

REVISED

BOARD OF TRUSTEES McHENRY COUNTY COLLEGE DISTRICT #528

Thursday, November 29, 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: Special Board Meeting, October 16, 2012
Regular Board Meeting, October 25, 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
College Prairie Burn, Mr. Mark Kuhlman, Instructor of Biology and Mr. Doug Goostree, Instructor of Fire Science
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 #12-251
 2. Treasurer's Report, Board Report #12-252
 3. Ratification for Payment of Voucher #1050, Board Report #12-253

REVISED

- B. Requests to Purchase/Renew
 - 1. FlexMation Education System Series II Robotic Training System, Board Report #12-254
 - 2. IPC Eagle Automatic Scrubber, Board Report #12-255
 - 3. Laptop Computers and Software Licenses , Board Report #12-256
 - 4. Spartan Software and Licenses Package, Board Report #12-257
 - 5. GPS Clock Synchronization System, Board Report #12-268
- C. Consulting Agreement for Development of Accounting Manual, Board Report #12-258
- D. Resolution for Estimated Tax Levy and Notice of Public Hearing, Board Report #12-259
- E. Adoption of Estimated 2012 Levy, Board Report #12-266
- F. Workers' Compensation Insurance Additional Premium per Audit for 2011-2012, Board Report #12-260
- G. Approve Correction to 2013-2014 Academic Calendar for Thanksgiving Closure, Board Report #12-267
- H. Personnel
 - 1. Workforce and Community Development Personnel Considerations for Fall 2012, Board Report #12-193 Addendum
 - 2. Appointment of New Instructor of Nursing, Board Report #12-261
 - 3. Appointment of New Supervisor of Campus Public Safety, Board Report #12-262
 - 4. Request for Retirement, Board Report 12-263
 - 5. Salary Adjustment/Advance Placement, Board Report #12-264

15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

16. BOARD POLICY MANUAL, SECTION 4 REVISION FIRST READING, Board Report #12-265

17. FOR INFORMATION

- A. Resignation
- B. Retirement
- C. ERP Project Update
- D. Office of Resource Development Update
- E. Distributed Press Releases and Feature Stories

18. SUMMARY COMMENTS BY BOARD MEMBERS

19. FUTURE AGENDA ITEMS

20. CLOSED SESSION

21. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, October 25, 2012

22. ADJOURNMENT



Mary Miller
Chair

ADVANCEMENT ACTIVITIES for October 2012

Scholarships

- The Foundation has established \$10,450 in new scholarships this month. The seven new individual scholarships will be awarded starting in Fall 2013

Board Development

- The Board Development Committee has been holding ongoing meetings to fill the two remaining open director's positions for FY 2013. The committee has evaluated the professional board make-up and representation from all areas of the county. In addition, to inviting and recruiting new directors, this committee has established an ongoing orientation and mentoring program.

Board Actions

- A ribbon cutting ceremony was held Wednesday, November 14 at the Chemung property donated to MCC by the Tures family of Huntley. The 10 acres will be used as an outdoor laboratory for native prairie restoration, ecological studies, horticulture, biology (water testing, aquatic plants, insects and animals), applied sciences, astronomy, and meteorology.
- A donation of \$94,000 was received to establish the new Jane S. Erickson Life Scholarship Fund Endowment. The scholarship is for students studying science, mathematics, engineering, physics, or biology. Scholarship awards will be available starting in FY 2013-2014.

Charitable Positioning

- The Educational Seminar Series, *Discovering Insurance Options Pre and Post Retirement*, was held Thursday, November 16. The next seminar *Market Update and what to look for in 2013* will be presented Wednesday, December 5 at 6:00 PM. Guest speaker will be Jim Hodapp, Senior Vice President, Markets and Product Strategy, of Wells Fargo Advisors, LLC.
- The Education to Empowerment committee has confirmed the date of their first event for April 19 at Boulder Ridge Country Club. Invitations and information will be available after January, 2013.
- The Alumni program has been revamped with the establishment of an alumni committee.

Donor Stewardship

- The annual donor stewardship letters were mailed to all donors. This annual correspondence highlights the current fund balance for each individual scholarship, the recipient, award amounts, and funding allocations for the upcoming semester.
- Staffs are maintaining donor contacts records weekly for current, new and past donors. This engagement plan is focused on continued contact with current donors and identifying new donors.

Upcoming plans

- Staff are working on designing a donor reception for March 8, 2013. Tentatively the event will be held in the MCC Library.
- Year-end appeal letters will be sent to donors the week of November 26.
- The Foundation staff is scheduling speaking engagements with service clubs and organizations throughout McHenry County. The first event will be the Algonquin Lionesses, December 16 .

Student Trustee Report

On November 2nd and 3rd, 2012, the annual Illinois Community College Student Activities Association (ICCSAA) conference was held in Normal, IL. The MCC Student Senate was able to bring 19 student leaders to take part in this event. Students were able to meet other student senators from across the state and attend workshops to better their leadership skills. I am proud to announce McHenry County College received the Ed Snyder certificate for their Merit Book, which documents how the Senate meets the students' needs at MCC. I attended the ICCB-SAC meeting held in downtown Chicago on November 9 and 10, 2012. Topics discussed included the Dream Act and the Text Book affordability Act.

Halla with Paola was held on Wednesday, November 7, 2012. Students were informed about College updates. The committee tasked with renaming the College entrance had an interactive display to brainstorm names. I was pleased with the student response and our committee will continue this process throughout the month.

An array of events was hosted throughout the month by various departments and student organizations. A few notable events include the "I Vote" t-shirts that were provided by Student Life to encourage students to support their constitutional right to vote. Latinos Unidos invited students to a social gathering where ethnic food, music, and information about the club was provided. The Campus Christian Fellowship invited a world religions speaker Amit Bhatia to the College, and they also hosted their first Christian concert on campus. Career Services hosts a weekly Career Café for students to drop-in and discuss resumes, job searches, interviewing, etc. Phi Theta Kappa hosted a movie night featuring the controversial film Food Inc. The Black Box Theater featured the play "Twelfth Night" throughout the month of November. Employees and students were encouraged to participate in all events.

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 October.

Recommendation

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

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

Vicky Smith
President

Executive Summary

Fiscal Year 2013 is currently 41% as complete as of November 29, 2012 with the year-to-date results ending October 30, 2012 being reported. In the Operating Funds, total revenue is 44% of budget, as compared with 54% at the same time last year. Total expenditures are 25% of budget, as compared with 24% of budget at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College.

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

- Local governmental revenue is 34% of budget as compared to 49% at the same time last year. This variance is related to timing associated with receipt and the recording of property taxes.
- Student tuition and fees is 69% of budget as compared to 80% at the same time last year. Tuition revenue is down only due to a change in recognizing the tuition revenue. Last year it was all recognized as it was received. This year we have chosen to recognize it monthly as it is earned, which is a recommendation for our audit firm. We are on track to surpass last year by 4% with the growth in credit hours reported for the Fall Semester.
- Sales and service fee revenue is 22% of budget as compared to 33% at the same time last year. \$86,815 less revenue has been received through 2012 as compared to the prior year at the same time.
- Interest revenue is currently 34% of budget as compared to 24% at the same time last year. \$2,489 more revenue has been received through August 2012 than the prior year. This increase is due more to an increase in principal being invested rather than higher interest rates being earned.
- Other revenue is currently 34% of budget as compared to 30% at the same time last year. This is due primarily from the employee contributions to health insurance.
- Salaries expenditures are currently 30% of budget as compared to 28% last year. \$457,546 more in expenditures have been recorded through October 2012 than the prior year.
- Employee benefit expenditures are currently 21% of budget as compared to 27% last year. \$506,969 less in expenditures has been recorded through October 2012 than the prior year. The timing of payments for Vision Plan and for increased retiree medical costs under the College's early retirement program are also contributing to the reduction in expenditures.
- Materials and supplies are currently 21% of budget as compared to 27% last year, a difference of (\$228,599).
- Fixed charges expenditures are currently 41% of budget as compared to 34% last year, a difference of \$50,912.
- Utilities expenditures are currently 20% of budget as compared to 29% last year. Gas, electric and telephone are all down from last year, \$8,296, \$102,881, and \$6,757, respectively.
- Other expenditures are currently 38% of budget as compared to 4% last year. Miscellaneous expenditures are over \$144,448 from last year at this time primarily from waivers and chargebacks which accounted for \$115,151 of the variance.

Vicky Smith
President

All Funds Income Statement
October 31, 2012

	01	02	03	05	06	07	08	09	10	11	12	
	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxilliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	
All Funds												
Assets												
Cash	9,398,157	3,136,805	5,772,987	810,978	1,238,032	(56,764)	95,646	-	-	183,283	(39,428)	(1,743,383)
Investments	39,977,624	21,028,442	1,023,850	13,093,219	-	-	2,722,616	-	-	-	-	2,109,497
Receivables	5,251,092	4,789,862	595,834	-	(351,696)	217,014	-	-	-	-	22	58
Interfund Receivables	(90)	4,143,381	794,287	(3,316,497)	(889,496)	(91,841)	-	-	-	95,373	(71,350)	(663,948)
Inventory	495,499	-	-	-	495,499	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	182,139	182,083	-	-	56	-	-	-	-	-	-	-
Fixed Assets	36,772,901	-	-	-	-	-	36,772,901	-	-	-	-	-
Other Assets	8,576,004	-	-	-	-	-	-	8,576,004	-	-	-	-
Total Assets	100,653,326	33,280,573	8,186,958	10,587,700	492,395	68,409	2,818,263	36,772,901	8,576,004	278,656	(110,756)	(297,776)
Liabilities												
Payroll Deductions Payable	(2,115,535)	(1,988,608)	(64,577)	-	(56,230)	-	-	-	13,204	-	-	(19,324)
Accounts Payable	(393,975)	(425,575)	-	-	51,257	4,129	-	-	-	-	-	(23,786)
Accrued Expense	373,392	434,439	-	-	-	-	-	(61,047)	-	-	-	-
Deferred Revenue	(5,239,422)	(4,435,965)	(747,783)	-	(9,549)	(45,039)	-	-	-	(362)	(724)	-
Fixed Liabilities	(5,526,986)	-	-	-	-	-	-	(5,526,986)	-	-	-	-
Other Liabilities	(5,335,669)	(8,144)	-	-	(33,360)	-	-	(5,002,305)	(291,860)	-	-	-
Total Liabilities	(18,238,195)	(6,423,854)	(812,361)	-	(47,881)	(40,909)	-	(10,590,337)	(278,656)	(362)	(43,834)	
Designated Fund Balance	82,415,132	26,856,719	7,374,597	10,587,700	444,513	27,499	2,818,263	36,772,901	(2,014,333)	-	(111,118)	(341,610)

**All Funds Income Statement
October 31, 2012**

	01	02	03	05	06	07	11	12	Total All Funds
	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxilliary Entrerprises Fund	Restricted Purposes Fund	Working Cash Fund	Audit Fund	Liability Protection & Settlement Fund	
Revenue									
Local Governmental Sources	11,585,762	1,287,567	-	-	-	-	-	-	12,873,328
State Governmental Sources	363,146	139,792	-	-	60,125	-	-	-	563,063
Federal Governmental Sources	-	-	-	-	1,729,382	-	-	-	1,729,382
Student Tuition & Fees	8,965,482	2,392,855	-	79,489	-	-	-	-	11,437,826
Sales & Service Fees	288,498	-	-	1,935,473	30,000	-	-	-	2,253,971
Facilities Revenue	4,359	7,186	-	-	-	-	-	-	11,545
Investment Revenue	10,849	125	2,248	-	-	829	-	-	14,051
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	-	-	-	9,483	-	-	-	9,483
Other Revenue	1,716,928	8,407	-	-	-	-	-	-	1,725,335
Total Revenue	22,935,023	3,835,932	2,248	2,014,962	1,828,990	829	-	-	30,617,984
Expenditures									
Salaries	6,793,946	400,115	-	387,410	184,705	-	-	-	7,766,177
Employee Benefits	2,676,846	138,835	-	63,918	11,352	-	-	-	2,890,950
Contractual Services	855,165	165,261	89,044	104,943	49,825	-	-	-	1,264,238
General Materials & Supplies	795,453	70,790	-	1,293,408	29,585	-	-	-	2,189,236
Travel & Conference/Meeting	129,941	11,653	-	16,009	6,228	-	-	-	163,831
Fixed Charges	417,976	-	-	12,222	4,559	-	-	-	434,757
Utilities	33,967	292,412	-	271	-	-	-	-	326,650
Capital Outlay	259,335	3,103	153	3,883	-	-	320,878	-	587,352
Other Expenditures	92,260	-	-	41	1,606,139	-	-	-	1,698,439
Contingency	(124,565)	-	-	-	-	-	-	-	(124,565)
Total Expenditures	11,930,323	1,082,170	89,197	1,882,104	1,892,394	-	320,878	-	17,197,066
Excess/(deficit) of revenues over expenditures	11,004,699	2,753,763	(86,948)	132,857	(63,404)	829	(320,878)	-	13,420,918
Other financing sources/(uses)	0	0	0	0	0	0	0	0	0
Operating transfers out	0	0	0	0	0	0	0	0	0
Beginning Fund Balance	19,374,545	5,547,232	13,046,400	1,853,907	72,063	2,817,154	(40,101)	320,836	42,992,036
Ending Fund Balance	30,379,244	8,300,995	12,959,452	1,986,764	8,659	2,817,983	(360,979)	320,836	56,412,954

Operating (Funds 01 & 02) Income Statement
October 31, 2012

	FY13			FY12		
	Actual	Budget		Actual	Budget	
Revenue						
Local Governmental Sources	\$ 9,721,673	\$ 28,698,422	34%	\$ 12,873,328	\$ 26,365,898	49%
State Governmental Sources	\$ 821,097	\$ 2,603,865	32%	\$ 502,938	\$ 2,347,260	21%
Federal Governmental Sources	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Student Tuition & Fees	\$ 10,471,691	\$ 15,096,715	69%	\$ 11,358,337	\$ 14,166,129	80%
Sales & Service Fees	\$ 201,683	\$ 900,400	22%	\$ 288,498	\$ 872,649	33%
Facilities Revenue	\$ 3,085	\$ 33,000	9%	\$ 11,545	\$ 27,500	42%
Investment Revenue	\$ 10,051	\$ 30,000	34%	\$ 10,974	\$ 45,000	24%
Nongovernmental Gifts, Scholarships, Grants & Bequests	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Other Revenue	\$ 1,821,161	\$ 5,413,047	34%	\$ 1,725,335	\$ 5,675,081	30%
Total Revenue	\$ 23,050,440	\$ 52,775,449	44%	\$ 26,770,955	\$ 49,499,517	54%
Expenditures						
Salaries	\$ 7,651,608	\$ 25,927,279	30%	\$ 7,194,062	\$ 26,096,415	28%
Employee Benefits	\$ 2,308,712	\$ 10,931,454	21%	\$ 2,815,681	\$ 10,501,216	27%
Contractual Services	\$ 1,083,252	\$ 6,130,760	18%	\$ 1,020,426	\$ 5,341,041	19%
General Materials & Supplies	\$ 637,644	\$ 3,014,785	21%	\$ 866,243	\$ 3,195,280	27%
Travel & Conference/Meeting	\$ 133,501	\$ 975,327	14%	\$ 141,594	\$ 977,206	14%
Fixed Charges	\$ 468,888	\$ 1,146,945	41%	\$ 417,976	\$ 1,225,695	34%
Utilities	\$ 209,823	\$ 1,073,360	20%	\$ 326,379	\$ 1,107,882	29%
Capital Outlay	\$ 1,025,557	\$ 3,765,754	27%	\$ 262,438	\$ 2,923,208	9%
Other Expenditures	\$ 236,707	\$ 628,060	38%	\$ 92,260	\$ 2,616,716	4%
Contingency	\$ (14,880)	\$ 1,593,225	-1%	\$ (124,565)	\$ 1,312,979	-9%
Total Expenditures	\$ 13,740,811	\$ 55,186,949	25%	\$ 13,012,493	\$ 55,297,639	24%
Excess/(deficit) of revenues over expenditures	\$ 9,309,629	\$ (2,411,500)		\$ 13,758,462	\$ (5,798,122)	
Net Transfers Out/(In)	\$ -	\$ 8,795,000		\$ -	\$ 6,415,000	

Treasurer's Report

Information

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

Recommendation

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

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

Vicky Smith
President

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

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Operating	\$12,488,881.78	\$1,409,031.98	\$5,699,316.40	\$8,198,597.36
Crystal Lake Bank & Trust Credit Card	\$272,263.46	\$146,759.91	\$1,140.31	\$417,883.06
Crystal Lake Bank & Trust Online	\$18,506.63	\$172.82	\$0	\$18,679.45
Crystal Lake Bank & Trust Employee Benefits	\$0	\$61,882.57	\$61,882.57	\$0
Crystal Lake Bank & Trust Payroll	(\$29,236.24)	\$2,038,895.95	\$1,979,207.83	\$30,451.88
Crystal Lake Bank & Trust Federal Student Loan	(\$16,558.93)	\$146,041.00	\$146,041.00	(\$16,558.93)

McHenry County College
October 31, 2012

Investments

College Fund	Financial Institution	October 31, 2012	September 30, 2012	% of Total			
		Investments	Investments	Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$11,870,383	\$11,870,287	30%	see below	N/A	On Demand
Education	JPMorgan Chase	9,158,058	9,157,795	23%	0.21%	N/A	On Demand
Operations & Maintenance	Illinois Funds	13,190,684	13,190,592	33%	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	926,385	926,359	2%	0.21%	N/A	On Demand
Working Cash	Illinois Funds	2,101,908	2,101,891	5%	see below	N/A	On Demand
Working Cash	JPMorgan Chase	620,708	620,690	2%	0.21%	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	1,755,557	1,755,542	4%	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	353,940	353,930	1%	0.21%	N/A	On Demand
	Total	\$39,977,624	\$39,977,086	100%			

Interest Revenue

Interest Revenue

College Fund	Oct-12	Fiscal YTD
Education	\$3,016	\$11,282
Operations & Maintenance (Restricted)	1,606	5,357
Working Cash	344	1,176
Liability, Protection and Settlement	256	865
Total	\$5,223	\$18,680

Illinois Fund Rates - October 31, 2012

Annualized rate - Money Market

Low	0.084%
High	0.156%
Average	0.128%

* 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 #1050

Information

The attached check register identifies the vendors that have been paid in the past month in the amount of \$2,132,174.43. 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 #1050 dated November 15, 2012, totaling \$2,132,174.43.



Vicky Smith
President

Request to Purchase
FlexMation Education System Series II Robotic Training System

Information

This fall, McHenry County College began offering robotics courses. These courses are designed to give students a comprehensive understanding of robotic systems. Specifically, students learn robotic programming, robotic systems simulation and robotics design. The careers available for students studying in this field consist of robot programmers, robot designers, robotic system simulation specialists, and manufacturing and assembly processing specialists.

In order to provide students with hands on, real work experiences, the College needs to purchase robotic training equipment. The FlexMation Education System Series II Robotic Training System by Mitsubishi Electric Automation was determined to offer the best overall pricing. The robot will be a table top model and will include a robotic arm, controller, teach pendant, table sensors, programmable logic controls, conveyor, software to run the robot, and courseware. This piece of equipment will allow the students to write programming code for mechanical hardware, simulating manufacturing and assembly processes as well as demonstrate robotic control using the 5 axis points of the table top robot.

A formal request for quotes was conducted for pricing and Rixan Associates, Inc., from Dayton, Ohio provided the lowest bid.

5 Axis Robotic Arm: hardware & software included	Rixan Associates, Inc.	Fanuc Robotics	Depco, LLC	CIMTEC Automation LLC	VEX Robotics, Inc.
Product cost	\$32,648.00	\$35,054.00	\$88,540.00	No bid	No bid
Shipping	\$500.00	N/R	N/R		
Total	\$33,148.00	\$35,054.00	\$88,540.00		

This expense is budgeted in the Carl Perkins cost center in the Restricted Purposes Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the FlexMation Education System Series II Robotic Training System, for \$33,148.00 from Rixan Associates, Inc., Dayton, Ohio.



Vicky Smith
President

Request to Purchase
IPC Eagle Automatic Scrubber

Information

The College recently finished the renovation of the new commons and cafeteria area in Building B. As part of the renovation new flooring has been installed that requires different cleaning and maintenance processes than the former flooring required. The proposed IPC Eagle ECS high speed, walk-behind automatic scrubber cleans and polishes the floor in one easy process without using floor finish products such as wax. This scrubber will assist the staff in removing the marks from the floor. The machine will be used in open spaces in the kitchen production area, culinary lab, cafeteria, hallways and the serving area.

Quotes were received from the following companies:

<u>Quantity</u>	<u>Item</u>	<u>A.I.M. Distribution</u>	<u>Facility Supply Systems, Inc.</u>	<u>Digital Odyssey</u>
1	IPC Eagle 28" 2-speed automatic scrubber	\$6,850.00	\$8,938.00	\$8,468.00

This purchase is budgeted in the Custodial Maintenance cost center in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of an IPC Eagle Automatic Scrubber for \$6,850.00 from A.I.M. Distribution, Rockford, IL.



Vicky Smith
President

Request to Lease
Laptop Computers and Software Licenses

Information

The College has approximately 150 laptop computers on a staggered three-year lease cycle. Thirty of these laptops will go off-lease as of January 1, 2013. These laptops need to be replaced because they are primarily used by students in classrooms, labs and the library. In order to ensure the timely replacement of the laptops, approval is needed in November to ensure the new laptops will arrive on campus with the necessary pre-configurations to facilitate quick deployment.

The specifications for the laptops are based on known and projected needs over the three years the units will be in service. For this lease, an additional eight laptops (for a total of 38) will be ordered due to the increasing use of laptops across the campus by students. A key use of these units will be for students in library sessions that currently have to share bulky, outmoded large-screen laptops. Additionally, "Computrace" software will be included for each laptop. Computrace allows each laptop to be tracked offsite in case of theft.

The College's standard provider of computer systems is Dell, Inc. The old lease agreement through another leasing firm used a Lease Rate Factor of .305. By using the College's new Master Lease Agreement through Dell's Financial Services organization (approved by the Board in April, 2012), a lower Lease Rate Factor of .29875 will be used for the 38 laptops. The cost to purchase these laptops would be \$26,866.00. By using the Dell Master Lease and its lower Lease Rate Factor, the annual lease cost over the next three years to the College will be \$8,026.22.

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 General Institutional cost center in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves a three-year renewal lease of 38 laptop computers and associated Computrace software licenses from Dell, Inc., of Round Rock, TX, at an annual lease cost of \$8,026.22.



Vicky Smith
President

Request to Purchase
Spartan Software and Licenses Package

Information

The chemistry department served 1,028 students last year generating a total of 2,129 credit hours. This growth in enrollment represents a 26% increase since FY 2009. The department offers a variety of lecture and laboratory courses in which students use equipment to test and mix chemical compounds.

In order to improve students' experience in the laboratory courses the College would like to purchase a chemistry teaching software package called Spartan. The Spartan Software Package will be used to introduce students to the use of Molecular Orbital Calculations and Mathematical Modeling of Chemical Reactions. This approach delivers the power of molecular modeling to our students.

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

A lab pack of ten (10) Student Edition CD ROMs and network licenses of the Spartan Software is \$5,300.00.

This expense is budgeted in the Chemistry Department cost center in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves a total of \$5,300.00 be spent with Wavefunction, Inc., of Irvine, CA, for a lab pack of 10 Spartan Student Edition for Windows software and licenses.



Vicky Smith
President

REVISED

McHenry County College

Board Report #12-268
November 29, 2012

Request to Purchase
GPS Clock Synchronization System

Information

This is a request to purchase and install a satellite antenna on the rooftop of Building E that would enable the College to utilize the Primex wireless GPS clock synchronization system throughout the Campus.

As part of the Building B renovation, the College evaluated standardizing the use of clocks throughout the campus. Primex Wireless was selected as having the most dependable and accurate synchronized clock system available. This Primex system will enable fully automated clock control, whereas the current antiquated Simplex system does not have the same capabilities. A transmitter was installed for the Building B renovation that enables the five (5) new clocks to be synchronized from a GPS satellite signal. This system keeps precise atomic time, adjusts automatically to daylight savings time and is essentially maintenance free. The current transmitter only has the capabilities to control the new clocks within the Building B renovated area; however, it does not have the ability to transmit the signal throughout the entire campus. The proposed external, roof mounted antenna and transmitter will facilitate the same signal and capabilities throughout the entire campus.

The antenna is a rooftop non-penetrating antenna which is approximately 30” tall. It will be mounted on the roof of Building E which would then allow the College to replace failed Simplex clocks with the Primex Wireless clocks. During the last time change this past fall, the College had twenty-five Simplex clock failures.

The cost to purchase the external antenna, transmitter, and a maintenance inventory of twenty-five clocks is \$16,075.30.

Factory direct cost breakdown includes:		
Antenna with matched transmitter	1	\$8,075.30
Digital clocks	12	\$3,240.00
Analog clocks	13	\$4,760.00
Total		\$16,075.30

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

The cost is budgeted in the Building Maintenance Account in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees authorizes the purchase of the GPS clock synchronization system which includes the external antenna, transmitter, and a maintenance inventory of twenty-five clocks from Primex Wireless Inc. of Lake Geneva, WI, at a cost of \$16,705.30.



Vicky Smith
President

Consulting Agreement for Development of Accounting Manual

Information

Recently, the Business Office completed the fiscal year 2012 audit, which helped to identify areas needing refinement. During this time the College also migrated to the new ERP software. The timing of both of these events has created opportunities for the Business Office to change how it handles many of its processes, as we look for ways to constantly improve how we do business. One area of opportunity that will be the cornerstone for moving forward is the development of a more robust Accounting Manual. This manual will contain accounting procedures and policies, terminology, documented steps under the new ERP software, and most importantly, it will contain documented internal controls. Work has started on the development of the Accounting Manual; however, in order to complete the manual in a timely manner, an outside consultant would be beneficial to relieve the pressure on staff who are still involved in the implementation of the ERP processes.

The documented steps associated with Internal Controls have a tremendous bearing on the Accounting Manual. But, developing the steps of this process is intensive and very time consuming. If this development were to be done in-house, the time to complete such a process could extend out beyond six months. On the other hand, a consultant will be able to focus their full efforts on this project and complete it in approximately three months or less. The consultant is also in a position to develop Internal Controls policies and procedures without bias, using best practices, developed from their experience with other clients.

Mitchell, Vaught & Taylor, Inc. provided consulting services to the College during a transitional period in early fall of this year. The consultant is familiar with MCC Business Office procedures and is available to provide his services for the development of an Accounting Manual. The college attorney has reviewed the agreement.

This is budgeted in the Administrative Services cost center in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the consulting agreement with Mitchell, Vaught & Taylor, Inc., for producing Internal Control documentation and construction of a comprehensive Accounting Manual as presented in the agreement for an amount not to exceed \$19,500.00



Vicky Smith
President

Resolution for Estimated Tax Levy and Notice of Public Hearing

Information

The attached resolution is necessary in order to estimate the 2012 tax levy and provide notice of the public hearing.

The tax levy hearing will be held on December 20, 2012, at 6:00 p.m. in Room A217 on the campus of McHenry County College, 8900 U.S. Highway 14, Crystal Lake, Illinois.

The College will advertise the date of the hearing on the proposed tax levy on December 6, 2012, in the Northwest Herald.

Recommendation

It is recommended that the Board of Trustees adopts the attached resolution estimating the 2012 tax levy and setting the public hearing on the tax levy for December 20, 2012.



Vicky Smith
President

Resolution Determining the Estimated Tax Levy for the 2012 Tax Year and
Scheduling a Public Hearing Thereon

WHEREAS, pursuant to 35 ILCS 200/18-55 through 35 ILCS 200/18-100 the Board of Trustees of McHenry County College, Community College District Number 528, counties of McHenry, Boone, Kane, and Lake, State of Illinois, is required to determine the estimated amounts of taxes necessary to be levied for the year not less than 20 days prior to official adoption of the aggregate tax levy of the district; and

WHEREAS, said statute further requires a taxing district to give public notice and to hold a public hearing on the district's intent to adopt an aggregate tax levy.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of McHenry County College, Community College District Number 528, Counties of McHenry, Boone, Kane, and Lake, State of Illinois, as follows:

Section 1: Public notice shall be given in the Northwest Herald, a newspaper of general circulation in said district, and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with no smaller than twelve (12) point type, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

NOTICE OF PROPOSED PROPERTY TAX INCREASE
McHENRY COUNTY COLLEGE

- I. A public hearing on the Proposed 2012 Tax Levy for McHenry County College District #528, McHenry, Lake, Kane and Boone Counties, Illinois, will be held at 6:00 p.m. on the 20th day of December, 2012 in Room A217 on the campus of McHenry County College, 8900 U.S. Highway 14, Crystal Lake, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Robert Tenuta, Chief Financial Officer/Treasurer, 8900 U.S. Highway 14, Crystal Lake, Illinois, 815-455-8585.

- II. The operating and special purpose property taxes extended for 2011 were \$27,016,405.

The proposed operating and special purpose property taxes to be levied for 2012 are \$29,695,000. This represents a 9.9% increase over the previous year.

- III. The debt service property tax extended for 2011 was \$0.

The proposed debt service property tax to be levied for 2012 is \$0. This represents a 0% increase over the previous year.

- IV. The total property taxes extended for 2011 were \$27,016,405.

The proposed total property taxes to be levied for 2012 are \$29,695,000. This represents a 9.9% increase over the previous year.

Robert Tenuta
Treasurer
McHenry County College District #528

Section 2: This resolution shall be in full force and effect forthwith upon its passage.

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT #528
COUNTIES OF MCHENRY, BOONE, KANE,
AND LAKE, STATE OF ILLINOIS

Adopted this 20th day of December, 2012.

BY: _____
Chair

ATTEST: _____
Secretary

Adoption of Estimated 2012 Levy

Information

The College is required by statute (35 ILCS 200/18-60) to annually adopt an estimated levy. In estimating our financial needs by fund, we take into consideration maximum tax rates where applicable, current fund balances, the Equalized Assessed Valuation (EAV) of the District, and the Property Tax Extension Limitation Law (PTELL). The maximum increase the College can receive over the past year’s aggregate extension is the lesser of the annual Consumer Price Index-Urban (CPI-U) increase or 5%, exclusive of funds generated from EAV attributed to new development or any expiring Tax Increment Districts.

The College’ approach for the 2012 tax levy is to collect the 3% level as stipulated by PTELL limits and assess for new growth allowance. The 3% increase is equivalent to the December 2011 CPI-U as determined by the Bureau of Labor Statistics (<http://www.bls.gov/cpi/>). However, under PTELL, the College is allowed to increase its levy for any new properties, property annexations, voter approved referendums, and/or expiring Tax Increment District(s) that will be added to the EAV in the following year’s assessment, if any. It is for this reason only, that the proposed estimated 2012 levy is greater than that allowed under statute. If no new property is added, the College expects that the county clerk(s) to reduce the overall levy to the CPI-U limits under PTELL. Therefore, in anticipation of any new properties, property annexations, voter approved referendums, and/or expiring Tax Increment District(s) the 2012 estimated Property Tax Levy reflects an overall aggregate increase of 9.9% (rounded) over the aggregate property taxes extended for 2011.

If the College does not attempt to levy for those elements that can increase the EAV, the college loses the ability to levy on those added values forever. For example, if the final tax rate is determined to be .3348 and new property of \$50,000,000 is added to the assessment roles, the potential revenue generated is \$167,400 (.3348 x 50,000,000). If the College does not attempt to levy on that additional amount, the College loses \$167,400 this year and every year thereafter. That revenue can never be recaptured and then can only be made up for in either Tuition & Fees and/or State support. Most likely that levy lost would be made up for through tuition increases given the continuing decline in State support.

The current impact on a typical residence in McHenry County from the 2011 MCC tax levy extension is illustrated in Table 1. As Table 1 shows, MCC’s levy ranks third lowest of the taxing bodies, just slightly above the township in this case. In this example, the levy breaks down to only \$22.98 per month for College District 528 which is a decrease from the previous year of \$24.16 per month. The decrease in this example is attributable to the decrease in EAV or net taxable amount that the rate is applied against. In this example, the residents EAV decreased 15% from 2010 to 2011.

Sample (actual) Residential McHenry County Tax Bill*

Table 1: Effect of 2011 Levy

Rank	Taxing Body	Rate	Percent	Tax 2011	Tax 2010
1	School District 200	5.851173	69.992%	\$ 4,753.67	\$ 4,880.60
2	McHenry County	1.106939	13.241%	899.32	942.76
3	Woodstock Fire Rescue	0.649563	7.770%	527.72	555.63
4	College District 528	0.339460	4.061%	275.79	289.91
5	Door Township	0.323150	3.866%	262.54	270.79
6	Rural Woodstock Library	0.089440	1.070%	72.66	74.35
		8.359725	100.000%	\$ 6,791.70	\$ 7,014.04

*2011 Fair market value of \$257,175

*2011 EAV Net taxable amount= \$82,243

The proposed 2012 estimate of taxes to be levied is shown in Table 2. The College has statutory authority under 110 ILCS 805/2-12.1 to levy taxes for the purposes listed. In determining the levy

amount, each fund/purpose is reviewed to determine the amount needed to support the activities of the College. The timing of the two tax payments to be received from the tax levy cross over two fiscal years, requiring the College to recognize the payments accordingly. Therefore, the 2012 tax levy revenue is distributed 50% in fiscal year 2013 and 50% in fiscal 2014. The first of two tax payments will be received in March 2013 with the second to be received in November 2013.

ESTIMATED TAX LEVY EXTENSION FOR 2012

Table 2: Proposed Estimated 2012 Tax Levy

<u>Levy Purpose/Fund</u>	2011 Board Approved <u>Levy</u>	2011 Actual (after PTELL) <u>Levy</u>	2012 Proposed <u>Levy</u>	2011 Actual to 2012 Proposed <u>Difference</u>
Social Security	\$ 1,000	\$ 1,398	\$ 60,000	\$ 58,602
Auditing	1,000	1,398	110,000	108,602
Liability Insurance (includes Tort)	1,000	1,398	1,375,000	1,373,602
Education	25,408,644	24,310,808	25,300,000	989,192
Building	2,823,183	2,701,403	2,850,000	148,597
Life Safety	-	-	-	-
Total Non-Bond Funds	28,234,827	27,016,405	29,695,000	2,678,595
Total Levy	\$ 28,234,827	\$ 27,016,405	\$ 29,695,000	\$ 2,678,595

ESTIMATED 2012 Aggregate Levy % Increase over 2011 Actual Levy (rounded) 9.9%

Per Illinois Compiled Statute (35 ILCS 200/18-70), an increase above 105% over prior year's property tax levy extension requires the College to publish a Truth In Taxation notice in the newspaper and hold a hearing regarding the estimated levy prior to approval. This hearing is tentatively scheduled for December 20, 2012.

Recommendation

It is recommended that the Board of Trustees approves and adopts the estimated 2012 property tax levy for College District 528 in the amount of \$29,695,000.00.



Vicky Smith
President

Insurance Renewal
Workers' Compensation Insurance Premium Audit for 2011-2012

Information

The College has Workers Compensation Insurance from United Heartland Insurance Company, which is handled through Broker, Williams-Manny Insurance Agency of Rockford, IL. When we obtain coverage it is based on the estimated payroll for that year. Once the year is over, the insurance provider audits our payroll to determine if we are paying the correct level of insurance premiums, in this case they audited the 2011-2012 year. The findings of the audit showed the estimated premium the College paid as compared to the actual payroll was lower by \$5,681.00 than it should have been. Consequently, the carrier is billing the College for the difference.

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

Recommendation

It is recommended that the Board of Trustees approves the additional premium of \$5,681.00 for Workers' Compensation for the 2011-2012 year, from United Heartland Insurance Company through the College's Broker, Williams-Manny Agency of Rockford, IL.



Vicky Smith
President

Approve Correction to 2013-2014 Academic Calendar

Information

The 2013-2014 Academic Calendar approved at the Board of Trustees meeting on October 25, 2012, Board Report #12-243, showed dates for the College's Thanksgiving closure as November 20, 2013 through November 24, 2013. The correct closure dates are November 27, 2013 to December 1, 2013.

Recommendation

It is recommended that the Board of Trustees approves the correction to the 2013-2014 Academic Calendar.



Vicky Smith
President

2013-2014 ACADEMIC CALENDAR

FALL SEMESTER 2013

Aug. 15 (Thursday)	<i>Opening Semester meeting for all employees; full-time and adjunct faculty workshops</i>
Aug. 16 (Friday)	Friday credit classes begin
Aug. 17 (Saturday)	Saturday credit classes begin
Aug. 19 (Monday)	Weekday credit classes begin
Sept. 2 (Monday)	College closed for Labor Day recess
Oct. 7-11 (Monday-Friday)	Mid-term week
Oct. 15 (Tuesday)	Professional Development Day, no day or night classes; College offices closed
Oct. 16 (Wednesday)	Start of second 8-week credit classes
Nov. 8 (Friday)	Last day for withdrawals (for most 16-week classes)***
Nov. 27- Dec. 1 (Wednesday-Sunday)	College closed for Thanksgiving recess
Dec. 2 (Monday)	Classes resume
Dec. 6-12 (Friday-Thursday)	Final exams for credit classes
Dec. 14 (Saturday)	Commencement

WINTER INTERSESSION 2014 - TBA

Dec. 16 (Monday)	Credit classes begin
Dec. 24, 2013-Jan. 1, 2014 (Tue-Wed.)	College offices closed
Jan. 6 or Jan. 7 (Monday-Tuesday)	Final exams for credit classes

SPRING SEMESTER 2014

Jan. 9 (Thursday)	<i>Opening Semester meeting for all employees; full-time and adjunct faculty workshops</i>
Jan. 10 (Friday)	Friday credit classes begin
Jan. 11 (Saturday)	Saturday credit classes begin
Jan. 13 (Monday)	Weekday credit classes begin
Mar. 3-7 (Monday-Friday)	Mid-term week
Mar. 10 (Monday)	Start of second 8-week credit classes
Mar. 23-30 (Sunday-Sunday)	Spring recess, no classes (College offices remain open until 4:30 p.m.)***
Mar. 31 (Monday)	Weekday credit classes resume
Apr. 4 (Friday)	Last day for withdrawals (for most 16-week classes)***
May 2-8 (Friday-Thursday)	Final exams for credit classes
May 10 (Saturday)	Commencement

SUMMER INTERSESSION 2014

May 12 (Monday)	Credit classes begin
May 26 (Monday)	College closed for Memorial Day Observance
June 4 (Wed.) or June 5 (Thursday)	Final exam period for credit classes

SUMMER SESSION 2014

June 9 (Monday)	Summer Session Begins
June 30-July 3 (Monday-Thursday)	Mid-term week
July 4 (Friday)	College closed for Independence Day
July 24 (Thursday)	Last day for withdrawals (for most 8-week classes)***
Aug. 4-7 (Monday-Thursday)	Final exam period for credit classes

***Deadline/dates may vary per institutional policy.

NOTE: Workforce and Community Development offerings have open enrollment. For more information call Registration (815) 455-8588.

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 a flat rate:</u>	<u>\$ Amount</u>
Brown, S	NFS C06 003	FAST ECG	983.00
<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	12/01/2012	Defensive Driving Course – 8 Hour	300.00
Small, J	12/15/2012	Defensive Driving Course – 8 Hour	300.00
Whitcomb, J	NBT S01 005	Basic Spanish – Huntley D158	3,255.00
<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Meinke, B	NMD S91 010	CPR Cert NAE Student	30.00
Meinke, B	NMD S95 010	CPR Cert OTA Student	40.00
Meinke, B	NMD S95 011	CPR Cert OTA Student	40.00

Recommendation

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



Vicky Smith
 President

Appointment of New
Instructor of Nursing

Information

At the August 2011 Board Meeting, the Board of Trustees approved the new full-time faculty position of Instructor of Nursing. Gayle Cochin-Swidler has been recommended to fill this position. Ms. Cochin-Swidler has an Associate of Applied Science in Nursing from William Rainey Harper College, Palatine, IL, a Bachelor of Science in Nursing from St. Xavier University School of Nursing, Chicago, IL and a Master of Science in Nursing from Northern Illinois University School of Nursing, DeKalb, IL. Her experience is as follows:

2012 – Present	Adjunct McHenry County College, Crystal Lake, IL
	Staff Nurse Alexian Brothers Behavioral Health Medical Center, Elk Grove, IL
2010 – 2011	Clinical Nurse Educator Mt. Sinai Hospital, Chicago, IL
2009 – 2010	Interim Nurse Educator Rush Oak Park Hospital, Oak Park, IL
2006 – 2009	NCLEX Content Developer Pearson VUE, Chicago, IL

Four applications were received, four met the position minimum qualifications, and the search committee interviewed three candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Gayle Cochin-Swidler to the faculty position of Instructor of Nursing, effective January 9, 2013, at a 9-month salary of \$61,230.00.



Vicky Smith
President

Contract Placement	Placement Multiplier	Base Salary	Contractual 9-month Salary	Current Salary	Contract Salary of Previous Employee
Lane 3, Step 4	1.30	\$47,100.00	\$61,230.00	Not Applicable	Not Applicable

POSITION: **INSTRUCTOR OF NURSING**
Full-time, Tenure-track position

CLASSIFICATION: Faculty

RESPONSIBILITIES:

Including but are not limited to:

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

MINIMUM POSITION QUALIFICATIONS:

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

REVISED: August 2012

Appointment of New
Supervisor of Campus Public Safety

Information

At the October 2012 Board Meeting, the Board of Trustees approved the new full-time administrative position of Supervisor of Campus Public Safety. Scott Sosnowski has been recommended to fill this position. Mr. Sosnowski has a Bachelor of Science in Administration of Justice from Southern Illinois University, Carbondale, IL. His experience is as follows:

- 2010 – Present Campus Public Safety Officer
 McHenry County College, Crystal Lake, IL

- 1980 – 2010 Police Officer/Sergeant
 City of Crystal Lake, Crystal Lake, IL

Fifteen applications were received, fourteen met the position minimum qualifications; the search committee interviewed two candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Scott Sosnowski to the administrative position of Supervisor of Campus Public Safety, effective January 2, 2013 at a twelve-month salary of \$48,000.00.



Vicky Smith
President

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
A1	\$42,735.00	\$64,102.00	\$85,470.00	\$38,416.00	\$48,000.00	Not applicable

POSITION: SUPERVISOR OF CAMPUS PUBLIC SAFETY

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

WORK YEAR: 40 Hours – Monday through Friday, flexible scheduling when required to meet demands of 24/7 operations

PRIMARY PURPOSE: Provide and maintain College campus public safety. Responsible for field supervision of Campus Public Safety Officers and Campus Police Officers.

ESSENTIAL JOB FUNCTIONS:

- Supervise field operations of police officers and non-sworn personnel
- Assist officers in patrolling the campus and enforce applicable state, federal, and local laws
- Review and approve reports
- Provide in-field training and evaluations of officers
- Respond to campus emergencies and other calls for service; make arrests, make occasional court appearances
- Investigate criminal conduct, honor code violations, and conduct administrative investigations as directed
- Enforce parking and traffic rules and regulations
- Coordinate traffic patterns for events
- Provide personal security consultation to administrators, faculty, staff, and students who are threatened, being followed, or stalked
- Be subject to overnight and weekend on call for investigative and patrol assistance
- Oversee the department administration in the absence of the director
- Assume additional duties as assigned by immediate supervisor

SUPERVISION: Reports to the Executive Director of Public Safety and Security

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Bachelor's Degree or higher. Staff and Command or Command College is a plus.

EXPERIENCE: Seven years of experience in a law enforcement officer position with at least three years of experience in a position supervising sworn police officers.

SKILLS AND ABILITIES:

- Possess the highest degree of integrity and discretion
- Knowledge of campus public safety procedures
- Knowledge of first responder and general first aid procedures
- Able to communicate clearly, both orally and in writing, under stressful conditions
- Responsible, dependable, and conscientious
- Ability to maintain effective, collaborative working relationships
- Ability to prioritize incidents as they arise

SKILLS AND ABILITIES:

- Ability to acquire and keep confidential all campus public safety information
- Possess the physical ability to respond to various emergency situations
- Ability to safely lift up to 25 pounds unassisted
- Physical ability to continuously walk during scheduled shift, bend and stoop, and get in and out of a motor vehicle
- Commitment and respect for diversity
- Commitment to the college mission and goals
- Able to perform all of the essential functions, skills and abilities of the position

LICENSE OR CERTIFICATE:

- Certification by the Illinois Local Governmental Law Enforcement Officer's Training Board
- First Responder Certificate, or equivalent CPR, First Aid and AED Certification or specialized training
- Valid Illinois Driver's License
- Ability to acquire and maintain various access levels to LEADS
- Other applicable specialized training as required

Individual must successfully pass a criminal background investigation, psychological evaluation, drug test, and a fingerprint check prior to appointment.

Position is subject to blood borne pathogen legislation

ISSUED: October 2012 / Pay Grade: A1

Request for Retirement

Information

Dale Naleway, IT Director of Communications Technologies, has submitted his letter of retirement effective May 6, 2013. He has been a valuable member of the College community. At his leaving, he will have almost thirty years of full-time service to McHenry County College.

The bulk of Dale's career at the College has been dedicated to delivering a variety of quality-driven, cost effective Information Technology services to the institution. In recent years, Dale focused much of his energy on acquiring and supporting the campus telephone and voicemail systems, internet provider communications, provision of Audio/Visual services to classrooms and the Luecht Conference Center, and video conferencing capabilities. His negotiation of communications services with outside service providers for voice and data has resulted in thousands of dollars of savings to the College over the years. A review of the College's overall telecommunications costs in 2011 by an outside firm revealed that the management of these costs (under Dale's guidance) was as efficient and cost effective as possible, with no further opportunities for savings.

Due to his exemplary service to the College, the President recommends granting Administrator Emeritus status to Mr. Naleway.

Recommendation

With appreciation for his many contributions to the College, it is recommended that the Board of Trustees ratifies Dale Naleway's request for retirement effective May 6, 2013, and that he be granted the honorary designation of Administrator Emeritus.



Vicky Smith
President

Salary Adjustment/Advance Placement

Information

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association includes an advance placement adjustment each time a full-time faculty member obtains 15 additional hours of pre-approved course work. In accordance with this agreement, the following instructor qualifies 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>
Thomas Kaltenecker – 3 rd Adjustment Instructor, Culinary Management/ Executive Chef 2012-2013 Academic Year	Lane III, Step 6 \$66,882.00	Lane IV, Step 6 \$69,708.00

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 qualifies for adjustment at this time.

	<u>Current Salary</u>	<u>Adjusted Salary</u>
Leana Davis – 2 nd Adjustment Financial Aid, Work Study and Outreach Specialist Fiscal Year 2013	\$36,798.82	\$37,998.82

Recommendation

It is recommended that the Board of Trustees ratifies the above advance placement and salary adjustments for Thomas Kaltenecker and Leana Davis as stated.



Vicky Smith
President

Board Policy Manual, Section 4 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 4. The document titled *Section 4 with Markups* shows all of the revisions to the Section 4 policies that the Evaluation and Policy Committee is recommending. The document titled *Section 4 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 4.

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 4 of the Board Policy Manual.



Vicky Smith
President

*Board Policy Manual Review,
First Reading
Section 4 with Markups*

November 29, 2012

The Internal Policy Committee has recommended that the Board Policy Committee move the following policies from Section 4 of the Board Policy Manual into a newly created section titled Campus Health and Safety:

- 4.3.1 Drug-Free Schools and Communities Act Policy
- 4.3.2 Student Harassment/Discrimination
- 4.4 Students with Chronic Communicable Diseases
- 4.8.3 Student Parking
- 4.8.4 Campus Traffic Control

The Internal Policy Committee has recommended that the Board Policy Committee move the following policies from Section 4 of the Board Policy Manual into Section 2 - College Operations:

- 4.8.6 Identity Theft Prevention Program (Red Flag Rules)

The Internal Policy Committee has recommended that the Board Policy Committee delete the following policies from Section 4 of the Board Policy Manual

- 4.8.1 Library
- 4.8.5 Student Use of College Facilities

4.0 STUDENTS

4.1 ~~DISTRICT~~ STUDENT RESIDENCY

Student ~~district~~ residency classification (**in-district, in-state out-of-district, out-of-state, or out-of-country**) and **verification** will be in accordance with the provisions of the *Illinois Public Community College Act, 110 ILCS 805/1 et seq., ICLS xxx.xx* and the administrative rules of the Illinois Community College Board (ICCB). **In accordance with the ICCB, the College will maintain procedures for the classification and verification of student residency status.**

4.2 STUDENT ~~CLASSIFICATION~~ STATUS

~~As defined by the~~ **Student status is determined pursuant to the *Higher Education Student Assistance Act, 110 ILCS 947/1 et seq.* Consistent with the language of the statute, in a fall or spring semester, a full-time student** is one who is registered for twelve (12) or more credit hours **in that semester; during the fall and spring semester and in a summer semester, a full-time student** is one who is registered for six (6) or more credit hours ~~during the summer semester in that semester.~~ **In A a fall or spring semester, a part-time student** is one who is registered for less than twelve (12) credit hours **in that semester; during the fall and spring semester and in a summer semester, a part-time student** is one who is registered for less than six (6) credit hours ~~during the summer in that semester.~~

A freshman is a student who has earned fewer than thirty (30) semester hours of credit; a sophomore is a student who has earned thirty (30) or more semester hours of credit.

4.3 ~~REGISTRATION AND RECORDS STUDENT SERVICES~~

~~This College's Confidential Information Procedures Manual implements this policy.~~

4.3.1 ADMISSIONS

The College shall admit students in accordance with all requirements respecting qualifications and preferences set forth in Sections 3-17 and 3- 28 of the *Illinois Public Community College Act, 110 ILCS 805/3-17 and 805/3- 28, and the administrative rules of the Illinois Community College Board. Information about admission requirements, procedures and options is published in the College catalog and other appropriate media. Admission to the College does not guarantee entrance into a particular course or program of study.*

~~4.8.2.2~~ 4.3.2 STUDENT FINANCIAL OBLIGATIONS

~~The College may suspend all College services to students who have an outstanding financial obligation to the College until such obligation is cleared.~~ **Financial obligations to the College must be met by all students in order to receive services.**

~~4.10~~ 4.3.3 ~~SCHOLARSHIP PROGRAM~~ FINANCIAL ASSISTANCE PROGRAM

The College may provide students with a financial assistance program, which may provide and/or administer financial assistance services including loans, grants-in-aid, scholarships, college work opportunities, and such other assistance that may be available. The College, in consultation with the **Friends of McHenry County College** Foundation will also develop and administer a scholarship program to attract and retain students.

~~4.8.2.3~~ 4.3.4 STUDENTS CALLED TO ACTIVE MILITARY DUTY

~~Students who withdraw or drop a course due to military duty are eligible for a refund or a charge adjustment to registration and student fees and tuition costs for the current term. Formal application for a refund must be made to the Office of Financial Aid on forms provided by that office.~~

In compliance with Section 3-25.6 of the Illinois Public Community College Act, 110 ILCS 805/3-25.6, McHenry County College will permit enrolled students who are active military, military reservists or National Guard and are called for active military duty to either complete any unfinished courses at a later date at no additional charge or to receive a full refund of tuition and fees for all classes in which they are enrolled for the semester in which they are called to active duty. Said students will be given priority over other students in reenrolling in the course(s).

4.8 4.4 STUDENT SUPPORT SERVICES DEVELOPMENT

~~As part of McHenry County College's commitment to meet the educational, financial, career and developmental needs of a diverse student body, the college will provide and support broad-based student services programs in a manner convenient and accessible to all students.~~

4.5 4.4.1 STUDENT LIFE AND CAMPUS ACTIVITIES

McHenry **County** College recognizes that a diverse and well-balanced program of co-curricular activities contributes to the goals of the College and to the educational growth and development of students. The **College will support co-curricular activities with appropriate resources.** ~~Accordingly,~~ The College is committed to supporting the following:

1. An inter-collegiate athletic program designed for both men and women
2. A diverse student activities program comprised of College-sponsored student clubs and organizations, intramural athletic activities, and an entertainment and cultural program designed to appeal to a wide variety of age and interest groups
3. A responsive student life program.

~~The College strongly encourages student involvement in the planning and operation of student life programming. Student Life Office is responsible for administering to and involving students in the planning and operation of the student life programming.~~

4.4.2 STUDENT SUPPORT

As part of McHenry County College's commitment to student success, the College maintains comprehensive student support programs appropriate for a diverse student population such as tutoring, testing, advising, counseling, library services, and college preparation. In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1974, additional support services may be provided.

4.3 4.4.3 STUDENT BEHAVIOR CONDUCT

Students are responsible for complying with all existing College rules and regulations ~~regarding student behavior. The College expects that.~~ **Students are expected to behave appropriately, will govern themselves in terms of appropriate behavior with emphasis on** self-respect and respect for others. The College will address sanctions for conduct violations of College rules and regulations.

The College has established a *Student Code of Conduct* in order to maintain order on campus and to guarantee the broadest range of freedom for all who come to learn at the College. This *Student Code of Conduct* addresses the College's conduct rules, ~~and~~ regulations and judicial procedures for conduct violations.

The College recognizes each student's right to fair procedures, including notice that specifies the alleged violation(s) of College rules and regulations for conduct, an opportunity to respond to the allegations, and an appeal process appropriate to the nature and potential consequences of the violation.

4.6 4.4.4 STUDENT PUBLICATIONS

~~The Board of Trustees affirms the desirability of quality student publications produced through the College. Such publications are provided for the benefit of students and are expected to follow the standards of professional journalism. The format for such publications may be a student newspaper, student literary magazine, and/or such other formats which will effectively communicate the ideas and views of students.~~

~~In all such cases, College-sponsored or authorized student publications shall be operated in an efficient, businesslike fashion. College sponsorship may take such forms as providing work space, total or partial funding support, and designations of an advisor. Authority for the planning, conduct, and scope of College-supported student publications is vested with the Dean of Students.~~

~~Partial or total funding for student publications comes from excess revenues over expenditures in the Auxiliary Enterprises Fund or from an Educational Fund transfer.~~

~~In accordance with the *College Campus Press Act, 110 ILCS 13/1 et seq.*, ~~the~~ College supports student publications produced through the College for the benefit of students. The format for such publications may include a student newspaper, student literary magazine, and/or other formats, ~~which~~ **that** will effectively communicate the ideas and views of students.~~

All College-sponsored or authorized student publications are considered learning opportunities for students, and students are expected to follow the professional standards of journalism and other applicable disciplines.

4.9 4.4.5 STUDENT TRUSTEE

~~The College promotes the development of student leadership. The Student Trustee is one opportunity for such development. An election of a Student Trustee shall be held every year at the time and in the manner provided by in accordance with the *Illinois Public Community College Act, 110 ILCS 805/3-7.24* and Student Trustee election procedure. ~~The Multicultural Programs and Student Leadership shall form an election committee to conduct the election. Also see 1.2 Non-Voting Board Member.~~~~

4.8.2.1 4.5 PRIVACY AND SECURITY OF STUDENTS RECORDS

~~The ~~Registration and Records Office~~ College shall **maintain** be charged with the responsible for ensuring the integrity, privacy, and security of student records. ~~In so doing, this office is responsible for implementing FERPA and providing training and direction to the college on in accordance with the *Federal Family Educational Rights to and Privacy Act (FERPA)*. This College's Confidential Information Procedures Manual implements this policy. Also see 1.13 *Health Insurance Portability and Accountability Act (HIPAA) Compliance Policy.*~~~~

4.11 4.6 RELIGIOUS OBSERVANCES

~~In accordance with the *Illinois University Religious Observances Act, 110 ILCS 110/1 et seq.*, ~~the~~ College will reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements, **provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or pending conflict.** A student who believes that he or she has been unreasonably denied **reasonable accommodations in accordance with this policy** an educational benefit due to his or her religious belief or practices may seek redress according to the ~~Discrimination Grievance Process~~ **through appropriate college processes set for in in the *Student Code of Conduct.***~~

4.7 COLLEGE ALUMNI

~~The Board of Trustees values a strong and ongoing relationship with graduates and former students of the College. The College will regularly inform alumni about College programs, services and events. All areas of the College will be encouraged to consider the alumni a special constituency and will seek ways to involve and serve the alumni through the programs and services of their departments.~~

~~Responsibility for the coordination of alumni relations shall be a function of the Executive Director of the Foundation.~~

~~Through dedicated resources, the College supports the development of strong and ongoing relationships with graduates and former students.~~

Policies moving out of Section 4

4.3.1 DRUG-FREE SCHOOLS AND COMMUNITIES ACT POLICY

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

4.3.2 STUDENT HARASSMENT/DISCRIMINATION

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

4.4 STUDENTS WITH CHRONIC COMMUNICABLE DISEASES

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

4.8.3 STUDENT PARKING

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

4.8.4 CAMPUS TRAFFIC CONTROL

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

4.8.6 IDENTITY THEFT PREVENTION PROGRAM (Red Flag Rules)

(Moving the policy into Section 2 – College Operations.)

Policies being deleted from Section 4

~~4.8.1 LIBRARY~~

~~The College shall provide comprehensive library facilities and services to students, faculty and residents of District No. 528. These facilities and services shall:~~

- ~~1. Establish, maintain, and promote quality information services and resources that support the College's mission and goals;~~
- ~~2. Facilitate academic success by combining new techniques and technologies with effective traditional resources;~~
- ~~3. Provides instruction by professional librarians, that increases the information literacy skills of students so that that they will become critical thinkers and lifelong learners.~~

~~4.8.5 STUDENT USE OF COLLEGE FACILITIES~~

~~Student use of College facilities shall be governed by the provision enumerated in Section 2.4.1 of this policy manual.~~

*Board Policy Manual Review,
First Reading
Section 4 Tentative - Final*

November 29, 2012

The Internal Policy Committee has recommended that the Board Policy Committee move the following policies from Section 4 of the Board Policy Manual into a newly created section titled Campus Health and Safety:

- 4.3.1 Drug-Free Schools and Communities Act Policy
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4.5 PRIVACY AND SECURITY OF STUDENTS RECORDS

The College shall maintain the integrity, privacy, and security of student records in accordance with the *Family Educational Rights and Privacy Act* (FERPA).

4.6 RELIGIOUS OBSERVANCES

In accordance with the *Illinois University Religious Observances Act*, 110 ILCS 110/1 *et seq.*, the College will reasonably accommodate the religious observance of individual students in regard to class attendance, and the scheduling of examinations and work requirements, provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or pending conflict. A student who believes that he or she has been denied reasonable accommodations in accordance with this policy may seek redress through appropriate college processes.

4.7 COLLEGE ALUMNI

Through dedicated resources, the College supports the development of strong and ongoing relationships with graduates and former students.

Resignation

Information

Joseph Baumann, Director of Institutional Research, has submitted his resignation effective December 7, 2012.

A handwritten signature in cursive script that reads "Vicky Smith". The signature is written in black ink and is positioned above the printed name and title.

Vicky Smith
President

Retirement

Information

Michael Riley, Campus Public Safety Officer has submitted his letter of retirement effective April 25, 2013. He has been a valuable member of the College community. At his leaving, he will have almost five years of full-time service to McHenry County College.

A handwritten signature in cursive script that reads "Vicky Smith".

Vicky Smith
President

ERP Project Update

Information

There have been no new noteworthy developments since the last report in October, other than continued forward progress on current system modules scheduled for completion over the December, 2012 – January, 2013 timeframe. These modules include Assignment Contracts, Degree Audit, Retention Alert, Online Time Card Entry, and Position Budgeting. The Student Recruiter module did go live in October and was used extensively during the recent MCC Night hosted at the College on November 14th.

The overall deployment schedule for all past and future system components is noted in the attached document titled “Executive Overview of Colleague Implementation McHenry County College”. The overall project deployment and budget schedules continue to remain on-track.

Dr. Al Butler
Chief Information Officer



Executive Overview of Colleague Implementation M48 McHenry County College

Status as of:
October 2012

Client Project Leader: Marilyn Schick / Rob Thies Datatel Project Leader: Roy Martin			2011												2012						2013				
Module / Initiative	Live Targ	Client Lead	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Overall Implementation Status					●	▲	▲	▲	●	●	▲	▲	●	●	●	●	●	●	●						
System Related																									
Financials - GL	Jul 11	Piorkowski			●																				
Datatel Portal	Jan 12	Samsa / Stoltz			●	●	●	●	●	●	▲	2													
Financials - AP/PU	Jan 12	Jones			▲	▲	●	●	●	▲	●	1													
Human Resources / Payroll	Jan 12	Roewer			●	▲	▲	▲	▲	▲	●	1													
Student - Admissions	Feb 12	Carper			●	▲	●	●	●	●	●	●	1												
Student - Curriculum	Feb 12	Christopher			●	▲	●	●	●	●	●	●	1												
Financials - Budget Mgt	Mar 12	Ihetu / West								●	●	●	●	1											
Student - Payment Plan	Mar 12	Kossow								●	●	●	●	1											
Student - Acad Rec / Reg	Mar 12	Devenny			●	▲	●	●	●	●	●	●	●	1											
Student - Acct Recv / Cash Rec	Mar 12	Kossow			●	▲	●	●	●	●	●	●	●	1											
Student - Financial Aid	Mar 12	Klee			●	▲	●	●	●	●	●	●	●	1											
Fin. - Online Purchase Order	May 12	Jones									●	●	●	●	●	1									
Student - Bookstore Interface	May 12	Schermann										●	●	●	▲	2									
Financials - Fixed Assets	Jul 12	West												●	●	●	●								
Student - Recruiter Online	Oct 12	Carper													●	●	●	●	●	●					
HR - Assignment Contracts	Nov 12	Roewer														●	●	●	▲	●					
Student - Degree Audit	Nov 12	Devenny													●	●	●	●	●	●					
Student - Retention Alert	Dec 12	Thomas													●	●	●	●	●	●					
HR - On-line Time Card Entry	Dec 12	Roewer													●	●	▲	2	▲	●	●				
Student - Instant Enrollment (CE)	Dec 12	Jones													●	●	▲	▲	●	●					
HR - Position Budgeting	Jan 13	Roewer																							
Financials - Projects Accounting		Ihetu / West																							
Project Related																									
Custom Software Projects									●	●	●	●	●	●	●	●	●	●	●						
Data Migration						▲	▲	▲	●	●	▲	▲	▲	●	●	●	▲	▲	●	●					
Reporting Solution (DROA)										●	●	1	●	●	●	1									
Reporting - Synoptix					●																				

Client Project Leader: Marilyn Schick / Rob Thies Datatel Project Leader: Roy Martin			2011												2012												2013		
Module / Initiative	Live Targ	Client Lead	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
Reporting - Source4									●	●	▲																		
Technical Staff Training					●	●	●	●	●	●	●	●	●	●	●	●	●	●	●										
<p>● • Tasks on target • No executive sponsor interaction needed • On target with completion of current tasks greater than 90% • If for overall project budgetary issues, current and anticipated charges are within overall project budget</p> <p>▲ • Project/module caution: some slippage; Project Manager / BPM mitigating risk and anticipates resolution • Executive sponsor notified, but does not need to respond • Completion of current tasks 70% - 90%, with no critical tasks delayed • If for overall project budgetary issues, current and anticipated charges are not yet within overall project budget, however tasks/resources are being adjusted; anticipate to stay within overall budget</p> <p>◆ • Significant delays and project timeline or deliverables are in jeopardy • Executive sponsor engaged to resolve problem • Tasks are delayed with less than 70% of current tasks complete, and/or a key, critical task is significantly delayed • If for overall project budgetary issues, executive sponsor action is required, as current and anticipated charges are not within overall project budget</p> <p style="background-color: #e0f0ff; padding: 2px;">Planned GO LIVE date. The specific date will be determined based on business process life cycles, operational milestones, and other project activities</p>																													
Overall:																													
All of the other modules/functionality seem to be on task and time. We anticipate a successful launch of Recruiter in October and the Assignment Contracts team has made excellent progress. Beyond that, we are dealing with issues as they arise, but nothing critical at this point of the implementation.																													
Watching Closely:																													
Working to complete the Phase 2 services scheduling (for current and post-implementation Colleague support and maintenance).																													
Very Concerned:																													
(none)																													

Office of Resource Development Update

Grant Administration

- Developed institutional procedures for increased oversight of grant expenditures.
- Participated in the federal evaluation site visit for the HPOG grant.

Grant Activities

The following information highlights grants that have been awarded to the college, grants that have been submitted and are awaiting notification of award, grants that were not funded this past month, and grant proposals that are being developed for future submission.

Awarded

- None at this time.

In-Process (award pending)

- Illinois Cooperative Work Study (\$25,000) - Enhance public-private sector partnerships, expand internship opportunities, reduce student reliance on loans, encourage permanent employment of Illinois graduates in Illinois, and provide links between academic programs and employment.
- 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.
- National Endowment for the Humanities Bridging Cultures (\$1,100)– This grant would provide the McHenry County College Library with a book and multimedia collection called ‘Muslim Journeys’ to promote understanding of and mutual respect for people with diverse histories, cultures, and perspectives within the United States and abroad.
- Illinois Violence Prevention Authority (\$16,700) – The purpose of this grant is to establish a forum to improve the institutional, professional, and community response to family violence including child, domestic, and elder abuse. Additionally, the purpose is to engage in education and prevention, coordination of intervention and services for victims and perpetrators, and to contribute to the improvement of the legal system and administration of justice.
- C. Louis Meyer Foundation (\$7,945) – In 2008, the Friends of MCC Foundation commissioned an assessment of the conditions of the Portrait in Print collection. A conservator from Chicago Conservation Center noted 50 of the 260 prints need conservation treatment to avoid further deterioration. The requested funding will help underwrite the cost of preserving 14 of the most fragile prints in the Portrait in Print Collection.
- Weiler Family Foundation (\$4,938) – MCC offers free, high quality tax preparation for low to middle income taxpayers or non-English speaking McHenry County College residents through the Accounting Department and its volunteers. Funding will help expand the program to sites in Harvard, Woodstock, and a nonprofit agency.
- Defense University Research Instrumentation Program (\$722,676) – This federal grant will fund a variety of equipment for integrated manufacturing that will engage students in projects and research.
- Laura Bush 21st Century Librarian Program (\$50,000) – The purpose of this project is to pursue a Collaborative Planning Grant for one year to fully develop ideas to apply for a Laura Bush 21st Century Librarian Program Project federal grant for Continuing Education. Through the year of planning, partnerships will be fostered with the district high school librarians to develop a plan to increase the information literacy of the students.

- BMW (\$60,000) – The departments of Computer Science and Automotive Technology will provide training in advanced automotive technology. An interactive 3D training simulation will be introduced to automotive and programming curricula.
- Cardboard Boat Regatta (\$2,500) - A grant is being submitted on behalf of the Forensics team to assist with travel expenses to the National competition in California. A second application is being submitted to provide scholarships for Women in Transition.
- Kresge Foundation (\$150,000) - This grant will help McHenry County College strengthen partnerships with high schools in the district through a targeted college readiness initiative.
- 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.
- Illinois Green Economy Network (\$45,000) - IGEN is a partnership of 39 Illinois community college districts and 48 campuses working with businesses and local communities to grow Illinois' green economy. The four strategic program areas grant funds will be used for are: Green Campus, Green Curriculum, and Green Communities.

Not Funded

- None at this time.

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

- 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.
- NSF Computing Education for the 21st Century (\$200,000) – This project aims to have rigorous, academic curricula incorporated into computing courses by expanding dual credit course offerings in high schools.
- AACC Plus 50 (\$15,000) – Increase the number of individuals over the age of 50 receiving a credential in a health field.
- NSF Transforming Undergraduate Education in Science, Technology, Engineering, and Mathematics (\$200,000) – Improve the quality of science, technology, engineering, and mathematics education for all undergraduate students.

Research Areas

Topics being pursued for external funding include;

- Sustainable agriculture and community gardens
- Developing outdoor classrooms
- Obtaining equipment and software to expand the robotics and manufacturing program
- Providing experiential opportunities for students in health fields of study

Community and College Outreach

- Round-table discussion made to the Grants Professional Association annual meeting wrap-up on the topics of “Top Ten Tips for Fundraising” and “Sponsorship Networking Plus.”
- Participated as a panelist at the Illinois Association of School Business Officials annual meeting on the topics of “engaging community members, partnering with higher education, and school improvement initiatives”.

Marcella Reca Zipp
Director of Resource Development

Distributed Press Releases and Feature Stories
October 16-November 12, 2012

Information

The following releases and feature stories have been distributed to all local and regional media outlets from October 16-November 12, 2012.

- McHenry County College to Host Fall Job Fair November 2
- Welding Classes Offered Through McHenry County College
- McHenry County College to Present “Home for the Holidays” Floral Design Showcase
- Early Childhood Educators’ Conference to Feature Humor, Music November 10
- ISBDC Announces Small Business Offerings for November
- Hands-On Computer Skills Courses Available at MCC’s Shah Center
- Workforce Skill Development Offered Through MCC
- McHenry County College’s Shah Center to Offer Safety Training
- McHenry County College Ceramics Student Wins Best of Show in Clayworkers’ Guild of Illinois Exhibition
- Internal Auditor Training Available Through McHenry County College
- McHenry County College to Host Calle Sur for Day of the Dead Celebration November 1
- Halloween Concert to Feature MCC Concert Band, Crystal Lake Community Band
- Presidential Election Issues Seminar Offered at MCC November 1
- McHenry County College to Host 5th Annual Green Living Expo November 3
- McHenry County College Announces Winter Intersession/Spring Registration Date
- McHenry County College Invites Community to Building B Grand Reopening
- McHenry County College to Host Veterans Day Recognition Ceremony on November 8
- McHenry County College Phi Theta Kappa Honor Society to Show “Food, Inc.”
- Building B Grand Reopening
- Friends of MCC Foundation Seminar to Feature Insurance Options for Pre and Post Retirement
- McHenry County College to Present Three November Concerts
- Sanitary Sewer Repair Scheduled at McHenry County College
- McHenry County College Sees 7.2 Percent Increase in Fall 2012 Credit Hour Enrollment
- McHenry County College Shares Successful Model for Creating Partnerships to Meet Industry Training Needs
- Workplace Bullying Prevention Training Available Through McHenry County College
- MCC to Offer OSHA 10-Hour For Construction Industry
- ISBDC Announces Small Business Offerings for December
- McHenry County College Offers Hands-On Computer Skills Courses in December
- McHenry County College to Offer Time Management Skill Development
- McHenry County College to Host MCC Night 2012
- Updated Schedule for Sanitary Sewer Repair at McHenry County College
- MCC's Veterans Day Recognition Ceremony
- McHenry County College Workshop Series to Feature 2012 Federal Income Tax Law Changes
- McHenry County College Student Peace Group to Host Peace Activist Kathy Kelly November 15
- McHenry County College Supports Military Veterans
- McHenry County College to Offer Trip to See “The Book of Mormon” Musical

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