

# REVISED

## BOARD OF TRUSTEES

### McHENRY COUNTY COLLEGE DISTRICT #528

Thursday, July 26, 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, June 28, 2012
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS  
*Three (3) minutes per person or less.*
8. CLOSED SESSION
9. BOARD COMMITTEE REPORTS
  - A. Evaluation and Policies Committee
  - B. Committee of the Whole
    - 1) Discussion of the FY13 Budget
    - 2) College Mission Statement
10. ICCTA REPORT
11. FRIENDS OF MCC FOUNDATION REPORT
12. PRESIDENT'S REPORT
13. PRESENTATION: Demonstration of Board Dashboards, Mr. Joe Baumann, Director of Institutional Research
14. COMMUNICATIONS
  - A. Faculty Report
  - B. Adjunct Faculty Report
  - C. Staff Council Report
  - D. Student Trustee Report
  - E. Comments from the Board
  - F. Attorney Report
15. APPROVAL OF CONSENT AGENDA  
**For Approval**
  - A. Financial Statements
    1. Treasurer's Report, Board Report #12-154

2. Ratification for Payment of Voucher #1046, Board Report #12-155
- B. Requests to Purchase/Renew
  1. Annual ANGEL Maintenance, Board Report #12-156
  2. Annual DROA Reporting Maintenance, Board Report #12-157
  3. Annual Telephone System Maintenance Agreement, Board Report #12-158
  4. Diploma Paper and Covers for Graduates, Board Report #12-159
  5. FY13 Public Radio Campaign, Board Report #12-160
  6. FY13 Radio Advertising, Board Report #12-161
- C. Destruction of Recording of the Closed Session of the December 13, 2010 Committee of the Whole Meeting, Board Report #12-162
- D. Personnel
  1. Personnel Adjustments for Summer 2012 Transfer and Occupational Courses, Bd. Rpt. #12-110, Addendum
  2. Continuing and Professional Education Personnel Considerations for Summer 2012, Board Report #12-80, Addendum
  3. Appointment of New Building Maintenance Specialist, Plumber, Board Report #12-163
  4. Appointment of Replacement Chief Financial Officer/Treasurer, Board Report #12-164
  5. Appointment of Replacement Credentials Evaluator, Board Report #12-165
  6. Appointment of Replacement Nursing Instructor, Board Report #12-166
  7. Appointment of Replacement Research and Planning Associate, Board Report #12-167
  8. Appointment of Replacement Student Development Advisor, Board Report #12-168
  9. Appointment of Replacement Student Development Advisor, Board Report #12-169
  10. Appointment of Replacement Student Development Advisor, Board Report #12-170
  11. Approval of New Position, IGEN Coordinator, Board Report #12-171
  12. Salary Adjustment, Board Report #12-172

16. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

17. COMPENSATION ADJUSTMENTS FOR ADMINISTRATIVE PERSONNEL FOR FY13, Board Report #12-173

18. REQUEST TO INCREASE RENTAL FEES AND INSTITUTE INTERNAL USAGE PRICING, Board Report #12-174

19. ADOPTION OF THE MCHENRY COUNTY COLLEGE MISSION STATEMENT, Board Report #12-175

20. FOR INFORMATION

- A. ERP Project Update
- B. MCC Branding Update
- C. Office of Resource Development FY12 Grant Summary
- D. Office of Resource Development Update
- E. Quarterly Reports on Grants
- F. Distributed Press Releases and MCC Press Clippings

21. SUMMARY COMMENTS BY BOARD MEMBERS

22. FUTURE AGENDA ITEMS

23. CLOSED SESSION

24. PERSONNEL

25. ADJOURNMENT



Mary Miller  
Chair

*friends of*  
**MCHENRY COUNTY COLLEGE FOUNDATION**

Foundation Update  
Board of Trustees Meeting  
Thursday, July 26, 2012

**ADVANCEMENT ACTIVITIES**

The following report highlights advancement activities in fund raising, charitable positioning, program and outreach, Foundation governance, and infrastructure in June 2012.

Financials

The Foundation received payroll deduction contributions from 16 employees totaling \$130, along with three scholarship contributions totaling \$350. The Office of Financial Aid and the Foundation awarded 27 scholarships this spring totaling more than \$14,000.

Board

- The Board Development Committee will present board member candidates Lisa O'Neil, Marketing Director of Centegra Health Systems, and Bob Rosenberger, Chief Financial Officer of Centegra Health Systems to the Board of Directors for approval at the August 8 board meeting.

Charitable Positioning

- The Education to Empowerment core planning committee held their third planning meeting. The committee welcomed Cheryl Rabine, and the Foundation's new development coordinator, Beatrice Pedersen, to the team. The committee worked on a schedule to develop their first event, which will be held during the fourth quarter of this year.
- The Professional Seminar Series Committee held their first planning meeting July 17. The committee developed the annual calendar of seminars that will be offered each month for the next year. A structure was developed for the events; complete with timetables, venue(s), event evaluation, and metrics to help determine subject viability.

Staffing

- The search committee assigned to find a permanent replacement for the Development Specialist is in the final interview process. The committee will make a recommendation to Vice-president of Institutional Advancement, Laura Brown during the week of July 16, 2012.
- Beatrice Pedersen has joined the Foundation staff as a Development Coordinator; replacing an outgoing employee. Beatrice has a Bachelor's Degree from DePaul University and brings 26 years of successful fundraising experience to our team.

### Student Trustee Report

Student Senate met on July 18, 2012 to gather information on the roles of the incoming Student Senators. During the summer, the nine elected Student Senate positions met to determine goals and create an action plan for the start of the Fall semester. The Student Senate met on July 18, 2012 to clarify roles and establish duties of each member. The team has great potential to bring together the voice of all students and has great energy. The group is thrilled to start the fall semester!

Most of the student organizations do not meet regularly in the summer, but a few are meeting to prepare for the upcoming school year and Convocation. The MCC College Democrats hosted the McHenry County Democratic Party on Wednesday, July 18. Those in attendance were able to meet candidates and learn about progressive events. This is a great example of how students partner with community organizations to provide educational experiences.

MCC Student Life is hosting an ice-cream social and an outdoor showing of the film, *The Hunger Games* on Thursday July 26, 2012 for current and incoming students. The goal is for students to meet other students and become acclimated to the campus.

Student Orientation leaders are full of activities to prepare incoming students for the Fall semester, making them comfortable and familiar with the campus.

Paola Rueda  
Student Trustee

Treasurer's Report

Information

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

Recommendation

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



Vicky Smith  
President

**McHenry County College  
Treasurer's Report  
For the Month of June 2012**

<b>Bank Name Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
<b>Crystal Lake Bank &amp; Trust Operating</b>	\$1,223,770.31	\$14,035,856.12	\$14,020,297.09	\$1,239,329.34
<b>Crystal Lake Bank &amp; Trust Credit Card</b>	\$164,618.57	\$433,948.92	\$558,120.90	\$40,446.59
<b>Crystal Lake Bank &amp; Trust Online</b>	\$15,161.07	\$328.48	\$0	\$15,489.55
<b>Crystal Lake Bank &amp; Trust Employee Benefits</b>	\$0	\$31,974.85	\$31,974.85	\$0
<b>Crystal Lake Bank &amp; Trust Payroll</b>	\$18,102.96	\$1,692,167.64	\$1,706,081.92	\$4,188.68
<b>Crystal Lake Bank &amp; Trust Federal Student Loan</b>	\$33,868.52	\$9,026.88	\$39,592.83	\$3,302.57

**McHenry County College**  
**June 30, 2012**

**Investments**

<b>College Fund</b>	<b>Financial Institution</b>	<b>June 30, 2012 Investments</b>	<b>May 31, 2012 Investments</b>	<b>% of Total Investments</b>	<b>Interest</b>	<b>No. of Days</b>	<b>Maturity</b>
Education	Illinois Funds	\$17,113,330	\$6,986,930	20%	see below	N/A	On Demand
Education	JPMorgan Chase	9,153,005	9,149,848	26%	0.21%	N/A	On Demand
Operations & Maintenance	Illinois Funds	13,185,917	13,183,467	38%	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	925,874	925,555	3%	0.21%	N/A	On Demand
Working Cash	Illinois Funds	2,101,143	2,100,859	6%	see below	N/A	On Demand
Working Cash	JPMorgan Chase	620,365	620,151	2%	0.21%	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	1,754,917	1,754,680	5%	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	353,744	353,622	1%	0.21%	N/A	On Demand
	<b>Total</b>	<b>\$45,208,295</b>	<b>\$35,075,111</b>	<b>100%</b>			

**Interest Revenue**

**Interest Revenue**

<b>College Fund</b>	<b>Jun-12</b>	<b>Fiscal YTD</b>
Education	\$2,476	\$31,779
Operations & Maintenance (Restricted)	1,076	11,042
Working Cash	220	2,904
Liability, Protection and Settlement	156	1,977
	<b>Total</b>	<b>\$47,702</b>

**Illinois Fund Rates -June 30, 2012**

<b>Annualized rate - Money Market</b>	
Low	0.073%
High	0.120%
Average	0.096%

\* 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.

## Treasurer's Report

The Treasurer's Report for the month of July, 2012 including investment analysis is included in the July packet. The total investment as of June 30, 2012 increased by \$2.2M compared to June 30, 2011. Investment interest income decreased by \$28,053 compared to a similar period last fiscal year.




Ratification for Payment of Voucher #1046

Information

The attached check register identifies the vendors that have been paid in the past month in the amount of \$2,259,828.99. 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 #1046 dated July 26, 2012, totaling \$2,259,828.99.



Vicky Smith  
President

Request to Renew  
ANGEL Maintenance

Information

The College’s current online Learning Management System (LMS) is an offsite-hosted software product called ANGEL provided by ANGEL Learning, Inc. Over the past year, this software product was acquired by Blackboard Learning, Inc., a competitor to ANGEL. Since the acquisition, Blackboard Learning decided to discontinue the development and support of ANGEL in 2014. Consequently, the College has been looking to acquire a new LMS in FY13 prior to the discontinuation of ANGEL. However, until the new system is selected and implemented, ANGEL will still be needed for coursework, assessment, content delivery and communications between faculty and students. ANGEL is currently an integral part of the College’s online course management program allowing the College to offer online and blended courses as a convenient and flexible way for students to complete courses. Until a new LMS is selected and implemented, the College must continue one more year with ANGEL. This report is requesting the renewal for one final year of ANGEL maintenance at a cost of \$99,912.00. This maintenance includes two major technology components: 1) annual licensed usage of the software based on student enrollment, and 2) provision for offsite hosting services.

The present support contract with ANGEL ends on July 31, 2012. A one-year extension for Blackboard’s ANGEL system is needed to bridge the transition from ANGEL to the next LMS.

Quantity	Description	Period	Amount
1	ANGEL Annual Maintenance	Aug 1, 2012 – July 31, 2013	\$99,912.00

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

This expense is budgeted in the FY13 End User Services - Information Technology budget in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of a one-year maintenance contract with ANGEL Learning Management System services from ANGEL Learning, Inc. of Washington, DC for \$99,912.00.



Vicky Smith  
President

Request to Renew  
Annual DROA Reporting Maintenance

Information

Portions of the Datatel (Ellucian) ERP system are built on technology layers provided by other third-party technology companies. Ellucian does this to save the time and cost needed to reinvent these technologies internally at Ellucian. Consequently, Ellucian licenses these technology layers from their partner companies. The license costs for these third-party technologies are then passed on to Ellucian's customers at cost. One such partner is Microsoft. Rather than building a redundant and proprietary data warehouse and reporting technology layer, Ellucian licenses this technology from Microsoft using Microsoft's "Business Objects" platform.

Ellucian's terminology for this technology layer is Datatel Reporting and Operating Analytics, or "DROA". The purpose of the technology is to extract information from the production Datatel Colleague system into a separate and specialized database solely used for reporting and analysis. This enables intensive report generation and analytical computation to occur on the separate database without affecting the performance of the production Colleague student system. DROA (using Microsoft's Business Objects) is then used to develop reports from the separate database for numerous purposes such as meeting ICCB reporting requirements. Thirty Business Objects (DROA) licenses were included in the College's overall maintenance agreement and are covered in the FY13 Ellucian annual maintenance contract. However, 20 additional licenses were required due to the broader reporting needs of the entire College. This board report is requesting to purchase the annual license maintenance cost for the 20 additional DROA reporting licenses, at a cost of \$7,200.00. This cost, along with any future third-party costs, are budgeted in the College's operating budget and are not covered by the ERP project budget.

Over the course of FY13, other third-party technology layer maintenance renewals will need to be made for existing ERP system components currently in use at the College. These include Compusoft/Synoptics (for financial-specific reporting), TrimData (for the Bookstore interface), Microsoft (for SQL-Server and Sharepoint portal), and PeopleAdmin (for H/R personnel application management).

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

This expense is budgeted in the FY13 IT Application Solutions account within the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of annual DROA reporting maintenance for 20 licenses from Ellucian of Fairfax, VA for \$7,200.00.



Vicky Smith  
President

Request to Renew  
Annual Telephone System Maintenance Agreement

Information

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

	<u>Telcom Innovations Group, LLC</u>
Annual Maintenance on the Mitel Phone System September 1, 2012 through August 31, 2013	\$12,954.00

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

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

Recommendation

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



Vicky Smith  
President

Request for Purchase  
Diploma Paper and Covers for Graduates

Information

The diploma is a treasured memento that signifies the successful completion of an academic course of study and substantiates a graduate’s educational accomplishment. The obtainment of a diploma is held in high regard amongst completers, academia, and the workforce. Approximately 1,650 students are expected to meet the necessary requirements in order to receive their diploma during FY13.

The College needs to purchase the following materials to supply diplomas to the 1,650 expected graduates. Included in the information below is the cost to cover shipping of diplomas and certificates to students, through the HomeShip Program. The HomeShip Program allows for easy, inexpensive, and timely shipment of our MCC graduates’ treasured mementos, via an external vendor.

<u>Description</u>	<u>Jostens</u>
Diplomas	
• Size: 9” x 7”	
• Paper: Standard American Parchment	
• Seals: 1-1/4” Embossed seal	
• Signatures: Printed on diploma	
• Variable text: Name, Degree, Major, Date	
• Cost per diploma based on a quantity of 1,650 @ \$2.34 ea.	\$ 3,861.00
Diploma Covers	
• Size: 9” x 7”	
• Color: Black with smooth finish	
• McHenry County College and MCC seal embossed on front	
• Etching on left inside cover	
• Hinged on side	
• Cost per cover based on a quantity of 1,650 @ \$5.08 ea.	\$ 8,382.00
Estimated Shipping based on previous year, including HomeShip Program	\$ 2,700.00
Total Cost:	<u>\$14,943.00</u>


Pricing is obtained through the Illinois Community College System Procurement Consortium (ICCSPC) which offers the best possible pricing.

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (k) which reads: “contracts for goods or services procured from another governmental agency.”

The funds to purchase the diploma paper and covers are budgeted in the Assistant Vice President of Academic and Student Affairs Graduation Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of diploma paper at \$2.34 per sheet and diploma covers at \$5.08 each, and shipping for a total cost of \$14,943.00 from Jostens located in Woodridge, IL.

  
Vicky Smith  
President

Request to Purchase  
FY13 Public Radio Campaign

Information

Creating positive brand awareness is a critical component of McHenry County College's marketing objectives and directly supports the current strategic direction of the College. Exposure via public radio expands brand awareness efforts by reaching a targeted listening audience, especially adult continuing and professional education prospects and business leaders throughout the community. Radio credits—or underwriting (e.g. "Support for WNIJ comes from McHenry County College...")—deliver a series of rotating, custom messages that grow awareness for MCC and its courses, programs and special events.

The use of public radio as part of MCC's multi-channel marketing approach impacts participation in those featured programs, as well as contributes to positively influencing the public perception of the College—a key part of MCC's rebranding effort in FY13.

A rotation of credits will run for 52 weeks (entire year) throughout FY13 on the area's primary public radio station, Northern Public Radio (WNIU/WNIJ), totaling \$12,792.00 for 468 announcements. The radio ads will be heard multiple times/week during regularly scheduled programs, including "Morning Drive," "All Things Considered" and the full listening audience. MCC will also receive additional exposure as part of this contract through:

- Online Underwriters Directory linking to MCC website and featuring a 70-word description and MCC logo
- Event calendars highlighting college activities at [www.wnij.org](http://www.wnij.org) and [www.wniu.org](http://www.wniu.org)
- Public service announcements and media sponsorships

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

This expense is budgeted in the Public Information Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of a public radio campaign for FY13 in the amount of \$12,792.00 with Northern Public Radio, DeKalb, IL.



Vicky Smith  
President

Request to Purchase  
FY13 Radio Advertising

Information

In order to achieve a more widespread reach across the district, radio must be used in combination with media channels (i.e. direct mail, print, web, etc.). This ultimately influences the public perception of the College—a key component of MCC’s rebranding effort in FY13.

Mile High Station Trust/WZSR-Star 105.5 FM meets the marketing objective to provide a broader brand awareness of MCC at a local level, especially to its target listeners: traditional students, parents of those students and local businesses. The FY13 radio campaign will cost \$34,680.00, reach over 266,600 listeners per week, and include the following elements:

- 400 total 60-second commercials throughout both the Fall 2012 and Spring 2013 semesters
- Bonus week of 20 additional on air and stream commercials
- One remote broadcast, used for coverage on MCC Night in November
- Northwest Spectrum interviews, showcasing the quality of MCC’s students and faculty/staff
- MCC on-air brand campaign, featuring a “snapshot” approach to showcasing the College through 60 total 60-second interviews that highlight MCC students, alumni and employees

All content will showcase new programming, as well as other programs and efforts, including push for enrollment/registration, special events, reverse transfer, community outreach, and overall brand awareness.

Based on recent market data, Star 105.5 has up to a 40-mile coverage area and 266,600+ listeners per week. In addition, 86% of listeners are in the 25-54 age range, supporting MCC’s focus of growing the adult student population. The station also has the highest saturation of in-district listeners across MCC’s target markets of any local/regional radio station:

Listening Audience	Weekly Cumulative Listeners				
	Star 105.5 (WZSR-FM)	WGN-AM	WBBM-AM	WLS-FM	WXRT-FM
12+(M-Su 6 a.m.-midnight)	129,400	64,600	63,800	44,400	31,400
25+(M-Su 6 a.m.-midnight)	67,400	39,900	34,600	24,900	19,600
In Office (M-F 10 a.m.-3 p.m.)	67,400	44,300	24,300	37,300	24,200

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

This expense is budgeted in the Public Information Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves radio advertising for FY13 in the amount of \$34,680.00 with Mile High Station Trust/WZSR-Star 105.5 FM, Crystal Lake, IL.



Vicky Smith  
President

Destruction of Recording of the Closed Session  
of the December 13, 2010 Committee of the Whole Meeting

Information

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

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

The identified recordings will be physically destroyed.

Recommendation

It is recommended that the Board of Trustees approves the destruction on July 27, 2012 of the recording of the Closed Session of the December 13, 2010 Committee of the Whole Meeting.



Vicky Smith  
President



Personnel Adjustments 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>
Baser, Julia A	MCC101204	1	0	653.00
Bazan, Michael J	MUS160001	2	0	1,318.00
Braasch, Gerald	PSY151501	3	0	2,119.50
Braasch, Teresa	PSY251501	3	0	2,119.50
Brown, R Clayton Jr	AMT140101	6	0	4,239.00
Christensen, James D	ART250001	6	0	4,032.00
George, Rebecca H	ENG152005	3	0	1,905.00
Jaffe, Christopher E	HIS132001	3	0	2,070.00
Kropp, Marilynn B	MCC101201	1	0	690.00
Kropp, Marilynn B	MCC101202	1	0	690.00
Linder, Lisha S	ECE155001	3	0	2,119.50
Piccolo, Michael R	AMT100101	6	0	3,630.00
Vorel, Kim F	ART184001	6	0	4,140.00
White, David K	HIS170501	3	0	2,119.50
Zingrone, William A	PSY151005	3	0	1,998.00

Independent/Individualized/Internships

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albamonte, Michael A	AMT250003	3	1	0	225.00
Brown, R Clayton	AMT220101	6	4	900.00	1,200.00
Castro, Miguel A	SPA252003	4	1	0	224.00
Eckel, Mark G	SOC151501	3	3	0	675.00
Fagiano, Steve C	MUS217001	2	1	0	278.96
Gaughan, Patricia L	MUS213002	2	2	0	557.92
Guyer, Dawn M	ECE118001	3	8	0	1,270.00
Halinski, Margaret A	MUS208002	2	1	0	278.96
Hansen, Edward J	PSY265001	3	6	0	907.56
Henning, Russell C	MUS204001	2	1	0	253.00
Kvam-Holub, Janet A	MUS206001	2	3	0	836.88
Linse-Zurio, Marybeth	BIO110002	3	8	0	2,880.00
Lush, Paige C	MUS212001	2	1	0	278.96
McQueen, Coy E	TWL115101	2	1	0	136.04
Ponzio, Peter J	ENG105001	3	1	0	163.26
Schmid, Silvia	GER152001	4	4	0	936.00

Schmid, Silvia	GER152002	4	1	0	234.00
Sergey, Thomas Michael	MUS213001	2	8	0	2,231.68
Shaw, Nancy	MUS205001	2	7	0	1,952.72
Singer, Tara J	MUS203001	2	16	0	4,463.36
Sullivan, Sarah	BUS255201	3	1	0	225.00

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Linder, Lisha S	Interim Director CLC	0	2,119.50
Loser, Christopher	Counseling	5,556.11	7,563.78
Mihelich, Robert J	Mechanical Tech. Summer Chair	0	1,032.75
Socol, Steven M	Additional Students Chemistry	0	1,000.00
Tetreault, Mike J	CIS Summer Chair	0	1,032.75
Winchester, Meredith	Digital Media Chair	0	1,032.75
Zaccagnini, Heather	Manufacturing Mgt. Summer Chair	0	1,032.75

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 Seminar</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Small, J	8/11/2012	Alive at 25	150.00
Small, J	8/11/2012	Defensive Driving Course – 4 Hour	150.00

Recommendation

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



Vicky Smith  
President



**POSITION:** **BUILDING MAINTENANCE SPECIALIST, PLUMBER**

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

**WORK WEEK:** Hours: 7:00 a.m. to 3:30 p.m., occasional weekends and evenings may be required.

**PRIMARY PURPOSE:** Responsible for the maintenance, repair, and service of plumbing which includes sewer and water systems, and fixtures on campus.

**ESSENTIAL JOB FUNCTIONS:**

- Maintain, repair, install and service a variety of fixtures and equipment
- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- Inspect plumbing systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes
- Test and inspect plumbing to ensure compatibility and safety of systems
- Repair and installation of piping
- Maintain and repair interior and exterior plumbing fixtures and lines; including drain and sewer rodding
- Conduct preventive maintenance and repairs of all College equipment
- Maintain an adequate stock of plumbing supplies and components necessary for the general efficiency of College operations
- Perform energy saving retrofits where applicable
- Advise management on continued operation of equipment hazards or health and safety concerns
- Additional duties including other campus maintenance duties as assigned by immediate supervisor

**SUPERVISION:** Directly responsible to the Director of Physical Facilities. Receives daily assignments from the Coordinator of Building Maintenance.

**MINIMUM POSITION QUALIFICATIONS:**

**EDUCATION:**

Associate's Degree or equivalent from a technical trade school or equivalent combination of education and related certification/licensure and meets State and Federal requirements for certification by the agencies.

**EXPERIENCE:**

Ten years' experience with full apprenticeship.

**LICENSE OR CERTIFICATION:**

- Valid state driver's license
- Current Illinois Plumber's License
- Current Illinois Department of Public Health License (IDPH)
- International Code Council Certified Plumber preferred

**SKILLS AND ABILITIES:**

- Strong knowledge of and experience in the standard practices, methods, and processes in the use of materials, tools, and equipment required by the trade
- Strong knowledge of sewer mains and building drains
- Knowledge of fire pumps, well pumps and modulating valves
- Knowledge of well's disinfection and distribution
- Strong knowledge of the State, National and Local plumbing codes
- Comprehension of manuals and instructions
- Ability to read blueprints and schematics
- Ability to work effectively with others
- Responsible, trustworthy, thorough, and committed
- Organizational skills and self-directed
- Ability to work within confined spaces
- Ability to safely move and lift up to 75 pounds unassisted
- Able to perform the essential functions, skills and abilities of the position

**This position is subject to blood borne pathogen legislation.**

ISSUED: April 2012 / Range 10

Appointment of Replacement  
Chief Financial Officer/Treasurer

Information

The appointment of Larry West to the position of Vice President for Administrative Services, effective July 2, 2012, has created a vacancy for the full-time administrative position of Chief Financial Officer/Treasurer. Robert Tenuta has been recommended to fill the position. Mr. Tenuta has a Master of Accounting Science from Northern Illinois University, DeKalb, IL and a Bachelor of Science in Business Administration from Northeastern Illinois University, Chicago, IL. His experience is as follows:

2011 – Present	Chief Financial Officer Spertus, Chicago, IL
2007 – 2011	Vice President/Chief Financial Officer University of St. Francis, Joliet, IL
2003 – 2007	Vice President/Chief Financial Officer Prairie State College, Chicago Heights, IL
2000 – 2003	Vice President/Chief Financial Officer Morton College, Cicero, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Robert Tenuta to the administrative position of Chief Financial Officer/Treasurer, effective September 4, 2012, at the twelve-month salary of \$130,000.00



Vicky Smith  
President

Administrator Salary Level	Current Salary	Salary Offer	Salary of Replaced Employee
No Range	Not Applicable	\$130,000.00	\$118,450.00

**POSITION:****CHIEF FINANCIAL OFFICER/TREASURER****CLASSIFICATION:**

Administrative / Full-time

**WORK YEAR:** 12 months**PRIMARY PURPOSE:**

As a key member of the executive management team, the Chief Financial Officer will report to the President and assume a strategic role in the overall management of the finances of the College. The CFO will have primary day-to-day overall responsibility for planning, policy determination, implementing, managing and controlling all financial-related activities of the college. This will include direct responsibility for accounting, including grant accounting, finance, forecasting, strategic planning, asset management, cost benefit analysis, budget management, insurance program oversight, procurement and vendor relations, banking relationships, and investments.

**ESSENTIAL JOB FUNCTIONS:**

The College President delegates authority to the Chief Financial Officer/Treasurer to carry out the following responsibilities:

- Plan, organize and administer, consistent with the philosophy, mission, and goals of the College, the following financial and operational functions:
  - Accounting
  - Financial Forecasting and Planning
  - Procurement and Contract Administration
  - Budget Development and Oversight
  - Investments Program Oversight
  - Property Inventory Control
  - Group and Property/Casualty/Liability Insurance Programs
  - Audit
  - Risk Management Program
- Provides leadership in the development for the continuous evaluation of short and long-term strategic financial objectives
- Evaluates and advises on the impact of long range planning, introduction of new programs/strategies and regulatory action impacting the College
- Oversee cash flow planning and ensure availability of funds as needed
- Oversee cash, investment and asset management
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial reporting
- Plan, maximize and maintain the College investment program
- Coordinate the preparation and implementation of the Annual College budget
- Prepare major annual operational, state, and federal financial reports and oversee the development of the monthly Trustee financial report
- Establish and direct the implementation of systematic procedures for operation, maintenance, inventory, and replacement of College property
- Serve as College Treasurer for the Board of Trustees
- Provide leadership for administering the College's group, and property/casualty/liability insurance programs
- Supervise internal and external financial audits of the College



**ESSENTIAL JOB FUNCTIONS:**

- Maintain liaison with the Illinois Community College Board, the Illinois Board of Higher Education, the Illinois State Board of Education, and other state and federal agencies as it relates to financial matters
- Collaborates extensively with all campuses and other college divisions/departments
- Maintains current knowledge of trends and developments in the field of finance
- Share in the development and review of the policies to be recommended by the President to the Board of Trustees
- Oversee the Business Services Office
- Work closely with the Executive Director of the Friends of McHenry County Foundation on all financial matters pertaining to the Foundation
- Represent the College at designated governmental, professional, and community organizations
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Perform any other duties assigned or delegated to the Treasurer by the Board of Trustee
- Assume other responsibilities as delegated or assigned by the President

**SUPERVISION:** Reports directly to the President. Supervises Director of Business Services, and Finance (Payroll, Accounting, and Bursar) personnel.

**MINIMUM POSITION QUALIFICATIONS:**

**EDUCATION:**

Bachelor's Degree in Business, Management, Accounting, Finance, or a related field required; Master's Degree preferred. CPA, current licensure required.

**EXPERIENCE:**

Position requires a distinguished record of administrative service with a minimum of seven years of progressive responsible senior financial-management administration in a complex organization, preferably at a community college or other higher educational institution, with at least five years of experience in one or more of the functions reporting to this position. Requires knowledge and experience in public fund accounting. Prefer experience working with Illinois Community College Board rules and regulations. Prefer experience working with information technology staff to manage finance and accounting software packages.

**SKILLS AND ABILITIES:**

- Ability to maintain the highest standard of ethics and have a high level of integrity and dependability with a strong sense of urgency and results-orientation
- Ability to design and implement best practices and programs to further areas under scope of authority relative to College mission goals
- Ability to build consensus regarding decisions
- Strong analytical and problem-solving skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses

**SKILLS AND ABILITIES:**

- Bondable
- Belief and experience in participatory management
- Strong written and oral communication skills and ability to work in a collaborative manner
- Superior interpersonal skills, ability to communicate and manage well at all levels of the organization
- Experience in computer-based fiscal planning and analysis
- Ability to think creatively, strategically and proactively
- Commitment to the mission of the community college

**Subject to Criminal Background and Credit Check**

REVISED: May 2012 / No Range

Appointment of Replacement  
Credentials Evaluator

Information

The resignation of Ramona Silvester, effective May 31, 2012, created a vacancy for the full-time professional position of Credentials Evaluator. At the May 2012 Board Meeting, the Board of Trustees approved to modify the full-time professional position to part-time (32 hours), as recommended by the Academic and Student Affairs Reorganization. Janet McNeill has been recommended to fill this position. Ms. McNeill has a Bachelor of Arts in History from Northern Illinois University, DeKalb, IL. Her experience is as follows:

2010 – Present	Enrollment Processor McHenry County College, Crystal Lake, IL
1999 – 2007	Accounts Payable Carpet Cushions and Supplies, Elk Grove Village, IL
1996 – 1999	Assistant Teller Supervisor American Chartered Bank, Schaumburg, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Janet McNeill to the part-time professional position of Credentials Evaluator, effective July 30, 2012, at the twelve-month salary of \$29,387.00, at 32 hours per week.



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	\$18,538.00*	\$29,387.00	\$41,522.65

\*Part-time salary at 23 hours

**POSITION:** **CREDENTIALS EVALUATOR**

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

**WORK WEEK:** 32 hours

**PRIMARY PURPOSE:** Responsible for transcript evaluations, graduation audits, and chargeback/joint agreement processes.

**ESSENTIAL JOB FUNCTIONS:**

- Assess and input into student database all awarding of transfer, College Level Examination Program, Advanced Placement, proficiency and non-traditional credit
- Collaborate with department chairs, counseling, admissions, advising, and instructional faculty regarding credential evaluation
- Evaluate incoming transcript information for prerequisite and placement information
- Maintain and update resource and credential materials in accordance with credit evaluation
- Assist in maintenance of the degree audit tracking system
- Chargeback/Joint Agreements
  - Maintain incoming chargebacks and joint agreement files and student database
  - Process and authorize requests for McHenry County College chargeback in accordance with College policy
  - Maintain current information on articulated joint agreement and chargeback programs
  - Audit chargeback payables and receivables for compliance with College policy
- Establish deadlines for graduation audits
- Complete graduation process from audit to final graduation process, ensuring adherence to established College policy, and proper documentation for variance from stated program requirements
- Notify students of the results of their transcript evaluations and graduation audits
- Resolve inquiries directed to the Office of Credentials Evaluation
- Assist in preparing institutional and state required reports
- Actively participate on the Graduation Committee and assist with May and December commencement ceremonies
- Represent McHenry County College at workshops, seminars, meetings, events, applicable to the position
- Additional duties as assigned by immediate supervisor

**SUPERVISION:** Under direct supervision of the Director of Enrollment Services.

**MINIMUM POSITION QUALIFICATIONS:**

**EDUCATION:** Bachelor's Degree required.

**EXPERIENCE:**

- Two years' experience in higher education student affairs area
- Knowledge of student information systems
- Background in a proactive customer service field
- Experience with academic requirements

**SKILLS AND ABILITIES:**

- Ability to critically think, analyze data, read and process detailed information in written form
- Excellent interpersonal and communication skills
- Ability to meet deadlines, manage multiple tasks, and to prioritize
- Ability to contribute ideas and search for new and better ways to work and assume leadership
- Ability to work effectively with all members of the College and value the differences of others
- Ability to work in a quality-focused service environment with excellent organizational skills and a professional manner
- Self-directed and flexible
- Ability to work under pressure with composure
- Ability to use computer-based record systems and word processing, spreadsheets, and database applications, Colleague experience a plus
- Familiarity with four-year transfer credit offerings highly preferred
- Knowledge of Illinois Articulation Initiative highly preferred
- Ability to safely handle heavy books, packages, and book trucks up to 25 pounds unassisted
- Able to perform all of the essential functions, skills and abilities of the position

REVISED: April 2012 / Range 8

Appointment of Replacement  
Instructor of Nursing

Information

The resignation of Barbara Shelor, effective May 11, 2012, created a vacancy for the full-time faculty position of Instructor of Nursing. Elizabeth Schnowske has been recommended to fill this position. Ms. Schnowske has a Bachelor of Science in Nursing from St. Ambrose University, Davenport, IA and a Master of Science in Nursing Education from Walden University, Baltimore, MD. Her experience is as follows:

- 2011 – Present            Adjunct Instructor, Nursing  
                                  McHenry County College, Crystal Lake, IL
  
- 2009 – Present            Staff Registered Nurse  
                                  The Springs, Crystal Lake, IL
  
- 2008 – Present            Patient Care Leader  
                                  Advocate Good Shepherd Hospital, Barrington, IL
  
- 2005 – 2009                Staff Registered Nurse  
                                  St. Alexius Medical Center, Hoffman Estates, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Elizabeth Schnowske to the full-time faculty position of Instructor of Nursing, effective August 15, 2012, at the nine-month salary of \$55,578.00.



Vicky Smith  
President

Contract Placement	Placement Multiplier	Base Salary	Contractual 9-month Salary	Current Salary	Contract Salary of Previous Employee
Lane 3 , Step 2	1.16	\$47,100.00	\$55,578.00	Not Applicable	\$51,408.00

**POSITION:** **INSTRUCTOR OF NURSING**  
Full-time tenure-track position

**CLASSIFICATION:** Faculty

**RESPONSIBILITIES:**

Including but not limited to:

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

**MINIMUM POSITION QUALIFICATIONS:**

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

REVISED: May 2012

Appointment of Replacement  
Research and Planning Associate

Information

The resignation of Emilio Caban, effective May 10, 2012, created a vacancy for the full-time professional position of Research and Planning Associate. Colleen Hester has been recommended to fill this position. Ms. Hester has a Bachelor of Science in Psychology from Northern Illinois University, DeKalb, IL. Her experience is as follows:

2006 – Present                      Ad Product Coordinator-Inventory Control Specialist  
Receiving Clerk (2006 – 2010)  
Meijer Super Store, McHenry, IL

Eleven applications were received, and the committee interviewed two candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Colleen Hester to the professional position of Research and Planning Associate, effective August 1, 2012, at the twelve-month salary of \$41,500.00.



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	\$41,500.00	\$42,500.00



**POSITION:** **RESEARCH AND PLANNING ASSOCIATE**

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

**PRIMARY PURPOSE:** Perform statistical analyses, interpret results, conduct survey research, and other research tasks in support of College planning while maintaining confidentiality. Prepare and coordinate all aspects of reports to external agencies and bodies surveying the college. Monitor research requests and manage office inventories, data files, and libraries. Provide centralized liaison services with ICCB and other governing agencies with respect to receiving, interpreting, and coordinating the submission of all MIS data requests emanating from such agencies.

**ESSENTIAL JOB FUNCTIONS:**

- Coordinate Management Information Systems reports to the Illinois Community College Board and federal government such as the Integrated Postsecondary Education Data System, salary, personnel, facilities, and course reimbursement file surveys. Work with key offices to collect, edit, and summarize information for their external reports
- Carry out statistical analyses of institutional features and activities (such as enrollment, personnel, revenues, and costs) and environmental features (local demographics and trends, labor market, educational trends), provide statistical summaries and provide interpretive reports in support of institutional planning and research needs
- Communicate to the appropriate College staff the types of MIS data which should be gathered and assist them in planning the design of systematic data collection systems; thereafter coordinate with the necessary departments for the development and maintenance of appropriate database systems, assisting College staff in interpretation of metrics, etc.
- Respond to internal ad-hoc data requests
- Design surveys and other institutional research materials
- Process and summarize surveys and assessment materials using optical mark scanner technology, PC reporting software, and web survey tools
- Communicate with outside vendors, maintain institutional research and planning paper files and library materials, maintain and update several institutional research and planning PC databases, and supervise student workers
- Serve as College-designated Research and Planning Associate to the ICCB
- Coordinate with the Director of Computing Services on necessary MIS programming changes or additions
- Maintain security of confidential student and employee information
- Provide research support to Continuous Improvement teams as needed
- Respond to routine external questionnaires and data requests in keeping with College and office priorities
- Provide word processing, mail merge, and other support duties
- Additional duties as assigned by immediate supervisor

**SUPERVISION:** Under direct supervision of the Director of Institutional Research.

**MINIMUM POSITION QUALIFICATIONS:**

**EDUCATION:**

Bachelor's Degree with background in research methods and statistics, or an equivalent combination of experience and education required.

**EXPERIENCE:**

Must have a minimum of one year of work experience in a related area; two or more years in higher education preferred.

**SKILLS AND ABILITIES:**

- Must be highly detail-oriented and able to identify and correct errors or irregularities in data sets and reports. Must understand purpose and meaning of commonly used statistical procedures and must be able to apply appropriate procedures to institutional research needs
- Must be comfortable and effective while working with computers. Individual should have a good working knowledge of MS Office (Word, Excel, PowerPoint and Access). Experience with managing and analyzing data sets with SPSS or SAS software is preferred
- Knowledge of data-mining tools (e.g., COGNOS or Crystal Reports) is desirable
- Must have excellent organizational skills
- Must be prepared to file and retrieve a variety of research information
- Must be a self-starter and must be able to work independently
- Must be able to manage several tasks simultaneously and independently, and to see them through to completion within time constraints
- Must have excellent listening, reading, writing, and speaking skills. He or she must be able to understand and communicate a wide variety of information on procedural and research matters
- Must be able to work well with others. Incumbent will have direct contact with a variety of personnel from inside and outside of MCC
- Willingness to make a professional commitment through continuing education, related reading, membership in professional groups (such as AIR and IAIR), participation in professional conferences and workshops, and attendance at periodic ICCB-sponsored meetings
- Able to perform all of the essential functions, skills and abilities of the position

REVISED: November 2010 / Range 9

Appointment of Replacement  
Student Development Advisor

Information

The resignation of Jyoti Rao, effective June 28, 2012, created a vacancy for the full-time professional position of Student Development Advisor. Stephanie Kalchik has been recommended to fill this position. Ms. Kalchik has a Bachelor of Arts in Anthropology from University of Notre Dame, Notre Dame, IN and a Master of Education in Educational Organization and Leadership from University of Illinois at Urbana-Champaign, IL. Her experience is as follows:

- 2009 – Present                      Visiting Academic Advisor, Division of General Studies  
Graduate Research Assistant (2009 – 2010)  
University of Illinois, Champaign, IL
  
- 2007 – 2009                         Academic Scheduler and Office Assistant (2008 – 2009)  
Undergraduate Research Assistant (2007 – 2009)  
University of Notre Dame, Notre Dame, IN

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Stephanie Kalchik to the full-time professional position of Student Development Advisor, effective August 1, 2012, at the twelve-month 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	Not applicable	\$36,789.00	\$40,243.70

**POSITION:** **STUDENT DEVELOPMENT ADVISOR**

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

**WORK WEEK:** Full-time – 40 hours, some evenings and Saturdays will be required  
Part-time – 20-29 hours, day, evening, and Saturdays required  
Flexible schedule required to meet student demand.

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

**ESSENTIAL JOB FUNCTIONS:**

- Development of appropriate education plans and selection of courses to the general population of MCC students
- Utilizing a variety of proactive delivery modes, provide accurate and timely information to currently enrolled students
- Increase student awareness of available institutional resources
- Monitor student progress toward established educational goals
- Participate in development and presentation of seminars
- Conduct individual and group advising and orientation activities
- Contribute to continually improving advising techniques
- Work within parameters of academic advising position and make referrals to appropriate student services
- Maintain documentation in student records that is objective, complete, and accurate
- Participate in training new advisors
- Additional duties as assigned by immediate supervisor

**SUPERVISION:** Under the supervision of the Dean of Student Success.

**MINIMUM POSITION QUALIFICATIONS:**

**EDUCATION:**

Bachelor's Degree required; Master's Degree in College Student Personnel, Higher Education, Counseling, or related field preferred. Graduate certification as an Academic Advisor preferred.

**EXPERIENCE:**

- Experience with and appreciation for diverse student populations
- One year advising preferred

**CERTIFICATION:**

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

**SKILLS AND ABILITIES:**

- Excellent interpersonal and communication skills
- Ability to work with highly detailed information and disseminate information to groups and individuals

**SKILLS AND ABILITIES:**

- Ability to remain flexible and handle vague or changing information
- A sensitivity to students whose cultural and educational experiences differ from his/her own
- Proficiency with technology including Word, Excel, Outlook, and Internet
- Ability to meet deadlines, manage multiple tasks, organize and prioritize tasks
- Willingness to share knowledge, learn from mistakes, accept personal responsibility, and develop multiple competencies
- Willingness to share responsibility for improving work relations
- Ability to work under pressure with composure
- Ability to follow leadership and college-wide procedures
- Must be able to work in a high-quality, focused service environment in a professional manner with excellent organizational and customer service skills
- Ability to demonstrate understanding of student development theory and practice
- Demonstrate commitment to advising profession through practice and continued acquisition of advising skills and knowledge
- .
- Demonstrate comprehensive knowledge of institution's programs, academic requirements, policies, procedures, and support services
- Demonstrate good problem-solving skills
- Ability to sit and communicate orally, for extended periods of time
- Ability to safely handle heavy books, packages, and book trucks up to 25 pounds unassisted
- Able to perform all of the essential functions, skills and abilities of the position

REVISED: July 2010 / Range 8

Appointment of Replacement  
Student Development Advisor

Information

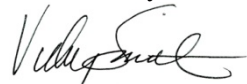
The appointment of Terri McLaughlin to the position of full-time Student Development Advisor, effective July 2, 2012, created a vacancy for the part-time (29 hour) professional position of Student Development Advisor. Katherine Kennedy has been recommended to fill this position. Ms. Kennedy has a Bachelor of Arts in Psychology from Carthage College, Kenosha, WI and a Master of Education in Higher Education Administration from Vanderbilt University, Nashville, TN. Her experience is as follows:

2010 – 2012	Research Assistant Vanderbilt University, Nashville, TN
2011	National Orientation Directors Association Intern St. Mary’s College of California, Moraga, CA
2005 – 2010	Human Resources Team Member Target Corporation, Nashville, TN

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Katherine Kennedy to the part-time professional position of Student Development Advisor, effective August 6, 2012, at the twelve-month salary of \$26,672.00, at 29 hours per week.



Vicky Smith  
President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
8	\$33,760.00	\$48,108.00	\$62,456.00	Not applicable	\$26,672.00	\$26,249.29

**POSITION:** **STUDENT DEVELOPMENT ADVISOR**

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

**WORK WEEK:** Full-time – 40 hours, some evenings and Saturdays will be required  
Part-time – 20-29 hours, day, evening, and Saturdays required  
Flexible schedule required to meet student demand.

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

**ESSENTIAL JOB FUNCTIONS:**

- Development of appropriate education plans and selection of courses to the general population of MCC students
- Utilizing a variety of proactive delivery modes, provide accurate and timely information to currently enrolled students
- Increase student awareness of available institutional resources
- Monitor student progress toward established educational goals
- Participate in development and presentation of seminars
- Conduct individual and group advising and orientation activities
- Contribute to continually improving advising techniques
- Work within parameters of academic advising position and make referrals to appropriate student services
- Maintain documentation in student records that is objective, complete, and accurate
- Participate in training new advisors
- Additional duties as assigned by immediate supervisor

**SUPERVISION:** Under the supervision of the Dean of Student Success.

**MINIMUM POSITION QUALIFICATIONS:**

**EDUCATION:**

Bachelor's Degree required; Master's Degree in College Student Personnel, Higher Education, Counseling, or related field preferred. Graduate certification as an Academic Advisor preferred.

**EXPERIENCE:**

- Experience with and appreciation for diverse student populations
- One year advising preferred

**CERTIFICATION:**

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

**SKILLS AND ABILITIES:**

- Excellent interpersonal and communication skills
- Ability to work with highly detailed information and disseminate information to groups and individuals

**SKILLS AND ABILITIES:**

- Ability to remain flexible and handle vague or changing information
- A sensitivity to students whose cultural and educational experiences differ from his/her own
- Proficiency with technology including Word, Excel, Outlook, and Internet
- Ability to meet deadlines, manage multiple tasks, organize and prioritize tasks
- Willingness to share knowledge, learn from mistakes, accept personal responsibility, and develop multiple competencies
- Willingness to share responsibility for improving work relations
- Ability to work under pressure with composure
- Ability to follow leadership and college-wide procedures
- Must be able to work in a high-quality, focused service environment in a professional manner with excellent organizational and customer service skills
- Ability to demonstrate understanding of student development theory and practice
- Demonstrate commitment to advising profession through practice and continued acquisition of advising skills and knowledge
- .
- Demonstrate comprehensive knowledge of institution's programs, academic requirements, policies, procedures, and support services
- Demonstrate good problem-solving skills
- Ability to sit and communicate orally, for extended periods of time
- Ability to safely handle heavy books, packages, and book trucks up to 25 pounds unassisted
- Able to perform all of the essential functions, skills and abilities of the position

REVISED: July 2010 / Range 8



Appointment of Replacement  
Student Development Advisor

Information

The resignation of Sheryl McGowan, effective April 3, 2012, created a vacancy for the part-time (20 hour) professional position of Student Development Advisor. Kristi Berry has been recommended to fill this position. Ms. Berry has a Bachelor of Arts in English, from Northern Illinois University of DeKalb, IL. Her experience is as follows:

2010 – Present                      Secretary of Adult Education  
   Adjunct Instructor (2011 – Present)  
   McHenry County College, Crystal Lake, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Kristi Berry to the part-time professional position of Student Development Advisor, effective August 6, 2012, at the twelve-month salary of \$17,895.00, at 20 hours per week.



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	\$19,078.00	\$17,895.00	\$19,497.95

\*Part-time salary at 30 hours

**POSITION:** **STUDENT DEVELOPMENT ADVISOR**

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

**WORK WEEK:** Full-time – 40 hours, some evenings and Saturdays will be required  
Part-time – 20-29 hours, day, evening, and Saturdays required  
Flexible schedule required to meet student demand.

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

**ESSENTIAL JOB FUNCTIONS:**

- Development of appropriate education plans and selection of courses to the general population of MCC students
- Utilizing a variety of proactive delivery modes, provide accurate and timely information to currently enrolled students
- Increase student awareness of available institutional resources
- Monitor student progress toward established educational goals
- Participate in development and presentation of seminars
- Conduct individual and group advising and orientation activities
- Contribute to continually improving advising techniques
- Work within parameters of academic advising position and make referrals to appropriate student services
- Maintain documentation in student records that is objective, complete, and accurate
- Participate in training new advisors
- Additional duties as assigned by immediate supervisor

**SUPERVISION:** Under the supervision of the Dean of Student Success.

**MINIMUM POSITION QUALIFICATIONS:**

**EDUCATION:**

Bachelor's Degree required; Master's Degree in College Student Personnel, Higher Education, Counseling, or related field preferred. Graduate certification as an Academic Advisor preferred.

**EXPERIENCE:**

- Experience with and appreciation for diverse student populations
- One year advising preferred

**CERTIFICATION:**

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

**SKILLS AND ABILITIES:**

- Excellent interpersonal and communication skills
- Ability to work with highly detailed information and disseminate information to groups and individuals

**SKILLS AND ABILITIES:**

- Ability to remain flexible and handle vague or changing information
- A sensitivity to students whose cultural and educational experiences differ from his/her own
- Proficiency with technology including Word, Excel, Outlook, and Internet
- Ability to meet deadlines, manage multiple tasks, organize and prioritize tasks
- Willingness to share knowledge, learn from mistakes, accept personal responsibility, and develop multiple competencies
- Willingness to share responsibility for improving work relations
- Ability to work under pressure with composure
- Ability to follow leadership and college-wide procedures
- Must be able to work in a high-quality, focused service environment in a professional manner with excellent organizational and customer service skills
- Ability to demonstrate understanding of student development theory and practice
- Demonstrate commitment to advising profession through practice and continued acquisition of advising skills and knowledge
- Demonstrate comprehensive knowledge of institution's programs, academic requirements, policies, procedures, and support services
- Demonstrate good problem-solving skills
- Ability to sit and communicate orally, for extended periods of time
- Ability to safely handle heavy books, packages, and book trucks up to 25 pounds unassisted
- Able to perform all of the essential functions, skills and abilities of the position

REVISED: July 2010 / Range 8

Approval of New Position  
Coordinator of IGEN

Information

Since 1994, MCC has been a leader and active partner in McHenry County sustainability initiatives through the Lou Marchi Total Recycling Institute. An endowment by Lou Marchi, who was an active community leader for environmental issues, provided the impetus for a part-time continuing education staff person to develop community partnerships for the purpose of promoting recycling in the community. Much change has occurred since 1994, including a heightened sense of urgency regarding environmental issues and the role of community colleges to address these issues.

In recent years, national and state initiatives have created mandates, as well as potential funding sources. MCC’s newly approved Sustainability Strategic Plan positions the College to respond effectively to both, and to proactively implement sustainable best practices. The resources and guidance of the three year old Illinois Green Economy Network (IGEN) also influences the plan. IGEN is a key driver in the sustainability movement in higher education in Illinois. This consortium of the 39 community college districts in Illinois is working to position the community college sector as a market transformer through open collaborations among business and government entities. As it harnesses the creativity of a statewide network, IGEN is driving the development of important training, curriculum development, green procurement and economic opportunities. MCC currently receives \$45,000.00 annually from IGEN funding in return for completing 18 required project deliverables.

Integrating sustainable practices involves both a paradigm shift and a focused approach. The vast array of opportunities can be overwhelming, so the College needs to take a focused approach to be effective. The Sustainability Strategic Plan directs the College to focus its efforts on developing a green campus, implementing green education and training, and continuing to foster a green community. Currently a part-time (20 hours per week) Sustainability Specialist is funded through the Lou Marchi funds and a portion of IGEN monies and focuses her efforts on the “Green Community” for McHenry County. IGEN funds are available to cover an additional part-time (20 hours per week) IGEN Coordinator who would be focused on building a Green Campus at MCC and Green Education to include curriculum development for a green economy as well as training for students and employees about sustainable practices.

This position would be posted and filled as soon as possible to ensure IGEN grant requirements are met, MCC’s Sustainability Strategic Plan is fully implemented, and the newly created MCC Sustainability Center is managed. The proposed job description is attached.

The funding for this position is 100% grant funded through the IGEN (Illinois Green Economy Network) funding. If the grant is terminated, we will re-evaluate the position.

<u>Title</u>	<u>Salary Range</u>	<u>Effective Date</u>	<u>FTE</u>
Coordinator of IGEN	Range 8	8/01/12	.50

Recommendation

It is recommended that the Board of Trustees approves the new part-time position of Coordinator of IGEN as outlined above.



Vicky Smith  
President

**POSITION: COORDINATOR OF IGEN**

**CLASSIFICATION:** Professional / Part-time (Grant-funded) **WORK YEAR:** 12 months

**WORK WEEK:** 20 hours per week; include evening and weekend flexibility

**PRIMARY PURPOSE:** Coordinate and guide MCC's relationship with the Illinois Green Economy Network (IGEN) consortium. Promote, coordinate, and evaluate internal sustainability efforts at MCC to create a Green Campus and Green Education opportunities for students and employees as outlined in the Sustainability Strategic Plan.

**ESSENTIAL JOB FUNCTIONS:**

- Serve as MCC's liaison for the Illinois Green Economy Network (IGEN)
- Maintain IGEN reporting and grant funding requirements
- Facilitate MCC participation in the IGEN Work Groups and other IGEN assigned tasks
- Research, share with administration, and help determine feasibility of initiatives based on the Sustainability Strategic Plan
- Collaborate with faculty to promote on-going green education for MCC students
- Collaborate with Professional Development to promote ongoing green education for MCC employees
- Collaborate with campus facilities to promote sustainability efforts
- Collaborate with Grants Office to explore additional funding streams for sustainability initiatives
- Collaborate with OMPR to promote sustainability activities and web presence
- Serve on MCC's Sustainability Committee
- Assist with MCC Sustainability Center
- Recommend activities to improve MCC's sustainability
- Additional duties as assigned by immediate supervisor

**SUPERVISION:** Under supervision of the Executive Dean of Continuing and Professional Education.

**MINIMUM POSITION QUALIFICATIONS:**

**EDUCATION:** Bachelor's Degree in environmental or related field required.

**EXPERIENCE:** Two year experience in the environmental field. Grant experience preferred. Teaching and curriculum experience a plus.

**SKILLS AND ABILITIES:**

- Strong communication skills and organizational skills
- Expertise in Microsoft Office Suite applications
- Ability to work flexible schedule to include weekends and evenings
- Ability to problem-solve
- Ability to establish and maintain working relationships with students, staff, faculty, administration and community leaders
- Ability to perform the essential functions, skills and abilities of the position

*This position is funded through the Illinois Green Economy Network Program and contingent on grant funding.*

ISSUED: July 2012 / Range 8 Proposed

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 FY12.

	<u>Current 2011-2012 Salary</u>	<u>Adjusted 2011-2012 Salary</u>
Dolores Comella – 4 <sup>th</sup> Salary Adjustment Coordinator Online Certification & Focus on the Kids	Range 9 \$50,454.92	Range 9 \$51,654.92

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 instructors qualify for advance placement at this time. The salary adjustment will take effect for the 2012-2013 academic year.

	<u>2012-2013 Placement and Salary</u>	<u>Adjusted 2012-2013 Placement and Salary</u>
Heidi Boring – 1 <sup>st</sup> Adjustment Instructor, Mathematics	Lane I, Step 4 \$55,578.00	Lane II, Step 4 \$58,404.00
Ronald Compton – 1 <sup>st</sup> Adjustment Instructor, Speech	Lane II, Step 5 \$61,230.00	Lane III, Step 5 \$64,056.00

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. Michael Clesceri, Director of Campus Public Safety, qualifies for his first adjustment at this time. The salary adjustment will take effect for FY13.

Recommendation

It is recommended that the Board of Trustees approves the above salary adjustments and advance placements as stated for Dolores Comella, Heidi Boring, Ronald Compton and Michael Clesceri.



Vicky Smith  
President

Compensation Adjustments for Administrative Personnel for FY13

Information

The administrators are an important employee group of the College, carrying out the policies, procedures, and initiatives as established by the Board of Trustees. Among the current initiatives with significant administrative involvement and leadership are: ERP conversion, Building B renovation; Facility master planning, rebranding, implementing the Educational Master Plan, fundraising, and creating a climate of student success.

One of the goals set by the Board for the president, Goal III, Objective 2 states: “Attract, retain and develop good employees...” Although not the only factor, it is fitting for the College to appropriately compensate our administrators to retain those currently on staff and to attract new administrators to fill vacant positions.

The following information applies to all administrators listed below:

- a. Increase all administrators’ salaries by \_\_\_\_% for those administrators who were in their positions prior to July 1, 2011, excluding those administrators whose salaries would be over the maximum of their range.
- b. Increase the administrative ranges for FY 2012 by the change in the Consumer Price Index-Urban (CPI-U) for the previous fiscal year, which was 1.7%.
- c. Administrators will contribute 25% of the premiums for medical healthcare and insurance for all plans selected.

The above information applies to the individuals in the following positions:

- Supervisor, Custodial Third Shift
- Director of Athletics, Intramurals & Recreation
- Director of Bookstore
- Director of Business Services
- Director of Campus Public Safety
- Director of Communications Technologies
- Director of Computing Services
- Director of Continuing Education
- Director of Employment Services/Affirmative Action
- Director of End User Services
- Director of Enrollment Services
- Director of Financial Aid
- Director of Food Services
- Director of Health and Wellness
- Director of High School Plus
- Director of Institutional Effectiveness
- Director of Institutional Research
- Director of Marketing & Public Relations
- Director of Network Services


- Director of Nursing
- Director of Online Learning and Educational Technology
- Director of Physical Facilities
- Executive Director of Shah Center Programs
- Executive Director of the Friends of MCC Foundation
- Associate Dean of Education, Career and Technical Education
- Associate Dean of Humanities and Social Sciences
- Dean of Adult Education
- Dean of Library
- Dean of Student Success
- Executive Dean of Education, Career & Technical Education
- Executive Dean of Humanities and Social Sciences
- Executive Dean of Mathematics, Sciences and Health Professions
- Controller
- Assistant Vice President of Academic & Student Affairs
- Assistant Vice President of Human Resources
- Chief Information Officer
- Vice President for Academic and Student Affairs
- Vice President for Institutional Advancement

The individuals in the following positions began late in FY12 and their compensation will not change for the FY13 year; and these administrators also will contribute 25% of the premiums for medical healthcare and insurance for all plans selected.

- Supervisor, Custodial Second and Third Shifts
- Director of Fieldwork, Occupational Therapy Assistant Program
- Director of Resource Development
- Associate Dean, Mathematics, Sciences and Health Professions
- Executive Dean, Continuing and Professional Education
- Vice President of Administrative Services

### Recommendation

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



Vicky Smith  
President



Request to Increase Rental Fees and Institute Internal Usage Pricing

Information

McHenry County College makes its facilities available for rent to outside groups. The main campus Luecht Conference Center, breakout rooms, dining halls, lecture hall and commons, as well as Shah Center meeting rooms and classrooms, are some of the areas made available for rent. MCC provides an A/V technician, custodial and additional security staff for a modest fee. These facilities are made available to community groups and businesses first, providing an accessible, cost effective, full-service option. A new internal rental fee will be instituted for College departments to use these spaces for special meetings and events at a reduced rate, based on availability. In FY12, 68 community groups and businesses rented space on main campus bringing over 29,000 people to campus. At the Shah Center, 49 community groups and businesses rented space with 6,900 participants.

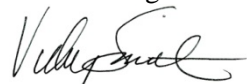
Rental fees were last evaluated in 2011. Due to increased costs and the addition of newly renovated space, rental fees were recently re-evaluated. The review process included a comparison of MCC's fees to other Illinois community colleges and local competitors. As a result, it is recommended that the following rental fees be changed:

	Current	Proposed External	Proposed Internal
Luecht Conference Center – Main Campus	\$60 per hour	\$75 per hour	\$20 per hour
B166-167 – Main Campus	\$30 per hour	\$35 per hour	\$10 per hour
B168-169 – Main Campus	\$25 per hour	\$25 per hour	\$10 per hour
Employee Dining Room – Main Campus	\$25 per hour	\$60 per hour	\$10 per hour
Commons – Main Campus	\$25 per hour	\$30 per hour	No fee
Bersted Lecture Hall – Main Campus	\$50 per hour	\$50 per hour	\$10 per hour
SCC105 – Shah Center	\$35 per hour	\$60 per hour	\$10 per hour
SCC 116 and 121 – Shah Center	\$35 per hour	\$35 per hour	\$10 per hour
SCC 113 and 115 – Shah Center	\$25 per hour	\$25 per hour	\$10 per hour

The increase in fees would apply to new rental contracts and internal usage after October 1, 2012. Projected facilities rental income for FY13 is \$77,625.00 which is a 10% increase over FY12.

Recommendation

It is recommended that the Board of Trustees approves the proposed increases in rental fees and new internal usage fees effective October 1, 2012.



Vicky Smith  
President

## MCC Branding Update

### Information

#### ***General Activities***

Efforts to launch McHenry County College's new brand are well underway. With a target launch date of August 16, 2012, the Office of Marketing and Public Relations, in coordination with the Duplication Center, Bookstore, Student Affairs and other areas around the College, is working diligently on the following activities:

- Official Brand Launch event for employees
- Web redesign (including official website, myMCC and social media presence)
- Official College brand webpage with instructions and templates for employees
- Materials redesign (sell sheets, department brochures, folders, viewbook, schedules, etc.)
- Official stationery, letterhead and envelope package
- Brand communications efforts (radio, articles, etc.)
- Promotional items/apparel
- Promotional signage

#### ***Athletics***

In addition to the activities identified above, the College finalized a new Athletics Identity in early July. This identity will complement the new institutional identity/brand and help reinvigorate the athletics program at MCC.

The new athletics identity leverages the existing athletics name of "Scots." However, with this new identity, the "Scots" reference is much more solid, conveying a strong connection to the county's namesake and heritage. Just as with a strong institutional brand, a strong athletics brand will:

- Help recruit student athletes
- Develop campus spirit and pride
- Increase alumni pride in the College
- Make retail merchandise more appealing

Now that this identity is complete, the Office of Marketing and Public Relations is working with the Office of Athletics to finalize team uniform design so that our athletes may begin to embrace the new identity this fall.

Christina Haggerty  
Director of Marketing and Public Relations

Office of Resource Development  
FY12 Grant Summary

Abstract

The Office of Resource Development's mission is, "To secure grant resources for McHenry County College in order to expand, enhance, and develop programs and services." These external resources are through public and private grants to further the College's mission, strategic goals, objectives, and program activities.

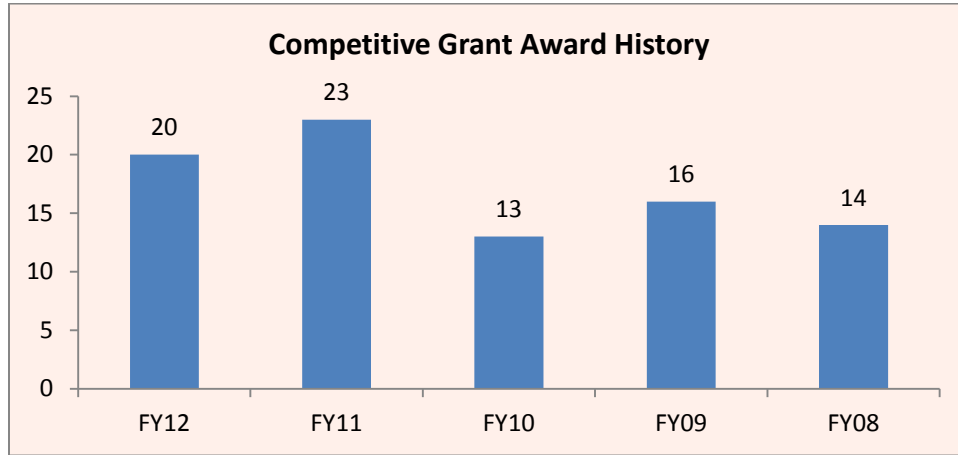
The purpose of this summary is to provide a comprehensive overview of grants projects at McHenry County College during FY12 (July 1, 2011 – June 30, 2012). The Office of Resource Development worked with all areas of the College, including the Friends of MCC Foundation, in obtaining external funding through federal, state, and private grants. There were 20 competitive grants awarded, for a total of \$1,163,033.00.

In addition to securing external funding, the College was designated a Title III and Title V eligible institution. This designation applies for a five-year period, and allows the College to pursue funding (subject to specific program requirements) under any of the Title III programs, and the Title V, Hispanic-Serving Institutions Programs.

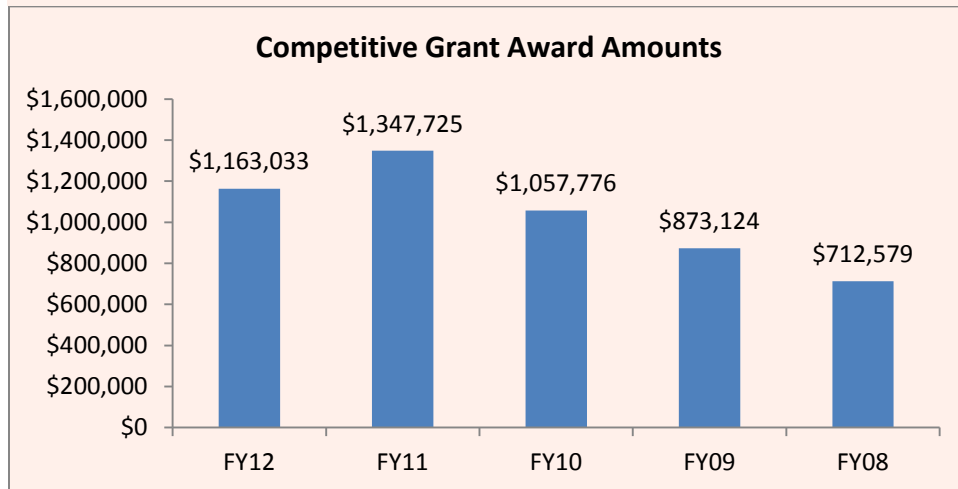
Marcella Reca Zipp  
Director of Resource Development

**Competitive Grant Award History**

The following is an overview of the College’s five-year competitive grant award history. For a full overview of each project, see the details beginning on the following page.



	FY12	FY11	FY10	FY09	FY08
Career And Technical Education	3	3	1	2	2
Adult Education	6	7	6	5	5
Continuing Education	7	8	4	3	3
Math Science & Health	1	2	--	--	--
Humanities	--	--	1	2	--
Administration	--	2	1	--	2
Academic Department	--	1	--	1	1
Friends of MCC Foundation	3	--	--	3	1
<b>Total</b>	<b>20</b>	<b>23</b>	<b>13</b>	<b>16</b>	<b>14</b>



The following is a brief overview of McHenry County College's federal, state, and private grants awarded in FY12.

### **Federal Grants**

#### **F.A.S.T. II Grant (\$250,000), Kay Moorman and Steve O'Connor**

F.A.S.T. (Flexible and Sustainable Training) Solutions Initiative for McHenry County is a two-part grant funded through the federal Department of Labor. MCC is in the second part in FY12 of the grant that provides employer-identified job training in advanced Computer Numerically Controlled (CNC) machining, Home Health Aide, and Electrocardiogram (EKG) training. Recruitment sessions are held throughout McHenry County to a targeted office of under-or unemployed residents. Partners include District 200 for CNC equipment, McHenry Economic Development Cooperation acting as employment advisor, McHenry County Workforce Network for job search activities, and area manufacturing and health care providers. In FY11, MCC enrolled 167 students in CNC machining, CNA and manufacturing courses. To date, MCC expects to have 129 completers.

#### **U.S. Department of Health Services- Health Professionals Opportunity Grant (HPOG) (\$110,000), Joan Flanagan**

MCC developed a career path that begins with basic certified nursing assistant training and advances individuals from Certified Nursing Assistant (CNA) to either Registered Nurse (RN) or Occupational Therapy Assistant (OTA) programs. The curriculum includes a bridge course and an employability skills course, as well as intensive advising. Over the summer seventeen students completed the CNA course and received certification through the Illinois Department of Public Health. In fall 2011, 15 new students are enrolled in Nursing Assistant Education (CNA), twelve students are taking pre-requisites to continue into the nursing or occupational therapy assistant programs and three are enrolled in MCC's nursing program. In addition to tuition, students can be eligible for gas cards and babysitting reimbursement.

#### **Small Business Development Center (\$40,000), Catherine Jones and Kristi Patterson**

The purpose of this grant is to provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training. The Illinois Small Business Development Center provides information, confidential business guidance, training and other resources to beginning or expanding small businesses. Services provided include: 1) free one-on-one business counseling; 2) a host of seminars where you can network with other small-business owners; and, 3) assistance obtaining funding.

### **Federal Grants Administered by the State of Illinois**

#### **English Literacy/Civics (\$18,139), Rick Clute**

This grant is awarded with the Federal Basic Adult Education and State Basic Adult Grant. It funds a civics programs that emphasizes contextualized instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation, and U.S. history and government. Students will acquire the skills and knowledge they will need to become active and informed parents, workers, and community members.

#### **Federal Basic Adult Education (\$131, 055), Rick Clute**

This grant is awarded through the ICCB and funds MCC's programs of adult education and literacy services, including workplace literacy services, reading, math, and English literacy and integrated English literacy-civics education programs. Participation in these programs is limited to adults and out-of-school youths aged 16 and older who do not have a high school diploma or equivalent and who are not enrolled or required to be enrolled in a secondary school under State law. During FY11, MCC's Adult Education program served 1,370 total students, of which 826 were ESL students

## **State Grants**

### **Accelerating Opportunities (\$20,000), Rick Clute**

ICCB funds for this program were established by the Bill & Melinda Gates Foundation. MCC is in the second year of a three year program that promises to increase the number of adults who can earn a GED and a credential and enter the workplace with competitive skills. Based on employment trends, MCC choose three stackable, credentialed programs to offer students: 1) Manufacturing Design Technology Certificate (30 credits) 2) Automotive Maintenance Technology Certificate (24 credits) leading to an Advanced Technology Certificate (45-47 credits); 3) Administrative Office Skills (19 credits) leading to an Office Manager Certificate (32 credits). All certificates lead to an associate's degree if students continue their education. The program funds the I-Best Coordinator on campus. Integrated Basic Education and Skills Training (I-BEST) is an integrated, accelerated instructional model that pairs adult education students with professional-technical instructors in the classroom to advance student gains concurrently in both basic education content and professional-technical skills.

### **Community Literacy Program – Adult Volunteer Literacy (\$47,200), Rick Clute and Marie Day**

The Illinois Secretary of State funds this program. It provides instructional tutoring sessions using trained, unpaid volunteer adult literacy tutors. These volunteers tutor adults in basic reading, math, writing skills or English language proficiency. MCC partners with area churches, libraries, and schools to implement the program.

### **Illinois Cooperative Work Study Grant (\$15,480), James Falco and Juletta Patrick**

This grant is designed to enhance public-private sector partnerships, expand internship opportunities, reduce student reliance on loans, encourage permanent employment of Illinois graduates in Illinois, and provide links between academic programs and employment. MCC awarded three competitive scholarships for \$1,300 through the funding as well as provided matching funds to employers who hired students in their companies or businesses.

### **Illinois Green Economy Network (IGEN) (\$45,000), Pat Stejskal**

This grant awarded funding for MCC to create a Sustainability Center, present sustainability programming, and hire a part-time IGEN coordinator. IGEN is a partnership of all 39 Illinois community college districts and 48 campuses working with businesses and local communities to grow Illinois' green economy, providing new employment opportunities and healthy communities for all. The four strategic program areas are: Green Campus, Green Curriculum, Green Careers, and Green Communities.

### **Illinois Small Business Jobs Act (\$90,000), Catherine Jones and Kristi Patterson**

This is a two-year grant (of which MCC is in the second year) created through the Small Business Jobs Act of 2010. The grant provides additional funds to support job creation and retention, and allows the ISBDC to provide increased client services in the areas of international business and exporting. MCC planned on providing training, research and skills to manufacturers in McHenry County to expedite their venture into international markets. Additionally, ISBDC planned on providing education, training, and co-sponsored events in the area of international trade and exporting.

### **Illinois Violence Prevention Authority - Family Violence (\$17,500), Catherine Jones and Bev Thomas**

The Illinois Violence Prevention Authority administers the Illinois Family Violence Coordinating Council whose broad mission is to prevent family violence including child abuse, domestic abuse, and elder abuse. MCC works with Chief Judge Michael Sullivan of Circuit Court District 22 to engage in education and prevention; the coordination of intervention and services for victims and perpetrators; and, to contribute to the improvement of the legal system and the administration of justice. A part-time Local Council Coordinator is hired through this grant.

**Illinois Violence Prevention Authority - Family Violence II (\$19,500), Catherine Jones and Bev Thomas**

The Illinois Violence Prevention Authority, Illinois Family Violence Coordinating Council grant for OVW - Grants to Encourage Arrest Policies and Enforcement of Orders of Protection: Illinois Integrated Protocol Initiative. The goals of this grant include:

1) Implement pro-arrest programs and policies in police departments, including policies for protection order violations.

2) Develop or strengthen policies and training for police, prosecutors, and the judiciary in recognizing, investigating, and prosecuting instances of domestic violence and sexual assault against older individuals and individuals with disabilities.

**Small Business Development Center State Portion (\$40,000), Catherine Jones and Kristi Patterson**

The purpose of this grant is to provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training. The Illinois Small Business Development Center provides information, confidential business guidance, training and other resources to beginning or expanding small businesses. Services provided include: 1) free one-on-one business counseling; 2) a host of seminars where you can network with other small-business owners; and, 3) assistance obtaining funding.

**State Performance (\$130,313), Rick Clute**

Funded through the ICCB, this grant provides funds to help meet performance standards in Adult Education programs.

**Private Grants**

**4-C Community Coordinated Child Care (\$1,874), Taliasha Borders**

This organization helps support center/community based and family child care in the improvement of quality care provided to infants, toddlers, preschool, and school age children.

This grant paid for training and equipment for the children's learning center.

**McCormick Foundation (\$20,000), Rick Clute**

In the third year of funding from this funder, this grant underwrites tuition for students who are transitioning from adult education to credit-bearing courses.

**McHenry County Community Foundation**

The MCCF helped provide speakers and workshops to approximately 350 area early childhood daycare providers, teachers and administrators. The 2011 conference featured a keynote address by Ben Glenn on growing up with Attention Deficit Hyperactivity Disorder (ADHD) and an overview of teaching students with ADHD. The funding will provide direct educational services for the teachers who will in turn be better prepared to instruct our county's children.

**Workkeys (\$5,000), Peter Linden and Nancy Bollman**

This grant paid for the Workkeys® National Career Readiness Certificate, which is an industry-recognized, portable, evidence-based credential that certifies essential skills needed for workplace success, for area high schools. It is a first step in a systematic certification system in our county that will prove to area employers consistent information on students' skills and employability.

**Full Circle Fund (\$7,180), Meri Winchester**

This grant funded new equipment and a new digital recording studio to help MCC keep pace with industry demands. Adding new classes in Web, Video Editing, and Animation helped prepare students for more career opportunities in high technology fields. As the Digital Media Department continues to grow, the fully equipped and functioning recording studio will help MCC serve more students and increase credit hours in Digital Media.

**Motorola Mobility Foundation (\$8,750), Meri Winchester**

This grant provided seed funding to help get the *Storycatchers* program started at Harvard Junior High. It paid for computers, camera, and other equipment that benefitted the program. Further private funding is being sought to continue *Storycatchers* at Harvard Junior High, as well as to expand the program to other high schools in the district.

**Non-Competitive or Formula**

**CTE Program Improvement (\$13,171), Peter Linden**

This grant is used to purchase instructional equipment for vocational education programs.

**Perkins IV Postsecondary Basic (\$180,825), Peter Linden**

The purpose of this grant is to increase response to local programs, integrate academic and vocational skills development, support services for special populations, and improve linkages between secondary and postsecondary institutions.

**Bridging the Gap Grant (\$4,000), Tony Capalbo**

This grant funded a regional meeting between secondary and post-secondary educational institutions in Illinois to align curriculum and identify gaps as part of MCC's college readiness initiatives.



Office of Resource Development Update

**Grant Administration**

- Development of Grant Communication and procedures
- Development of Faculty Engagement Session
- Attendance at executive leadership meeting bi-monthly to coordinate and facilitate prospective grants and other external funding opportunities
- Year-end reports and financials on all grants for July

**Grant Activities**

The following highlights grants that have been awarded to the College, grants that have been submitted this past month, and grants that were not funded this past month.

Awarded

- Adult Education and Family Literacy (unknown dollar amount at this time) – The purpose of this state grant is to transition Adult Education students into post-secondary education. A new curriculum for College and Career Pathways (CCP) will be developed, as well as providing tuition assistance for Adult Education students enrolled in the following programs: Nursing Assistant, Automotive, Manufacturing, and Administrative Office Management.

In-Process (recently submitted)

- Cardboard Boat Regatta (\$2,500) - A grant is being submitted on behalf of the Forensics team to assist with travel expenses to the National competition in California. A second application is being submitted to provide scholarships for Women in Transition.
- Kresge Foundation (\$100,000) - This grant will help McHenry County College strengthen partnerships with the high schools in the district through a more targeted college readiness initiative.

Not Funded

- Motorola Mobility (\$25,000) – The purpose of this grant was to provide an innovative, engaging platform for teaching math and physical formalism to motivate students to continue in computer programming classes.

On-Going Development (long-term development of grant application)

- BMW (\$60,000) – McHenry County College departments of Computer Science and Automotive Technology will provide training in advanced automotive technology. An interactive 3D training simulation will be introduced into the automotive and programming curricula.
- NSF – ATE (\$150,000) – MCC will be the leader in community colleges with a robotics degree program. This grant will increase and retain the number of students interested in programming, product design, and production process modeling. The curriculum will help students develop a solid foundation in math, geometry, algorithms, and project management.
- NSF – S-STEM (\$600,000) – This grant will be administered over five years and provide full scholarships for digital media students to attend McHenry County College, including transportation, child care, books, and a computer.
- Community Development Block Grant (\$100,000) – Provide funding to microbusinesses developed from the Illinois Small Business Development Center that need stabilization and expansion for start-up purposes.

- JCC Foundation (\$10,000) – This grant will help fund ‘Story Catchers.’ McHenry County College Digital Media department will partner with Harvard Junior High School for a second year to provide digital media students internship opportunities in technology classes. An adjunct instructor will write the curriculum and oversee the program.
- Verizon (\$10,000) – This grant will help expand ‘Story Catchers’ to include more students in the program, as well as partner with other schools in the McHenry County College District to offer the program.

### **Research Areas**

There are several areas of interest for external funding. These include sustainable agriculture and community gardens, growing the robotics program, developing an internship program in partnership with local schools, and increasing the number of scholarships available to students.

### **Community and College Outreach**

- Developed a master calendar for FY13 of grant opportunities the College will pursue.
- Completed the Office of Resource Development Policy and Procedure Manual so all employees understand the role of the office in obtaining funding and the responsibilities of the pre- and post-grant proposal process.
- Created a monthly memo to be included in the MCC E-Newsletter, faculty blog, and myMCC Office of Resource Development page for upcoming grants to alert McHenry County College faculty and staff about external funding opportunities for their program or department. This will offer innovative ideas to improve or expand education and programming at MCC.

Marcella Reza Zipp  
Director of Resource Development

McHenry County College

Information Report  
July 26, 2012

Quarterly Report on Grants

Attached is a detailed quarterly report of FY12 Federal, State and Private Grants as of June 30, 2012, with comparisons for the prior year.

A handwritten signature in black ink, appearing to read "Vicky Smith", with a stylized flourish at the end.

Vicky Smith  
President

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2012	Unexpended Balance
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**FEDERAL**

**CWS 2012**

Source: Department of Education Purpose: To provide funds to students by providing employment opportunities on campus.	CFDA # 84.033	Fund 6 590900002	Klee	\$ 75,000	N/A	\$ 33,336	41,664
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**PELL 2012**

Source: Department of Education Purpose: To provide funds to full and part time students enrolled in credit programs.	CFDA #84.063	Fund 6 590900022	Klee	5,450,857	N/A	5,448,432	2,425
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**SEOG 2012**

Source: Department of Education Purpose: To provide funds to students enrolled in credit programs with the highest need.	CFDA #84.007	Fund 6 590900028	Klee	50,000	N/A	46,728	3,272
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**Workforce Investment Act**

Source: ICCB Purpose: To provide unemployed individuals with funds to assist in obtaining vocational training.	CFDA #17.255	0613-613 901012	Linden	89,476	N/A	87,268	2,208
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**Post-9/11 GI Bill**

Source: US Dept of Veterans Affairs Purpose: To help servicepersons by providing education benefits and opportunities.	CFDA #64.028	0631-602 901020	Klee	135,000	N/A	127,480	7,520
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**Perkins IV Postsecondary Basic**

Source: ICCB Purpose: To increase response to local programs, integrate academic and vocational skills development, support services for special populations and improve linkages between secondary and postsecondary institutions.	CFDA #84.048	0634-634 901026	Linden	180,825	N/A	161,781	19,044
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	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2012	Unexpended Balance
<b>Federal Basic Adult Education</b>						
Source: ICCB Purpose: To support instruction of Adult Education and Literacy.	CFDA #84.002A	0619-660 901016	Clute	131,055	N/A	114,819 16,236
<b>English Literacy/Civics</b>						
Source: ICCB Purpose: To support instruction of Adult Education regarding the United States and local government systems.	CFDA #84.002A	0619-665 901018	Clute	18,139	N/A	17,979 160
<b>Small Business Development Center</b>						
Source: (DCEO) Department of Commerce and Economic Opportunity Purpose: To provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training. * Grant Period: Jul. 2011 - Dec. 2011 **Grant Period: Jan. 2012 - Dec. 2012	CFDA #59.037	*0631-632 **901022	C Jones	19,459 40,000	26,275 30,000	11,366 20,908 8,093 19,092
<b>ISBDC Small Business Jobs Act Grant</b>						
Source: (DCEO) Department of Commerce and Economic Opportunity Purpose: To provide increased client services to enter new foreign markets. * Grant Period: Apr. 1, 2011 - Sep. 30, 2012	CFDA #59.031	0631-640 901023	C Jones	90,000	N/A	330 89,670
<b>Health Professional Opportunity Grant</b>						
Source: The County of Will and The Workforce Boards of Metropolitan Chicago Purpose: To develop a career path that begins with basic certified nursing assistant training and advances individuals from Certified Nursing Assistant to either Registered Nurse or Occupational Therapy Assistant programs. * Grant Period: January 20, 2011 - September 29, 2011	CFDA #93.093	0630-811 901038	Flanagan	70,000	N/A	70,000 -

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2012	Unexpended Balance
<b>Health II Professional Opportunity Grant</b>						
Source: The County of Will and The Workforce Boards of Metropolitan Chicago	0630-812 902023	Flanagan	110,000	N/A	66,417	43,583
Purpose: To develop a career path that begins with basic certified nursing assistant training and advances individuals from Certified Nursing Assistant to either Registered Nurse or Occupational Therapy Assistant programs.						
* Grant Period: September 30, 2011 - September 29, 2015						
<b>F.A.S.T. Grant (flex &amp; sustain training)</b>						
Source: US Dept of Labor	0641.650 901028	Koehler	43,774	N/A	44,171	(397)
Purpose: To provide resources for non credit job training in the areas of manufacturing & nursing						
* Grant Period: June 1, 2009 - December 31, 2011						
<b>F.A.S.T. II Grant (flex &amp; sustain training)</b>						
Source: US Dept of Labor	0641.651 901030	Moormann	250,000	N/A	85,206	164,794
Purpose: To provide resources for non credit job training in the areas of manufacturing & nursing						
* Grant Period: June 1, 2011 - December 31, 2012						
<b>Work Keys</b>						
Source: McHenry County Community Foundation	0649-650	Linden	5,000	N/A	5,000	-
Purpose: To provide a skills record for the low to moderate income individual and match the skills record to surveyed jobs.						
* Grant Period: June 6, 2011 - June 30, 2012						
<b>Bridging the Gap Grant</b>						
Source: Federal thru ICCB	901043	Capalbo	4,000	N/A	497	3,503
Purpose: Regional Meeting between secondary & Post secondary to align curriculum & identify gaps						
<b>SUBTOTAL Federal Grants - June 30, 2012</b>			<b>\$ 6,762,585</b>		<b>\$ 6,341,717</b>	<b>\$ 420,868</b>
Fiscal Year 2011 Federal Grants - June 30, 2011			\$ 6,653,989		\$ 6,412,986	\$ 241,003

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2012	Unexpended Balance
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**STATE**

**MAP 2012**

Source: Illinois Student Assistance Commission  
 Purpose: To provide funds to Illinois students enrolled in credit programs with financial need.

Fund 6	Klee	932,015	N/A	565,203	366,812
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**Workforce Development Grant**

Source: ICCB  
 Purpose: To provide funding for employment training services and assistance in commercial and industrial expansion and/or retention through various activities.

0630-630 902018	C Jones	53,000	N/A	53,963	(963)
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**Small Business Development Center State Portion**

Source: (DCEO) Department of Commerce and Economic Opportunity  
 Purpose: To provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training.

\* Grant Period: Jan 2011 - Dec 2011

\*\*Grant Period: Jan 2012 - Dec 2012

0631-634	C Jones	19,459	30,000	16,756	2,703
**902026		40,000	30,000	19,271	20,729

**State Basic Adult Education 54V**

Source: ICCB  
 Purpose: To support instruction of Adult Education and Literacy.

0619-662 902014	Clute	134,735	N/A	143,820	(9,085)
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**State Performance**

Source: ICCB  
 Purpose: To help meet performance standards in Adult Education programs.

0657-657 902040	Clute	130,313	N/A	131,169	(856)
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**Community Literacy Program**

Source: Secretary of State  
 Purpose: To develop a full-time literacy program and train and support volunteer literacy tutors.

0621-621 902016	Clute	47,200	N/A	46,198	1,003
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	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2012	Unexpended Balance
<b>CTE Program Improvement</b>						
Source: ICCB	0645-645	Linden	13,171	N/A	13,171	-
Purpose: To purchase instructional equipment for vocational education programs.	902050					
<b>Family Violence Grant</b>						
Purpose: To set up the 22nd Circuit Family Violence Coordinating Council and hire a part-time Local Council Coordinator.	0644-648	C Jones	10,048	N/A	10,048	-
	902036					
	902038		9,750	N/A	8,977	773
* Grant Period: Jan 2011 - Dec 2011						
* Grant Period: Jan 2012 - Dec 2012						
<b>Employer Training Investment Program</b>						
Source: (DCEO) Department of Commerce and Economic Opportunity	0643-643	C Jones	\$ 175,000	N/A	175,000	-
Purpose: To provide funding for employment training in skills necessary to enable companies to establish, maintain or expand into new export markets.	902046					
* Grant Period: July 1, 2010 - December 31, 2011						
<b>Illinois Rain Garden Initiative Grant Program</b>						
Source: Illinois Department of Natural Resources	0657-660	Evans	552	N/A	552	-
Purpose: To provide funds for the construction of a rain garden on public property in a location that will hold stormwater runoff or snow melt.	902042					
* Grant Period: March 17, 2011 - November 30, 2011						
<b>Illinois Green Economy Grant</b>						
Source: DCEO	0643-644	Stejskal	45,000	N/A	27,449	17,551
Purpose: To be used to establish a working connection to the broader network of colleges across the state.	902034					
* Grant Period: November 1, 2011 - June 1, 2012						



	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2012	Unexpended Balance
<b>Illinois Cooperative Work Study Grant</b> Source: IBHE Purpose: To strengthen ties to industry partners while expanding internship and employment opportunities for students in the automotive program. *Grant Period: February 15, 2011 - June 30, 2012	0615-614 902012	Patrick	15,480	N/A	1,673	13,807
<b>Quality Counts Child Care Training Grant</b> Source: 4C: Community Coordinated Child Care Purpose: To support center/community based and family child care in the improvement of quality care provided to infants, toddlers, preschool and school age children. * Grant Period: February 13 - June 30, 2012	601015	Borders	1,874	N/A	1,874	-
<b>CTE Accelerating Opportunity Grant</b> Source: ICCB Purpose : To Accelerate Opportunity for Career & Technical Education with Adult Education	901041	Linden Clute	4,700	N/A	791	3,909
<b>SUBTOTAL State Grants - June 30, 2012</b>			<b>\$ 1,632,297</b>		<b>\$ 1,215,915</b>	<b>416,382</b>
Fiscal Year 2011 State Grants - June 30, 2011			\$ 1,596,207		\$ 1,562,241	\$ 33,966
<b>PRIVATE</b>						
<b>Accelerating Opportunities Grant</b> Source: ICCB Purpose: To implement an I-BEST-like approach developed by the Board's Accelerating Opportunities "Design Team". * Grant Period: July 1, 2011 - November 15, 2011	0619-661 901017	Clute	20,000	N/A	23,189	(3,189)
<b>Week End Nursing Program</b> Source: Private Donor Purpose: To implement a Weekend Nursing Program	901056	Flanagan	130,000	N/A	925	129,075

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2012	Unexpended Balance
<b>SUBTOTAL Private Grants - June 30, 2012</b>		\$ 150,000		\$ 24,114	\$ 125,886
Fiscal Year 2011 Private Grants -June 30, 2011		\$ 20,000		\$ 20,000	\$ -
<b>TOTAL ALL GRANTS - June 30, 2012</b>		\$ 8,544,882		\$ 7,581,745	\$ 963,137
Total all Grants - June 30, 2011		\$ 8,270,196		\$ 7,995,227	\$ 274,969

\* Grant period differs from McHenry County College fiscal year.

Distributed Press Releases  
June 16-July 11, 2012

Information

The following releases have been distributed to all local and regional media outlets from June 16-July 11, 2012.

- Crystal Lake First Responders, Public Works Employees Learn About Doppler Radar at McHenry County College
- MCC Graduates Find Success at MCC Toward Fulfilling Their Career Goals
- Introductory Level Computer Training Set at McHenry County College Shah Center
- Forklift Training Available through MCC's Shah Center
- MCC's Shah Center to Offer Frontline Leadership Series
- McHenry County College Students Win Best of Show in Illinois Skyway Collegiate Conference Poster Competition
- McHenry County College Welcomes New Executive Dean of Continuing and Professional Education
- McHenry County College, University of Illinois Extension Master Gardeners of McHenry County to Host Annual Garden Walk on July 14
- McHenry County College's Retired Adult Program to Offer Writers Workshops
- McHenry County College to Offer ScotStars Youth Soccer Camps in July
- McHenry County College to Host Community Safety Expo to Build Awareness of Safer Driving, Bicycling
- McHenry County College Names Six Presidential Fast Track Scholarship Recipients

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

Christina Haggerty  
Director of Marketing and Public Relations