitments, subject to Board policy, necessary for the ongoing operations of the College prior to the adoption of the FY13 College Budget.



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 July 1, 2012 through December 31, 2012.

This expense is budgeted in the 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

Insurance Renewal: Cyber Liability/Data Breach Insurance for 2012/2013

Information

One year ago the College purchased a \$2,000,000.00 Cyber Liability/Data Breach Insurance policy to protect the institution in the event that any confidential or sensitive computer data was accidentally or inadvertently lost or stolen. As an example, should confidential student information be lost or stolen, the College would be obligated to inform all potential individuals whose confidential information was lost or stolen, along with assuming the potential legal implications from such an event. The College would be liable for the costs associated with this occurrence. Such data losses have occurred at many higher education institutions in recent years in spite of adequate data security measures. With the increasing use of technology as an acceptable form of communication, the lack of insurance for a potential breach was a risk the College needed to address via the Cyber Liability/Data Breach Insurance policy. This policy now needs to be renewed. The College's exposure by not carrying Cyber Liability/Data Breach Insurance is:

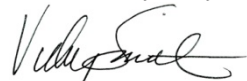
1. Exposure to claims: the College could be exposed in areas concerning personal, confidential information, employee information, student information, and medical information. Additionally, affiliation agreements with healthcare providers for the College's Allied Health programs call for "Indemnification by the College" for breach of "HIPAA" (Health Insurance Portability and Accountability Act) requirements, and old records in storage. The current vendor who stores the College's records and computer data off-site excludes any form of consequential loss coverage in their agreements with the College.
2. Scope of Coverage: the policy covers the College for breach of security and unauthorized access and disclosure of personal confidential information. The insurance agreement covers claims resulting from the following situations: Information and Privacy Liability, Regulatory Defense and Penalties, Website Media Content Liability, Crisis Management & Public Relations, and Privacy Breach Response Coverage.

R.J. Galla, Inc. is the broker for the College's Property, Casualty, and Liability Insurance. They were asked to seek quotes for Cyber Liability/Data Breach Insurance. R.J. Galla, Inc. made contact with many of the domestic markets before seeking out the London markets. Lloyd's of London returned the best and broadest quote for the scope of coverage requested. The quote is for a \$2,000,000.00 policy. The cost to the College for this policy, for the period of July 1, 2012 through June 30, 2013, is \$20,597.00.

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

Recommendation

It is recommended that the Board of Trustees approves the one-year (July 1, 2012 through June 30, 2013) Cyber Liability/Data Breach Insurance policy for \$2,000,000.00 as described above for \$20,597.00, furnished by Lloyd's of London through the College's broker, R. J. Galla, Inc., of Grayslake, IL.



Vicky Smith
President

Insurance Renewal
Property and Casualty Insurance for 2012/13

Information

On June 24, 2010, the Board approved the purchase of Property and Casualty Insurance through Indiana Insurance Company, from insurance broker R.J. Galla, Inc., Grayslake, IL. They solicited proposals from other insurance carriers for McHenry County College's account. The Indiana Insurance Company provided the best coverage and pricing for the College's property and casualty insurance package. They are a highly rated company recognized for their strength in providing insurance coverage for colleges and K-12 schools.

The premium for FY12 Property and Casualty coverage from Indiana Insurance Company was \$196,053.00, and has increased to \$237,728.00 because of increased values and coverage needs. The \$41,675.00 premium increase is due to increased values for coverage of buildings and contents, and an increase in student enrollment in existing and added categories for student malpractice, specifically the nursing program. A premium comparison is attached.

This expense is budgeted in the Insurance Account in the Liability, Protection and Settlement Fund and in the General Institutional Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the one-year renewal as described above for a premium of \$237,728.00 for property and casualty coverage furnished by Indiana Insurance Company through the College's broker R.J. Galla, Inc., Grayslake, IL.



Vicky Smith
President

Premium Comparison**7/11-7/12****7/12-7/13**

Insured: Mc Henry County College

Insurer: Various

COVERAGE	EXPIRING PREMIUM	RENEWAL PREMIUM
Commercial Package	\$128,422	\$161,205
Business Auto	\$ 5,885	\$ 7,731
Garage Liability	Incl.	Incl.
Boiler & Machinery	Incl.	Incl.
Student Malpractice	\$ 12,395	\$ 15,335
Umbrella	\$ 12,016	\$ 14,043
Excess Liability	\$ 27,965	\$ 30,044
Media Liability	Incl.	Incl.
Foreign Liability	\$ 2,500	\$ 2,500
Schoolboard Liability	Incl.	Incl.
Pre-Schooler Special Accident	\$ 630	\$ 630
Crime	\$ 5,240	\$ 5,240
Board Travel	\$ 1,000	\$ 1,000
Total	\$196,053	\$237,728

Changes Since Last Renewal:

The Following Changes Have Been Incorporated Into The Renewal For The 7/1/12-13 Term:

- **Property Values – On the last renewal we stated that the Indiana Insurance Company in cooperation with American Appraisal Co. would provide an appraisal on the MCC properties. The appraisal has had the following effect:**

Property Values increased from \$95,685,255 to \$108,379,226.

Additional values of \$5,000,000 to be added upon the completion of the Culinary Arts Center. Also Location 5 added at Bull Valley to cover \$400,000 on Business Personal Property held in storage.

- **EDP Values – Increased to \$3,835,973 from \$3,822,549.**
- **Flood and Earthquake Deductibles – Changed from specific limits of \$25,000 to 10% on Earthquake and 5% on Flood. These changes are a reflection of the changing market on Property insurance.**
- **Auto Deductibles changed from \$250 ACV and \$250 Collision to \$500 ACV and \$500 Collision.**
- **School Board Liability Deductibles will apply uniformly to Monetary and Non-Monetary claims. Only one deductible will apply should a claim be made for both Monetary and Non-Monetary damages.**

Insurance Renewal
Workers' Compensation Insurance for 2012/13

Information

Last year the Board approved the purchase of Workers' Compensation Insurance from United Heartland Insurance Company through our Workers' Compensation Insurance Broker, Williams-Manny Insurance Agency, Rockford, IL. This year the College is again recommending the renewal of our workers' compensation coverage with this company.

Due to a reduced experience modification from last year, scheduled credit, and a premium discount, the projected Workers' Compensation Insurance premium went down from \$244,453.00 for 2011 – 2012, to \$231,559.00 for 2012 – 2013. This is a savings to the College of \$12,894.00 which is mainly a result of the experience modification rate. The experience modification is the multiplier insurance companies use to assign risk rates to clients based on their claims history. The College has reduced the number of claims compared to the year prior. The College is diligently monitoring claims to further reduce the College's cost for this type of coverage.

This expense is budgeted in the Liability, Protection and Settlement Fund.

Recommendation

It is recommended that the Board of Trustees approves the one-year renewal as described above for \$231,559.00 for Workers' Compensation Insurance from United Heartland Insurance Company through the College's Broker, Williams-Manny Agency, Rockford, IL.



Vicky Smith
President

Request to Purchase
Library Database Subscriptions

Information

This is an annual renewal for online database services provided by the Consortium of Academic Research Libraries in Illinois (CARLI). CARLI was formed by consolidating three existing Illinois academic Library consortia: the Illinois Cooperative Collection Management Program (ICCMP); the Illinois Digital Academic Library (IDAL); and the Illinois Library Computer Systems Organization (ILCSO). CARLI was formed to improve the efficiency and cost effectiveness of services, increase the effectiveness of consortia and member library staff efforts, and create opportunities to pursue new programs and services that the three constituent consortia would not have been able to provide on their own.

The McHenry County College Library uses the services of CARLI to provide the Credo Reference, EBSCO, and Oxford University Press online database services, as well as electronic access to the Chronicle of Higher Education.

• Credo Reference		
<i>Credo Premium with Topic Pages</i>		\$ 3,414.00
• Chronicle of Higher Education		
<i>Chronicle of Higher Education</i>		510.00
• EBSCO		
<i>CINAHL with Full Text</i>		4,233.38
<i>PsycArticles</i>		3,138.00
<i>Literary Reference Center</i>		5,264.15
• Oxford University Press		
<i>Berg Fashion Library</i>		880.00
<i>Oxford English Dictionary</i>		264.94
• CARLI Governing Membership Fee		1,500.00
 Total		 \$ <u>19,204.47</u>

These services and supplies are exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (k) which reads, "Contracts for goods or services procured from another governmental agency."

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

Recommendation

It is recommended that the Board of Trustees approves the one-year contract for library database subscription services for \$19,204.47 from CARLI, Champaign, IL.



Vicky Smith
President

Request to Purchase
Library Database Subscriptions

Information

This is an annual renewal for several Gale databases. The databases listed below provide online access to full text articles from a variety of sources. They can be accessed both on campus and off campus. These databases are popular research tools and provide excellent information in the areas of science, social issues, global issues, environmental resources, energy, natural resources, testing, and education.

The McHenry County College Library utilizes Gale to provide access to the following databases:

Science in Context	\$ 1,147.50
Opposing Viewpoints in Context	2,458.00
Global Issues in Context	765.00
GREENR	1,591.35
Testing & Education Resource Center	1,539.25
Total	<u>\$7,501.10</u>

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

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

Recommendation

It is recommended that the Board of Trustees approves the one-year subscription renewals for these library database subscriptions for \$7,501.10 through Gale, Farmington Hills, MI.



Vicky Smith
President

Request to Purchase
Library Database Subscriptions

Information

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

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

Grove Art Database	\$ 1,401.75
Grove Music Database	1,401.75
Oxford Reference Premium Database	1,082.55
Serials Solutions	3,154.20
Global Road Warrior	289.40
Proquest Research Library	6,069.00
Proquest Chicago tribune	3,790.50
CQ Researcher Online	1,540.35
Ovid Basic Nursing Journals Database	1,555.00
Total	<u>\$ 20,284.50</u>

These services and supplies are exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (k) which reads, "Contracts for goods or services procured from another governmental agency."

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

Recommendation

It is recommended that the Board of Trustees approves the one-year subscription renewals for these library database subscriptions for \$20,284.50 through the NILRC, Blanchardville, WI.



Vicky Smith
President

Request to Purchase
Library Materials, Cataloging Records, and Materials Processing

Information

The McHenry County College Library is committed to providing the best possible resources for students and to the McHenry County College community. Yankee Book Peddler (YBP) is the library's primary book vendor (jobber). YBP offers competitive pricing and supplies the resources needed to maintain a collection that meets the information needs of students.

YBP offers print books, electronic books (eBooks), automatic delivery of new editions (books and loose leaf services), on-site training, a new book notification and alert service for librarians' and faculty, book reviews, a purchasing history of up to five years, database downloading of official Library of Congress cataloging records, and processing supplies including attached barcodes and spine labels.

The purchase of library materials, cataloging records, and processing services from YBP for FY 13 will be approximately \$55,000.00. Expenditures are broken out accordingly: Continuations (standing orders) \$20,000.00; Books \$30,000.00; Processing \$5,000.00.

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

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of library materials, cataloging records, and materials processing not to exceed \$55,000.00 for FY13 from Yankee Book Peddler, in Hopkinton, NH.



Vicky Smith
President

Request to Purchase
Standing Order for Online Books

Information

McHenry County College Library uses numerous resources from Gale Cengage Learning. Gale is one of the foremost publishers for academic libraries and has received numerous awards from its peers. The resources for this standing order provide information in the areas of literary criticism, poetry criticism, drama criticism, and short story criticism, which supports the research conducted by the College's large population of English and Literature students.

The purchase of online books from Gale Cengage Learning for FY13 will be approximately \$20,325.13.

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

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

Recommendation

It is recommended that the Board of Trustees approves the purchase for standing order for online books not to exceed \$20,325.13 for FY13 from Gale Cengage Learning, Farmington Hills, MI.



Vicky Smith
President

Request to Purchase
UpToDate Database Subscription

Information

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

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

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

Recommendation

It is recommended that the Board of Trustees approves the one-year subscription renewal of the UpToDate database subscription for \$5,000.00 from Wolters Kluwer Health, Waltham, MA.



Vicky Smith
President

Fiscal Year 2014 RAMP

Information

The Community College Capital Resource Allocation Management Program (RAMP) is the official request of the College for state funding for capital improvement projects. It is required by the Illinois Board of Higher Education through the Illinois Community College Board as a means of assisting the State in resource allocation and budget planning.

Three projects have been included in this year's RAMP document. The projects are prioritized in the following manner:

- On-Campus Facility Phase I
- Master Plan – Phase One
- Master Plan – Phase Two

Beginning with the FY10 RAMP submission the State requested that all projects include green design costs in the estimated project budgets. The combined cost for all three projects is estimated at \$80,385,000.00. The College is requesting that the State appropriate 75% with local funds supporting the remaining 25% estimated at \$20,096,000.00.

Recommendation

It is recommended that the Board of Trustees authorizes the administration to submit the required FY14 RAMP document to the Illinois Community College Board as presented.



Vicky Smith
President

RAMP

Resource Allocation Management Plan
For
Budget Year 2014

June 28, 2012

Community College Contact for Further Information

Occasionally it is necessary to contact the individual(s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested project(s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual will be the person ICCB or IBHE contacts to answer questions concerning the Capital RAMP requests.

Community College District	McHenry County College District 528
Budget Year Request	2014
Capital RAMP Contact Person	Larry West
Telephone Number	(815) 455-8749

Board of Trustee Matching Funds Commitment

I hereby certify that the Board of Trustees of McHenry Community College, District 528, meeting in their regular session on June 28, 2012, with a quorum present, officially authorized the submission of the attached Fiscal Year 2014 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Project Name: On-Campus Facility Phase I
(refer to Master Plan - Career, Technology and Manufacturing Center)

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	\$ 4,864,000
2. Protection, Health, and Safety Tax Levy	\$ _____
3. Protection, Health, and Safety Bond Proceeds	\$ _____
4. Other Debt Issue	\$ _____
5. State Certified Construction Credits (remaining from 1987)	\$ _____
6. Other	\$ _____
Total Local Match	\$ 4,864,000

Signed _____
 Chairperson of the Board of Trustees

Signed _____
 Chief Executive of the College District

Scope of Work Narrative

District/College: *McHenry Community College District 528*

Project Name: *On-Campus Facility Phase I*

(refer to Master Plan Career, Technology and Manufacturing Center)

There are many aspects of possible programming in an on-campus Career, Technology and Manufacturing Center. Much of what can be conducted at the site depends on the space available. If this concept is pursued, the On-Campus Facility would include 4 components: General Operating Space, Business and Technology, General Purpose Classrooms, and Continuing Education.

General Operating Space

This space would include a building reception area, office space, workroom, storage, washrooms and student space.

Business and Technology

The Business and Technology division would utilize space to replace and expand the capabilities which are currently housed in Building D on the main campus. New space would wrap around two sides of Building D to enhance and expand business, career, technology and manufacturing programs. General purpose classrooms and computer classrooms, equipped to provide general computer instruction as well as specific state-of-the-art computer programming would allow the College to meet growth in the Computer Information Systems Department. A Testing Center would serve all students in the facility as well as allow for expansion in offering professional certification and licensure tests to be administered for employment. A Virtual Lab is flexible space that utilizes computers, visual, audio and interactive capabilities, which allows for machine and technique specific software to be developed for the individual training needs of clients. Development of a Tech Academy will allow for the introduction and exploration of careers in technology by adults, high school and middle school students. Exposure to a variety of technologies will encourage students to look at Tech Prep program opportunities as a pathway for career preparation.

General Purpose Classrooms

These classrooms would allow the College to meet the General Education needs of programs in the building as well as to expand current offerings that are being held at off-campus sites.

Continuing Education

Continuing Education and other programs where space is rented would be moved to the site. These programs continue to experience growth as adults seek certifications and re-training in technology and manufacturing careers. This flexible space will accommodate partnerships with community businesses that seek additional training and certifications for employees.

Programmatic Justification Narrative

District/College: *McHenry Community College District 528*

Project Name: *On-Campus Facility Phase I*

(refer to Master Plan Career, Technology and Manufacturing Center)

The April 2012 Facilities Master Plan developed by Wight & Company for the Board of Trustees of McHenry County College provides a road map for the College for the next forty years. Within the forty year road map there are ten year and twenty year plans designed to provide structured guidance to the growth of the physical facilities of the campus. The growth identified within the plan is based on input from the community at large, government leaders, staff, faculty, administrators, and College Trustees workshops, and is centered on the College's Educational Master Plan.

The Facilities Master Plan identified the need for growth in physical facilities based on three findings. The first of those findings supporting growing the physical facilities of the campus is based on right sizing the College. Using peer facility comparative data provided by the Illinois Community College Board, McHenry County College's campus was found to be undersized by 100,000 square feet. The second finding supporting growth of the physical facilities of the campus is based on population growth of the county. Historically, McHenry County has averaged a growth rate of 3.5% over the last forty years. More facilities will be required to serve the increased population of the county. The final finding supporting growth of the physical facilities is based on the Education Master Plan which identified the new programs the College is seeking to develop in order to serve its district residents.

The reasons for considering additional on-campus programming include the following:

- MCC has a history of delivering programs to serve needs of all residents of the district.
- Program needs exceed available space on campus in several areas.
- Partnerships with outside organizations/businesses are possible, including K-12.
- Potential for increased enrollment exists.
- Space for new program development will be needed.
- New built space is required to meet unique configurations needs for technical programs.
- Programs designed to increased district residents access to higher education which includes online associate degree programs and fast track programs are needed.

Selected programs at MCC are confined significantly by current space constrictions. These include occupational programs with strong community support including manufacturing programs such as welding, industrial maintenance, robotics and computer numerical control programs. Programs related to emerging technology including sustainable food and sustainable energy production, such as geothermal and wind, are also needed. These programs that are in need require unique space to provide hands-on experience and a learning environment to maximize student success. Space with proper infrastructure, such as strong reinforced floors for the heavy equipment and a specifically designed ventilation system for programs such as welding, is required. Virtual Labs and technical flexible space that utilizes computers, visual, audio and interactive capabilities are required to allow for machine and technique specific

software to be developed for the individual training needs of clients, is needed. These labs will also support online access and testing for certificates and licenses. Manufacturing and various business partnership programs cannot start until such space can be built to house new programs.

In order to maximize usage of this new space the College envisions connecting with local high schools to provide extensive dual credit opportunities for area high school students. Early exposure to higher quality, more technically advanced programs aim at encouraging students to look at business, career and tech prep programs. Additionally, the new space will enable the College to continue to build on manufacturing and business technology career partnerships and initiatives to train employees throughout the district.

**TABLE 1
FISCAL YEAR 2014 CAPITAL PROJECT REQUEST**

DISTRICT/COLLEGE: McHenry County College #528

PROJECT NAME AND/OR DESCRIPTION On-Campus Facility Phase I (refer to Master Plan - Career, Technology and Manufacturing Center)

DISTRICT PRIORITY NUMBER 1 **OUT OF** 3

Check one:

Check one:

NEW FACILITIES CONSTRUCTION/ACQUISITION (Complete Table 2)

NEW REQUEST

REMODELING/REHABILITATION PROJECT _____ (Complete Table 2)

REQUESTED PREVIOUSLY

OTHER _____ (Complete Table 2 or provide additional information per instructions)

Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDG. ADDITIONS, AND/OR STRUCTURES				14,332.1	4,777.4	19,109.4				14,332.1	4,777.4	19,109.4
LAND												
EQUIPMENT				260.3	86.8	347.0				260.3	86.8	347.0
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS												
PLANNING												
TOTAL				14,592.3	4,864.1	19,456.4				14,592.3	4,864.1	19,456.4

* Describe prior year funding and/or future year funding in the scope statement section using the requested format.
State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits

TOTAL PROJECT REQUEST (CURRENT YEAR)	\$	19,456	MATCHING CONTRIBUTION	\$	
TOTAL COMPLETED PROJECT COST	\$	19,456	(See item 10 in Section I of this Manual)		
DESIRED PROJECT START DATE			LOCAL FINANCING SOURCE		
ESTIMATED COMPLETION DATE			AVAILABLE FUND BALANCE	\$	4,864
ESTIMATED OCCUPANCY DATE			ICCB CONSTRUCTION CREDIT	\$	
ESTIMATED ANNUAL OPERATING COST	\$		(if any)		
			DEBT ISSUE	\$	
			DATE OF APPROVAL:		
			OTHER (please specify)	\$	
			TOTAL	\$	4,864

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 2
FY 2014 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

PART A			PART B		Number of Acres Requested in Budget Year
NET ASSIGNABLE SQUARE FOOTAGE SUMMARY			ACREAGE SUMMARY (Land Acquisition)		
REQUEST FOR NEW FACILITIES		REDISTRIBUTION OF NASF SPACE			
<u>Space Type</u>	<u>FICM Codes</u>	<u>Net Assignable Square Feet (NASF)</u>	Space Prior to Remodeling	Space After Remodeling	
Classrooms	110 thru 115	9,874			1 Landscaped Ground
Laboratory	210 thru 255	6,875			2 Physical Education and Athletic Fields
Office	310 thru 355	6,805			3 Buildings and Attached Structures
Study	410 thru 455				4 Experimental Plots
Special Use	510 thru 590				5 Other Instructional Areas
<i>General Use:</i>					6 Parking Lots
Assembly and Exhibition	610 thru 625				7 Roadways
Other General Use	630 thru 685	2,150			8 Pond Retention and Drainage
Support Facilities	710 thru 765				9 Other (specify)
Health Care	810 thru 895				Total Assigned Area
Unclassified					Currently Unassigned
					Total Acres
TOTAL NASF #		25,704			
TOTAL GSF* #		41,740			

*Gross Square Feet

COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 3
FY 2014 BUILDING BUDGET ESTIMATION FORM**

District/College: McHenry County College #528
 Location: Crystal Lake, IL
 Project Name: On-Campus Facility Phase II (refer to Master Plan - Career, Technology and Manufacturing Center)

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
<i>input field</i>	<i>input field</i>	<i>input field</i>	<i>formula field</i>	<i>input field</i>	
Classroom	9874	1.5	14811	295.33	\$4,374.1
Instructional Lab (Dry)	6875	1.64	11275	330.85	\$3,730.3
Office	6805	1.7	11568.5	305.73	\$3,536.8
General Use	2150	1.9	4085	353.01	\$1,442.0
1. Base Total	25704		41739.5		\$13,083.3
2. Added Costs (sum of added cost components identified separately below)					\$785.0
LEED design cost up to 6% of line 1					\$785.0
Green Building Design/LEED Certification Level _____ (Silver, Gold, Platinum)					
Other added costs:					
3. Base Cost	25704		41739.5		\$13,868.4

4. Escalation (estimate of cost increase from the time of appropriation to the bid date) _____ 1,712.0
 --assumes appropriation is received at July 1, 2013.
 Expected Bid Date: January 1, 2015 Number of Months to Bid Date: 12
 Annual Percentage (Allowable per annum inflation) from regional rate tables 0.12345
 (Enter annual rate as a decimal; i.e. 2.7% as .027 is the statewide rate)
 (inflation rate and number of months to bid are estimates and for purposes of calculating estimated costs will be standardized at 12 months to bid)

5. Escalated Building Budget (Line 3 plus Line 4) _____ \$15,580.4

6. Escalated Building Budget
 Plus 10% Contingency (Line 5 multiplied by 1.10) _____ \$17,138.4

7. Adds:

a. A/E Fees 0.08 % (use rate in E45 unless justification for another rate) _____ \$1,371.1

b. On-Site Observation
 Number of Months _____ Days per Week _____

c. Reimbursable Expenses _____

d. Art in Architecture
 one-half of one percent (Multiply Line 6 by .005) _____ \$85.7

e. Other Adds _____ (ADA, Asbestos, CDB 3% Admin Fee, etc. specify) _____ \$514.2

f. Sub-total Adds (Lines 7a through 7e) _____ \$1,971.0

8. Total Building Budget (Line 6 plus Line 7f) _____ \$19,109.4

OTHER:
 Estimate of Annual State Supported Operations and Maintenance Expense _____

Source of Cost Estimate: _____
 Date of Cost Estimate: _____

**TABLE 4
FY 2014 MOVEABLE EQUIPMENT LIST**

District/College: McHenry County College #528
Project Name: On-Campus Facility Phase II (refer to Master Plan - Career, Technology and Manufacturing Center)

(cost column rounded to the nearest dollar--please round the grand total equipment cost to the nearest hundred when you transfer to table 1)

Programmatic Unit	Room Use Classification	Name of Equipment	Number of Units	Cost per Unit	Estimated Total Cost
		Miscellaneous Furniture and Equipment	100	3	347

Grand Total Equipment Costs (this number should be included on the equipment line of table 1) 347.04152

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTING MOVEABLE EQUIPMENT

Board of Trustee Matching Funds Commitment

I hereby certify that the Board of Trustees of McHenry Community College, District 528, meeting in their regular session on June 28, 2012, with a quorum present, officially authorized the submission of the attached Fiscal Year 2014 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Project Name: Master Plan – Phase One
(refer to Master Plan 10-20 Year Science and Health Professions Center)

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	\$ _____
2. Protection, Health, and Safety Tax Levy	\$ _____
3. Protection, Health, and Safety Bond Proceeds	\$ _____
4. Other Debt Issue	\$ _____
5. State Certified Construction Credits (remaining from 1987)	\$ _____
6. Other	\$ 5,300,000
Total Local Match	\$ 5,300,000

Signed _____
 Chairperson of the Board of Trustees

Signed _____
 Chief Executive of the College District

Scope of Work Narrative

District/College: *McHenry Community College District 528*

Project Name: *Master Plan – Phase One*

(refer to Master Plan 10-20 Year Science and Health Professions Center)

In April 2012, a Master Plan was presented by Wight & Company to the Board of Trustees and approved. Expansion on the existing campus to accommodate growth was prioritized and identified in several areas. Phase One, part of a 10-20 year plan, is detailed as follows:

Health Professions Center

Construction of new instructional labs and classroom space for expansion of current program offerings and development of additional programs based upon input from the healthcare community received during the planning process.

Math and Sciences and General/Computer/Virtual Classrooms

The size of the current classrooms does not allow for the incorporation of appropriate technology into the classroom. Construction of new, larger space would allow for new programs such as Pre-Engineering.

Food Service/Dining Improvements

The expansion of food service and dining areas would provide adequate dining space for staff and students. The anticipated growth of the College and surrounding communities points toward the need for additional food preparation and serving areas to be integrated throughout the various buildings on the campus.

Programmatic Justification Narrative

District/College: *McHenry Community College District 528*

Project Name: *Master Plan – Phase One*

(refer to Master Plan 10-20 Year Science and Health Professions Center)

In April 2011, a Master Plan was presented by Wight & Company to the Board of Trustees and approved. The comprehensive multi-year Master Plan resulted from months of internal meetings with staff and students to discuss curricular and extracurricular needs and future plans for the College. The Master Plan process also included feedback received from the community at large in meetings with business and government leaders to discuss employment trends and needs as well as town hall style meetings designed to gain input from the community at large. Within the forty year road map there are ten year and twenty year plans designed to provide structured guidance to the growth of the physical facilities of the campus all centered on the College's Educational Master Plan.

The Facilities Master Plan identified the need for growth in physical facilities based on three findings. The first of those findings supporting growing the physical facilities of the campus is based on right sizing the College. Using peer facility comparative data provided by the Illinois Community College Board, McHenry County College's campus was found to be undersized by 100,000 square feet. The second finding supporting growth of the physical facilities of the campus is based on population growth of the county. Historically, McHenry County has averaged a growth rate of 3.5% over the last forty years. More facilities will be required to serve the increased population of the county. The final finding supporting growth of the physical facilities is based on the Education Master Plan which identified the new programs the College is seeking to develop in order to serve its district residents. One program area of need is a proactive, long range proposal to address the needs of a growing student population, anticipated needs of the health care industry, and continued community services. The Master Plan is flexible and was developed to be built in several phases. Part of Phase One, 10-20 Yr. Master Plan, could involve the construction of 46,400 additional GSF on the current campus. Approximately 38,330 GSF will be for classroom, office, and instructional labs in the three curricular areas noted below. The remaining 8,070 GSF will be in the special use and supporting facility area for food service dining and preparation areas.

Health Careers Center

Growth in this field is being driven by employers who need qualified health care workers to address demand for services in the district. Additional space on campus will enable us to provide services locally that are currently provided to students in the district through joint agreements. Specifically, the College envisions a Health Careers Center of Excellence, which could house the current health professions programs such as nursing, occupational therapy assistant, emergency management technician and basic nursing assistant. Further, the new structure would accommodate the future growth of the health professions programs at the College. Classroom and lab space would provide space for new programs that are need to serve the district residents in health information technology, physical therapy assistant program, respiratory therapy program and veterinary technology program.

Math and Sciences

These classrooms would allow the College to expand current offerings to meet the increase in demand for Math and Science offerings. Currently, these classrooms are undersized for the maximum allowable students per class, and lack the ability to incorporate appropriate technology into the classroom. With the growth of new programs such as Pre-Engineering and the link between health programs and biology, additional lab space will be needed to accommodate these curriculums

General/Computer/Virtual Classrooms

These classrooms would allow the College to meet the General Education needs of programs on campus as well as expand the current offerings that are being held at off-campus sites. It is also an excellent opportunity for our students to develop or improve skills for jobs with local companies, developing interactive web sites and advertising. MCC experienced dramatic enrollment growth in FY10, and enrollment has continued at that level since then. As a result, additional classroom space is required to accommodate the general and computer educational requirements of our students.

Food Service/Dining Improvements

This would allow the expansion of space in the Food Service area to better serve and address the needs of students, staff and conference center attendees. Currently, large community or corporate groups attending our conference center are forced to share the general dining room because private dining room space is very limited. By providing food service alternative venues in all buildings on campus, overall dining capacity on-campus would be increased. Students would have different dining choices near their class areas and there would be more seating capacity in the main dining area for conference center attendees. Additional food preparation area and dishwashing area will also be required.

**TABLE 1
FISCAL YEAR 2014 CAPITAL PROJECT REQUEST**

DISTRICT/COLLEGE: McHenry County College #528

PROJECT NAME AND/OR DESCRIPTION Master Plan Phase I (refer to Master Plan 10-20 Year Science and Health Professions Center)

DISTRICT PRIORITY NUMBER 2 OUT OF 3

Check one:

Check one:

NEW FACILITIES CONSTRUCTION/ACQUISITION (Complete Table 2)

NEW REQUEST

REMODELING/REHABILITATION PROJECT _____ (Complete Table 2)

REQUESTED PREVIOUSLY

OTHER _____ (Complete Table 2 or provide additional information per instructions)

Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDG. ADDITIONS, AND/OR STRUCTURES				15,015.8	5,005.3	20,021.0				15,015.8	5,005.3	20,021.0
LAND												
EQUIPMENT				885.0	295.0	1,180.0				885.0	295.0	1,180.0
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS												
PLANNING												
TOTAL				15,900.8	5,300.3	21,201.0				15,900.8	5,300.3	21,201.0

** Describe prior year funding and/or future year funding in the scope statement section using the requested format.
State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits*

TOTAL PROJECT REQUEST (CURRENT YEAR) \$ 21,201

TOTAL COMPLETED PROJECT COST \$ 21,201

DESIRED PROJECT START DATE

ESTIMATED COMPLETION DATE

ESTIMATED OCCUPANCY DATE

ESTIMATED ANNUAL OPERATING COST \$

MATCHING CONTRIBUTION \$
(See item 10 in Section I of this Manual)

LOCAL FINANCING SOURCE

AVAILABLE FUND BALANCE \$

ICCB CONSTRUCTION CREDIT \$
(if any)

DEBT ISSUE \$

DATE OF APPROVAL: _____

OTHER (please specify) \$ 5,300

TOTAL \$ 5,300

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 2
FY 2014 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

PART A					PART B	
NET ASSIGNABLE SQUARE FOOTAGE SUMMARY					ACREAGE SUMMARY	Number of Acres
					(Land Acquisition)	Requested in Budget Year
		REQUEST FOR NEW FACILITIES	REDISTRIBUTION OF NASF SPACE			
<u>Space Type</u>	<u>FICM Codes</u>	<u>Net Assignable Square Feet (NASF)</u>	Space Prior to Remodeling	Space After Remodeling	1 Landscaped Ground	
Classrooms	110 thru 115	14,000			2 Physical Education and Athletic Fields	
Laboratory	210 thru 255	10,500			3 Buildings and Attached Structures	
Office	310 thru 355	1,750			4 Experimental Plots	
Study	410 thru 455				5 Other Instructional Areas	
Special Use	510 thru 590	500			6 Parking Lots	
<i>General Use:</i>					7 Roadways	
Assembly and Exhibition	610 thru 625		3,100	3,100	8 Pond Retention and Drainage	
Other General Use	630 thru 685				9 Other (specify)	
Support Facilities	710 thru 765	2,000			Total Assigned Area	
Health Care	810 thru 895				Currently Unassigned	
Unclassified					Total Acres	
TOTAL NASF #		28,750	3,100	3,100		
TOTAL GSF* #		46,402				

*Gross Square Feet

COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 3
FY 2014 BUILDING BUDGET ESTIMATION FORM**

District/College McHenry County College #528
Location Crystal Lake, IL
Project Name Master Plan - Phase I (refer to Master Plan 10-20 Year Science and Health Professions Center)

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
<i>input field</i>	<i>input field</i>	<i>input field</i>	<i>formula field</i>	<i>input field</i>	
Classroom	14000	1.5	21000	295.33	\$6,201.9
Instructional Lab (Dry)	6000	1.64	9840	330.85	\$3,255.6
Instructional Lab (Wet)	4500	1.64	7380	349.86	\$2,582.0
Office	1750	1.7	2975	305.73	\$909.5
Special Use (Food Service Expansion)	500	1.8	900	295.48	\$265.9
Support Facilities (Dining Area)	2000	1.2	2400	275.83	\$662.0
1. Base Total	28750		44495		\$13,876.9
2. Added Costs (sum of added cost components identified separately below)					\$832.6
LEED design cost up to 6% of line 1					\$832.6
Green Building Design/LEED Certification Level _____ (Silver, Gold, Platinum)					
Other added costs:					
3. Base Cost	28750		44495		\$14,709.5

4. Escalation (estimate of cost increase from the time of appropriation to the bid date) _____ 1,614.1
 --assumes appropriation is received at July 1, 2013).
 Expected Bid Date: August 1, 2014 Number of Months to Bid Date: 12
 Annual Percentage (Allowable per annum inflation) from regional rate tables 0.109733333
(Enter annual rate as a decimal; i.e. 2.7% as .027 is the statewide rate)
 (inflation rate and number of months to bid are estimates and for purposes of calculating estimated costs will be standardized at 12 months to bid)
5. Escalated Building Budget (Line 3 plus Line 4) _____ \$16,323.7
6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10) _____ \$17,956.0
7. Adds:
- a. A/E Fees 0.08 % (use rate in E45 unless justification for another rate) _____ \$1,436.5
- b. On-Site Observation
 Number of Months _____ Days per Week _____
- c. Reimbursable Expenses _____
- d. Art in Architecture
 one-half of one percent (Multiply Line 6 by .005) _____ \$89.8
- e. Other Adds _____ (ADA, Asbestos, CDB 3% Admin Fee, etc. specify) _____ \$538.7
- f. Sub-total Adds (Lines 7a through 7e) _____ \$2,065.0
8. Total Building Budget (Line 6 plus Line 7f) _____ \$20,021.0

OTHER:
 Estimate of Annual State Supported Operations and Maintenance Expense _____

Source of Cost Estimate: _____
 Date of Cost Estimate: _____

**TABLE 4
FY 2014 MOVEABLE EQUIPMENT LIST**

District/College: McHenry County College #528
Project Name: Master Plan Phase I (refer to Master Plan 10-20 Year Science and Health Professions Center)

(cost column rounded to the nearest dollar--please round the grand total equipment cost to the nearest hundred when you transfer to table 1)

Programmatic Unit	Room Use Classification	Name of Equipment	Number of Units	Cost per Unit	Estimated Total Cost
		Miscellaneous Furniture and Equipment	340	3	1,180

Grand Total Equipment Costs (this number should be included on the equipment line of table 1) 1179.941168

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTING MOVEABLE EQUIPMENT

Board of Trustee Matching Funds Commitment

I hereby certify that the Board of Trustees of McHenry Community College, District 528, meeting in their regular session on June 28, 2012, with a quorum present, officially authorized the submission of the attached Fiscal Year 2014 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Project Name: Master Plan – Phase Two
(refer to Master Plan 10-20 Year Student Life Center)

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	\$ _____
2. Protection, Health, and Safety Tax Levy	\$ _____
3. Protection, Health, and Safety Bond Proceeds	\$ _____
4. Other Debt Issue	\$ _____
5. State Certified Construction Credits (remaining from 1987)	\$ _____
6. Other	\$ 9,932,000
Total Local Match	\$ 9,932,000

Signed _____
 Chairperson of the Board of Trustees

Signed _____
 Chief Executive of the College District

Scope of Work Narrative

District/College: *McHenry Community College District 528*

Project Name: *Master Plan – Phase Two*

(refer to Master Plan 10-20 Year Student Life Center)

In April 2012, a Master Plan was presented by Wight & Company to the Board of Trustees and approved. Expansion on the existing campus to accommodate growth was prioritized and identified to be constructed in phases. Phase two is detailed as follows:

Bookstore

Increasing the size of the bookstore would entail relocating the bookstore to Building A, closer to Student Services Area. The new location and expansion would not only increase sales space, but also backroom storage.

Humanities and Social Sciences

Additional classrooms would be gained through the expansion detail shown in the Student Life Center. As new construction is finished, new technology-ready classrooms will be available to meet student demand.

Learning and Student Support Services/Administrative Services/Development

As the College grows and expands, so do the areas of support and operation. Through new construction the support space will gain a more professional look, be centralized for easier student access and provide space for much needed clerical support as well as space for confidential files.

Health/Wellness/Athletic Center Addition

With the expansion outlined in this phase, the added space would be used to accommodate growing athletic program fitness and wellness area needs as well as growing community needs.

General/Computer/Virtual Classrooms

The space for general education classrooms is included in order to support the increased need for general education classes. Expansion space on-campus, created by renovating space vacated as new space is built, would help with the need to expand current offerings that are forced to be held at off-campus sites.

Programmatic Justification Narrative

District/College: *McHenry Community College District 528*

Project Name: *Master Plan – Phase Two*

(refer to Master Plan 10-20 Year Student Life Center)

In April 2012, a Master Plan was presented by Wight and Company to the Board of Trustees and approved. The comprehensive multi-year Master Plan resulted from months of internal meetings with staff and students to discuss curricular and extracurricular needs and future plans for the College. The Master Plan process also included feedback received from the community at large in meetings with business and government leaders to discuss employment trends and needs as well as town hall style meetings designed to gain input from the community at large. It is a proactive, long range proposal to address the needs of a growing student population. The Master Plan is flexible and intended to be built in phases. Within the forty year road map there is a ten year and twenty year plan designed to provide structured guidance to the growth of the physical facilities of the campus all centered on the College's Educational Master Plan.

The Facilities Master Plan identified the need for growth in physical facilities based on three findings. The first of those findings supporting growing the physical facilities of the campus is based on right sizing the College. Using peer facility comparative data provided by the Illinois Community College Board, McHenry County College's campus was found to be undersized by 100,000 square feet. The second finding supporting growth of the physical facilities of the campus is based on population growth of the county. Historically, McHenry County has averaged a growth rate of 3.5% over the last forty years. More facilities will be required to serve the increased population of the county. The final finding supporting growth of the physical facilities is based on the Education Master Plan which identified the new programs the College is seeking to develop in order to serve its district residents. Phase Two involves the construction of 85,300 additional GSF on the current campus, as well as renovation of 9,700 NASF of existing space as detailed below.

Bookstore

The increase in both credit and non-credit offerings on campus has increased the volume of books handled in the bookstore and is pushing capacity limits from both a floor display and inventory storage perspective. The expansion of the space would allow us to more adequately and efficiently serve the needs of students.

Humanities and Social Sciences

The additional classrooms would allow the College to expand offerings to meet the needs of programs in these areas particularly for the student taking classes in anticipation of transfer to a four year institution.

Learning and Student Support Services/Administrative Services/Development

Expansion of space allows for growth of staff to improve support to students, staff, alumni, and donors provided by these administrative offices. As the College continues to seek alternative sources of revenues, the Development Office will continue to grow. Additionally, the areas of

Learning and Student Support Services and Administrative Services will grow along with the continued growth of the College overall. Expansion and relocation of these areas to the Student Life Center will centralize support students for student access. Appropriate space to maintain privacy and a professional image is required for these key administrative areas.

Health/Wellness/Athletic Center

This space would include expansion to accommodate the growth in the athletic programs and both the credit and non-credit course offerings. In addition, space is needed to handle use of the Fitness Center by community groups as well as established partnerships with area health and fitness organizations

General/Computer/Virtual Classrooms

These classrooms would allow the College to meet the General Education needs of programs in the building as well as expand the current offerings that are being held at off-campus sites.

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**TABLE 1
FISCAL YEAR 2014 CAPITAL PROJECT REQUEST**

DISTRICT/COLLEGE: McHenry County College #528

PROJECT NAME AND/OR DESCRIPTION: Master Plan Phase II (refer to Master Plan 10-20 Year Student Life Center)

DISTRICT PRIORITY NUMBER: 3 **OUT OF:** 3

Check one:
 NEW FACILITIES CONSTRUCTION/ACQUISITION (Complete Table 2)
 REMODELING/REHABILITATION PROJECT (Complete Table 2)
 OTHER (Complete Table 2 or provide additional information per instructions)

Check one:
 NEW REQUEST
 REQUESTED PREVIOUSLY

Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDG. ADDITIONS, AND/OR STRUCTURES				27,713.8	9,237.9	36,951.7				27,713.8	9,237.9	36,951.7
LAND												
EQUIPMENT				2,082.0	694.0	2,776.0				2,082.0	694.0	2,776.0
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS												
PLANNING												
TOTAL				29,795.8	9,931.9	39,727.7				29,795.8	9,931.9	39,727.7

* Describe prior year funding and/or future year funding in the scope statement section using the requested format.
 State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits

TOTAL PROJECT REQUEST (CURRENT YEAR)	\$	39,728	MATCHING CONTRIBUTION	\$	
TOTAL COMPLETED PROJECT COST	\$	39,728	(See item 10 in Section I of this Manual)		
DESIRED PROJECT START DATE			LOCAL FINANCING SOURCE		
ESTIMATED COMPLETION DATE			AVAILABLE FUND BALANCE	\$	
ESTIMATED OCCUPANCY DATE			ICCB CONSTRUCTION CREDIT	\$	
ESTIMATED ANNUAL OPERATING COST	\$		(if any)		
			DEBT ISSUE	\$	
			DATE OF APPROVAL:		
			OTHER (please specify)	\$	9,932
			TOTAL	\$	9,932

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 2
FY 2014 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

		PART A			PART B	
		NET ASSIGNABLE SQUARE FOOTAGE SUMMARY			ACREAGE SUMMARY	Number of Acres
					(Land Acquisition)	Requested in Budget Year
		REQUEST FOR NEW FACILITIES	REDISTRIBUTION OF NASF SPACE			
<u>Space Type</u>	<u>FICM Codes</u>	<u>Net Assignable Square Feet (NASF)</u>	<u>Space Prior to Remodeling</u>	<u>Space After Remodeling</u>	1 Landscaped Ground	
Classrooms	110 thru 115	22,600	9,700		2 Physical Education and Athletic Fields	
Laboratory	210 thru 255				3 Buildings and Attached Structures	
Office	310 thru 355	5,775		3,500	4 Experimental Plots	
Study	410 thru 455				5 Other Instructional Areas	
Special Use	510 thru 590	23,100		6,200	6 Parking Lots	
<i>General Use:</i>					7 Roadways	
Assembly and Exhibition	610 thru 625				8 Pond Retention and Drainage	
Other General Use	630 thru 685				9 Other (specify)	
Support Facilities	710 thru 765				Total Assigned Area	
Health Care	810 thru 895				Currently Unassigned	
Unclassified					Total Acres	
TOTAL NASF #		51,475	9,700	9,700		
TOTAL GSF* #		85,298				

*Gross Square Feet

COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 3
FY 2014 BUILDING BUDGET ESTIMATION FORM**

District/College McHenry County College #528
Location Crystal Lake, IL
Project Name Master Plan Phase II (refer to Master Plan 10-20 Year Student Life Center)

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
<i>input field</i>	<i>input field</i>	<i>input field</i>	<i>formula field</i>	<i>input field</i>	
Classroom	22600	1.5	33900	295.33	\$10,011.7
Office	5775	1.7	9817.5	305.73	\$3,001.5
Special Use (Health, Wellness, Athletic Center)	23100	1.8	41580	295.48	\$12,286.1
1. Base Total	51475		85297.5		\$25,299.2
2. Added Costs (sum of added cost components identified separately below)					\$1,518.0
LEED design cost up to 6% of line 1					\$1,518.0
Green Building Design/LEED Certification Level _____ (Silver, Gold, Platinum)					
Other added costs:					
3. Base Cost	51475		85297.5		\$26,817.2

4. Escalation (estimate of cost increase from the time of appropriation to the bid date
 --assumes appropriation is received at July 1, 2013) _____ 3,310.6

Expected Bid Date: July 1, 2014 Number of Months to Bid Date: 12
 Annual Percentage (Allowable per annum inflation) from regional rate tables 0.12345
(Enter annual rate as a decimal; i.e. 2.7% as .027 is the statewide rate)
 (inflation rate and number of months to bid are estimates and for purposes of calculating estimated costs will be standardized at 12 months to bid)

5. Escalated Building Budget (Line 3 plus Line 4) _____ \$30,127.8

6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10) _____ \$33,140.6

7. Adds:

a. A/E Fees 0.08 % (use rate in E45 unless justification for another rate) _____ \$2,651.2

b. On-Site Observation
 Number of Months _____ Days per Week _____

c. Reimbursable Expenses _____

d. Art in Architecture one-half of one percent (Multiply Line 6 by .005) _____ \$165.7

e. Other Adds _____ (ADA, Asbestos, CDB 3% Admin Fee, etc. specify) _____ \$994.2

f. Sub-total Adds (Lines 7a through 7e) _____ \$3,811.1

8. Total Building Budget (Line 6 plus Line 7f) _____ \$36,951.7

OTHER:
 Estimate of Annual State Supported Operations and Maintenance Expense _____

Source of Cost Estimate: _____
 Date of Cost Estimate: _____

**TABLE 4
FY 2014 MOVEABLE EQUIPMENT LIST**

District/College: McHenry County College #528
Project Name: Master Plan Phase II (refer to Master Plan 10-20 Year Student Life Center)

(cost column rounded to the nearest dollar--please round the grand total equipment cost to the nearest hundred when you transfer to table 1)

Programmatic Unit	Room Use Classification	Name of Equipment	Number of Units	Cost per Unit	Estimated Total Cost
		Miscellaneous Furniture and Equipment	800	3	2,776

Grand Total Equipment Costs (this number should be included on the equipment line of table 1) 2776.33216

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTING MOVEABLE EQUIPMENT

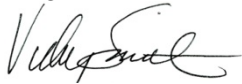
Renewal of Resolution for Prevailing Wage

Information

The attached Resolution is required by State Statute to be approved annually by the Board of Trustees. The resolution states that it shall be mandatory for all contractors and subcontractors who are hired by the College to pay to all laborers, workmen and mechanics employed by them not less than the general prevailing rate of wages. The Department of Labor periodically determines what the prevailing wage rate is in various locales throughout the State. These rates are posted in the Business Services Office and are available for all interested persons to inspect. A certified copy of this Resolution will be mailed to the Secretary of State and the Department of Labor of the State of Illinois. Additionally, this Resolution will be published within thirty days in a newspaper with a general circulation in the College District.

Recommendation

It is recommended that the Board of Trustees approves the renewal of the Resolution for Prevailing Wage.



Vicky Smith
President

RESOLUTION FOR PREVAILING WAGE

WHEREAS, the State of Illinois has enacted “An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works,” approved June 26, 1941, as amended, 820 ILCS 130/1 et seq, and

WHEREAS, the aforesaid Act requires that McHenry County College of the City of Crystal Lake, County of McHenry investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said County of McHenry employed in performing construction of public works for said McHenry County College.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF McHENRY COUNTY COLLEGE:

SECTION 1: To the extent and as required by “An Act regulating wages of laborers, mechanics and other workmen employed in any public works by the State, county, city or any public body of an political subdivision or by anyone under contract for public works,” approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of McHenry County College is hereby ascertained to be the same as the prevailing rate of wages for construction work in the McHenry County area as determined by the Department of Labor of the State of Illinois as of June of the current year, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department’s June determination and apply to any and all public works construction undertaken by McHenry County College. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of McHenry County College to the extent required by the aforesaid Act.

SECTION 3: The McHenry County College Secretary shall publicly post or keep available for inspection by any interested party in the Business Office of McHenry County College this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The McHenry County College Secretary shall mail a copy of this determination to any employer and to any association of employers and to any person or association of employees who have filed or file their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The McHenry County College Secretary shall promptly file a certified copy of the ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: Within 30 days after filing with the State, the McHenry County College Secretary shall cause to be published in a newspaper of general circulation within the area a copy of this Resolution and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

Passed this 28th day of June, 2012

Approved:

Chairperson of McHenry County College
Board of Trustees

(SEAL)

ATTEST:

McHenry County College, Secretary of the Board of Trustees

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 December, 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 December, 2011 through May, 2012 and has determined that all minutes still require confidential treatment.

Recommendation

It is recommended that the Board of Trustees accepts the recommendation of the Board Liaison to require confidential treatment of the minutes listed above.



Vicky Smith
President

Personnel Adjustments for Spring 2012

Information

Listed below are adjustments for Spring 2012 Independent/Individualized/Internships courses:

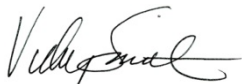
<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Geller, Jay	THE153002	1	1	0	75.00

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Bazan, Michael J	Music Recitals	0	50.00
Drzal, Tina M	OR Course Development CTE	0	600.00
Franseen, Jana L	Fast Grant Curriculum Development	0	600.00
Gaughan, Patricia L	Music Recitals	0	50.00
Kvam-Holub, Janet A	Music Recitals	0	50.00
Lozier, Christopher	Counseling	5,556.11	2,284.83
Sergey, Thomas M	Music Recitals	0	50.00
Shaw, Nancy	Music Recitals	0	50.00
Singer, Tara J	Music Recitals	0	50.00
Szalaj, Steven J	Music Recitals	0	50.00

Recommendation

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



Vicky Smith
 President

Personnel Adjustments for Summer 2012
Transfer and Occupational Courses

Information

Listed below are adjustments for Summer 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>
Albamonte, Michael A	AMT240101	6	0	4,239.00
Alheit, Deborah C	MAT095001	4	0	2,825.92
Alheit, Deborah C	MAT165001	5	0	3,532.46
Allare, Robert P	HIS172002	3	0	1,959.00
Altman, John L	ACC152001	3	0	2,070.00
Anderson, Barbara	MAT220001	3	0	2,016.00
Anderson, Barbara	MAT220002	3	0	2,016.00
Arkenberg, Jerome S	HIS130001	3	0	2,160.00
Bantz, Laura K	ACC110601	4	0	2,540.00
Bantz, Laura K	ACC151002	3	0	1,905.00
Baser, Julia A	MCC101101	1	0	653.00
Baser, Julia A	MCC101102	1	0	653.00
Baser, Julia A	MGT150352	3	0	1,959.00
Behun, William A	PHI151003	3	0	2,052.00
Blaz, James G	HFE278001	2	0	1,412.96
Bowman, Thomas C	DGM155001	6	0	4,140.00
Braasch, Gerald	PSY151601	3	0	2,119.50
Braasch, Gerald	PSY275501	3	0	2,119.50
Brogan, William	CJS120601	3	0	2,119.50
Brogan, William	CJS225601	3	0	2,119.50
Bruce, Richard E	BUS145601	3	0	2,070.00
Bruce, Richard E	MGT150601	3	0	2,070.00
Brzezinski, Jacek R	CIS117601	4	0	2,825.92
Buckler, Andrew M	ENG152003	3	0	2,016.00
Cameron, Judi L	ANT170001	3	0	2,119.50
Campbell, James R	PHI261002	3	0	2,070.00
Castro, Miguel A	SPA151001	4	0	2,688.00
Castro, Miguel A	SPA152002	4	0	2,688.00
Catenazzo, Anthony R	PHI251003	3	0	1,998.00
Chapman, Joel W	HFE120003	2	0	1,380.00
Compton, Ronald E	SPE151012	3	0	2,119.50
Compton, Ronald E	SPE151013	3	0	2,119.50
Cornelius, Erwin C	PLT261601	3	0	2,070.00
Culp, Todd A	HIS170601	3	0	2,119.50
Culp, Todd A	PLT150601	3	0	2,119.50
Culp, Todd A	PLT151601	3	0	2,119.50
Curfman, Donald J	ACC152601	3	0	2,119.50
Dallstream, David M	HIS172001	3	0	2,070.00

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Davis, Donna S	MAT090001	3	0	1,977.00
Davis, Donna S	MAT095004	4	0	2,636.00
Deak, Robin A	PSY151602	3	0	2,070.00
DeGross, Helene E	SPE151051	3	0	2,070.00
DeRose, Donna Lynn	NAE100005	7	0	4,537.50
Drzal, Tina M	CLM105001	2	0	1,246.00
Drzal, Tina M	PAS103001	12	0	7,476.00
Dzike, Leslie A	ENG151004	3	0	2,016.00
Erski, Theodore I	GEG123601	3	0	2,119.50
Erski, Theodore I	GEG203001	3	0	2,119.50
Erski, Theodore I	GEG203601	3	0	2,119.50
Erski, Theodore I	GEG203602	3	0	2,119.50
Esarco, Ann	ACC151601	3	0	2,119.50
Esarco, Ann	ACC151631	3		2,119.50
Fallon, Kelly A	BIO110601	6	0	4,239.00
Fallon, Kelly A	BIO110602	6	0	4,239.00
Forsythe, Elliott C	ANT151001	3	0	1,905.00
Franseen, Jana L	NAE100A03	4	0	2,541.00
Franseen, Jana L	NAE100C01	4	0	2,541.00
Fugate, Charisse	NAE100B01	4	0	2,767.80
Fugate, Charisse	NAE100B02	4	0	2,767.80
Fugate, Charisse	NAE100B03	4	0	2,767.80
Gabel, Bonnie L	SPE151005	3	0	2,119.50
Gabel, Bonnie L	SPE155601	3	0	2,119.50
Gabel, Bonnie L	SPE155602	3	0	2,119.50
Gaughan, Patricia L	MUS153001	3	0	2,070.00
Gaylord, Paula J	EAS170002	5	0	3,265.00
Geller, Jay	SPE151001	3	0	2,119.50
Geller, Jay	SPE151002	3	0	2,119.50
George, Rebecca	ENG152005	3	0	1,959.00
Gould, James B	PHI151001	3	0	2,119.50
Gould, James B	PHI251001	3	0	2,119.50
Grela, Christine L	PSY250501	3	0	2,119.50
Hagaman, Robert	HIS131001	3	0	2,160.00
Hamill, Paul D	EAS120601	6	0	4,239.00
Hamill, Paul D	EAS180001	6	0	4,239.00
Hansel, Matthew P	PLT151001	3	0	2,070.00
Hansen, Edward J	PSY275001	3	0	1,815.00
Happ, Connie J	NAE100A02	4	0	2,541.00
Happ, Connie J	NAE100E01	4	0	2,541.00
Happ, Connie J	NAE100E02	4	0	2,541.00
Harreld, Kristen A	ENG152004	3	0	2,016.00
Healy, John D	ENG151002	3	0	2,070.00
Healy, John D	ENG151003	3	0	2,070.00
Hillstrom, Michael J	MUS151001	3	0	2,119.50
Honeyman, Bradley D	ENG152002	3	0	1,959.00
Hoy, Justin L	SOC151001	3	0	2,119.50
Huart, Lindsay M	AOM131301	2	0	1,306.00
Jackson, Beverly S	CIS110001	2	0	1,318.00
Jackson, Beverly S	CIS110004	2	0	1,318.00
Jahnke, Stephen James	ACC151301	3	0	2,070.00

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Johnson, Harriet A	CJS101001	3	0	2,119.50
Kaltenecker, Thomas	CLM140001	10	0	7,064.92
Kamarajan, Shanthi	MAT150001	3	0	2,070.00
Kamarajan, Shanthi	MAT171001	4	0	2,760.00
Khan, Rubina S	ENG151005	3	0	2,106.00
Kilberry, Deborah J	NAE100C02	4	0	2,541.00
Kilberry, Deborah J	NAE100001	7	0	4,537.50
Kilberry, Deborah J	NAE100002	7	0	4,537.50
Kilberry, Deborah J	NAE100003	7	0	4,537.50
Klement, Kathryn R	PSY251001	3	0	1,905.00
Korla, Anitha	MAT161002	3	0	1,905.00
Koronkiewicz, Talia	MCC101104	1	0	653.00
Kropp, Marilynn B	MCC101103	1	0	690.00
Kropp, Marilynn B	MCC101602	1	0	690.00
Kuhlin, Whitney Anne	MGT210350	3	0	1,959.00
Lambke, Connie	AOM101050	3	0	1,959.00
Leggett, Ruth E	SOC151002	3	0	1,905.00
Lenio, Terence A	ECO251001	3	0	2,119.50
Lenio, Terence A	ECO251002	3	0	2,119.50
Lewis, Nikki G	HFE120001	2	0	1,318.00
Linnekin, Jennifer J	HUM150002	3	0	1,959.00
Lyon, Letitia K	SPE151015	3	0	1,905.00
Maior, Robert S	ACC151001	3	0	1,959.00
Mangano, Doris	NAE100A01	4	0	2,692.20
Mangano, Doris	NAE100D01	4	0	2,692.20
Mangano, Doris	NAE100D02	4	0	2,692.20
Mangano, Doris	NAE100004	7	0	4,807.50
Manley, Douglas M	ART175601	3	0	2,070.00
Manley, Douglas M	ART250601	6	0	4,140.00
McSherry, Dennis P	SPE151003	3	0	2,016.00
McSherry, Dennis P	SPE151008	3	0	2,016.00
McSherry, Dennis P	SPE151009	3	0	2,016.00
Melesio, Kathryn M	HCE111001	1	0	518.00
Mensching, Jonathan	FRS253001	3	0	989.00
Meny, Anne E	FRE151002	4	0	2,612.00
Mezzano, Scott M	HFE120002	2	0	1,306.00
Moeller, Victor J	ENG240001	3	0	2,070.00
Moore, Philip S	MAT170001	3	0	2,119.50
Neumann, Candace	MAT095003	4	0	2,636.00
Newcomb, Ericka C	PSY250002	3	0	1,905.00
Ortiz, Amy B	ART151602	3	0	2,119.50
Ortiz, Amy B	ART172601	3	0	2,119.50
Pedersen, Simon R	CLM100001	3	0	1,869.00
Perry, Louise J	SPE151004	3	0	2,160.00
Perry, Louise J	SPE151006	3	0	2,160.00
Perry, Louise J	SPE151007	3	0	2,160.00
Petersen, Annette M	CIS110002	2	0	1,318.00
Petersen, Annette M	CIS110003	2	0	1,318.00
Petersen, Annette M	CIS110101	2	0	1,318.00
Petersen, Annette M	CIS110102	2	0	1,318.00
Peterson, Anne Marie	BIO110001	6	0	4,032.00

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Peterson, Anne Marie	BIO157002	6	0	4,032.00
Petty, Arthur E	MGT150631	3	0	2,016.00
Poe, Katrine L	ENG151001	3	0	2,119.50
Polich, Michael D	ANT151601	3	0	1,959.00
Ponzio, Peter J	ENG152001	3	0	1,959.00
Power, Laura A	ENG095001	3	0	2,119.50
Rasmussen, G Robert	CIS118601	2	0	1,246.00
Rasmussen, Matthew	PSY151001	3	0	1,905.00
Rasmussen, Matthew	PSY250001	3	0	1,905.00
Reagan, Mike S	SOC151601	3	0	2,119.50
Reass, Robert M	MAT120001	3	0	2,070.00
Reed, Jaime E	HFE251001	3	0	1,905.00
Reed, Todd D	ART151601	3	0	1,959.00
Reed, Todd D	ART156001	6	0	3,918.00
Rezac, Anne S	SPE151014	3	0	1,905.00
Rezac, Anne S	THE151001	3	0	1,905.00
Ridge, Sherry M	MGT150350	3	0	2,016.00
Riggin, Laurie A	ART151001	3	0	2,016.00
Riggin, Laurie A	ART151002	3	0	2,016.00
Rossmann, Teri C	HFE250601	3	0	2,070.00
Ruthven, Sarah E	ART151603	3	0	2,119.50
Ruthven, Sarah E	ART151604	3	0	2,119.50
Sabo, Sarah E	HUM150001	3	0	1,905.00
Sasaki, Noriaki	ECO251601	3	0	2,119.50
Sasaki, Noriaki	ECO252601	3	0	2,119.50
Sasaki, Noriaki	ECO252602	3	0	2,119.50
Scherman, Cathleen J	MGT150351	3	0	2,070.00
Schmid, Silvia	GER151001	4	0	2,808.00
Schmit, Meyrl E	PHI261001	3	0	1,959.00
Schuldt, Gregory W	FRS253001	3	0	989.00
Scott, Gina M	CIS110606	2	0	1,282.00
Seitz, Timothy T	PHI151002	3	0	2,119.50
Seitz, Timothy T	PHI251002	3	0	2,119.50
Sergey, Thomas Michael	MUS151002	3	0	2,070.00
Sergey, Thomas Michael	MUS154001	3	0	2,070.00
Serrecchia, Frank R	AOM135001	3	0	1,998.00
Smith, Robert D	BIO255001	6	0	4,239.00
Socol, Steven M	CHM164A02	3	0	2,119.50
Socol, Steven M	CHM164001	6	0	4,239.00
Spangenberg, Bruce	HRT103001	6	0	4,239.00
Spangenberg, Bruce	HRT264001	4	0	2,825.92
Stahmann, Paul C	EAS170001	5	0	3,532.46
Stahmann, Paul C	EAS185601	3	0	2,119.50
Stahmann, Paul C	EAS185602	3	0	2,119.50
Stanton, Lee A	HUM150601	3	0	2,070.00
Stanton, Lee A	HUM150602	3	0	2,070.00
Steffen, Penny D	HFE290006	2	0	1,306.00
Stockwell, James C	JRN180001	3	0	2,070.00
Stockwell, James C	JRN180002	3	0	2,070.00
Stone, Pamela A	MAT161001	3	0	2,070.00
Sullivan, Michael J	MAT095002	4	0	2,760.00

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Sullivan, Michael J	MAT096001	4	0	2,760.00
Sullivan, Sarah	BUS255301	3	0	2,119.50
Swanson, Christina L	SOC151602	3	0	2,070.00
Tambellini, Lisa M	BIO157001	6	0	4,032.00
Tetreault, Mike J	CIS110601	2	0	1,412.96
Tetreault, Mike J	CIS110602	2	0	1,412.96
Thillens, Melanie E	SPE151011	3	0	2,070.00
Thillens, Melanie E	SPE151050	3	0	2,070.00
Thompson, Steven T	IMT299001	4	0	2,540.00
Tournier, Marilyn J	MAT099001	4	0	2,636.00
Tournier, Marilyn J	MAT099002	4	0	2,636.00
Trull, William N	SPE151016	3	0	1,905.00
Uhwat, Robert D	PHI155002	3	0	2,070.00
Valdes Rivera, Armando	SPA251001	4	0	2,760.00
Valdes Rivera, Armando	SPA252001	4	0	2,760.00
Valdes-Wagner, Dawn	IBS115601	3	0	2,119.50
Valdes-Wagner, Dawn	MKT110601	3	0	2,119.50
Van Sickle, Cynthia	ENG151601	3	0	2,119.50
Van Sickle, Cynthia	ENG152601	3	0	2,119.50
Van Sickle, Cynthia	ENG152602	3	0	2,119.50
Van Sickle, Cynthia	ENG251601	3	0	2,119.50
Venkataswamy, Shiela	SOC101601	3	0	2,119.50
Vician, Tom J	ART271001	6	0	4,239.00
Vician, Tom J	ART271002	6	0	4,239.00
Walters, Tracy L	PSY151002	3	0	1,905.00
Walters, Tracy L	PSY151003	3	0	1,905.00
Waters, Mark	ENG151602	3	0	2,119.50
Waters, Mark	ENG151603	3	0	2,119.50
Waters, Mark	ENG152603	3	0	2,119.50
Waters, Mark	ENG250001	3	0	2,119.50
Whalen, Elaine A	HFE250001	3	0	2,119.50
Whitcomb, Jessica M	SPA151002	4	0	2,612.00
Whitcomb, Jessica M	SPA152001	4	0	2,612.00
White, David K	HIS130601	3	0	2,119.50
White, David K	HIS131601	3	0	2,119.50
White, David K	HIS132601	3	0	2,119.50
White, David K	HIS172601	3	0	2,119.50
White, Sara K	BUS155601	3	0	2,016.00
White, Sara k	BUS155631	3	0	2,016.00
Winchester, Meredith	CIS110603	2	0	1,412.96
Winchester, Meredith	CIS110604	2	0	1,412.96
Winchester, Meredith	CIS290601	4	0	2,825.92
Wood, Marianne A	CIS125601	1	0	690.00
Zaccagnini, Heather	MAT106301	3	0	2,119.50
Zaccagnini, Heather	MAT106302	3	0	2,119.50
Zaccagnini, Heather	MAT106303	3	0	2,119.50

Independent/Individualized/Internships:

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albamonte, Michael A	AMT250002	3	1	0	225.00
Brown, R Clayton Jr	AMT220101	6	3	0	900.00
Maule, Mary Margaret	MKT264001	3	1	0	158.75
McQueen, Coy E	TWL111101	2	1	0	108.83

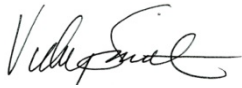
Faculty Non-Teaching Roles:

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albamonte, Michael A	Department Chair Automotive	0	2,065.50
Baser, Julia A	MCC 101 Instructor Training	0	50.00
Boring, Heidi M	Lead PTK 2 Phi Theta Kappa	0	1,059.75
Cameron, Judi L	Department Chair Sociology & Anthropology	0	2,065.50
Carson, Lindsay S	Department Chair Spanish French	0	2,065.50
Clark, Katherine A	Reference Librarian	0	1,678.80
Culp, Todd A	Department Chair Economics/History	0	2,065.50
Curfman, Donald J	Department Chair Accounting	0	2,065.50
Eckel, Mark G	Lead Honors B Interdisciplinary Studies	0	1,032.75
Fallon, Kelly A	Additional Students Biology	0	1,000.00
Farc, Maria-Magdalena	Department Chair Psychology	0	2,065.50
Faubl, Amy	Reference Librarian	0	1,191.00
Femal, Katherine E	Reference Librarian	0	2,183.50
Freelove, Julie A	Department Chair Introduction to Business	0	2,065.50
Freelove, Julie A	Faculty Online Mentoring	0	105.00
Geller, Jay	Department Chair Speech Journalism	0	2,065.50
Goostree, Douglas C	Department Chair Fire Science & EMT	0	2,065.50
Graham, Michele A	MCC 101 Instructor Training	0	50.00
Hamill, Paul D	Coordinator Weather Station	0	1,059.75
Harris, Erin M	MCC 101 Instructor Training	0	50.00
Hillstrom, Michael J	Department Chair Music	0	2,065.50
Hoy, Justin L	Lead Honors B Interdisciplinary Studies	0	1,032.75
Johnson, Harriet A	Department Chair Criminal Justice	0	2,065.50
Kaltenecker, Thomas	Department Chair Culinary Pastry	0	2,065.50
Keyzer, Deborah M	MCC 101 Instructor Training	0	50.00
Kilberry, Deborah J	Additional Students Over Est. Number	0	450.00
Kropp, Marilynn B	MCC 101 Instructor Training	0	50.00
Letteri, Cynthia Rogers	Reference Librarian	0	9,317.67
Linder, Lisha S	Department Chair Early Childhood	0	2,065.50
Melesio, Kathryn M	Department Chair Nurse Assisting	0	2,065.50
Moll, Sandra Hess	MCC 101 Instructor Training	0	50.00
Nelson, Elizabeth A	Reference Librarian	0	2,098.50
Perlman, Joan R	Reference Librarian	0	5,598.60
Ruthven, Sarah E	Department Chair Art/Hum	0	2,065.50
Scott, Janet E	Reference Librarian	0	8,857.78
Sieber, Susan	MCC 101 Instructor Training	0	50.00
Smith, Robert D	Department Chair Biology	0	2,065.50
Socol, Steven M	Department Chair Chem/Physics/Engin	0	2,065.50
Spangenberg, Bruce	Department Chair Horticulture	0	2,065.50
Stahmann, Paul C	Department Chair Earth Sci/Geog/Geology	0	2,065.50
Terlep, Diane L	Department Chair Math	0	2,065.50

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Terlep, Diane L	Lead PTK 1 Phi Theta Kappa	0	1,059.75
Van Sickle, Cynthia	Department Chair English Reading	0	2,065.50
Vogt, Marlene R	Assist With OTA Accreditation	0	5,224.00
Whalen, Elaine A	Department Chair Health Fitness	0	2,065.50
White, Sara K	MCC 101 Instructor Training	0	50.00
Young, Steve A	Department Chair Philosophy	0	2,065.50
Zopp, Marilyn A	MCC 101 Instructor Training	0	50.00

Recommendation

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



Vicky Smith
President

Continuing and Professional Education Personnel Considerations for Summer 2012

Information

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

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Kormanak, R	UHL U02 001	Healthcare Provider CPR	145.00
Kormanak, R	UHL U02 012	CPR – FAST ECG	145.00
Small, J	7/21/2012	Defensive Driving Course-4 Hour	150.00
Small, J	7/28/2012	Defensive Driving Course-8 Hour	300.00

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Brown, S	NFS C06 001	FAST ECG	925.00

Recommendation

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



Vicky Smith
President

Compensation Adjustment for Confidential and Security Personnel for FY 2013

Information

Eleven part-time Classified employees and 11 full-time Professional employees are exempt from the McHenry County College Staff Council. The compensation for these individuals has traditionally followed the same compensation and insurance program as defined in the Staff Council bargaining agreement. It is recommended that the individuals in these positions receive the same salary increases and contribute the same amounts for insurance coverage for the period July 1, 2012, through June 30, 2013, as those within the Staff Council collective bargaining unit.

- The salary increase for FY 2013 will be 2.0%.
- The salary would begin July 1, 2012.
- The employees' contributions for FY13 to all medical healthcare and insurance plans will be 14.5% of the premiums for employee coverage and 15.5% of the premiums for employee plus coverage.

Recommendation

It is recommended that the Board of Trustees approves the adjustments as described above for the period of July 1, 2012, through June 30, 2013.



Vicky Smith
President

Appointment of New
Director of Fieldwork – Occupational Therapy Assistant Program

Information

At the April 2012 Board Meeting, the Board of Trustees approved the new full-time administrative position of Director of Fieldwork – Occupational Therapy Assistant Program. Marlene Vogt has been recommended to fill this position. Ms. Vogt has a Master of Science and a Bachelor of Science in Occupational Therapy from Mount Mary College, Milwaukee, WI. Her experience is as follows:

- 2010 – Present Adjunct Instructor, Human Biology
 McHenry County College, Crystal Lake, IL

- 2009 – Present Occupational Therapist
 Prairie Grove Elementary, Crystal Lake, IL

- 2008 – Present Occupational Therapist
 Centegra Health Systems, McHenry, IL

- 1998 – 2009 Occupational Therapist
 SEDOM, Woodstock, IL

One application was received, and the search committee interviewed one candidate.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Marlene Vogt to the administrative position of Director of Fieldwork – Occupational Therapy Assistant Program, effective July 9, 2012, at the twelve-month salary of \$71,224.00.

Vicky Smith
President

Administrator Salary Level	Low Salary	Midpoint Salary	High Salary	Current Salary	Salary Offer	Salary of Replaced Employee
V	\$65,187.00	\$84,744.00	\$104,301.00	Not Applicable	\$71,224.00	Not Applicable

POSITION: **DIRECTOR OF FIELDWORK – OCCUPATIONAL THERAPY ASSISTANT PROGRAM**

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

PRIMARY PURPOSE: The Director of the Fieldwork – Occupational Therapy Assistant Program serves as the Academic Fieldwork Coordinator. Works in collaboration with the Accreditation Council for Occupational Therapy Education (ACOTE) designated program director, who serves as faculty member, to direct the OTA curriculum and program assessment, communicate with other departments in the organization, and maintains continued approval and accreditation of the program. Teach 6 -12 contact hours per year in the OTA curriculum.

ESSENTIAL JOB FUNCTIONS:

- Collaborates with the OTA faculty to develop, implement, and evaluate the curriculum of the OTA program
- Collaborates with the OTA faculty to develop, implement, and coordinate the OTA Program admissions
- Participates in the recruitment and retention efforts for the OTA Program
- Hires, supervises, and evaluates part-time faculty in conjunction with the ACOTE designated program director
- Participates in the recruitment and evaluation processes for full-time faculty
- Conducts orientation and mentoring programs for new faculty and staff
- Addresses student feedback regarding the program and seeks resolution
- Serves as the Academic Fieldwork Coordinator
 - Schedule courses for the OTA program including clinical experiences
 - Develop and maintain working and contractual relationships with clinical facilities for Occupational Therapy Assistant student clinical placements
 - Monitors the submission of clinical facility requests to affiliating agencies for the Occupational Therapy Assistant program
 - Contacts affiliating agencies for planning and evaluating of all clinical assignments
- Advises students regarding academic and employment matters
- Collaborates with ACOTE designated program director and Executive Dean to develop annual budget for OTA and monitors expenditures
- Conducts informational meetings for prospective OTA students
- Coordinates with the ACOTE designated program director the submission of annual reports and accreditation report to the Accreditation Council for Occupational Therapy Education, and any other reports required by the college, local, state, and national accrediting agencies
- Participates in ongoing assessment of curriculum and student learning
- Collaborates with the OTA faculty to prepare the OTA Program schedule and reviews room and faculty teaching assignments
- Conducts the OTA Advisory Committee
- Conducts orientation for all new incoming OTA students
- Attends Division, Leadership Council and other meetings related to the OTA program
- Prepares necessary paperwork for the OTA students to sit for the NBCOT certification exam
- Teaches 6 -12 contact hours per year

ESSENTIAL JOB FUNCTIONS:

- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Additional duties as assigned by the Executive Dean of Mathematics, Sciences and Health Professions

SUPERVISION: Reports to the Executive Dean of Mathematics, Sciences and Health Professions.
Provides direction for faculty and staff in OTA Program.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's degree or higher with a major in Occupational Therapy or related field. Current licensure as an OTR or COTA (or eligibility for licensure) in Illinois. Master's Degree preferred.

EXPERIENCE:

- Two years' experience in clinical practice as an Occupational Therapist or Occupational Therapist Assistant
- One year experience as an instructor (academic or fieldwork)

SKILLS AND ABILITIES:

- Strong organizational ability
- Strong communication skills
- Self-directed and innovative
- Demonstrated commitment to professional growth
- Commitment to the mission of the community college and to students with diverse backgrounds
- Able to perform all of the essential functions, skills and abilities of the position

ISSUED: April 2012 / Level V

Appointment of New
I-CAPS Navigator

Information

At the January 2012 Board Meeting, the Board of Trustees approved the new full-time professional position of I-CAPS Navigator. Barbara Sitkiewicz has been recommended to fill this position. Ms. Sitkiewicz has a Master of Science in Post-Secondary Education from Kaplan University, Chicago, IL, and a Bachelor of Arts in Elementary Education from National Lewis University, Chicago, IL. Her experience is as follows:

- 2011 – Present Adjunct Instructor, Adult Education
 McHenry County College, Crystal Lake, IL

- 2011 – Present GED/ABE Instructor
 College of Lake County, Grayslake, IL

- 2008 – 2011 Adult Special Needs Tutor
 Glaser Counseling, Bolingbrook, IL

- 1999 – 2011 Insurance Broker
 Broker’s Agency, Park Ridge, IL

Seventeen applications were received, and the committee interviewed three candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Barbara Sitkiewicz to the professional position of I-CAPS Navigator, effective July 2, 2012, at the twelve-month salary of \$42,500.00.



Vicky Smith
President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
9	\$36,473.00	\$51,974.00	\$67,475.00	Not Applicable	\$42,500.00	Not Applicable

POSITION: I-CAPS NAVIGATOR

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

WORK WEEK: Evenings and weekends required, as needed

PRIMARY PURPOSE: Assist adult education students in identifying goals and promoting career pathways in order to achieve successful transitions to post-secondary education and training. Responsible for documenting student participation and progress as specified by the funding source requirements as well as developing ideas for new programs and services that benefit adult learners in the transition phase, Career Pathways Plan, orientations, and intake.

ESSENTIAL JOB FUNCTIONS:

- Coordinate with Student Affairs on the College and Career Pathways class and curriculum
- Coordinate the Integrated Career and Academic Prep System (I-CAPS) ramp-up schedule and activities with appropriate coordinators and department chair
- Create and coordinate intake and application process to ensure successful recruitment of I-CAPS students
- Develop marketing materials
- Coordinate Formation Groups to ensure student success
- Serve as a recruiter and advisor to all adult education transition students; adhere to contract specifications and performance measures
- Assist with support, development, and expansion of I-CAPS for adult learners
- Work closely with Continuing and Technical Education (CTE) department chairs to track student success in the chosen career pathway
- Explore ways to work with credit faculty/staff to implement transition, bridge, and/or career pathway programming for students
- Meet with students to advise and assist them through the registration process for credit and/or non-credit classes; perform group orientations; help I-CAPS students set goals and achieve successful transitions to college/career pathways
- Track student goals (setting and achieving) for ICCB performance measures
- Conduct transition workshops on topics relevant to continued education skills (college preparation, interviewing, resume writing, internet job search techniques, networking, career interest assessments, research careers, etc.)
- Create and monitor personalized Career Pathways Plans; ensure compliance with program standards and agreements, evaluate and report on project goals and outcomes, and adhere to reporting timelines
- Track I-CAPS students and provide data on amount of tuition and fees generated by adult education students
- Proactively assist students in making the transition into education, training, obtaining credentials or certificate; implement processes that lead students to obtain credential or certificate before exiting the program
- Perform follow-up tasks as required by funding source; make recommendations and/or take actions to improve performance measures to ensure positive outcomes for grant reporting
- Attend appropriate training and conferences to keep current in the field
- Develop and maintain collaborative relationships with administration, faculty, staff and community organizations

ESSENTIAL JOB FUNCTIONS:

- Serve on institutional committees and attend appropriate college meetings
- Participate in community activities to promote adult education services
- Present at public functions and information sessions to increase awareness of transitions program
- Assist with student recruitment, intake and orientation activities
- Prepare accurate reports, letters, research and other documents
- Research transitional grants
- Work on special projects consistent with division goals as assigned by the Dean
- Perform other duties as assigned by immediate supervisor

SUPERVISION: Under the direct supervision of the Dean of Adult Education.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Master's Degree in Education, Counseling, Advising, Adult Education, or related area.

EXPERIENCE:

- One to two years of work experience in appropriate field
- Experience with post-secondary and workforce preparation strategies, job search, placement services, career pathways, adult learning principles, and multiple populations
- Familiarity with college placement testing, application processes, advising, and financial aid/scholarship processes
- Experience working in adult basic education, adult secondary education, post-education, ESL. and/or workforce preferred
- Bilingual in English and Spanish preferred

SKILLS AND ABILITIES:

- Strong personal computer and technology skills including proficiency in Microsoft Word
- Excellent organizational, interpersonal, writing, time and project management skills
- Uphold the ethical standards and principles of the college
- Ability to perform all of the essential functions, skills and abilities of the position

This position is funded through the Accelerating Opportunities Grant Program and contingent on grant funding through June 2014.

ISSUED: January 2012 / Range 9

Appointment of New
Records and Curriculum Management Specialist

Information

At the May 2012 Board Meeting, the Board of Trustees approved the new full-time professional position of Records and Curriculum Management Specialist, as recommended by the Academic and Student Affairs Reorganization. It has been determined that Cynthia Scardino, Records Specialist, part-time (25 hours) professional, has been performing more than 50% of the duties of the Records and Curriculum Management Specialist. Therefore, according to Section 1.2 of the MCCSC contract, she has been selected to fill this position.

Recommendation

It is recommended that the Board of Trustees approves the selection of Cynthia Scardino to the professional position of Records and Curriculum Management Specialist, effective July 2, 2012, at a salary of \$36,471.00.



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	\$35,755.20*	\$36,471.00	Not applicable

*Full-time equivalent (\$22,432.95, part-time salary at 25 hours)

Appointment of New
Student Development Advisor

Information

At the May 2012 Board Meeting, the Board of Trustees approved the new full-time professional position of Student Development Advisor, as recommended by the Academic and Student Affairs Reorganization. It has been determined that Terri McLaughlin, Student Development Advisor, part-time (29 hours) professional, has been performing more than 50% of the duties of the full-time position of Student Development Advisor. Therefore, according to Section 1.2 of the MCCSC contract, she has been selected to fill this position.

Recommendation

It is recommended that the Board of Trustees approves the selection of Terri McLaughlin to the full-time professional position of Student Development Advisor, effective July 2, 2012, at a salary of \$36,789.00.



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	\$36,067.20*	\$36,789.00	Not applicable

*Full-time equivalent (\$26,249.29, part-time salary at 29 hours)

Appointment of Replacement
Development Coordinator

Information

The departure of Kathrine Pfister, effective May 21, 2012, created a vacancy for the full-time professional position of Development Coordinator. Beatrice Pedersen has been recommended to fill this position. Ms. Pedersen has a Bachelor of Arts in Music from DePaul University, Chicago, IL. Her experience is as follows:

- 2006 – 2012 Chicagoland Development Director
Feed My Starving Children, Schaumburg, IL
- 2005 – 2006 Executive Director
Level Playing Field, Chicago, IL
- 2003 – 2004 Annual Giving Manager
American Health Information Management Assn., Chicago, IL
- 1998 – 2003 Director of Development
Chicago Sunday Evening Club, Chicago, IL

Fifteen applications were received, and the committee interviewed four candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Beatrice Pedersen to the professional position of Development Coordinator, effective July 9, 2012, at the twelve-month salary of \$61,200.00.



Vicky Smith
President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
9	\$36,473.00	\$51,974.00	\$67,475.00	Not Applicable	\$61,200.00	\$68,395.99

POSITION: **DEVELOPMENT COORDINATOR**

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

WORK WEEK: Flexible scheduling will be necessary to accommodate events and meetings, to include evenings and weekends.

PRIMARY PURPOSE: Work with Executive Director and other fund-raising staff in executing the Foundation's fund raising initiatives in support of the College's programs, services, and students.

ESSENTIAL JOB FUNCTIONS:

- Develop fund raising strategy and set priorities to achieve annual goals and budgets
- Research and identify potential donors within the community for sponsorships
- Cultivate committee involvement
- Develop an action plan to steward potential donors
- Assist with the ongoing communication with current donors and with stewardship initiatives as determined by the Executive Director
- Write proposals to obtain grants, event sponsorship, and naming opportunities
- Prepare presentations to deliver to potential donors and key stakeholders
- Maintain donor databases
- Work with Board of Directors assigned committee
- Oversee assigned event planning and campaigns
- Assist with development of quarterly newsletter and other ongoing communications, marketing, and donor stewardship
- Develop and maintain ongoing relationships with major donors
- Create and execute a strategy for a large sustained base of annual individual donors
- Committee management of volunteers and motivate involvement
- Manage department budget and achieve financial goals
- Provide reports to the Executive Director on the status of ongoing campaigns and projects
- When needed, assist Development Specialist in supporting the work of selected Foundation committees
- Assist in coordinating the acceptance process for non-cash gifts
- Perform general administrative support functions in support of the office operation
- Perform other duties as assigned by immediate supervisor

SUPERVISION: Under the direct supervision of the Executive Director, Friends of MCC Foundation. Provides daily direction to the Development Specialist.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree and 5 years of related experience required.

MINIMUM POSITION QUALIFICATIONS:

EXPERIENCE:

Minimum five years required of related experience implementing large scale fund raising events, writing corporate proposals and reports, and managing complex projects. A proven track record of revenue generation and prior experience with direct mail campaigns, major donors, events, endowments, or other campaigns.

SKILLS AND ABILITIES:

- Excellent writing skills, demonstrating accuracy, creativity, and persuasiveness
- Strong verbal communication skills to effectively manage frequent contact with Foundation board members, volunteers, alumni, donors, corporations, and college officials
- Ability to inspire donors to go beyond their traditional giving levels
- Exceptional planning and organizational skills
- Demonstrated ability to meet deadlines and manage multiple projects simultaneously
- Strong record of creativity and innovation
- Self-starter, able to work independently
- Strong computer skills, including Microsoft Word, Raiser's Edge donor management software and QuickBooks
- Able to perform all of the essential functions, skills, and abilities of the position

ISSUED: April 2012 / Range 9

Appointment of Replacement
Supervisor, Custodial Second/Third Shifts

Information

The departure of Wilbur Wickham, effective April 26, 2012, created a vacancy for the full-time administrative position of Supervisor, Custodial Second and Third Shifts. Matthew McKinnon has been recommended to fill this position. His experience is as follows:

- 2009 – Present Custodian Third Shift
 McHenry County College, Crystal Lake, IL

- 2009 – Present Firefighter EMP-P
 Harvard Fire Protection District, Harvard, IL

- 2007 – 2010 President/Co-Owner
 Matrix Electric, Woodstock, IL

- 2002 – 2007 Superintendent
 Thomas Home Concepts, Arlington Heights, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Matthew McKinnon to the administrative position of Supervisor, Custodial Second and Third Shifts, effective July 2, 2012, at the twelve-month salary of \$44,353.00.



Vicky Smith
President

Administrator Salary Level	Low Salary	Midpoint Salary	High Salary	Current Salary	Salary Offer	Salary of Replaced Employee
I	\$39,113.00	\$58,670.00	\$78,226.00	\$27,248.00	\$44,353.00	\$41,612.00

POSITION: SUPERVISOR, CUSTODIAL SECOND AND THIRD SHIFTS

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

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

ESSENTIAL JOB FUNCTIONS:

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

SUPERVISION: Reports directly to the Director of Physical Facilities. Supervises the Second Shift Custodial staff and processes. Supervises the Third Shift Custodial staff and processes on the Sunday night shift and on other nights that the Supervisor, Custodial Third Shift is unavailable.

MINIMUM POSITION REQUIREMENTS:

EDUCATION:

Bachelor's Degree and 5 years' experience; or Associate's Degree with 8 to 10 years' experience; or completion of an Associate's Degree, within one year of hire, with 8 to 10 years' experience. Experience in similar institutional facilities preferred.

EXPERIENCE:

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

SKILLS AND ABILITIES:

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

This position is subject to blood borne pathogen legislation.

REVISED: May 2012 / Level I

Request for Retirement

Information

Cynthia Kearns, Coordinator of Lifelong Learning, has submitted her letter of retirement effective December 31, 2012. She has been a valuable member of the College community. At her leaving, she will have over twelve years of part-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 Cynthia Kearns' request for retirement effective December 31, 2012.



Vicky Smith
President

Request for Retirement

Information

Peter Kerns, Continuing Education Publication Specialist, has submitted his letter of retirement effective November 30, 2012. He has been a valuable member of the College community. At his leaving, he will have over eighteen years of full-time service and over eight years of part-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 Peter Kern's request for retirement effective November 30, 2012, and that he be granted full retirement benefits as stipulated in the Staff Council Contract.



Vicky Smith
President

Salary Adjustment

Information

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Staff Council includes a salary adjustment of \$1,200.00 for full-time members upon completion of 15 credit hours of pre-approved course work. In accordance with this agreement, the following staff qualify for adjustment at this time. The salary adjustment takes effect for fiscal year 2012.

	<u>Current 2011-2012 Salary</u>	<u>Adjusted 2011-2012 Salary</u>
Gayle Barkley – 2 nd Salary Adjustment Special Needs Assistant	Range 7 \$34,707.26	Range 7 \$35,907.26

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, the following instructor qualifies for advance placement at this time. The salary adjustment will take effect for the spring 2011-2012 academic year.

	<u>2011-2012 Placement and Salary</u>	<u>Adjusted 2011-2012 Placement and Salary</u>
R. Clayton Brown – 1 st Adjustment Instructor, Automotive Technology	Lane III, Step 4 \$59,670.00	Lane IV, Step 4 \$62,424.00
Anne Humphrey – 4 th Adjustment Instructor, English	Lane IV, Step 8 \$73,440.00	Lane V, Step 8 \$76,653.00

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, Mark Arctander, Instructor, Art, qualifies for his first and Cynthia Van Sickle, Instructor, English, qualifies for her second bonus at this time.

The Administrative Advanced Placement Program includes a salary adjustment of \$1,400.00 for full-time Administrative staff members upon completion of 15 credit hours of pre-approved course work. Patricia Stejskal, Director of Institutional Effectiveness, qualifies for her second adjustment at this time. The salary adjustment will take effect for the second half of fiscal year 2012 for a net adjustment of \$700.00.

Recommendation

It is recommended that the Board of Trustees approves the above salary adjustment, advance placements and bonuses as stated for Gayle Barkley, R. Clayton Brown, Anne Humphrey, Mark Arctander, Cynthia Van Sickle and Patricia Stejskal.



Vicky Smith
President

Resignation

Information

Alejandra Chavez, Secretary and Data Entry Clerk/Adult Education has submitted her resignation effective June 27, 2012.

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

Vicky Smith
President

Update to the Community College Joint Educational Agreement
Comprehensive Agreement Regarding the Expansion of Educational Resources
(C.A.R.E.E.R.)

Information

The Comprehensive Agreement Regarding the Expansion of Educational Resources (C.A.R.E.E.R.) is a voluntary joint educational agreement between Illinois community colleges. The purpose of the agreement is to provide additional educational programs to the citizens of each district involved. Under the terms and conditions of the agreement, students may apply for acceptance to any career and technical education certificate or degree program offered by participating community colleges, unless the program is offered or the educational objectives can be met by the home college. Students covered by this agreement are charged the in-district tuition and fees of the receiving college and can avail themselves of all services provided to in-district students. McHenry County College became a member of the C.A.R.E.E.R. consortium in March 2005.

Two additional community colleges have joined the consortium: Moraine Valley Community College and Rend Lake College. There are now twenty-eight community colleges participating in C.A.R.E.E.R.:

Black Hawk College, Carl Sandburg College, Danville Area Community College, Elgin Community College, Heartland Community College, Highland Community College, Illinois Central College, Illinois Valley Community College, John Wood Community College, Joliet Junior College, Kankakee Community College, Kaskaskia College, Kishwaukee College, Lake Land College, Lewis and Clark Community College, Lincoln Land Community College, McHenry County College, Moraine Valley Community College, Morton College, Prairie State College, Rend Lake College, Richland Community College, Rock Valley College, Sauk Valley Community College, South Suburban College, Southwestern Illinois College, Spoon River College and Waubensee Community College.

The C.A.R.E.E.R. consortium is a cooperative effort among member community colleges to share institutional programs and thereby maximize the utilization of finances, facilities, equipment and personnel.



Vicky Smith
President

ERP Project Update

Information

Although the overall ERP project is still on schedule for the upcoming fall school semester, the project experienced some self-imposed delays during June. Due to the need to focus personnel resources on the College's effort to switch the Payroll processing schedule into arrears this coming July, the ERP Project's Accounting and H/R team elected to delay the implementation of the planned Web Time-Card Entry module until next Fall (an Aug.-Sept. timeframe). Since the Web Time-Card Entry module requires substantial process changes in the way hourly employees record their time, it was believed these changes combined with the changes imposed by the new Payroll processing schedule caused undue stress and greater potential for error on College staff. Consequently, implementation and employee training for the Web Time-Card Entry system was delayed until fall. This delay will have no negative impact on the overall status of the project.

The Online Purchase Requisition software module has been installed technically, but will not go-live until improvements can be made to the approval workflow process. The built-in approval workflow process functionality of this Ellucian software module was found to be lacking, so further software enhancements will be made to meet the needs of the College's purchasing processes. Once these improvements are completed later this summer, the Online Purchase Requisition module will go-live.

A new interface was also created from the ERP system to "Higher One", an organization that provides debit card-like services to College students. This interface is going in place for the fall semester and will enable the College to automate the electronic dispersal of student refunds and offer alternatives to students for online bill payment.

Joint development work with Ellucian continues in the development of new reporting capabilities to automate the generation of annual ICCB reports.

The Student "Instant Enrollment" module for Continuing Education, as well as Fixed Assets is still scheduled to go-live in July.

College staff continues to deal with on-going data validation and cleansing processes, most recently in the area of cleaning up student transcript information.

Ellucian Consulting & Training sessions in June included:

- Academic Records and Registration for Transcript processing
- Degree Audit
- Assignment Contracts
- Financial End of Year Processing
- Recruiter Module Discovery

Dr. Al Butler
Chief Information Officer

MCC Branding Update

Information

A well-developed and articulated brand can enhance McHenry County College's ability to attract first-tier faculty and higher performing students. It can help MCC weather crises more confidently and dispel negative misperceptions. It can position the College to better capitalize on all of the wonderful things students and faculty are engaged in on campus and around the world. It can be the driving factor behind a donor's support. Finally, it can foster a sense of pride among students, faculty, administrators, staff, alumni, and McHenry County as a whole.

Brand/Visual Identity

Through extensive research and competitive analysis, the College's new brand identity will dispel misconceptions and position MCC as an ideal choice for smart, success-oriented individuals who are focused on today's realities with regard to higher education.

The new brand identity will be executed differently based on the specific audience through appropriate and targeted messages. By being very direct and somewhat boastful about communicating points of pride, MCC's new identity will help the College stand out among the pack of those institutions competing for attention.

The College's new institutional logo supports the boldness of the brand identity and tells the story of MCC's brand attributes: change ready, community and quality. While many other community colleges and schools in the area use blue, silver, burgundy, green or white as their institutional colors, the use of gold and purple as the new primary institutional colors will help MCC stand out. These new colors, together with the entire color palette, create a feeling of energy and movement, and they support the message that MCC is bold and forward thinking.

Overall, the institutional logo is a strong balance of stability and innovation/growth and will be just as fresh and relevant in 20 years as it is today.

Budgeting

Much of the cost related to the roll out of a new institutional brand is included in the proposed marketing budget for FY 2013. Additional components needed to create more community awareness of the new brand include: advertising; printing; signage; athletics—all of which will be rolled out over the course of multiple fiscal years so as not to overly burden the institutional budget.

Next Steps

The Office of Marketing and Public Relations is in the process of completing the final Brand Book (technical requirements), as well as scheduling the rollout of the new brand through various initiatives (print, web, advertising, etc.) over the coming year.

MCC will officially launch its new brand on August 16, 2012.

Christina Haggerty
Director of Marketing and Public Relations

Distributed Press Releases
May 15-June 15, 2012

Information

The following releases have been distributed to all local and regional media outlets from May 15-June 15, 2012.

- NJCAA Region 4, Division II - Baseball Play-offs
- MCC Nursing Faculty Member Recognized
- MCC to Host Information Session for Residents with IRS Tax Debt
- Summer Information Sessions Set for CDL-A Truck Driver Training Program
- MCC Partners with The Light Center to Offer Animal-Assisted Therapy & Learning Class
- Register for MCC Fall Credit Classes in Harvard
- MCC Names High School Accounting Bowl 2012 Winners
- Essential Workforce Training Offered at Shah Center
- MCC Shah Center to Offer APICS Detailed Scheduling and Planning Certification Prep
- Hands-on Computer Training Available at MCC's Shah Center
- MCC ScotStars Youth Sports Camps Begin June 11
- Learn to Weld at McHenry County College
- MCC Offers Placement Testing, Registration for Basic Reading, GED, ESL Classes
- McHenry County College Student Newspaper Wins Four State Awards
- McHenry County College Names Julie Freelove Outstanding Faculty Member
- McHenry County College to Observe Summer Hours in June and July
- Jamie Niemeyer of Lake in the Hills Displays an Aquaponics Project
- Javier Manzano of Crystal Lake Checks Hydroponic Vegetables
- MCC's Shah Center Offers Hands-On Computer Skills Courses
- ISBDC Announces Small Business Offerings for July
- MCC Earth Science Instructor Rocks Students' World with Math Modules
- Hands-On Computer Training Available at MCC's Shah Center

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