

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

Thursday, August 23, 2012
Regular Board Meeting
7:00 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, July 26, 2012
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
8. BOARD COMMITTEE REPORTS
 - A. Evaluation and Policies Committee
 - B. Committee of the Whole
9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT
12. PRESENTATIONS
 - A. Update on Human Resources , Ms. Angelina Castillo, Assistant Vice President of Human Resources
 - B. Online Learning Presentation, Dr. Tony Miksa, Vice President of Academic and Student Affairs and Dr. Ray Lawson, Director of Online Learning and Educational Technology
13. COMMUNICATIONS
 - A. Faculty Report
 - B. Adjunct Faculty Report
 - C. Staff Council Report
 - D. Student Trustee Report
 - E. Comments from the Board
 - F. Attorney Report
14. APPROVAL OF CONSENT AGENDA
 - For Approval**
 - A. Financial Statements
 1. Executive Summary, Board Report #12-176
 2. Treasurer's Report, Board Report #12-177
 3. Ratification for Payment of Voucher #1047, Board Report #12-178
 - B. Requests to Purchase/Renew
 1. Custodial Supplies, Board Report #12-179
 2. Dell Server and Storage Area Network Maintenance Support, Board Report #12-180
 3. Enterasys Gigabit Network Switches, Board Report #12-181

4. F5 Load Balancers Support and Maintenance, Board Report #12-182
5. Food Services Point of Sale System, Board Report #12-183
6. Microsoft Enterprise Agreement, Board Report #12-184
7. Physical Plant Supplies, Board Report #12-185
8. Snow Removal Services, Board Report #12-186
9. Symantec Maintenance, Board Report #12-187
10. Telecourse Enrollment Fees, Board Report #12-188
11. VMware Maintenance and Support Contracts, Board Report #12-189
- C. Fiscal Year 2013 Proposed Budget for Public Display, Board Report #12-190
- D. Compensation Adjustments for Administrative Personnel for FY13, Board Report #12-173, Amended
- E. Joint Educational Agreement Update between McHenry County College and Gateway Technical College, Board Report #12-191
- F. Personnel
 1. Personnel Adjustments for Summer 2012, Board Report #12-110, Addendum
 2. Adult Education Personnel Considerations for Fall 2012, Board Report #12-192
 3. Workforce and Community Development Personnel Considerations for Fall 2012, Board Report #12-193
 4. Appointment of New Building Maintenance Specialist, Electrician, Board Report #12-194
 5. Appointment of New Positions Academic and Student Affairs Reorganization, Board Report #12-195
 6. Appointment of Replacement Development Specialist, Board Report #12-196
 7. Appointment of Replacement Senior Research and Assessment Associate, Board Report #12-197
 8. Request for Retirement, Board Report #12-198
 9. Accept Resignation of Larry West and Approve Separation Agreement, Board Report #12-199
 10. Executive Compensation, Board Report #12-200
 11. Salary Adjustment, Board Report #12-201

15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

16. APPROVAL OF INTERIM APPOINTMENT OF TREASURER, Board Report #12-202

17. BOARD POLICY MANUAL, SECTION 3 REVISION, FIRST READING/APPROVAL, Board Report #12-203

18. ELIMINATION OF DEGREE AUDIT FEE, Board Report #12-204

19. FOR INFORMATION

- A. ERP Project Update
- B. MCC Branding Update
- C. Office of Resource Development Update
- D. DePaul Admission Partnership Program Agreement
- E. Distributed Press Releases

20. SUMMARY COMMENTS BY BOARD MEMBERS

21. FUTURE AGENDA ITEMS

22. CLOSED SESSION

23. ACCEPTANCE OF CLOSED SESSION MINUTES: July 26, 2012 Board Meeting

24. ADJOURNMENT



Mary Miller
Chair

friends of
MCHENRY COUNTY COLLEGE FOUNDATION

Foundation Update Board of Trustees Meeting

Thursday, August 23, 2012

ADVANCEMENT ACTIVITIES

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

Scholarships

- We have established two new scholarships and re-affirmed or expanded two others. The new scholarships are:
 - Goodwill Industries of Northern Illinois; a \$1,000 scholarship established for students with documented disabilities.
 - Eric Stricker Memorial Scholarship; established for students participating in the Culinary Management program.

The re-affirmed or expanded scholarships are:

- 40/8 Scholarship; a \$500 scholarship established for the 40/8 chapter of the American Legion, to be awarded to a nursing student who is a veteran or descendent of a veteran.
- AAUW Tuition Scholarship; a \$1,200 scholarship earmarked for tuition. The AAUW already has two scholarships in place (1-for books; 1- for academics).

Board

- The Board Development Committee has interviewed another candidate to fill a board position, which has the committee on schedule to fill the expanded foundation' director roster. The committee has also had initial conversations with two other McHenry County manufacturers, both of which are interested in having further discussions about their having representation on the foundation board.

Charitable Positioning

- The Education to Empowerment core planning committee held their fourth planning meeting on Tuesday, August 14. Board members Regan Shepley, Dianna Torman, and Lisa O'Neil were added to the core committee. Four sub-committees were formed: Executive Committee, Event Planning, Scholarship/Mentoring Committee, Marketing and Public Relations Committee.
- The Professional Seminar Series Committee has scheduled the first event in their year-long series, entitled, "Paying for College: For your Children, Grandchildren & Yourself". The event will be held Tuesday, August 18th from 6:00 – 7:30 p.m.

Staff

- The foundation staff has begun a campaign to personally contact donors at all levels. The purpose of the program is to get the information needed to refine and update all scholarship profiles; inform donors of our new awarding procedures, notify donors of our new methods of notification with them, as to anyone who has been awarded their scholarship, the amount they were awarded, the balance of their scholarship fund, and overall, re-establish a personal, collaborative relationship with all of our donors.

Student Trustee Report

The first week of the fall semester has begun. Hallways and classrooms are full of students excited and slightly apprehensive to start their courses. Students have enjoyed the Welcome Week programs and are looking forward to the Student Organization Fair and Student Senate Meet 'n Greet next week.

On Tuesday August 7, 2012, the Office of Marketing and Public Relations invited students and faculty to participate in the creation of a new branding video. Students were thrilled to have been part of the video which will be showing around campus as the brand is launched to the MCC community.

The Multicultural Affairs office invited minority students and their parents to a Minority Student Reception on Thursday, August 9, 2012. Attendees were introduced to college resources as well as programs and activities they can utilize to be successful at MCC. Current enrolled students shared their experiences adjusting to college and gave advice to the incoming students. Tours of campus were offered at the end of the reception, as well as gifts and prizes. Two hundred and thirty five certificates were recently sent out from Multicultural Affairs to minority students who acquired a 3.0 GPA or higher for the spring semester.

New Student Convocation was held on Thursday, August 16, 2012 to welcome incoming students to McHenry County College. Students were able to meet staff, faculty and administration, participate alongside faculty in a workshop and acquire information about the College departments and services. Every student received a T-shirt with the new college logo. One student received a \$500 gift card to the Bookstore and two students received a \$300 Bookstore gift card.

Paola Rueda
Student Trustee

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY13 through the month of July.

Recommendation

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



Vicky Smith
President

McHenry County College
All Funds Balance Sheet
7/31/2012

	ALL Funds	01 Education Fund	02 Operations & Maintenance Fund	03 Operations & Maint. Fund (Rest)	05 Auxiliary Enterprises Fund	06 Restricted Fund	07 Working Cash Fund
Assets							
Cash	\$ 1,292,185	\$ (5,196,642)	\$ 1,614,601	\$ (571,967)	\$ 4,842,927	\$ 822,281	\$ 115,528
Investments	44,502,899	25,559,316	1,023,553	13,089,398	-	-	2,721,777
A/R	24,635,049	22,230,170	2,278,916	-	35,352	89,736	-
InterFund A/R	7,033,594	1,126,227	3,886,020	1,369,428	-	-	-
Inventory	545,977	-	-	-	545,977	-	-
Prepaid	218,373	217,304	-	-	1,069	-	-
Fixed Assets	34,675,902	-	-	-	-	-	-
Other Assets	8,409,018	-	-	-	-	-	-
Total Assets	\$ 121,312,997	\$ 43,936,375	\$ 8,803,090	\$ 13,886,860	\$ 5,425,326	\$ 912,017	\$ 2,837,304
Liabilities							
Payroll Liability	(\$1,303,184)	(1,131,402)	(71,205)	-	(62,001)	29,459	-
Accounts Payable	(\$1,481,348)	(1,464,704)	969	-	(41,207)	(552)	-
Accrued Expenses	(\$238,965)	(148,838)	-	-	-	-	-
Interfund Payable	(\$7,033,594)	-	-	-	(3,612,060)	(790,543)	(19,882)
Deferred Revenue	(\$15,186,381)	(13,446,338)	(1,728,353)	-	(9,549)	(891)	-
Fixed Liabilities	(\$5,360,000)	-	-	-	-	-	-
Other Liabilities	(\$7,102,928)	(43,956)	-	-	(33,383)	-	-
Total Liabilities	\$ (37,706,400)	\$ (16,235,237)	\$ (1,798,590)	\$ -	\$ (3,758,200)	\$ (762,527)	\$ (19,882)
Fund Balance	\$ 83,606,597	\$ 27,701,138	\$ 7,004,500	\$ 13,886,860	\$ 1,667,125	\$ 149,491	\$ 2,817,423

Notes: 1 - Fund Balance

Fund balance is higher in the balance sheet than income statement because income statement, the beginning balance was based on May 2012 ending balance. Reconciliation of fund balance between income statement and balance sheet was suspended till completion of annual audit which is already in progress.

McHenry County College
All Funds Balance Sheet
7/31/2012

	08 General Fixed Asset Fund	09 General Long- Debt Fund	10 Trust & Agency Fund	11 Audit Fund	12 Liability, Protection Settlement Fund
Assets					
Cash	\$ -	\$ -	\$ (352,602)	\$ (11,126)	\$ 29,185
Investments	-	-	-	-	2,108,856
A/R	-	-	-	286	588
InterFund A/R	-	-	651,919	-	-
Inventory	-	-	-	-	-
Prepaid	-	-	-	-	-
Fixed Assets	34,675,902	-	-	-	-
Other Assets	-	8,409,018	-	-	-
Total Assets	\$ 34,675,902	\$ 8,409,018	\$ 299,317	\$ (10,840)	\$ 2,138,629
Liabilities					
Payroll Liability	-	-	(46,727)	-	(21,307)
Accounts Payable	-	-	495	-	23,651
Accrued Expenses	-	(90,128)	-	-	-
Interfund Payable	-	(385,000)	-	(28,958)	(2,197,152)
Deferred Revenue	-	-	-	(417)	(833)
Fixed Liabilities	-	(5,360,000)	-	-	-
Other Liabilities	-	(6,772,504)	(253,085)	-	-
Total Liabilities	\$ -	\$ (12,607,631)	\$ (299,317)	\$ (29,375)	\$ (2,195,641)
Fund Balance	\$ 34,675,902	\$ (4,198,613)	\$ -	\$ (40,215)	\$ (57,012)

McHenry County College
All Fund Income Statements
One Month Ended July 31, 2012

	01 Education Fund	02 Operations & Maintenance Fund	03 Operations & Maintenance (Restricted) Fund	05 Auxiliary Enterprises Fund	06 Restricted Purposes Fund	07 Working Cash Fund	11 Audit Fund	12 Liability, Protection & Settlement Fund	Total All Funds
Revenue									
Local	\$ 2,187,369	\$ 243,049	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ 167	\$ 2,430,668
State	171,359	68,548	-	-	-	-	-	-	239,907
Federal	-	-	-	-	6,487	-	-	-	6,487
Tuition & Fees	5,814,569	1,129,373	-	6,405	-	-	-	-	6,950,347
Sales & Service Fees	43,871	-	-	50,207	-	-	-	-	94,078
Facilities	-	-	-	-	-	-	-	-	-
Interest	2,942	75	1,080	-	-	268	-	194	4,559
Non Govern Gifts & Grants	-	-	-	-	8,231	-	-	-	8,231
Other	360,268	22	-	-	-	-	-	-	360,290
Total Revenue	\$ 8,580,378	\$ 1,441,068	\$ 1,080	\$ 56,612	\$ 14,718	\$ 268	\$ 83	\$ 361	\$ 10,094,568
Expenditure									
Salaries	1,797,942	94,654	-	64,203	30,608	-	-	31,077	2,018,485
Benefits	838,520	29,222	13,490	13,748	3,499	-	-	260,204	1,158,682
Contractual Services	275,170	4,043	-	15,926	2,147	-	-	-	297,286
Supplies & materials	78,132	6,105	-	202,455	1,758	-	-	2	288,452
Conference & Meeting	9,222	72	-	1,305	4,006.00	-	-	-	14,605
Fixed Charges	253,488	123,337	-	2,100	-	-	-	85,001	463,926
Utilities	912	55,343	-	-	-	-	-	-	56,255
Capital Outlay	298,488	123,337	-	-	-	-	-	-	421,825
Other Expenditures	17,124	-	-	1,123	18,574	-	-	-	36,821
	-	-	-	-	-	-	-	-	-
Total Expenditures	\$ 3,568,998	\$ 436,112	\$ 13,490	\$ 300,861	\$ 60,592	\$ -	\$ -	\$ 376,284	\$ 4,756,337
Excess (deficiency) of revenues over expenditures	\$ 5,011,380	\$ 1,004,956	\$ (12,410)	\$ (244,248)	\$ (45,874)	\$ 268	\$ 83	\$ (375,923)	\$ 5,338,231
Other financing sources (uses) Operating transfers out									
Beginning Fund Balance	11,147,132	4,740,315	14,175,693	1,843,310	(726,548)	2,816,933	(13,943)	962,230	34,945,122
Ending Fund Balance	\$ 16,158,512	\$ 5,745,271	\$ 14,163,283	\$ 1,599,062	\$ (772,422)	\$ 2,817,201	\$ (13,860)	\$ 586,307	\$ 40,283,353

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 July 2012**

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Operating	\$1,239,329.34	\$3,830,246.32	\$4,161,969.54	\$907,606.12
Crystal Lake Bank & Trust Credit Card	\$40,446.59	\$705,078.55	\$282,479.05	\$463,046.09
Crystal Lake Bank & Trust Online	\$15,489.55	\$387.13	\$0	\$15,876.68
Crystal Lake Bank & Trust Employee Benefits	\$0	\$46,949.99	\$46,949.99	\$0
Crystal Lake Bank & Trust Payroll	\$4,188.68	\$1,723,456.37	\$1,725,812.74	\$1,832.31
Crystal Lake Bank & Trust Federal Student Loan	\$3,302.57	\$3,674.35	\$3,674.35	\$3,302.57

McHenry County College
July 31, 2012

Investments

College Fund	Financial Institution	July 31, 2012 Investments	June 30, 2012 Investments	% of Total Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$16,404,627	\$17,113,330	38%	see below	N/A	On Demand
Education	JPMorgan Chase	9,154,689	9,153,005	20%	0.21%	N/A	On Demand
Operations & Maintenance	Illinois Funds	13,186,906	13,185,917	29%	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	926,044	925,874	2%	0.21%	N/A	On Demand
Working Cash	Illinois Funds	2,101,297	2,101,143	5%	see below	N/A	On Demand
Working Cash	JPMorgan Chase	620,479	620,365	1%	0.21%	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	1,755,046	1,754,917	4%	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	353,810	353,744	1%	0.21%	N/A	On Demand
	Total	\$44,502,899	\$45,208,295	100%			

Interest Revenue

Interest Revenue

College Fund	Jul-12	Fiscal YTD
Education	\$2,923	\$2,923
Operations & Maintenance (Restricted)	1,165	1,165
Working Cash	273	273
Liability, Protection and Settlement	198	198
	Total	\$4,559

Illinois Fund Rates -July 31, 2012

Annualized rate - Money Market	
Low	0.044%
High	0.136%
Average	0.089%

* CDARS stands for Certificates of Deposit Account Registry Service. This program allows the College to purchase fully FDIC covered Certificates of Deposit from multiple institutions. All CD's are purchased in increments of less than the FDIC insurance maximum to ensure that both principal and interest are eligible for full FDIC insurance.

Ratification for Payment of Voucher #1047

Information

The attached check register identifies the vendors that have been paid in the past month in the amount of \$1,911,133.65. 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 #1047 dated August 23, 2012, totaling \$1,911,133.65.



Vicky Smith
President

Request to Purchase
Custodial Supplies

Information

The Custodial Department purchases a variety of supplies and services throughout the year for maintaining the College campus. The increased usage of the College campus has required an increase in the amount of supplies and maintenance services required to maintain the cleanliness of campus and the repair of the equipment. Some of the supplies required include toilet paper, paper towels, garbage can liners, foam soap, industrial cleaner, just to name a few.

No one individual company is able to provide the best price on all of the items required for servicing the cleaning equipment and the providing the necessary products to maintaining the College campus. Therefore, in order to secure the best prices, the College is requesting the ability to purchase items from whichever vendor is able to supply the needed inventory at the best price. There are four qualified companies who the College has been purchasing its supplies from. The following companies, Metro Professional Products, A.I.M. Distribution, Inc., Grainger, and TEK Direct, have provided the best pricing on some of the items needed for maintaining the Campus. Therefore, the department will be purchasing the majority of supplies from these four companies throughout the fiscal year. Purchases from any one company may total over \$5,000.00; the total amount purchased from all four companies combined will not exceed \$130,000.00.

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

Recommendation

It is recommended that the Board of Trustees approves a total of up to \$130,000.00 for the remainder of FY13 to be spent on custodial supplies and service repairs to equipment across the four supply companies: (1) Metro Professional Products, Inc., Carol Stream, IL (2) A.I.M. Distribution, Inc., Rockford, IL (3) Grainger, Elgin, IL and (4) TEK Direct, Chicago, IL.



Vicky Smith
President

Request to Renew
Dell Server and Storage Area Network Maintenance Support

Information

Hardware maintenance support on two Dell servers and one Storage Area Network is expiring in early FY13. The Storage Area Network is currently housing the older ERP system which the College will need for one additional year until the new Ellucian ERP system is fully functional. The two Dell servers are part of the College's virtual host infrastructure and can have any number of virtual servers running on them at any given time. It is imperative that the College has 24-hour, seven days/week maintenance support coverage on these servers in the event of hardware failure. These two servers and the Storage Area Network are still within their expected lifecycle, so the College will leverage a multi-year support contract for two additional years of maintenance support on the two servers, and one year on the Storage Area Network.

The cost of two years of maintenance support for the two servers is \$3,697.46 or a savings of 15 percent (\$652.49) by using a multi-year contract directly through Dell. One year of support for the Storage Area Network (also through Dell) will cost \$5,433.00. Together the cost of these two renewals is \$9,130.46.

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

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

Recommendation

It is recommended that the Board of Trustees approves the two-year renewal of maintenance support for two Dell servers, and one year of maintenance support for a Storage Area Network from Dell, Inc., of Round Rock, TX, for a total cost of \$9,130.46.



Vicky Smith
President

Request to Purchase
Enterasys Gigabit Network Switches

Information

Network switches are critical connection devices found in secured closets and small rooms around the campus. The purpose of these switches is to act as a hub to connect many copper-based cabling runs from numerous office and classroom wall jacks in a designated region of a building to a single high-speed fiber running to the main campus data center. If any network switch fails, a whole section of a building serviced by that switch would go down. Consequently, it is important to keep these switches updated and a backup inventory of switches available for replacement, as well as keeping the stock of backup switches updated. The current stock of both backup and production switches is in need of update and replacement. This request is to replenish our current stock of network switches.

The College currently uses network switches produced by Enterasys Secure Networks, Inc. Because Enterasys has upgraded their current models of network switches, we can no longer mix new switches with old switches in the current inventory. This will not impact many of the current switch closets, but will require IT to swap out two closets of network switches (five Enterasys Gigabit switches) in order to replace old switches and have enough spare switches to use in other locations on campus. Of the three potential providers of Enterasys switches, CDW-G offered the best pricing for five Enterasys Gigabit Network Switches at \$22,325.92.

	<u>CDW-G</u>	<u>Cost Central</u>	<u>GovConnection</u>
Five Enterasys Gigabit Network Switches	\$21,906.92	\$28,795.76	\$31,413.53
Supporting Accessories	<u>\$ 419.00</u>	<u>\$ 556.16</u>	<u>\$ 1,115.80</u>
Total:	<u>\$22,325.92</u>	\$29,351.92	\$32,529.33

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

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of five Enterasys Gigabit Network Switches from CDW-G, Vernon Hills, IL, for \$22,325.92.



Vicky Smith
President

Request to Renew
F5 Load Balancers Support and Maintenance

Information

In order to meet the advancing technology needs of the College, the Information Technology (IT) department needs to provide robust, highly-available technology services to students, faculty, and staff. To minimize the amount of system downtime and deliver higher levels of access to systems, load balancing technologies are used to distribute the use of computing resources across multiple redundant systems. Should one system fail, load balancers can transfer access to other servers making systems appear as “always available”. As an example, the College’s email systems use load balancing to distribute email traffic amongst numerous redundant email servers. Should one email system fail, email services will still be available through the other redundant systems. This load balancing strategy uniformly distributes the performance and response of systems across more users and enables IT to swap servers in/out without affecting users. This same load balancing strategy is also used to manage the distribution of access to multiple web servers and the ERP system.

The College currently uses two “Big-IP Local Traffic Manager (LTM)” load balancing appliances provided by a leading technology company called F5 Networks, Inc. to intelligently manage the email, web, ERP, and other traffic. Later in FY13, IT will also use these devices to uniformly distribute all of the Desktop Virtualization traffic across the campus as we expand the use of thin clients in the College.

These load balancing devices need to be under a support contract in order to take advantage of future upgrades to the devices’ operating code and provide trouble-shooting problem resolution for both devices. The total annual support contract cost for both devices is \$10,198.30.

<u>Item</u>	<u>F5 Networks Inc.</u>
F5 Annual Support and Maintenance for two load balancing devices	\$10,198.30
Total:	\$10,198.30

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

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

Recommendation

It is recommended that the Board of Trustees approves the annual renewal of F5 Load Balancers Support and Maintenance from F5 Networks Inc. of Seattle, WA, for \$10,198.30.



Vicky Smith
President

Request to Purchase
Food Services Point of Sale System

Information

As part of the Building B renovation project, the new Servery area construction is expected to be completed by September 30th, 2012. In anticipation of the construction completion, the Food Services and Information Technology departments have been researching Point of Sale (POS) systems. These POS systems will be used in the Servery area to provide critical operational data and automate current manual data collection systems for tracking sales, costs, basic inventory information and increased efficiency for processing customers through the cafeteria lines. The system chosen will allow future integration with:

- The new campus ERP system
- Advanced inventory management systems
- Digital menu board signage systems

An RFQ was released on June 21, 2012 and four proposals were received.

Completed POS System Including Installation <u>and Training</u>	<u>DataWave Inc.</u>	<u>Micros</u>	<u>Merchants Solutions, Inc.</u>	<u>Food Service Solutions</u>
Total Cost	\$15,448.30	\$20,136.90	\$14,325.00	\$20,184.90
(3 Units Plus Server)			(No integration with signage)	

The least-cost system from Merchants Solutions, Inc. did not include functionality the College considered very important (integration with digital signage). Consequently, the next least-cost system was chosen, at a cost of \$15,448.30.

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 Food Service account of the Auxiliary Enterprises Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of a complete Point of Sale System in the amount of \$15,448.30 from DataWave, Inc., in Chicago, IL.



Vicky Smith
President

Request to Renew
Microsoft Enterprise Agreement

Information

McHenry County College has relied on Microsoft-based technologies for many years and continues to leverage Microsoft products to deliver superior technology services for students, faculty, and staff. These services support a wide array of technologies such as desktop computing, servers, database, and security systems. Microsoft products are typically licensed to organizations based on organizational size and usage. As higher volumes of licenses are needed, the greater the discount offered by Microsoft. In prior years, Microsoft licensed their products to the College using a count of existing FTE staff. This year Microsoft has altered its licensing program to enable the College to leverage its participation in the Illinois Community College Systems Procurement Consortium (ICCSPC) using an Enterprise Agreement. Since the College participates in the ICCSPC, Microsoft licensing is now based on the cumulative count of staff and students for all colleges in the Consortium. This positions the College as a much larger entity, which drives larger discounts and enables the College to save an estimated 35% on its annual Microsoft licensing costs compared to prior years. This year's total cost for licensing all Microsoft products campus-wide is \$130,624.82, an approximate 35% savings. The current Microsoft agreement expires August 31, 2012.

With the increase in use of Microsoft server and database products for the ERP system, in FY13 the College was able to negotiate an addition to our licensing renewal allowing us to use all Windows Server and SQL Server database products under a site licensing agreement resulting in a further cost reduction of \$3,000.00 compared to last year. This new site licensing agreement (part of the overall Enterprise Agreement) will allow the College to use any of these Microsoft products without spending additional licensing dollars through the fiscal year. An example of this is the expansion and upgrade of our Exchange email servers. With the new site licensing agreement, the College can upgrade the email servers to the latest versions, but will not incur additional licensing costs.

The ICCSPC pricing below is based on a previously negotiated three-year contract with Microsoft, Inc., naming CDW-G as the sole source provider for all qualifying institutions in the state of Illinois. This consortium pricing is based on a 4000+ FTE staff employees count and allows for superior pricing not available through any other source.

<u>Qty.</u>	<u>Description</u>
435	License, Software Assurance, and Work at Home for Desktop Campus including: Office and Desktop Enterprise CAL
435	License and Software Assurance for Expression Studio Web, Project Professional, Visio Professional, Visual Studio Professional, Remote Desktop CAL, Forefront Protection for Exchange, Forefront Identity Manager CAL
1	License and Software Assurance for Forefront Identity Server Manager
2	License and Software Assurance for Forefront Threat Management Gateway Enterprise (1 Processor)
20	License and Software Assurance for System Center Data Center
1	Microsoft Learning Academy IT Academy Subscription
150	License and Software Assurance for Virtual Desktop Application Support

<u>Qty.</u>	<u>Description</u>
1000	License and Software Assurance for Site Licensing of SQL and Windows Enterprise Server for all of the faculty and staff
7250	License and Software Assurance for Site Licensing of SQL and Windows Enterprise Server for all of the student body

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

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

Recommendation

It is recommended that the Board of Trustees approves the annual renewal of the Microsoft Enterprise Agreement through the ICCSPC contract with CDW-G, Inc., Vernon Hills, IL, for \$130,624.82.



Vicky Smith
President

Request to Purchase
Physical Plant Supplies

Information

The Maintenance Department purchases a variety of specialized parts and supplies during the course of the year for maintaining both the equipment and the facilities throughout the College campus. With an aging infrastructure, this has required an increase in the amount of parts, supplies and services required to maintain the working order of the campus facilities. Additionally, the College no longer outsources the repairs and maintenance of heating and air conditioning systems, electrical systems, and plumbing systems, which many times included the cost of parts. Therefore, it may be necessary to purchase the repair parts that are needed.

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

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

Aqua Pure Romeoville, IL	Arrow Industrial Supply Westerville, OH	Austin Mechanical Sales Loves Park, IL
Connor Company McHenry, IL	Crescent Electric Supply McHenry, IL	Dreisilker Electric Motors Chicago, IL
Ferguson Enterprises Crystal Lake, IL	Grainger Elgin, IL	G.W. Berkheimer McHenry, IL
Huemann Water Conditioning Johnsburg, IL	J.A. Sexauer Jacksonville, FL	Johnstone Supply Naperville, IL
McMaster Carr Supply Co. Elmhurst, IL	Menards - Woodstock Woodstock, IL	Neuco Downers Grove, IL
PDQ Supply Batavia, IL	Plumbmaster Roscoe, IL	Schulhof Woodstock, IL
Sherwin-Williams Co. Crystal Lake, IL	Southside Control Chicago, IL	Steiner Electric Elk Grove Village, IL

The College is requesting the authorization to purchase the majority of supplies from these 21 companies for FY13 from whichever company quotes the lowest price. Current MCC purchasing policies restricts the spending with any one company to not exceed \$5,000.00. The purchases for FY13 for repair parts, supplies, and tools from any one company may total over \$5,000.00; the total amount purchased from all 21 companies combined will not exceed \$130,000.00.

This expense is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (j) which reads, contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000.00 and not involving a change or increase in the size, type, or extent of an existing facility.

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

Recommendation

It is recommended that the Board of Trustees approves a total of up to \$130,000.00 for FY13 to be spent amongst the above 21 suppliers on supplies, parts, and tools to perform preventative maintenance and repairs to equipment and the physical infrastructure of the College.



Vicky Smith
President

Request to Purchase
Snow Removal Services

Information

In June, 2012, the College requested bids for snow removal services at McHenry County College main campus and Shah Center in McHenry, IL (RFP #06282012). The contract is for three (3) years with an option to renew in two (2) year increments by mutual agreement of both parties after the end of the initial three (3) year period. The price is based on per incident with a snowfall of an average of 2 inches to remove snow and salt per event, salting for ice storms, and morning salting after a day thaw and overnight freezing. The below quotes are per incident. The total FY13 budget for the snow removal for the Crystal Lake campus and the Shah Center is \$110,000.00.

Bids were received from the following companies:

Total Both Locations	Per Incident For Year 1	Per Incident For Year 2	Per Incident For Year 3	Per Incident For Year 4	Per Incident For Year 5
Ryco Landscaping	\$ 4,325.00	\$ 4,275.00	\$ 4,225.00	\$ 4,225.00	\$ 4,225.00
Snow of Illinois Inc.	\$ 4,448.00	\$ 4,448.00	\$ 4,448.00	\$ 4,448.00	\$ 4,448.00
Campobello Landscaping	\$ 4,590.00	\$ 4,590.00	\$ 4,590.00	\$ 4,590.00	\$ 4,590.00
Cal & Shans	\$ 5,810.00	\$ 5,810.00	\$ 5,810.00	\$ 5,810.00	\$ 5,810.00
TSI Tims Snowplowing Inc.	\$ 9,488.00	\$ 9,488.00	\$ 9,488.00	\$ 9,582.88	\$ 9,678.61
Brothers Landscaping Inc.	\$10,387.00	\$10,387.00	\$10,387.00	\$10,387.00	\$10,387.00
Brickman Group Ltd.	\$11,297.00	\$11,297.00	\$11,631.00	\$11,900.00	\$12,126.00
KCG Management LLC.	\$10,925.00	\$10,925.00	\$10,925.00	\$10,925.00	\$10,925.00

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

Recommendation

It is recommended that the Board of Trustees approves the expenditure for snow removal services as listed above for \$4,325.00 per incident for the first season, \$4,275.00 for the second season and \$4,225.00 for the third season from Ryco Landscaping, Lake in the Hills, IL.



Vicky Smith
President

Request to Renew
Symantec Licensing

Information

The College’s annual licensing for the Symantec suite of security and asset management software is now up for annual renewal. The College uses Symantec software for anti-virus protection, asset management, and technical support of over 1600 desktop computers. In addition to anti-virus protection, the Symantec suite includes the Altiris Client management product for remote computer troubleshooting, automation and distribution of software installations, repair jobs, and reconfiguration and re-imaging of individual or large groups of computers (such as instructional computer labs). Also included in the licensing are the Hardware Independent Imaging System (HIIS) used for PC image creation and deployment, and the WISE Packaging Studio which enables Information Technology’s End User Services department to create automated software package installs that eliminate the use of installation CD’s and downloads. In addition to securing the College’s computer assets, these products enable IT to more efficiently automate high volumes of software installations in short periods of time.

The cost for this annual licensing covering the period of September 4, 2012 to September 3, 2013 is \$19,231.00 and will be purchased from the Symantec support partner, ITS, a two-time winner of the Altiris Platinum Partner of the Year Award and a recommended partner of Dell, Inc.

Quantity	Description	Price	Subtotal
1,650	Client Management License Renewal	\$9.10	\$15,015.00
1,800	HIIS (Hardware-Independent Imaging) License Renewal	\$1.62	\$2,916.00
1	WISE Packaging Studio License Renewal	\$1,300.00	\$1,300.00
	• (Inc/Altiris Client Management Suite)		
	Total		\$19,231.00

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

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of Symantec license renewals covering the period of September 4, 2012 to September 3, 2013 from ITS of Grand Rapids, MI, at a cost of \$19,231.00.



Vicky Smith
President

Request to Purchase
Telecourse Enrollment Fees

Information

The College offers courses in a variety of formats to meet the diverse needs of its students. One of the formats the College utilizes is telecourses. Telecourses provide a great deal of flexibility to the students. In a typical telecourse, students come to campus when their schedule permits, to view or check out from the library, videos which correspond to a textbook. Students are then tested to demonstrate their level of mastery and assigned a grade. The College generates approximately 4,000 credit hours last fiscal year through telecourse offerings.

The College utilizes the services of the Network of Illinois Learning Resources in Community Colleges (NILRC) for the video content of its telecourses. NILRC charges the College a licensing fee to utilize the courses based on our enrollment. The Distance Education department analyzes enrollment figures for FY12 to estimate costs for FY13. After analyzing, below is the approximate expected cost per video for the FY13 academic year:

Child Development: Stepping Stones	\$ 1,300.00
Exploring Society	2,575.00
Our Families, Ourselves	3,950.00
Shaping America	2,400.00
Transitions throughout the Life Span	2,800.00
World of Abnormal Psychology	2,100.00
Discovering Psychology	2,100.00
Voices in Democracy	<u>1,479.00</u>
Total	<u>\$18,704.00</u>

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

Recommendation

It is recommended that the Board of Trustees approves the FY13 estimated telecourse enrollment fees in the amount not to exceed \$18,704.00 in total, for a period of one year with NILRC, Blanchardville, WI.



Vicky Smith
President

Request to Renew
VMware Licensing and Support Contracts

Information

The growing emergence of technology “virtualization” has positively impacted many aspects of organizations worldwide. Virtualization enables large-scale deployment of technologies such as data center servers using a very low/small and more affordable physical footprint. The College has embraced virtualization in recent years within its technology infrastructure and leveraged it to deliver technology services that were once only possible for large, global organizations. Many consider VMware, Inc. the global leader in the virtualization technology space. The College chose VMware as its provider of virtualization technology some years back, and is continuing to leverage VMware in key areas such as the ERP implementation. As a result, eight of the College’s VMware server CPU licenses and one VMware Virtual Center license support contracts are expiring at various times throughout the FY13 year. In this request, all nine support contracts are being renewed and co-termed via a three-year contract, which will expire August 24, 2015 and deliver a 26% discount, saving the College \$8,591.20. The total cost for these eight server and one Virtual Center license and support renewals is \$23,937.08. These license and maintenance support renewals allow the College to stay in license compliance on the virtual environment and enable IT to call technical support when problems arise.

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

<u>Qty.</u>	<u>License Type</u>	<u>Cost</u>
8	Three years of Production Support Coverage Academic VMware vSphere 5 Enterprise Plus for 1 processor	\$20,822.08
1	Three years of Production Support Coverage Academic VMware vSphere 5 Virtual Center Standard	<u>\$ 3,115.00</u>
	Total:	\$23,937.08

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

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

Recommendation

It is recommended that the Board of Trustees approves the renewal of VMware Licensing and Support contracts from CDW-G, Inc., of Vernon Hills, IL, for \$23,937.08.



Vicky Smith
President

Fiscal Year 2013 Proposed Budget
For Public Display


Information

The proposed budget is being presented to the Board of Trustees for placement on public display until September 27, 2012, when formal adoption will be requested.

The College will advertise the 30-day availability of the proposed budget for public display and the date of the public hearing in the *Northwest Herald* on August 27, 2012, in accordance with Chapter 110 Section 805/3-20.1 of the Illinois Public Community College Act which states, "Notice of availability for public inspection and of such public hearing shall be given by publication in a newspaper published in such district, at least 30 days prior to the time of such hearing."

Recommendation

It is recommended that the Board of Trustees approves displaying the Fiscal Year 2013 proposed budget, with a public hearing to be held at 6:30 p.m., on September 27, 2012.



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 2% 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

Joint Educational Agreement Update between
McHenry County College and Gateway Technical College

Information

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

The Joint Educational Agreement between McHenry County College and Gateway Technical College, Kenosha, Wisconsin, was first approved in July 1990. Through the years, revisions have been made to the Agreement in writing and prepared in the form of an addendum. This update details all programs currently included in the Joint Educational Agreement. It reflects the following revisions that are results of new coursework added to MCC’s curriculum and changes to Gateway’s curriculum:

Changes to Joint Agreement	
Gateway Technical College	McHenry County College
Delete: Airframe and Powerplant Mechanics - Diploma Court and Conference Reporting – AAS Fluid Power Maintenance – Diploma Fluid Power Technology – AAS Graphic Technologies Designer – AAS Interpreter Technician – AAS Legal Secretary – AAS Materials Management – AAS Radio Broadcasting Technician – AAS Electronic Graphic Design – Advanced Technical Certificate Engine Performance and Emissions Specialist – Advanced Technical Certificate	Delete: Business Management - AAS EMT Paramedic – Certificate International Business Studies – Certificate General Studies Courses

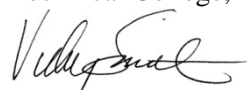
Joint Agreement Programs Offered by McHenry County College	
Area of Study	Program
Emergency Medical Technician	EMT-Ambulance Certificate
Manufacturing Management	Manufacturing Management AAS

Joint Agreement Programs Offered by Gateway Technical College	
Area of Study	Program
Aeronautics	*Aeronautics – Pilot Training (AAS)
Air Conditioning, Heating & Refrigeration	Air Conditioning, Heating & Refrigeration Technology (AAS) Air Conditioning, Heating & Refrigeration - Geothermal Emphasis (AAS)
Automated Manufacturing Systems	Automated Manufacturing Systems Technology (AAS)
Barber/Cosmetologist	*Barber/Cosmetologist (Diploma)
Civil Engineering Technology	Civil Engineering Technology – Freshwater Resources (AAS) Civil Engineering Technology – Highway Technology (AAS) Civil Engineering Technology – Land Survey Technician (AAS)
Dental Assistant	*Dental Assistant (Diploma)
Human Services	Human Services Associate (AAS) Alcohol and Other Drug Abuse (Advanced Technical Certificate)
Industrial Mechanical Technician	Industrial Mechanical Technician (AAS)
Interior Design	Interior Design (AAS)
Medical Assistant	*Medical Assistant (Diploma)
Physical Therapist Assistant	*Physical Therapist Assistant (AAS)
Surgical Technician	*Surgical Technician Diploma (Diploma)

* Indicates high demand and limited seats in the program at Gateway Technical College. Effective August 1, 2010, the Wisconsin Technical College Administrative Code directs technical colleges to give district residents priority admission for high-demand programs. Second priority is reserved for Wisconsin residents from outside Gateway's district. Third priority is given to students who are not Wisconsin residents. Students accepted into a joint agreement program prior to August 1, 2010 and continuously attending under this agreement will continue to be treated as resident students in the course selection process. All students accepted after August 1, 2010 are eligible to attend Gateway at the resident tuition rate but will be considered third priority in the program's admission and course selection process.

Recommendation

It is recommended that the Board of Trustees approves the Joint Educational Agreement update with Gateway Technical College, Kenosha, WI.



Vicky Smith
President

Personnel Adjustments for Summer 2012

Information

Listed below are adjustments for Summer 2012 Independent, Individualized, Internship courses and program development:

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Blaz, James G	HFE279001	10	5	0	880.00
Blaz, James G	HFE279002	10	11	0	968.00
Brogan, William	CJS250001	3	2	0	450.00
Brown, Clayton Jr.	AMT160101	6	6	0	1,800.00
Burks, Steven J	IND170001	1	2	0	60.00
Esarco, Ann	ACC239601	3	8	0	1,800.00
Johnson, Harriet A	CJS215002	3	2	0	450.00
Linder, Lisha S	ECE229001	4	5	0	1,500.00
Spangenberg, Bruce	HRT250001	10	1	0	264.00
Whalen, Elaine A	HFE151001	2	3	0	528.00
Winchester, Meredith	CIS142601	4	3	0	675.00
Winchester, Meredith	CIS145001	2	3	0	450.00
Zaccagnini, Heather	MAT158001	3	1	0	225.00

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Carson, Lindsay S	Release to International Studies	0	2,065.50
Gru, Wayne J	MCC101 Instructor Training	0	50.00
Irie, Matt J	Voices Magazine Sponsor Stipends	0	1,000.00
Lush, Paige C	Voices Magazine Sponsor Stipends	0	250.00
Midday, Katherine A	Learning Communities Chair	0	2,065.50
Neef, William	Voices Magazine Sponsor Stipends	0	250.00
Ortiz, Amy B	Voices Magazine Sponsor Stipends	0	250.00
Power, Laura A	Voices Magazine Sponsor Stipends	0	250.00

Recommendation

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



Vicky Smith
 President

Adult Education Personnel Considerations for Fall 2012

Listed below are teachers to be hired for the Fall 2012 Semester in the Adult Education Program:

<u>Part-time Personnel – Adult Education classes:</u>	<u>Previously Approved</u>	<u>\$ Amount</u>	
Allen, N	ESL	0	3,124.00
Allen, N	ESL	0	4,860.00
Arboleda, R	ASF	0	3,360.00
Bazan, J	ESL	0	4,988.00
Carbajal, A	ASF	0	3,360.00
Carbajal, A	ASF	0	2,240.00
Cook, D	ESL	0	2,948.00
Cook, J	ESL	0	3,272.00
Cook, J	ESL	0	5,089.00
Cunningham, L	ESL	0	2,948.00
Davila, D	ESL	0	3,275.00
Davila, D	ESL	0	4,585.00
Davila, D	ESL	0	614.00
Ghate, S	ABE	0	3,095.00
Ghate, S	ABE	0	2,063.00
Howard, G	ESL	0	3,360.00
Kanter, M	ESL	0	3,213.00
Kanter, M	ESL	0	3,213.00
Kenning, J	ESL	0	2,948.00
Leiton, M	ASF	0	2,293.00
Leiton, M	Spanish Lit	0	1,351.00
Martin, N	ABE	0	2,122.00
McCord, L	I-CAPS	0	1,071.00
McCord, L	I-CAPS	0	2,142.00
McCord, L	ESL	0	2,142.00
McCord, L	ESL	0	4,988.00
Lukaczyk, A	I-CAPS	0	1,091.00
Lukaczyk, A	I-CAPS	0	1,454.00
Meisinger, K	Employability Skills	0	1,032.00
Metzger, B	ASE	0	3,373.00
Metzger, B	I-CAPS	0	1,349.00
Metzger, B	I-CAPS	0	1,349.00
Mitchell, R	GED	0	2,240.00
Mitchell, R	iPathways	0	2,240.00
Olson, K	ABE Math	0	2,122.00
Palmer, S	ESL	0	3,213.00
Redmond, R	ESL	0	3,095.00
Reilly, E	ESL NAE	0	1,965.00
Riggs, L	ABE Int. Reading	0	3,183.00
Riggs, L	ABE Math	0	3,183.00

<u>Part-time Personnel – Adult Education classes:</u>		<u>Previously Approved</u>	<u>\$ Amount</u>
Rudnik, L	Citizenship	0	2,142.00
Rudnik, L	ESL	0	3,570.00
Schleich, C	ESL	0	3,213.00
Shank, J	Adv ESL	0	3,272.00
Shank, J	Adv ESL	0	3,272.00
Shinabarger, B	ESL	0	5,227.00
Shinabarger, B	I-CAPS	0	1,120.00
Soto, O	ESL	0	3,213.00
Szymkowiak, D	ABE Int. Reading	0	3,183.00
Vetere, J	ABE Int. Reading	0	2,063.00
Weaver, M	ASE	0	3,373.00
Zywiciel, E	ESL	0	3,374.00

Recommendation

It is recommended that the Board of Trustees approves the employment additions for Fall 2012 as listed above.



Vicky Smith
President

Workforce and Community Development Personnel Considerations for Fall 2012

Information

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

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Kuhlin, W	NSD S10 009	Rock the Reception	40.00
Kuhlin, W	NSD S10 010	Rock the Reception	40.00
Kuhlin, W	NPC S02 009	Get LinkedIn!	7.00
Kuhlin, W	NPC S03 009	Facebook	7.00
Lemay-Strass, C	NAN S08 009	Therapy Dogs	15.00
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Small, J	9/8/2012	Defensive Driving Course – 8 Hour	300.00
Small, J	9/22/2012	Defensive Driving Course – 8 Hour	300.00
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Barnard, A	NFL S05 008	Spanish-I	448.00
Barnard, A	NFL S06 010	Spanish-II	448.00
Berry, K	NKC S04 029	ACT Prep	175.00
Berry, K	NKC S04 030	ACT Prep	175.00
Berry, K	NKC S04 031	ACT Prep	175.00
Brown, S	NFS C06 002	FAST ECG	983.00
Brown, S	NFS C06 003	FAST ECG	983.00
Brown, K	URE U19 001	Broker Pre-License Topics	2,800.00
Brown, K	URE U20 001	Broker Pre-License Interactive	700.00
<u>Part-time Personnel</u>	<u>Music</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Bazan, M	NMU C15 008	Private Music – Clarinet	275.00
Bazan, M	NMU C16 008	Private Music – Flute	275.00
Gaughan, P	NMU C08 008	Private Music – Guitar	275.00
Halinski, M	NMU C17 008	Private Music – Oboe	275.00
Henning, R	NMU C12 008	Private Music – French Horn	275.00
Kang, K	NMU C05 008	Private Music – Cello	275.00
Kvam-Holub, J	NMU C09 008	Private Music – Viola	275.00
Lange-Connolly, P	NMU C01 008	Private Music – Pipe Organ	275.00
Reupert, R	NMU C13 008	Private Music – Trumpet	275.00
Shaw, N	NMU C11 008	Private Music – Voice	275.00
Singer, T	NMU C02 008	Private Music – Jazz Piano	275.00
Singer, T	NMU C04 008	Private Music – Piano	275.00
<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Johnson, H	NPL S14 010	Women’s Self-Defense	5.00
Johnson, H	NPL S14 011	Women’s Self-Defense	5.00
Valdes-Wagner, D	NAN S08 009	Therapy Dogs	15.00

<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Matthei, M	NKC S04 026	ACT Practice Test	125.00
Matthei, M	NKC S04 027	ACT Practice Test	125.00
Matthei, M	NKC S04 028	ACT Practice Test	125.00

Recommendation

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



Vicky Smith
President

Appointment of New
Building Maintenance Specialist, Electrician

Information

At the May 2012 Board meeting, the Board of Trustees approved the new full-time professional position of Building Maintenance Specialist, Electrician, Russell Shafer has been recommended to fill this position. Mr. Shafer has an Electrical Contractors License from the City of Woodstock, IL. His experience is as follows:

- 2011 – Present Journeyman Electrician
JNS Power Systems, Arlington Heights, IL

- 2006 – 2010 Project Manager
Semec Contractors, Inc., Fox Lake, IL

- 1987 – 2006 Maintenance Electrician
Baxter Laboratories, Round Lake, IL

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Russell Shafer to the professional position of Building Maintenance Specialist, Electrician, effective September 3, 2012 at a twelve-month salary of \$72,000.00.



Vicky Smith
President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
10	\$39,185.00	\$55,838.50	\$72,492.00	Not Applicable	\$72,000.00	Not Applicable

POSITION: **BUILDING MAINTENANCE SPECIALIST, ELECTRICIAN**

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 installation of lighting systems and high voltage switchgear and distribution lines on campus. Maintain, troubleshoot, and repair motor controls and other power circuits, food service equipment, and alarm, signal, and low voltage circuits.

ESSENTIAL JOB FUNCTIONS:

- Install, maintain and repair the College's electrical systems
- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem
- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes
- Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of systems
- Maintain and repair interior and exterior lighting including parking lot lights
- Troubleshoot maintenance of motors, motor controls, low voltage controls, high voltage (480 volts) controls
- Conduct preventive maintenance and repairs of all College equipment
- Maintain an adequate stock of electrical supplies and components necessary for the general efficiency of college operations
- Repair and maintain fire alarm systems not covered by outside contract
- 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 requirement for certification by the agencies.

EXPERIENCE:

Ten year's experience, with a full apprenticeship, in related area of commercial high voltage systems.

LICENSE OR CERTIFICATION:

- Valid state driver's license
- A commercial, residential license from a testing municipality, required
- ICC electrical certification, preferred

SKILLS AND ABILITIES:

- Strong knowledge of electrical systems is required and experience in standard practices, methods, and processes in the use of tools and equipment required by the trade
- Strong knowledge of commercial high voltage (480 volts) systems and practices required
- Strong knowledge of the State, National, and Local Electrical Code (NEC) required
- 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 with heights and perform job duties safely
- 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 New Positions
Academic and Student Affairs Reorganization

Information

The Board of Trustees in December 2011 approved board report #11-299 The Reorganization of Student Affairs. This report eliminated current positions and created new positions in order to more effectively serve the students at McHenry County College. The report also identified specific positions which would be filled with current employees. The table below lists current employees and the new position they will fill within the student affairs reorganization.

Name	New Class	Position / Title Appointment	Salary Offer	Range/ Level
Marianne Devenny	Adm	Dean of Enrollment Services	\$83,784.00	A5
Flecia Thomas	Adm	Dean of Student Development	\$85,000.00	A5
Tony Capalbo	Adm	Associate Dean for College and Career Readiness	\$68,534.00	A5
Talia Koronkiewicz	Adm	Supervisor of Student Conduct and Campus Life	\$48,100.00	A1
Kellie Carper-Sowiak	Adm	Supervisor of New Student Transitions	\$55,900.00	A1
Beverly Albright	Adm	Supervisor of Special Needs	\$52,600.00	A1
Jared Wacker	Prof	Coordinator of Student Athlete Success	\$41,709.00	P8

The compensation offered in the table above aligns with the estimated salaries from board report #11-299.

Recommendation

It is recommended that the Board of Trustees approves the appointments as indicated above effective July 1, 2012 at the twelve-month salaries noted above.



Vicky Smith
President

Appointment of Replacement
Development Specialist

Information

The resignation of Brenda Stiff, effective June 8, 2012, created a vacancy for the full-time professional position of Development Specialist. Tracee Dall has been recommended to fill this position. Ms. Dall has a Bachelor of Science in Psychology from the University of Cincinnati, Cincinnati, OH. Her experience is as follows:

- 2012 Temporary Development Specialist, Friends of MCC Foundation
Careers in Nonprofits, Inc., Chicago, IL
- 2011 Development/Alumni/Admission/Marketing Specialist
Elgin Academy, Elgin, IL
- 2002 – 2006 Assistant Manager/Trainer
J. C. Penney Company, Inc., Cincinnati, OH
- 1999 – 2002 Customer Service Analyst
Western and Southern Financial Group, Cincinnati, OH

Twenty-two applications were received, and the committee interviewed five candidates.

This position is funded through a \$40,000.00 annual commitment by the Foundation.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Tracee Dall to the professional position of Development Specialist, effective September 3, 2012, at the twelve-month salary of \$38,100.00.



Vicky Smith
President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
8	\$33,760.00	\$48,108.00	\$62,456.00	Not Applicable	\$38,100.00	\$37,003.00

POSITION: **DEVELOPMENT SPECIALIST**

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

WORK WEEK: Flexible scheduling is required.

PRIMARY PURPOSE: Responsible for the operations of the Foundation office, under the direction and supervision of the Executive Director, including database management, network maintenance upgrades, and general support to the Executive Director, Board of Directors, and the fundraising staff.

ESSENTIAL JOB FUNCTIONS:

Responsible for the effective and efficient coordination of operations in the following areas:

- Office Management:
 - Overall office management including managing donor relationships, general office operations (supplies, equipment, cleaning, maintenance)
 - Maintain a professional, organized, and well-run office and develop office procedures for all staff to operate with the same processes
 - Maintenance and administration of phone system and messages
 - Compile new hire materials, and assist with coordination of new staff needs
 - Process all gifts, purchase orders, donor recognition, payments, and invoices
 - Acknowledge all donations with a letter sent within 3 days of receipt of the gift
- Executive Director Support:
 - Schedule meetings and maintain schedules
 - Write letters and take meeting notes
 - Prepare meeting agendas
 - Work with Executive Director to maintain consistent contact with all donors; provide updated, accurate financial information
 - Various administrative and scheduling tasks, as needed
- Network Management/Troubleshooting
 - Perform daily data entry
 - Troubleshoot IT issues and training for the foundation staff
 - Interface/manage tech support consultants
 - Maintain current database licenses and upgrades
 - Provide necessary reports, queries, and information to the fund raising staff
- Board of Directors Support:
 - Arrange board meetings including ordering/preparing all materials, equipment, food, and drafting minutes
 - Coordinate executive committee meetings
 - Compile all board packets, materials, notebooks
- Staff Support:
 - Perform various administrative duties for Foundation's accountants, financial aid, student scholarship programs, and annual auditor
 - Maintain data for all Foundation events (event registration, pricing, seating, and auctions)
 - Coordinate all online registrations and donations
- Foundation Data Management:
 - Support the efforts of the department in storing information, receiving guests, list maintenance, and general administrative support functions
- Perform other duties as assigned by immediate supervisor

SUPERVISION: Under direct supervision of the Executive Director, Friends of MCC Foundation.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree or equivalent required. Raiser's Edge and QuickBooks training required. Proficient in using Microsoft Office programs including Access and Outlook, scheduling in Outlook, and fund raising and financial database/applications (Raiser's Edge, QuickBooks).

EXPERIENCE:

Three or more years of related experience, including database management, accounting methods, and office support.

SKILLS AND ABILITIES:

- Professional and ethical behavior with understanding of discretion and confidentiality is essential
- Flexible, professional attitude to work effectively with a wide variety of people and establish rapport with donors, peers, students, alumni, community members, volunteers, College staff, the Board of Directors, and other appropriate stakeholders
- Proficient in Microsoft Access or similar database software. Experience in Blackbaud Raiser's Edge and QuickBooks required
- Word processing and spreadsheet skills (Word, Excel)
- Demonstrated experience handling confidential information with discretion
- Excellent problem-solving and research skills, including Internet research
- Excellent public relations and communications skills to effectively manage relationships with staff, faculty, funders, and the public
- Experience managing a wide variety of responsibilities on short deadlines in a fast-paced, dynamic environment, while delivering work on schedule and maintaining grace under pressure
- Reliable, responsible with excellent phone and in-office etiquette
- Exceptional organizational and planning skills
- Detail oriented
- Able to perform all of the essential functions, skills, and abilities of the position.

REVISED: April 2012 / Range 8

Appointment of Replacement
Senior Research and Assessment Associate

Information

The appointment of Marcella Reca-Zipp to the full-time administrative position of Director of Resource Development, effective May 21, 2012, created a vacancy for the full-time professional position of Senior Research and Assessment Associate. Amy Humke has been recommended to fill this position. Ms. Humke has a Bachelor of Science in Psychology and Bachelor of Arts in Music from the University of Iowa; Master of Arts in Psychology, Master of Legal Studies and Doctor of Philosophy from the University of Nebraska. Her experience is as follows:

- 2006 – Present Senior Research Associate
DecisionQuest, Chicago, IL

- 2002 – 2006 Research Assistant
University of Nebraska, Lincoln, NE

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

Recommendation

It is recommended that the Board of Trustees approves the appointment of Amy Humke to the professional position of Senior Research and Planning Associate, effective August 27, 2012, at the twelve-month salary of \$58,000.00.



Vicky Smith
President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
10	\$39,185.00	\$55,838.50	\$72,492.00	Not Applicable	\$58,000.00	\$44,000.00

POSITION: **SENIOR RESEARCH AND ASSESSMENT ASSOCIATE**

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

PRIMARY PURPOSE: Provide advanced level of research expertise in support of outcomes assessment, program review, continuous improvement, and institutional research.

ESSENTIAL JOB FUNCTIONS:

- Collaborate with faculty and administrators to develop, maintain, and annually update standards and guidelines related to program evaluation, program review, outcomes assessment and institutional effectiveness, while integrating the standards and guidelines of external agencies (e.g. Illinois Community College Board, Higher Learning Commission)
- Recommend and implement improvements to outcomes assessment, program review, and continuous improvement processes
- Ensure integration among assessment, program, review, and department-level continuous improvement e.g., Goal-Oriented Accountability Linkage System (G.O.A.L.S.) processes
- Develop and provide training for administrators, faculty, and staff in the areas of assessment, program review, use of web-based reporting tools (e.g., SAP InfoView), and department-level strategic planning (e.g., G.O.A.L.S.)
- Coordinate outcomes assessment research, including planning, coordinating, conducting, and reporting upon assessment research
- Manage program review research, policies and procedures, including planning, coordinating, and providing analyses for program review reports as well as guiding faculty, staff, and administrators through program review
- Provide regular feedback and guidance to administrators, faculty, and staff completing program reviews, assessment, and department-level continuous improvement (e.g. G.O.A.L.S.) tasks
- Develop and implement annual timetable for program review reporting. Collaborate with Program Review Committee, CAPC and Executive Council to develop presentation schedules
- Provide necessary research to support program review for academic and administrative areas
- Conduct research studies in support of continuous improvement and AQIP and consult with Continuous Improvement teams on appropriate research methodologies
- Serve on Program Review Committee, Assessment Team, and institutional special project groups
- Conduct statistical analyses of the institution and its activities (e.g., academic performance indicators, enrollment, personnel, revenues, and costs) and environmental features (local demographics and trends, labor market, educational trends), provide statistical summaries and interpretive reports in support of institutional assessment, evaluation, and planning
- Oversee sustainability-related data collection efforts (e.g., Campus Carbon Calculator); analyze and report findings. Utilize tools to assess and recommend sustainability-related projects and policies
- Design surveys and assessment materials. Process and summarize surveys and assessment materials using optical mark scanner technology, and PC reporting software
- Coordinate research, research reporting, and communications with external agencies including the Higher Learning Commission, the Illinois Community College Board, and external assessment vendors regarding the College's participation in assessment, continuous improvement, AQIP, and program reviews
 - Support continuous improvement action teams and AQIP systems portfolio development
 - Maintain Office of Institutional Research databases, files, and process documentation related to assessment, program review, and continuous improvement

ESSENTIAL JOB FUNCTIONS:

- Maintain security and confidentiality regarding all appropriate files, records, and documents
- Make a professional commitment to continual professional development through education, related reading, and membership in professional groups (such as AIR and IAIR), participate in professional conferences and workshops, and attend ICCB-sponsored meetings
- Provide training to new Office of Institutional Research staff, as necessary
- Cross-train with other Office of Institutional Research staff and carry out duties of other staff, as necessary
- Conduct library and Internet literature and information searches
- Additional duties as assigned by immediate supervisor

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

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Master's Degree required with coursework in quantitative research methods, or equivalent combination of education and experience.

EXPERIENCE:

A minimum of two years of work experience in higher education or related area, including experience in the following areas: data analysis using statistical software packages; assessment of student learning; preparing written reports; teaching or training others. Advanced educational credentials may be substituted for experience. Experience with AQIP preferred.

SKILLS AND ABILITIES:

- Advanced proficiency in the use of statistical software (e.g., SPSS, SAS, STATA)
- An understanding of the meaning and purposes of commonly used inferential statistical procedures (e.g., ANOVA, chi-square, t-tests) and an ability to apply appropriate analytical procedures to assessment and institutional research needs
- Ability to develop and conduct training of administrators, faculty, and staff in assessment, program review, continuous improvement, and use of web-based reporting tools
- An understanding of general principles used in evaluation and assessment (e.g., reliability, validity, and bias) and an ability to compute and evaluate each
- Knowledge of the basic concepts and purposes of assessment and formative evaluation
- Knowledge of survey design principles (e.g., developing effective survey instruments, sampling methodology, etc.)
- Strong organizational skills; goal oriented
- Strong oral and written communication skills
- Ability to prioritize and manage multiple tasks/projects with shifting needs
- Ability to work well in a team setting with faculty and staff, and to collaborate on departmental projects
- Detail oriented
- Able to perform all of the essential functions, skills and abilities of the position

REVISED: April 2012 / Range 10

Request for Retirement

Information

Richard Clute, Dean of Adult Education, has submitted his letter of retirement effective May 31, 2013. He has been a valuable member of the College community. At his leaving, he will have over five years of full-time service to McHenry County College.

Recommendation

With appreciation for his many contributions to the College, it is recommended that the Board of Trustees approves Richard Clute's request for retirement effective May 31, 2013, and that he be granted the title and benefits of Administrator Emeritus.



Vicky Smith
President

Accept Resignation of Larry West and Approve Separation Agreement

Information

Larry West, the Vice President for Administrative Services, has tendered his resignation, effective August 10, 2012, pursuant to the terms discussed in Closed Session at the July 26, 2012 Board meeting.

Recommendation

The Administration recommends that the Board authorize and approve the separation agreement and accept Mr. West's August 10, 2012 resignation.



Vicky Smith
President

Executive Compensation

Recommendation

It is recommended that the Board of Trustees approves a 2% salary adjustment for Dr. Smith. The adjustment will be retroactive to July 1, 2012.

A handwritten signature in black ink that reads "Mary R. Miller". The signature is written in a cursive style with a large initial "M".

Mary Miller, Chair
Board of Trustees

Salary Adjustment

Information

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Staff Council includes a salary adjustment of \$1,200.00 for full-time members upon completion of 15 credit hours of pre-approved course work. In accordance with this agreement, the following staff qualify for adjustment at this time. The salary adjustment takes effect for fiscal year 2013.

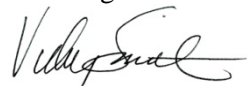
	<u>Current 2012-2013 Salary</u>	<u>Adjusted 2012-2013 Salary</u>
Maricella Garza – 3 rd Salary Adjustment Office Assistant for Corporate Training and Business Development Center	Range 6 \$18.30	Range 6 \$18.88

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 academic year listed.

	<u>Placement and Salary</u>	<u>Adjusted Placement and Salary</u>
Katie Kramer – 2 nd Adjustment Instructor, Earth Science and Geology Spring Term 2011-2012 Academic Year	Lane II, Step 3 \$54,162.00	Lane III, Step 3 \$56,916.00
Julie Freelove – 4 th Adjustment Instructor, Administrative Office Mgmt. 2012-2013 Academic Year	Lane V, Step 12 \$89,961.00	Lane VI, Step 12 \$93,258.00
Cynthia Letteri – 6 th Adjustment Reference Librarian 2012-2013 Academic Year	Lane VI, Step 9 \$84,780.00	Lane VII, Step 9 \$88,077.00
Laura Middaugh – 2 nd Adjustment Instructor, Mathematics 2012-2013 Academic Year	Lane II, Step 8 \$69,708.00	Lane III, Step 8 \$72,534.00

Recommendation

It is recommended that the Board of Trustees approves the above salary adjustments and advance placements as stated for Maricella Garza, Katie Kramer, Julie Freelove, Cynthia Letteri and Laura Middaugh.



Vicky Smith
President

Approval of Interim Appointment of Treasurer

Information

The resignation of Larry S. West, effective August 10, 2012, created a vacancy in the area of CFO/Treasurer. The College has engaged the services of James R. Nowicki, CPA as the College's interim Treasurer. Mr. Nowicki has expertise in providing Treasurer support at the municipal level and will serve the College well as Interim Treasurer.

The Illinois Community College Board requires the College to have bondable Treasurer overseeing financial transactions. Mr. Nowicki's experience is as follows:

2010-Present	Vice President Mitchell, Vaught & Taylor, Inc.
1993-2010	Chief Financial Officer/Treasurer City of Elgin, IL
2000-2010	Village Treasurer Village of South Barrington, IL
1983-1993	Finance Director City of Moline, IL
1977-1983	Business Manager Homewood-Flossmoor Park District, IL
1975-1977	Senior Accountant McGladrey & Pullen, L.L.P.

Recommendation

It is recommended that the Board of Trustees approves the Interim Treasurer, James R. Nowicki effective August 13, 2012.



Vicky Smith
President

Board Policy Manual, Section 3 Revision
First Reading

Information

During the spring 2011 semester, the Board of Trustees Evaluation and Policies Committee decided to undertake a complete review of the Board Policy Manual. The intent of the review was to ensure that all policies within the Manual were current and met applicable state and federal laws. Further, the review was to ensure that all necessary policies were included in the Board Policy Manual.

After considerable discussion the Evaluation and Policy Committee chose to review the Board Policy Manual in complete sections starting with Section 1, and then going to Section 3, then Section 4 and Section 5, and finally Section 2. This order of review was based on the length of each section and content within the sections.

The attached documents are a compilation of the revisions for Section 3. The document titled *Section 3 with Markups* shows all of the revisions to the Section 3 policies that the Evaluation and Policy Committee is recommending. The document titled *Section 3 Tentative – Final* shows what the section would contain if all of the revisions are accepted by the Board, in other words, a “clean” copy of the newly revised Section 3.

All of the revisions to the policies were jointly developed by the Evaluation and Policy Committee, the College’s attorney, and the College’s Internal Policy Committee. Each policy that has been revised or left with its current language has been reviewed and approved by the College’s attorney.

Recommendation

It is recommended that the Board of Trustees approves the revisions to Section 3 of the Board Policy Manual.



Vicky Smith
President

*Board Policy Manual Review,
First Reading
Section 3 with Markups*

August 23, 2012

The Internal Policy Committee has recommended that the Board Policy Committee move the following policies from Section 3 of the Board Policy Manual into a newly created section titled Campus Health and Safety:

- 3.1.4 Employees with Chronic Communicable Diseases
- 3.1.5 Drug and Alcohol Free Workplace
- 3.1.6 Anti-Harassment Policy
 - 3.1.6.1 Employee Sexual Harassment Policy Statement
 - 3.1.6.2 Employer General Harassment Policy

3.0 ~~PERSONNEL—GENERAL HUMAN RESOURCES - GENERAL~~
~~Personnel policies are designed to establish meaningful guidelines within which the College staff can function.~~

3.1 EMPLOYMENT

3.1.2 RECRUITMENT AND SELECTION

It is the policy of McHenry County College to employ highly qualified candidates for open positions. McHenry County College is an Equal Opportunity Employer and will ensure compliance with all applicable laws.

3.1.2.1 AFFIRMATIVE ACTION AND NON-DISCRIMINATION

McHenry County College declares and reaffirms a policy of affirmative action and equal employment opportunity. The College will make all decisions regarding recruitment, hiring, promotions, and all other terms and conditions of employment without discrimination on grounds of race, color, creed or religion, sex, national origin, age, physical or mental disabilities, sexual orientation, gender-related identity, veteran status, or other factors which cannot lawfully be the basis for an employment decision

~~**3.1.2.2 PROCEDURES**~~

~~The College Human Resources Office will formulate and publish appropriate procedures and plans to meet these Board policies.~~

3.1.2.3 APPOINTMENT

Appointment to full-time employment status for faculty, **and** administrative **employees, and professional staff** at the College will require approval of the Board upon the recommendation of the College President. **Appointment to all other positions is subject to ratification by the Board through the approval of the monthly voucher payments.**

3.1.3 REORGANIZATION

The College recognizes that in order to adapt to the demands of an ever-changing environment, it ~~will occasionally may~~ become necessary to review the organizational structure of the College. Any ~~reorganization changes that result in change of compensation recommendation for~~ **significant change in the organizational structure of the College or a recommendation that will have significant fiscal impact** will be brought to the Board of Trustees for approval.

3.1.4. EMPLOYEES WITH CHRONIC COMMUNICABLE DISEASES

(Moving the policy into a newly created section titled Campus Health and Safety.)

3.1.5 DRUG AND ALCOHOL FREE WORKPLACE

(Moving the policy into a newly created section titled Campus Health and Safety.)

3.1.6 ANTI-HARASSMENT POLICY

(Moving the policy into a newly created section titled Campus Health and Safety.)

3.1.6.1 EMPLOYEE SEXUAL HARASSMENT POLICY STATEMENT

(Moving the policy into a newly created section titled Campus Health and Safety.)

3.1.6.2 EMPLOYER GENERAL HARASSMENT POLICY

(Moving the policy into a newly created section titled Campus Health and Safety.)

3.1.7 **ASSIGNMENT CLASSIFICATION AND POSITION DESCRIPTIONS**

The supervising administrator, ~~following in~~ consultation with the ~~President of the College chief human resources officer or his/her designee~~, will be responsible for developing **a classification and job description for each job position which sets forth the duties, responsibilities and requirements of the position.** ~~an accurate role description and making the job assignment. In the case of faculty members, job assignments will be consistent with requirements and intent of the relevant section(s) contained in the Board Faculty Association Agreement. In the case of professional support staff and hourly classified staff, the job assignments will be consistent with the requirements and intent of the relevant sections contained in the Staff Council Agreement.~~

3.1.8 **CAUSES FOR TERMINATION OF COLLEGE PERSONNEL**

~~Termination of contract or hourly appointments employment of College personnel shall be made whenever just and sufficient cause exists. Among the Causes for termination may include but are not limited to are:~~

College personnel may be terminated for cause. Cause for termination includes, but is not limited to:

~~A. Retrenchment~~

A. Reduction in force

B. Physical or mental incapacity

C. Unsatisfactory performance of ~~contracted services~~ **job duties**

D. Unprofessional conduct

E. Falsification of credentials or employment records ~~application~~

F. Conviction of a felony by a court of law for a criminal violation

3.1.9 **EMERITUS PROGRAM**

Consideration for Emeritus status will be given to ~~retirees who have served the College for five or more years and will be limited to Instructor Emeritus, President Emeritus, Vice President Emeritus, and Administrator Emeritus~~ **select employees who meet the current criteria, and who have retired from the College and have served the College with distinction for a minimum of five consecutive years. There shall be no salary or any other monetary rewards associated with this status. It is an honorary designation, granted in appreciation of the employee's service and desire to continue a relationship with the College during retirement years.**

3.2 **PERSONNEL – FULL-TIME ADMINISTRATION**

3.2.1 **ROLE DESCRIPTION OF THE COLLEGE PRESIDENT**

The President will serve as the chief executive **of the College** and administrative officer for the Board of Trustees. In addition to the powers and duties specifically imposed upon him/her by statute, all executive and administrative powers and duties in connection with the conduct of the College will be exercised **by him/her the president** or his/her designee .

3.2.2 **COMPENSATION ADMINISTRATIVE CONTRACTS**

Unless specified by exceptions approved by the Board, all full-time administrative staff are employed on a fiscal year contract basis.

3.2.3 **REQUEST FOR GRIEVANCE REVIEW REVIEW OF SUSPENSION OR TERMINATION OF EMPLOYMENT**

~~A full-time administrator staff member may make a written request to the President for review of a College decision affecting that staff member. The President will provide a decision on such request within thirty (30) days after the request is received by the President. If the full-time administrator staff member is not satisfied with the President's decision, the staff member administrator may make a written request to the Board for review. The Board will consider the~~

~~written request and issue a decision within sixty (60) days after it is received by the Board for review.~~

Full-time administrators shall be entitled to review of an unpaid suspension or termination of employment.

3.3 FACULTY – FULL-TIME

Those items relating to conditions of employment which are contained within and specified within the Board-Faculty Association Agreement shall be the basis for College employment practices for all full-time faculty members. The Board of Trustees, however, retains the prerogative of adopting additional policies relating to faculty employment which are determined to be necessary for the effective operation of the College and which do not conflict with provisions contained within the Board-Faculty Association Agreement. ~~These additional policies include.~~

~~**3.3.1 FACULTY REMUNERATION**~~

~~**3.3.1.1 ACADEMIC YEAR AND SUMMER SESSION**~~

~~Remuneration and full-time faculty for contracted services rendered during any regular academic year shall be consistent with the levels provided in the then-current salary and benefits program outlined in Article XII of the Board-Faculty Association Agreement.~~

~~**3.3.1.2 COMPENSATION FOR SELECTED ACTIVITY SPONSORSHIPS/ADVISORS AND ORGANIZATION SPONSORSHIPS**~~

~~Faculty/staff sponsorship of student clubs and organizations on campus is very important. Many such clubs and organizations relate directly to a sponsor's special interests and/or position in the College for which they are already being compensated. However, some activities and organizations are integral to the College Mission and would be continued regardless of whether particular sponsors remained with them. These activities and organizations are College-wide in their focus and impact, affiliated with state, regional or national organizations and provide students with significant opportunities to enhance their learning. Such institutional value should be specifically reflected in compensation unless such sponsorship is a designated expectation of their existing position in the College.~~

3.3.2 OUTSIDE EMPLOYMENT OF FACULTY

~~Faculty members may accept professional consulting and other employment outside the College which contributes to their professional roles. The College President reserves the right to review such outside employment as it relates to fulfillment of the faculty member's responsibilities to the College and as it may conflict with the College's missions and objectives~~

Full-time employees of the College shall not engage in any outside employment which would be in conflict with or interfere with their work performance at the College.

Full-time employees of the College may perform consulting, teaching, research, or other professional services for a person or entity other than the College for compensation, providing that the performance of such outside professional services does not constitute a conflict of interest nor place the employee in competition with the College.

3.3.3 ~~SPOKEN ENGLISH LANGUAGE PROFICIENCY FOR ALL FACULTY~~

~~The College will, in its hiring practice, assess oral English proficiency of all potential instructors to insure that candidates can adequately communicate with their students. Failure to demonstrate such proficiency will result in a dismissal of a candidate's application. This Policy will be administered consistent with Section 3.1.2.1.~~

The ability to use spoken English effectively is an essential skill for all faculty members. The College will assess oral English proficiency of all instructors, as required by Section 3-29.2 of the Illinois Public Community College Act, 110 ILCS 805/3-29.2, to ensure instructors are orally proficient in English and can adequately communicate with students.

3.4 ~~FACULTY—PART-TIME ADJUNCT FACULTY~~

Those items relating to conditions of employment which are contained within and specified within the Board-Adjunct Faculty Association Agreement shall be the basis for College employment practices for all adjunct faculty members. The Board of Trustees, however, retains the prerogative of adopting additional policies relating to adjunct faculty employment which are determined to be necessary for the effective operation of the College and which do not conflict with provisions contained within the Board-Adjunct Faculty Association Agreement.

3.4.1 ~~RECRUITMENT, SELECTION AND APPOINTMENT~~ QUALIFICATIONS

~~The use of part-time teaching faculty is fundamental to providing added breadth and expertise to the College's instructional program. Developing and maintaining a comprehensive list of prospective part-time instructors is a responsibility of the Human Resources Office.~~

In the hiring process, **part-time adjunct** faculty shall meet the same minimum qualifications for employment as those required of full-time faculty in terms of educational and experiential background. Exceptions to this hiring practice will only be done in documented extraordinary circumstances.

3.4.2 NOTIFICATION OF ASSIGNMENT

Members of the **part-time adjunct** faculty **not covered by a bargaining unit agreement shall be are employees and are** employed **only** for a prescribed purpose and **specified period of time assignment** as expressed in a Notification of Assignment issued ~~up~~ by their respective divisions.

3.4.3 BENEFITS

Part-time Adjunct members of the faculty shall have those benefits set forth in the **Part-Time Faculty Resource Guide Handbook and the McHenry County College Adjunct Faculty Agreement as applicable and none other.**

3.5 CLASSIFIED AND PROFESSIONAL EMPLOYEES

The Staff Council Employees are defined in the collective bargaining agreement between the Board and the Staff Council.

3.5.1 CONDITIONS OF EMPLOYMENT

Those items relating to conditions of employment which are contained within and specified within the Board-Staff Council Agreement shall be the basis for College employment for all Staff Council employees. The Board of Trustees, however, retains the prerogative of adopting additional policies relating to Staff Council employment which are determined to be necessary for the effective operation of the College and which do not conflict with provisions contained within the Board-Staff Council Agreement.

3.6 CONTRACTED SERVICES PERSONNEL

The Board reserves the right to appoint individuals or organizations to perform ~~very~~ specialized services (e.g., Legal Counsel, Consultants, etc.) ~~or temporary experimental program development services not to exceed two years year in duration.~~

3.7 EMPLOYEE MILITARY ~~RESERVISTS CALLED TO ACTIVE DUTY~~ LEAVES OF ABSENCE

Full-time and part-time employees of the College who are members of any reserve component of the United States Armed Services, including the Illinois National Guard, should advise the College of their military status at the time of hire or on the date they become members of a reserve component, whichever date is earlier. The College will comply with the *Illinois Public Community College Act*; the *Federal Uniformed Services Employment and Reemployment Rights Act* (USERRA) (38 U.S.C. Sections 4301-4333); and the *Military Leave of Absence Act*, 5 ILCS 325/1 with respect to **applicable** compensation, benefits and employment status **entitlements**.

3.8 CAMPUS POLICE OFFICERS AND CAMPUS PUBLIC SAFETY OFFICERS

3.8.1 DEFINITION

Campus police officers and campus public safety officers are employees whose job titles are listed in their Notification of Appointment with the Board of Trustees.

3.8.2 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of campus police officers and campus public safety officers are determined by the particular requirements of the position. These requirements shall be defined in the job descriptions provided by the Human Resources department. The Human Resources department and the appropriate supervisor shall be responsible for informing and orienting police officers and campus public safety officers regarding their job duties and responsibilities.

*Board Policy Manual Review,
First Reading*

Section 3 Tentative - Final

August 23, 2012

3.0 HUMAN RESOURCES - GENERAL

3.1 EMPLOYMENT

3.1.2 RECRUITMENT AND SELECTION

It is the policy of McHenry County College to employ highly qualified candidates for open positions. McHenry County College is an Equal Opportunity Employer and will ensure compliance with all applicable laws.

3.1.2.1 AFFIRMATIVE ACTION AND NON-DISCRIMINATION

McHenry County College declares and reaffirms a policy of affirmative action and equal employment opportunity. The College will make all decisions regarding recruitment, hiring, promotions, and all other terms and conditions of employment without discrimination on grounds of race, color, creed or religion, sex, national origin, age, physical or mental disabilities, sexual orientation, gender-related identity, veteran status, or other factors which cannot lawfully be the basis for an employment decision

3.1.2.3 APPOINTMENT

Appointment to full-time employment status for faculty, and administrative employees at the College will require approval of the Board upon the recommendation of the College President. Appointment to all other positions is subject to ratification by the Board through the approval of the monthly voucher payments.

3.1.3 REORGANIZATION

The College recognizes that in order to adapt to the demands of an ever-changing environment, it may become necessary to review the organizational structure of the College. Any recommendation for significant change in the organizational structure of the College or a recommendation that will have significant fiscal impact will be brought to the Board of Trustees for approval.

3.1.4 CLASSIFICATION AND POSITION DESCRIPTIONS

The supervising administrator, in consultation with the chief human resources officer or his/her designee, will be responsible for developing a classification and job description for each job position which sets forth the duties, responsibilities and requirements of the position.

3.1.5 CAUSES FOR TERMINATION OF COLLEGE PERSONNEL

College personnel may be terminated for cause. Cause for termination includes, but is not limited to:

- A. Reduction in force
- B. Physical or mental incapacity
- C. Unsatisfactory performance of job duties
- D. Unprofessional conduct
- E. Falsification of credentials or employment records
- F. Conviction of a felony by a court of law for a criminal violation

3.1.6 OUTSIDE EMPLOYMENT

Full-time employees of the College shall not engage in any outside employment which would be in conflict with or interfere with their work performance at the College.

Full-time employees of the College may perform consulting, teaching, research, or other professional services for a person or entity other than the College for compensation, providing that the performance of such outside professional services does not constitute a conflict of interest nor place the employee in competition with the College.

3.1.7 EMERITUS PROGRAM

Consideration for Emeritus status will be given to select employees who meet the current criteria, and who have retired from the College and have served the College with distinction for a minimum of five consecutive years. There shall be no salary or any other monetary rewards associated with this status. It is an honorary designation, granted in appreciation of the employee's service and desire to continue a relationship with the College during retirement years.

3.2 ADMINISTRATION

3.2.1 ROLE OF THE COLLEGE PRESIDENT

The President will serve as the chief executive of the College and administrative officer for the Board of Trustees. In addition to the powers and duties specifically imposed upon him/her by statute, all executive and administrative powers and duties in connection with the conduct of the College will be exercised by the president or his/her designee .

3.2.2 ADMINISTRATIVE CONTRACTS

Unless specified by exceptions approved by the Board, all full-time administrative staff are employed on a fiscal year contract basis.

3.2.3 FOR REVIEW OF SUSPENSION OR TERMINATION OF EMPLOYMENT

Full-time administrators shall be entitled to review of an unpaid suspension or termination of employment.

3.3 FACULTY – FULL-TIME

Those items relating to conditions of employment which are contained within and specified within the Board-Faculty Association Agreement shall be the basis for College employment practices for all full-time faculty members. The Board of Trustees, however, retains the prerogative of adopting additional policies relating to faculty employment which are determined to be necessary for the effective operation of the College and which do not conflict with provisions contained within the Board-Faculty Association Agreement.

3.3.1 SPOKEN ENGLISH PROFICIENCY FOR ALL FACULTY

The ability to use spoken English effectively is an essential skill for all faculty members. The College will assess oral English proficiency of all instructors, as required by Section 3-29.2 of the *Illinois Public Community College Act*, 110 ILCS 805/3-29.2, to ensure instructors are orally proficient in English and can adequately communicate with students.

3.4 ADJUNCT FACULTY

Those items relating to conditions of employment which are contained within and specified within the Board-Adjunct Faculty Association Agreement shall be the basis for College employment practices for all adjunct faculty members. The Board of Trustees, however, retains the prerogative of adopting additional policies relating to adjunct faculty employment which are determined to be necessary for the effective operation of the College and which do not conflict with provisions contained within the Board-Adjunct Faculty Association Agreement.

3.4.1 QUALIFICATIONS

In the hiring process, adjunct faculty shall meet the same minimum qualifications for employment as those required of full-time faculty in terms of educational and experiential background. Exceptions to this hiring practice will only be done in documented extraordinary circumstances.

3.4.2 NOTIFICATION OF ASSIGNMENT

Members of the adjunct faculty not covered by a bargaining unit agreement are employees and are employed only for a prescribed purpose and assignment as expressed in a Notification of Assignment issued by their respective divisions.

3.4.3 BENEFITS

Adjunct members of the faculty shall have those benefits set forth in the Faculty Resource Guide and the McHenry County College Adjunct Faculty Agreement as applicable.

3.5 CLASSIFIED AND PROFESSIONAL EMPLOYEES

The Staff Council Employees are defined in the collective bargaining agreement between the Board and the Staff Council.

3.5.1 CONDITIONS OF EMPLOYMENT

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3.6 CONTRACTED SERVICES PERSONNEL

The Board reserves the right to appoint individuals or organizations to perform ~~very~~ specialized services (e.g., Legal Counsel, Consultants, etc.)

3.7 EMPLOYEE MILITARY LEAVES OF ABSENCE

Full-time and part-time employees of the College who are members of any reserve component of the United States Armed Services, including the Illinois National Guard, should advise the College of their military status at the time of hire or on the date they become members of a reserve component, whichever date is earlier. The College will comply with the *Illinois Public Community College Act*; the *Federal Uniformed Services Employment and Reemployment Rights Act (USERRA)* (38 U.S.C. Sections 4301-4333); and the *Military Leave of Absence Act*, 5 ILCS 325/1 with respect to applicable compensation, benefits and employment status entitlements.

3.8 CAMPUS POLICE OFFICERS AND CAMPUS PUBLIC SAFETY OFFICERS

3.8.1 DEFINITION

Campus police officers and campus public safety officers are employees whose job titles are listed in their Notification of Appointment with the Board of Trustees.

3.8.2 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of campus police officers and campus public safety officers are determined by the particular requirements of the position. These requirements shall be defined in the job descriptions provided by the Human Resources department. The Human Resources department and the appropriate supervisor shall be responsible for informing and orienting police officers and campus public safety officers regarding their job duties and responsibilities.

Elimination of Degree Audit Fee

Information

Students who believe they have met all requirements to be awarded a degree or certificate here at McHenry County College must complete a Notice of Intent to Graduate form. This form starts the degree audit process for the student. The degree audit process certifies that a student has met all the requirements of a degree or certificate. Once the process is complete, a student's transcript is updated with the awarded degree or certificate. Currently, the College charges students \$20.00 for each Notice of Intent to Graduate form they submit. A Notice of Intent to Graduate form is required for each degree or certificate a student believes they have completed.

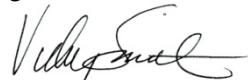
Over the past year, faculty, staff and administrators have discussed and reviewed best practices for student completion of degrees and certificates. From this review, it was determined that the \$20.00 fee required to process a degree audit is, for some students, a deterrent to them receiving their degree or certificate, mainly due to affordability issues. Students would opt out of not having a degree audit processed because they were not willing or able to pay the \$20.00 fee to process the Notice of Intent to Graduate form. Without processing this form, an audit was not completed and the student's degree or certificate which they may have earned if the audit were done would not be posted on their transcript.

To avoid possible barriers for students to have their degree or certificate posted to their transcript, beginning in the fall 2013 semester, the College will no longer charge the \$20.00 fee associated with the Notice of Intent to Graduate form. Rather, a general graduation fee of \$25.00 will be assessed to cover the cost of students receiving a hard copy of their diploma or certificate, their cap and gown, and participation in the commencement ceremony. Students will have the option of not paying the fee if they do not want their diploma and/or certificate sent to them, or if they decide not to participate in commencement activities.

The change stated above will allow students the ability to submit as many Notice of Intent to Graduate forms for as many degrees or certificates they have earned at no charge, which will remove the impediment to having the degree or certificate the student has earned appear on their academic transcript.

Recommendation

It is recommended that the Board of Trustees approves the elimination of the \$20.00 fee associated with the Notice of Intent to Graduate form for degree audit, and replace it with a \$25.00 general graduation fee to cover the cost of students receiving a hard copy of their diploma or certificate, cost for their cap and gown, and the cost for their participation in the commencement ceremony.



Vicky Smith
President

ERP Project Update

Information

ERP project activity during July and early August was consumed in preparation for the upcoming fall semester student registration. The new ERP system was used last spring for the smaller-scale summer registration as a preliminary exercise in using the system. Lessons learned from that exercise are being used to make this upcoming registration as smooth as possible. This fall will be the first “major” semester where the new system is in full use. The preparation activities have included items such as correcting student records that were transferred from the older legacy system, correcting transcripts for graduating students, and dealing with issues related to general access to the new system. As is usually the case for projects of this size and scale, moving from an older computer system to a newer one requires people to use a different means of access to information. Former or returning students of the College who were accustomed to using the older system must now learn a new way of accessing and using the system. To help address these challenges, additional dedicated computer terminals have been added for students to use in resolving system access and account setup issues.

Further research is currently underway to look at options to improve the Purchase Requisitioning system. While this system is live for use by the Finance department, further deployment to the rest of the College has been put on hold. As noted in last month’s report, this specific module was found to be inadequate in terms of meeting the needs of the College. Consequently, other enhancement alternatives are being pursued. The status of these enhancements will be reported in future monthly reports.

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

The Fixed Assets module went live in late July. We are still in testing mode for the Instant Enrollment module to be used by non-credit students. With the completion of testing in early September, we anticipate that module being rolled out to students in the latter part of the fall semester. The actual roll-out date will be determined by the College’s Marketing department in cooperation with non-credit academic departments.

Next steps in the project plan include setup of the Assignment Contracts and Position Control modules used to manage faculty contracts and other employee compensation, and continued work on setting up the Degree Audit and Recruiter modules.

Ellucian consulting & training sessions in July/August included:

- Academic Records and Registration for Transcript processing
- Degree Audit
- Assignment Contracts
- Recruiter Module Discovery

Dr. Al Butler
Chief Information Officer

Office of Resource Development Update

Grant Administration

- Finalized the internal grant financial procedures and reporting.
- Conducted an informational session on prospective grants and grant research to executive leadership.

Grant Activities

The following is a summary of grants that have been awarded to the college; or submitted and are awaiting notification of award; and notification of denial for the month of July.

Awarded

- Adult Education and Family Literacy (\$418,840) – 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 (award pending)

- Two applications were submitted to Cardboard Boat Regatta each for \$2,500 - The first request was submitted on behalf of the Forensics team to assist with travel expenses to the National competition in California. The second request was submitted to provide scholarships for MCC on behalf of the Women in Transition Scholarship.
- Kresge Foundation (\$150,000) - This grant will help McHenry County College strengthen partnerships with the high schools in the district through a more targeted college readiness initiative.
- 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.
- 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.
- AptarGroup Charitable Foundation (\$3,650) – The purpose of this grant is to obtain prominent signage that states McHenry County College is a tobacco free campus. The signs will promote a safe, clean, and healthy learning environment.
- TAA CCCTG (\$15,000,000/\$670,490 MCC portion) – This grant will be administered over four years. To address the need for skilled workers in manufacturing, McHenry County College partnered with 20 other Illinois community colleges to form a consortium called the Illinois Network for Advanced Manufacturing (INAM). The purpose is to expand and improve the consortium’s ability to deliver education and career training programs leading to industry-recognized certificates or associate degrees that can be completed in two years or less and prepare TAA-eligible and other workers for employment in high-wage, high-skill advanced manufacturing occupations that meet employer needs.

- Upward Bound Math and Science Program (\$250,000) – In partnership with Northern Illinois University, the purpose of this grant is to fund a college preparation program for at-risk high school students to reduce the amount of mathematics remediation needed when they enter McHenry County College, inform parents of college requirements as many of the student participants are first-generation college students, align curriculum between high school and college so students have a rigorous academic experience in high school, and put in place the services students need (academic, social, and financial) when they are in college to ensure they can focus on their studies and complete college with a degree or certificate.

Not Funded

- None at this time.

The following are the Grants in development process or 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.
- 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.
- 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.
- Defense University Research Instrumentation Program (\$600,000) – This proposal represents a long-term commitment of McHenry County College to providing cutting edge research, technology, and curriculum in the field of robotics. The newly created Robotics Systems Engineering and the Robotics System Programmer degrees provide the curricular background for the creation of a Robotics Center. This grant will fund a variety of equipment for integrated manufacturing that will engage students in projects and research.

Research Areas

There are several areas of interest for external funding. These include sustainable agriculture and community gardens, expanding the robotics program, developing an internship program in partnership with local schools, increasing the number of scholarships available to students, and providing better experiential opportunities for students in health fields of study.

Community and College Outreach

- Presented at Congresswoman Judy Biggert’s office on grant writing, researching external funding opportunities, grant reporting requirements, and developing partnerships for program development.

Marcella Reca Zipp
Director of Resource Development

DePaul Admission Partnership Program Agreement

Information

McHenry County College (MCC) and DePaul University have entered into a partnership that allows MCC students to apply for admission to both institutions and to have extended privileges at DePaul University. The DePaul Admission Partnership Program (DAPP) is intended for students interested in completing an MCC associate degree and to provide a clear pathway to baccalaureate degree completion at DePaul University.


Benefits to MCC students include the following: an assigned DePaul counselor, academic advising from both MCC academic advisors and DePaul counselors, baccalaureate degree plan updates and progress reports, DePaul degree requirements locked in for three years, acceptance into a bachelor degree program provided admission requirements are met at the time of transfer, regular communication from DePaul regarding transfer events and issues, notification of special campus programming, and a minimum \$2,000.00 per year scholarship opportunity.

To qualify for the program, MCC students must apply to participate prior to completing 30 semester hours of college-level credit and be in good standing at MCC. Once enrolled, students' responsibilities include the following: maintain continuous enrollment of at least two courses per term in a degree program, maintain satisfactory academic progress with a minimum 2.0 GPA, follow academic advising provided by MCC academic advisors and DePaul counselors, maintain eligibility for admission to DePaul and the baccalaureate program of choice, submit updated transcripts to DePaul each term, and enroll as a transfer student at DePaul within three academic years of initial participation in DAPP.

DePaul agrees to encourage MCC students to complete the associate degree, with DePaul counselors working collaboratively with MCC academic advisors. DePaul will track student enrollment and progress, providing MCC with lists, twice a year, of DAPP students enrolled at MCC and those who have withdrawn or have been withdrawn from DAPP. DePaul will provide academic performance information, post transfer, including transcripts and students' progress toward baccalaureate degree completion.

MCC's commitment is to guide students toward appropriate MCC coursework and to work closely with DePaul counselors, provide space for DePaul counselors to meet with MCC students, and distribute information about DAPP.

The Agreement became effective August 2012 and will be effective for one year. It will be reviewed annually for continuation. Either institution may terminate the agreement upon a ninety days written notice.



Vicky Smith
President

Distributed Press Releases
July 12-August 14, 2012

Information

The following releases have been distributed to all local and regional media outlets from July 12-August 14, 2012.

- Join McHenry County College on Scenic Northern Arizona Yoga Vacation
- Four MCC Employees Honored for Professional Excellence
- McHenry County College Announces No-Cost Home Service Worker Training
- Children's Learning Center at McHenry County College Announces Fall Parents' Night, Daycare Option for Community
- Veterinary Assistant Training Program Offered at McHenry County College
- Registration Underway for Real Estate Classes at McHenry County College
- McHenry County College Offers Free Workforce Assessments for Area Businesses
- McHenry County College Announces Saturday Bookkeeping Program
- Step Back in Time with McHenry County College's Trips and Tours Program
- McHenry County College to Offer "Christmas in America's Music Cities" Trip
- McHenry County College Announces Scholarship Recipients
- McHenry County College to Host Auditions for "Twelfth Night"
- Learn to Play an Instrument with MCC's Continuing Education Department
- McHenry County College's Second Annual New-Student Convocation Promotes Student Success
- MCC to Host Second Annual New-Student Convocation

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

Christina Haggerty
Director of Marketing and Public Relations