

**BOARD OF TRUSTEES**  
**McHENRY COUNTY COLLEGE DISTRICT #528**

Thursday, December 20, 2012  
Regular Board Meeting  
Immediately Following the Tax Levy Public Hearing

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

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. MISSION STATEMENT
4. ACCEPTANCE OF AGENDA
5. ACCEPTANCE OF MINUTES: Regular Board Meeting, November 29, 2012
6. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS  
*Three (3) minutes per person or less.*
7. ADOPTION OF 2012 TAX LEVY, Board Report #12-269
8. BOARD COMMITTEE REPORTS  
Committee of the Whole
9. ICCTA REPORT
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT
12. PRESENTATION  
Multicultural Initiatives: Ms. Juletta Patrick, Assistant Vice President of Academic and Student Affairs, Dr. Flecia Thomas, Dean of Student Development, and Ms. Sonia Reising, Coordinator of Multicultural Affairs
13. COMMUNICATIONS
  - A. Faculty Report
  - B. Adjunct Faculty Report
  - C. Staff Council Report
  - D. Student Trustee Report
  - E. Report on Public Private Partnership Feasibility Study
  - F. Comments from the Board
  - G. Attorney Report
14. APPROVAL OF CONSENT AGENDA  
**For Approval**
  - A. Financial Statements
    1. Executive Summary, Board Report #12-270
    2. Treasurer's Report, Board Report #12-271
    3. Ratification for Payment of Voucher #1051, Board Report #12-272

- B. Requests to Lease/Purchase
  - 1. Air Quality and Ventilation Study of the Ceramics Studio, Board Report #12-273
  - 2. Desktop Virtualization, Phase 2, Board Report #12-274
  - 3. EBSCO Periodicals Subscription Services, Board Report #12-275
  - 4. Employee Appreciation and Recognition Reception Banquet Services, Board Report #12-276
  - 5. Membership in the Community College Leadership Forum, Board Report #12-277
  - 6. Illinois Community College Trustees Association Membership, Board Report #12-278
  - 7. Web Based Training Licenses, Board Report #12-279
- C. Review of Closed Session Minutes, Board Report #12-280
- D. Personnel
  - 1. Workforce and Community Development Personnel Considerations for Spring 2013, Bd. Rpt. #12-281
  - 2. Appointment of New Dean of Academic Development, Board Report #12-282
  - 3. Ratification of Termination, Board Report #12-283
  - 4. Ratification of Termination, Board Report #12-284
  - 5. Request for Retirement, Board Report #12-285
  - 6. Salary Adjustment/Advance Placement, Board Report #12-286

14. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

15. BOARD POLICY MANUAL, SECTION 4 REVISION SECOND READING AND APPROVAL, Board Report #12-265, Amended

16. INFORMATION REPORTS

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

17. SUMMARY COMMENTS BY BOARD MEMBERS

18. FUTURE AGENDA ITEMS

19. CLOSED SESSION

20. ACCEPTANCE OF CLOSED SESSION MINUTES: Committee of the Whole, November 29, 2012  
Regular Board Meeting, November 29, 2012

21. ADJOURNMENT



Mary Miller  
Chair

Adoption of 2012 Tax Levy

Information

At the November Board meeting the Board approved a Resolution of 9.9% tax levy to account for potential new growth impact. Based on the current property tax cap, Consumer Price Index-Urban (CPI-U) of 3.0% and estimating an aggregate Equalized Assessed Valuation (EAV) of property values within College District 528, the estimated final tax rate is computed to be approximately .00342 versus .00339 from last year, a change of .00003. This rate change will impact a homeowner approximately \$1.30 per year based on a \$250,000.00 home or \$0.11 cents per month.

Actual EAVs for Boone, Kane, Lake and McHenry Counties were not available at the time of our filing, which required the College to anticipate the 9.9% to encompass new construction, property annexations, or expiring Tax Increment Financing Districts.

Recommendation

It is recommended that the Board of Trustees approves and adopts the 2012 Certificate of Tax Levy as stated. This will be realigned by the County Clerks' Offices based on the EAV information and CPI-U to comply with Property Tax Extension Limitation Law limits.



Vicky Smith  
President

CERTIFICATE OF TAX LEVY

Community College District No. 528 County(ies) Boone, Kane, Lake, and McHenry

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

We hereby certify that we require:

the sum of \$25,300,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 2,850,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 1,375,000 to be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and

the sum of \$ 60,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 110,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$0 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$0 to be levied as a special tax for (specify) \_\_\_\_\_ purposes, on the taxable property of our community college district for the year 2012.

And that the levy for calendar year 2012 be allocated 50% for Fiscal Year 2013 and 50% for Fiscal Year 2014.

Signed this 20th day of December, 2012

\_\_\_\_\_  
Chair of the Board of Said Community College District

\_\_\_\_\_  
Secretary of the Board of Said Community College District

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

Number of bond issues of said community college district which have not been paid in full 0.

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

.....  
(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 528 Counties of Boone, Kane, Lake, and McHenry and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20   was filed in the office of the County Clerk of this county on \_\_\_\_\_, 20  .

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20   is \$ \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Clerk and County

**RESOLUTION**

**Instructions to County Clerks on  
the Apportionment of Potential Extension  
Reductions for 2012 Tax Levy  
Community College District 528  
Boone, Kane, Lake, and McHenry Counties, Illinois**

**WHEREAS**, pursuant to the limiting rate provisions of the Property Tax Extension Limitation Law (hereinafter "Law"), the County Clerks of Boone, Kane, Lake, and McHenry Counties may notify this Board of Trustees that reductions will be made to property tax extensions for the College District's 2012 tax levies; and

**WHEREAS**, the Law provides that the County Clerks are to make extension reductions proportionately among the College District's funds unless otherwise requested by the College District; and

**WHEREAS**, this Board of Trustees desires that the tax extension reductions mandated by the Law be apportioned among its funds in a manner which is **not proportional** among all funds;

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

**Section 1.** The County Clerks for Boone, Kane, Lake, and McHenry Counties are hereby directed that the tax extensions for the following funds shall **not** be reduced:

Social Security and Medicare  
Protection, Health & Safety  
Audit

**Section 2.** The County Clerks for Boone, Kane, Lake, and McHenry Counties are hereby authorized and directed that if any reductions are required to be made to the College's tax levy that all such reductions shall be made to the following fund as indicated:

Education 85.7%  
Operations and Maintenance 9.7%  
Tort Immunity 4.6%

**Section 3.** The Chairperson and Secretary of this Board of Trustees are hereby authorized and directed to file the certified copy of this Resolution with the County Clerks of Boone, Kane, Lake, and McHenry Counties.

**Section 4.** This Resolution takes effect upon its adoption.

ADOPTED THIS 20<sup>th</sup> day of December, 2012, by the following roll call vote:

AYES \_\_\_\_\_

NAYS \_\_\_\_\_

ABSENT \_\_\_\_\_

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

By: \_\_\_\_\_  
Chair, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

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

CERTIFICATE

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

I do further certify that attached hereto is a true and correct copy of the 2012 Tax Levy of the Board of Trustees of Community College District No. 528, Boone, Kane, Lake, and McHenry Counties, Illinois, adopted by said Board at a duly called meeting held on December 20, 2012.

Dated this 20<sup>th</sup> day of December, 2012.

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Barbara Walters, Secretary

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

CERTIFICATE

I do hereby certify that I am the duly qualified and acting Treasurer of Community College District No. 528, Boone, Kane, Lake, and McHenry Counties, Illinois, and as such official I do further certify that attached hereto is a true and correct copy of the Truth In Taxation Notice that was published in the Northwest Herald on December 12, 2012.

Dated this 20<sup>th</sup> day of December, 2012.

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Robert Tenuta, CFO/Treasurer



## **ADVANCEMENT ACTIVITIES for November 2012**

### Scholarships

- The spring 2013 Foundation scholarship application deadline was Tuesday, December 11. The scholarship review committee will select all awardees the week of December 17 and all recipients will be notified by December 19.

### Board Development

- The Foundation Board Development Committee will meet in January to discuss two candidates for consideration. The committee will vet both candidates and then present them to the full board of the Foundation for their approval at the February 13, 2013 meeting,

### Major Donor Gift

- A donor has contacted the Foundation about a land donation in Twin Lakes, Wisconsin with an approximate value of \$500,000 - \$850,000. The gift is a 2 acre property on Lake Elizabeth. The property has two separate residences, a waterfront location, and a separate boathouse. The donation includes a limited lease-back agreement with the donor through August of 2013. Currently we are waiting for the appraisal, plat of survey and legal documents before advancing the donation for acceptance.
- The Major Donor Committee of the Foundation Board has been established. The first meeting will be scheduled after the first of the year. The committee members include Dr. Vicky Smith, Laura Brown, Bill Brennan, Mike Smith, Brett Berg, Bob Rosenberger, and Tom Paulsen.

### Charitable Positioning

- On Wednesday, December 5, the Educational Seminar Series, *Helping You Build a Successful Future*, presented a seminar entitled *Market Update and What to Look for in 2013*. The guest speaker was Mr. Jim Hodapp, Senior Vice President, Markets and Product Strategy, Wells Fargo Advisors, LLC. The presentation was attended by over 25 individuals, and a lively question and answer session followed Mr. Hodapp's presentation.
- The next seminar, *Tax Update and Preparation*, will be held Thursday, January 17, 2013 in the Scots Dining Room. Presenters will be Mary Miller and John Verchota of the Miller/Verchota CPA firm. The presentation begins at 6:00 p.m.
- The Education to Empowerment committee has confirmed the date of their first event for April 19<sup>th</sup> at Boulder Ridge County Club. This event will include a breakfast, presentations from student scholarship recipients and a guest speaker. The focus of this event is to raise funds to support scholarships.
- A new Alumni campaign will begin in January focusing on efforts to reach MCC Alumni. The first part of the engagement plan is to reach those individuals residing in McHenry County and involve them in a special MCC Alumni event in March of 2013. The goal of the committee is to have 100 active alumni by the end of calendar 2013.
- The Young Professionals Networking Group will hold their first meeting in January. The goal of this committee/group is to connect young professionals working throughout McHenry County and engage them in supporting the Foundation's fundraising activities.

### Donor Stewardship

- The Foundation staff is speaking at service clubs and organizations throughout McHenry County, and is being very well received. We will be sending information to all clubs and organizations informing them that we would like to be a guest speaker at one of their meetings in 2013.

### Student Trustee Report

Winter break is upon us and students spent the last few weeks completing end of semester assignments and preparing for final exams. Students were studying in all the lounge spaces on campus, as well as the Sage Learning Center and Library.

As the holiday spirit took over the campus, pictures with Santa were held on Wednesday, December 12, in the Commons. Students, employees and community members enjoyed this family-friendly event.

In the month of December, Student Senate hosted a Toy Drive to benefit the Chicago Children's Hospital. Among other activities, Drama club presented the play Dog Sees God in the Black Box Theatre, the Game Club hosted a video game tournament, and Down To Earth showed a documentary about food production. World Aids Day was Wednesday, December 1, 2012. To raise awareness for this cause, the Pride Club partnered with the MCC Health & Wellness office. Together, they provided students with literature about AIDS prevention and organized a STD testing on campus. T-shirts and pens were distributed to those who wanted to show their support.

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 November.

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

All Funds Income Statement  
November 30, 2012

	01	02	03	05	06	07	08	09	10	11	12	
	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxilliary Entrerprises 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												
<b>Assets</b>												
Cash	5,771,847	(527,031)	5,800,531	810,978	1,234,324	(28,478)	95,646	-	-	168,651	(39,416)	(1,743,359)
Investments	40,026,601	21,077,419	1,023,850	13,093,219	-	-	2,722,616	-	-	-	-	2,109,497
Receivables	6,677,039	6,235,455	568,250	-	(301,016)	174,308	-	-	-	-	10	34
Interfund Receivables	-	5,492,868	(215,941)	(4,171,921)	(291,470)	(49,479)	-	-	-	118,320	(85,636)	(796,741)
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	-	-	-	-
<b>Total Assets</b>	<b>98,502,031</b>	<b>32,460,794</b>	<b>7,176,690</b>	<b>9,732,276</b>	<b>1,137,392</b>	<b>96,351</b>	<b>2,818,263</b>	<b>36,772,901</b>	<b>8,576,004</b>	<b>286,971</b>	<b>(125,042)</b>	<b>(430,569)</b>
<b>Liabilities</b>												
Payroll Deductions Payable	(1,515,711)	(1,385,399)	(64,577)	-	(56,230)	-	-	-	9,818	-	-	(19,324)
Accounts Payable	(74,322)	(19,493)	-	-	(35,172)	4,129	-	-	-	-	-	(23,786)
Accrued Expense	373,392	434,439	-	-	-	-	-	(61,047)	-	-	-	-
Deferred Revenue	(6,697,903)	(6,183,437)	(459,043)	-	(9,549)	(45,039)	-	-	-	(279)	-	(558)
Fixed Liabilities	(5,526,986)	-	-	-	-	-	-	(5,526,986)	-	-	-	-
Other Liabilities	(5,336,003)	(7,089)	-	-	(29,820)	-	-	(5,002,305)	(296,789)	-	-	-
<b>Total Liabilities</b>	<b>(18,777,533)</b>	<b>(7,160,979)</b>	<b>(523,620)</b>	<b>-</b>	<b>(130,770)</b>	<b>(40,909)</b>	<b>-</b>	<b>(10,590,337)</b>	<b>(286,971)</b>	<b>(279)</b>	<b>(43,668)</b>	
<b>Designated Fund Balance</b>	<b>79,724,498</b>	<b>25,299,814</b>	<b>6,653,070</b>	<b>9,732,276</b>	<b>1,006,622</b>	<b>55,442</b>	<b>2,818,263</b>	<b>36,772,901</b>	<b>(2,014,333)</b>	<b>-</b>	<b>(125,321)</b>	<b>(474,237)</b>

All Funds Income Statement  
November 30, 2012

	01	02	03	05	06	07	08	11	12	Total All Funds
	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxilliary Entrerprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	Audit Fund	Liability Protection & Settlement Fund	
<b>Revenue</b>										
Local Governmental Sources	10,936,845	1,215,246	-	-	-	-	-	417	833	12,153,341
State Governmental Sources	741,254	271,469	-	-	221,011	-	-	-	-	1,233,734
Federal Governmental Sources	-	-	-	-	3,606,186	-	-	-	-	3,606,186
Student Tuition & Fees	6,877,853	1,588,350	-	20,055	-	-	-	-	-	8,486,258
Sales & Service Fees	382,514	-	-	1,386,384	103,894	-	-	-	-	1,872,791
Facilities Revenue	12,019	-	-	-	-	-	-	-	-	12,019
Investment Revenue	9,696	373	4,909	-	-	1,108	-	-	835	16,921
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	-	-	-	8,231	-	-	-	-	8,231
Other Revenue	2,267,198	6,838	-	-	-	-	-	-	-	2,274,036
<b>Total Revenue</b>	<b>21,227,379</b>	<b>3,082,277</b>	<b>4,909</b>	<b>1,406,439</b>	<b>3,939,321</b>	<b>1,108</b>	<b>-</b>	<b>417</b>	<b>1,668</b>	<b>29,663,517</b>
<b>Expenditures</b>										
Salaries	9,224,412	500,183	-	393,201	290,928	-	-	-	173,901	10,582,624
Employee Benefits	2,828,690	161,877	-	70,668	30,571	-	-	-	512,425	3,604,231
Contractual Services	1,146,687	155,708	12,449	82,708	33,145	-	-	85,636	9,910	1,526,241
General Materials & Supplies	751,778	103,473	-	1,655,689	38,103	-	-	-	6,491	2,555,535
Travel & Conference/Meeting	180,858	9,325	-	18,980	10,346	-	-	-	1,502	221,011
Fixed Charges	773,372	-	-	10,530	3,322	-	-	-	92,010	879,234
Utilities	34,462	286,342	-	825	-	-	-	-	367	321,996
Capital Outlay	90,997	774,412	3,306,584	20,120	25,181	-	294,742	-	136	4,512,172
Other Expenditures	270,854	-	-	1,005	3,524,346	-	-	-	-	3,796,205
Contingency	-	(14,880)	-	-	-	-	-	-	-	(14,880)
<b>Total Expenditures</b>	<b>15,302,109</b>	<b>1,976,440</b>	<b>3,319,033</b>	<b>2,253,725</b>	<b>3,955,942</b>	<b>-</b>	<b>294,742</b>	<b>85,636</b>	<b>796,741</b>	<b>27,984,368</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>5,925,269</b>	<b>1,105,837</b>	<b>(3,314,123)</b>	<b>(847,286)</b>	<b>(16,621)</b>	<b>1,108</b>	<b>(294,742)</b>	<b>(85,219)</b>	<b>(795,073)</b>	<b>1,679,150</b>
Other financing sources/(uses)	0	0	0	0	0	0	0	0	0	0
Operating transfers out	0	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	#N/A	(40,101)	320,836	#N/A
Ending Fund Balance	25,299,814	6,653,069	9,732,277	1,006,621	55,442	2,818,262		(125,320)	(474,237)	#N/A

**Operating (Funds 01 & 02) Income Statement**  
**November 30, 2012**

	FY13			FY12		
	Actual*	Budget*		Actual*	Budget*	
<b>Revenue</b>						
Local Governmental Sources	\$ 12,152,091	\$ 28,698,422	42%	\$ 13,054,167	\$ 26,365,898	50%
State Governmental Sources	\$ 1,012,724	\$ 2,603,865	39%	\$ 786,108	\$ 2,347,260	33%
Federal Governmental Sources	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Student Tuition & Fees	\$ 8,466,203	\$ 15,096,715	56%	\$ 12,771,603	\$ 14,166,129	90%
Sales & Service Fees	\$ 382,514	\$ 900,400	42%	\$ 344,520	\$ 872,649	39%
Facilities Revenue	\$ 12,019	\$ 33,000	36%	\$ 11,717	\$ 27,500	43%
Investment Revenue	\$ 10,069	\$ 30,000	34%	\$ 13,883	\$ 45,000	31%
Nongovernmental Gifts, Scholarships, Grants & Bequests	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Other Revenue	\$ 2,274,036	\$ 5,413,047	42%	\$ 2,148,411	\$ 5,675,081	38%
<b>Total Revenue</b>	<b>\$ 24,309,655</b>	<b>\$ 52,775,449</b>	<b>46%</b>	<b>\$ 29,130,411</b>	<b>\$ 49,499,517</b>	<b>59%</b>
<b>Expenditures</b>						
Salaries	\$ 9,724,594	\$ 25,922,299	38%	\$ 9,164,100	\$ 26,096,415	35%
Employee Benefits	\$ 2,990,567	\$ 10,931,454	27%	\$ 3,619,176	\$ 10,501,216	34%
Contractual Services	\$ 1,302,394	\$ 6,130,640	21%	\$ 1,234,693	\$ 5,341,041	23%
General Materials & Supplies	\$ 855,252	\$ 3,016,605	28%	\$ 1,072,401	\$ 3,195,280	34%
Travel & Conference/Meeting	\$ 190,183	\$ 977,367	19%	\$ 195,794	\$ 977,206	20%
Fixed Charges	\$ 773,372	\$ 1,146,945	67%	\$ 602,492	\$ 1,225,695	49%
Utilities	\$ 320,805	\$ 1,073,360	30%	\$ 347,229	\$ 1,107,882	31%
Capital Outlay	\$ 865,409	\$ 3,768,254	23%	\$ 175,438	\$ 2,923,208	6%
Other Expenditures	\$ 270,854	\$ 628,060	43%	\$ 2,193,905	\$ 2,616,716	84%
Contingency	\$ (14,880)	\$ 1,591,965	-1%	\$ (124,565)	\$ 1,312,979	-9%
<b>Total Expenditures</b>	<b>\$ 17,278,549</b>	<b>\$ 55,186,949</b>	<b>31%</b>	<b>\$ 18,480,662</b>	<b>\$ 55,297,639</b>	<b>33%</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>\$ 7,031,107</b>	<b>\$ (2,411,500)</b>		<b>\$ 10,649,749</b>	<b>\$ (5,798,122)</b>	
Net Transfers Out/(In)	\$ -	\$ 8,795,000		\$ 2,885,000	\$ 6,415,000	

\*#N/A indicates that there is no activity to record for this category in Fund 01 or 02.

Treasurer's Report

Information

Attached is the Treasurer's Report for the month of November, 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 cursive script, appearing to read "Vicky Smith".

Vicky Smith  
President

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

<b>Bank Name Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
<b>Crystal Lake Bank &amp; Trust Operating</b>	\$8,198,597.36	\$871,959.16	\$5,092,254.78	\$3,978,301.74
<b>Crystal Lake Bank &amp; Trust Credit Card</b>	\$417,883.06	\$324,505.47	\$4,654.99	\$737,733.54
<b>Crystal Lake Bank &amp; Trust Online</b>	\$18,679.45	\$245.36	\$0	\$18,924.81
<b>Crystal Lake Bank &amp; Trust Employee Benefits</b>	\$0	\$34,473.62	\$34,473.62	\$0
<b>Crystal Lake Bank &amp; Trust Payroll</b>	\$30,451.88	\$1,982,659.69	\$1,982,659.69	\$30,451.88
<b>Crystal Lake Bank &amp; Trust Federal Student Loan</b>	(\$16,558.93)	\$84,419.28	\$84,419.28	(\$16,558.93)



**McHenry County College**  
**November 30, 2012**

**Investments**

<b>College Fund</b>	<b>Financial Institution</b>	<b>November 30, 2012</b>	<b>October 31, 2012</b>	<b>% of Total</b>			
		<b>Investments</b>	<b>Investments</b>	<b>Investments</b>	<b>Interest</b>	<b>No. of Days</b>	<b>Maturity</b>
Education	Illinois Funds	\$11,919,614	\$11,870,384	30%	see below	N/A	On Demand
Education	JPMorgan Chase	9,161,418	9,158,058	23%	0.21%	N/A	On Demand
Operations & Maintenance	Illinois Funds	13,192,841	13,190,684	33%	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	926,545	926,385	2%	0.21%	N/A	On Demand
Working Cash	Illinois Funds	2,102,110	2,101,908	5%	see below	N/A	On Demand
Working Cash	JPMorgan Chase	620,815	620,708	2%	0.21%	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	1,755,725	1,755,557	4%	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	354,001	353,940	1%	0.21%	N/A	On Demand
	<b>Total</b>	<b>\$40,033,070</b>	<b>\$39,977,624</b>	<b>100%</b>			

**Interest Revenue**

**Interest Revenue**

<b>College Fund</b>	<b>Nov-12</b>	<b>Fiscal YTD</b>
Education	\$2,724	\$14,006
Operations & Maintenance (Restricted)	1,426	6,783
Working Cash	309	1,485
Liability, Protection and Settlement	230	1,095
<b>Total</b>	<b>\$4,689</b>	<b>\$23,369</b>

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

Annualized rate - Money Market

Low	0.094%
High	0.148%
Average	0.117%

\* 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 #1051

Information

The attached check register identifies the vendors that have been paid in the past month in the amount of \$2,945,353.32. Please note that the expenses are not segregated into the respective funds.

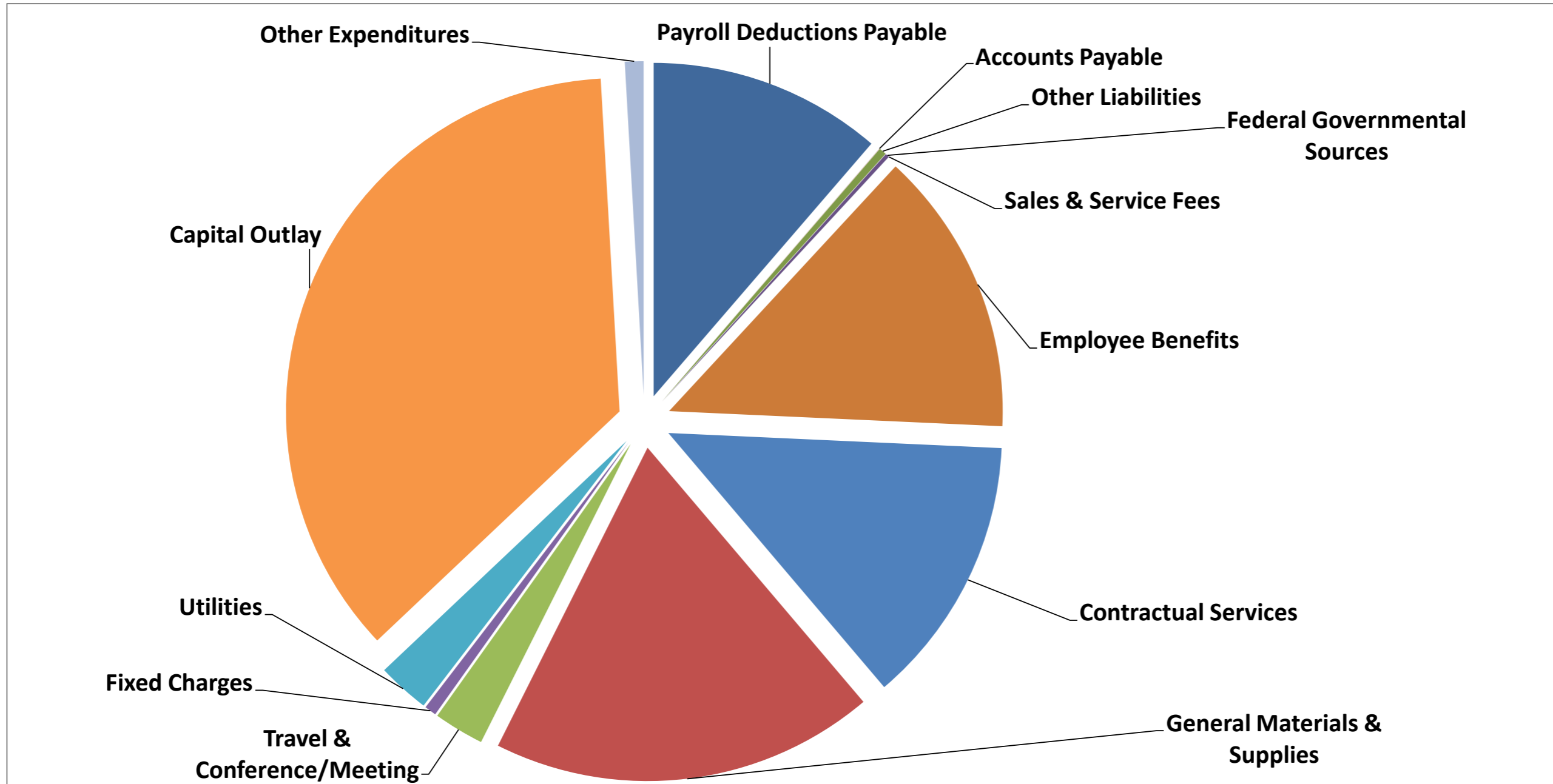
Recommendation

It is recommended that the Board of Trustees ratifies payment of Voucher #1051 dated December 20, 2012, totaling \$2,945,353.32.



Vicky Smith  
President

## Distribution of Payment Vouchers 11/1/12 through 11/30/12



Category	Amount	Percent	Category	Amount	Percent
Payroll Deductions Payable	333,340.40	11.32%	General Materials & Supplies	547,883.83	18.60%
Accounts Payable	242.92	0.01%	Travel & Conference/Meeting	71,823.76	2.44%
Other Liabilities	10,676.42	0.36%	Fixed Charges	16,839.68	0.57%
Federal Governmental Sources	5,531.30	0.19%	Utilities	74,512.46	2.53%
Sales & Service Fees	60.00	0.00%	Capital Outlay	1,064,944.55	36.16%
Employee Benefits	407,790.85	13.85%	Other Expenditures	26,579.48	0.90%
Contractual Services	385,127.67	13.08%	<b>Total All Categories</b>	<b>2,945,353.32</b>	<b>100.00%</b>

Request to Purchase  
Air Quality and Ventilation Study of the Ceramics Studio

Information

Over the past five years enrollment has steadily increased in ceramics courses. This enrollment increase has required faculty teaching ceramics classes to mix an ever-increasing amount of clay. In addition, students are throwing and molding more clay pots than ever before. Both of these activities generate a large amount of clay dust in the air, which has impacted the air quality of the area. During a walk-through and discussion with departmental personnel, it was revealed that there were issues with dust control and ventilation throughout the ceramics department studio and ancillary spaces. A determination has been made that the control of clay dust and air quality needs to be improved.

In May 2011, the Board approved RuckPate Architecture as the selected Architect firm for small projects in Board Report #11-100. The College has been in contact with RuckPate Architecture to discuss the issues with the dust control and air quality issues in the ceramics area. RuckPate has proposed conducting a study of the options available to improve the ventilation and air quality. RuckPate will take an all-inclusive approach to analyzing the Art Department area utilization and equipment with regard to overall project planning and how it will affect the area.

The study shall include:

1. Review options for Room A145 and support spaces a, b, c and d.
2. Review options to improve the ventilation and how it integrates with the total Building A HVAC system.
3. Review options to improve air filtration and minimize dust in the rooms.
4. Evaluate ventilation for the kiln room and clay mixing room.
5. Consider relocation of the paint booth and ventilation isolation options.
6. Review building code requirements for the area.
7. Prepare illustrations of design options for the space.
8. Prepare an opinion of probable construction cost for the recommended changes.
9. Prepare a short report presenting findings and recommendations.
10. Make a formal presentation of the recommendations to McHenry County College.

By isolating the evaluation and preliminary design phases of a project into a preliminary study, the College receives the benefit of obtaining the concept drawings, schematic descriptions, and cost estimates up front for several ideas, from which an informed decision can be made. The College receives this preliminary study while spending only a small portion on the Architect/Engineering design fee to determine the appropriate solution. If it is determined to move forward, there will then be additional Architect/Engineering design expenditures for the detailed drawings and specifications for the project, which will include the bidding and construction phases.

The cost to conduct the Art Department Ventilation and Air Quality Study is \$6,800.00.

Funding for the Study is budgeted in the Art Department Contractual Services cost center in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the expenditure of \$6,800.00 to conduct an air quality and ventilation study of the ceramics studio and ancillary spaces from RuckPate Architecture of Barrington, IL.



Vicky Smith  
President

Request to Lease  
Desktop Virtualization, Phase 2

Information

A key technology objective at McHenry County College is an innovative desktop virtualization strategy. This multi-year technology strategy is intended to benefit the College in a number of ways, including 1) reducing the number (and associated costs) of “fat client” PC’s by replacing them with lower cost thin clients, 2) providing a more manageable infrastructure by centralizing desktop PC administration, 3) enabling faster delivery of technology services and software to any device anywhere, and 4) reducing energy consumption.

Thin clients are “lite” in the sense they have no hard disks and only consist of a small box with a monitor, keyboard and mouse. Consequently, the hardware and software necessary to operate these clients as if they were desktop PC’s is located primarily in the College’s Data Center. The first phase of this strategy began in February of this year with a Pilot to install the Data Center infrastructure needed to support approximately 130 thin clients. The Data Center implementation was followed by the purchase of the thin clients and the necessary technical support services from an expert local technology provider to ensure a successful Pilot startup. The thin clients were placed in four classrooms on the 3<sup>rd</sup> floor of A Building, in the Atrium, and in the Weather Center. The Pilot was successful. Much knowledge and experience was gained in terms of how to move forward with expanding desktop virtualization further across the campus.

It is now time to begin Phase 2 of the desktop virtualization strategy. The current “behind-the-scenes” Data Center infrastructure supporting thin clients needs to be expanded in order to support further deployment of more thin clients. The size and scope of Data Center infrastructure expansion needed to support more thin clients is based on information and data gained from the Pilot. This next phase of expansion is expected to accommodate approximately 300 to 350 more thin clients in addition to our current 130 clients. After the necessary Data Center infrastructure expansion, the new thin clients will be scheduled for purchase and deployment in designated areas around the campus over the next twelve months. The purchase of thin clients will be rationed in future months when the infrastructure is ready to accommodate them, and installation and budget resources are available. In order to move forward with Phase 2 of thin client deployments, this expanded Data Center infrastructure must be in place first.

To provide the needed Data Center infrastructure expansion, this board report is requesting the lease of servers, SAN (Storage Area Network) disk storage, networking switches, and associated software licenses needed to support Phase 2 of thin client deployments. All of these items (from multiple vendors) will be added to the College’s current Dell Master Lease on a five-year schedule at an annual lease cost of \$98,750.77.

This phase of the strategy positions the College for future cost savings in a number of areas. Instead of continuing to acquire large numbers of fat client PC’s at \$600/PC, thin clients can be acquired at less than half the acquisition cost of a PC (average \$250/thin client). This represents a savings of \$35,000 per 100 thin client acquisitions. Additionally, power consumption savings will be realized. A thin client draws approximately 78% less power than a fat client PC. A mid-range fat client PC draws approximately 162.53 kilowatt hours/year at an average cost of .156 cents per kilowatt hour. Comparatively, a thin client draws approximately 36.2 kilowatt hours/year at an average cost of .0347 cents per kilowatt hour.

Multiplied over hundreds of systems, these power savings can have a positive impact on the College's overall power consumption needs.

Of particular interest is the use of a new kind of server technology called "blade servers." Blade server technology in the Data Center provides more processing power in a more compact, smaller physical space compared to traditional servers. This higher density of servers also requires less power consumption and generates less heat, all of which are very important control issues in Data Center efficiency.

Consequently, similar cost savings noted earlier for thin clients will also be realized with servers in the Data Center. The acquisition cost of a blade server is approximately \$2,000.00 less than a traditional server. This represents a \$20,000.00 savings for every ten blade servers acquired. Additionally, blade server technology provides advanced power management intelligence built into the enclosures housing the blade servers. This power management intelligence reduces power consumption by a minimum of 15% compared to traditional server architecture.

A more detailed list of items to be leased follows:

<u>Item Category</u>	<u>Qty</u>	<u>Vendor</u>	<u>Annual Lease Cost</u>
Storage Area Network	1	Dell - EqualLogic	\$ 13,821.71
Network Switches	1	Dell - Force10 10/40 GBE & Maint	\$ 3,903.16
Servers	10	Dell - PowerEdge M620 Blades w/chassis	\$ 29,426.82
	1	Dell - Commvault Backup server	\$ 8,017.64
Software licensing	15	Dell - Commvault Backup licenses	\$ 18,445.95
	12	RKON - VMware v5 Host & Maint.	\$ 16,517.77
	125	RKON - Citrix XenDesktop & Maint.	\$ 5,362.01
	20	RKON - TrendMicro Anti-Malware & Maint.	\$ 2,639.76
	125	RKON - Citrix NetScaler	\$ 615.94
		<b>TOTAL ANNUAL LEASE COST</b>	<b>\$ 98,750.77</b>

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 Phase 2 of the Desktop Virtualization which includes a five-year lease of one EqualLogic Storage Area Network, 14 Force 10 Network Switches, 10 PowerEdge Blade Servers, 1 Commvault Backup Server, and associated software licenses from Dell Financial Services, Inc. of Round Rock, TX, at an annual lease cost of \$98,750.77.



Vicky Smith  
President

Request to Purchase  
EBSCO Periodicals Subscription Services

Information

The McHenry County College Library has used EBSCO Information Services (EBSCO) for fifteen years as the vendor for the library's periodicals. Annually the library reviews and evaluates titles ensuring the collection is current and up-to-date with the curriculum.

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

The annual renewal for calendar year 2013 is \$9,029.24.

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

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

Recommendation

It is recommended that the Board of Trustees approves the annual renewal of the EBSCO periodicals subscription service agreement for a total cost of \$9,029.24 from EBSCO Information Services, Cary, IL.



Vicky Smith  
President

Request to Purchase  
Employee Appreciation and Recognition Reception Banquet Services

Information

The 2013 Employee Appreciation and Recognition Reception will be held at D'Andrea Banquets, Crystal Lake, IL on April 5, 2013. The estimated cost for D'Andrea for this year's reception is \$8,000.00, based upon an attendance of 250. A deposit of \$1,000.00 is due at this time.

These expenses are budgeted in the General Institutional Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the estimated expenditure to D'Andrea Banquets, Crystal Lake, IL, for the 2013 Employee Appreciation and Recognition Reception banquet services, in the amount of \$8,000.00.



Vicky Smith  
President



Request to Purchase  
Membership in Community College Leadership Forum

Information

The Community College Leadership Forum is a division of the Education Advisory Board, which is a best practice, research and data analytics firm based in Washington, D.C. The Board and the Forum serve senior leaders at 600 higher education institutions in the United States and Canada. The group works with presidents, chief academic officers, chief business officers, and student services executives to identify effective, research-based, best practices, i.e., the most successful approaches to solving higher education's most pressing problems. The Community College Leadership Forum, in particular, works with the senior executives at community colleges to elevate access, student success and quality amidst budget and capacity constraints. The Forum works with each community college to help them set a financially realistic course to accomplishing the college's goals through replicating proven success activities.

The research that the Forum performs focuses both on strategic issues and nuts-and-bolts operational questions determined by community college executives as well as MCC in particular. Once research is conducted on a particular topic, such as Academic Advising in Community Colleges, Balancing Mission-Critical Programming with Budget Reductions, or Meeting the Completion Challenge: Targeting High-Return Student Success Strategies, the Forum, as part of the membership, provides a toolkit to implement the research-based, best practices, as well as makes available their research team to answer specific questions that faculty and administration may have. In addition, as part of the membership, MCC can request specific research on topics of importance to the College. These specialized research reports will be for MCC only, and we can request as many research reports on specific issues we wish in a year, as long as the Forum completes a report, before our next request is submitted to them. All research and best practices identified that have been completed in the past and will be completed in the future are available to MCC to use as we wish. Lastly, the Forum hosts two seminars each year in which a selection of issues is more thoroughly discussed and the approaches to implementing strategies are provided. For instance, this spring, if the College joins, our administration and faculty could attend the February seminar whose topics will be: Reengineering Developmental Math, The Future of Academic Advising, and Creating a Next-Generation Program Portfolio. This seminar is free to members of the Forum.

The senior staff and the Director of Institutional Research reviewed the services that the Forum would provide the College, examined examples of the comprehensive research reports on major issues facing community colleges that are provided, the research briefs, and discussed the ways in which the College could benefit from becoming members of the Community College Leadership Forum. The conclusion was that the research on best practices nationally is research our Institutional Research department would not have the means or the time to complete, since their main focus is to respond to numerical and data requirements from local, state, and federal agencies. In addition, the fact that we could request as many research studies as wanted on specific issues concerning MCC was very attractive to the senior staff and Institutional Research.

To access these best practices, research reports, toolkits and research staff, the College would join the Community College Leadership Forum by paying a yearly membership fee. Currently the cost of membership is \$24,500.00 per year, and if we renew yearly in the future, the membership fee would rise 5% each year. The senior staff recommends that the College join the Community College Leadership Forum for one year.

Funding for the membership is in the General Institutional cost center in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the Community College Leadership Forum membership fee expenditure of \$24,500.00 from The Education Advisory Board in Washington, D.C.



Vicky Smith  
President

Request to Renew  
Illinois Community College Trustees Association Membership

Information

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

Membership dues are billed semi-annually in the amount of \$6,747.00. ICCTA's invoice is now due, covering membership from January 1, 2013 through July 31, 2013.

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

Recommendation

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



Vicky Smith  
President

Request to Purchase  
Web Based Training Licenses

Information

Workforce Training Programs, a component of the Workforce, Community and Business Programs housed at the Shah Center is an authorized Education Partner with Development Dimensions International (DDI). This partnership provides access to DDI's Web Based Training (WBT) resources in order to build and enhance the leadership skills of Workforce Training Programs' client organizations.

Training client, National Express, has requested 900 DDI WBT Licenses to support the leadership development of their managerial staff members, which are located in regional centers throughout the U.S. Each WBT License is \$55.00 and the cost of 900 WBT Licenses would be \$49,500.00.

This expense is budgeted in the Workforce Training cost center in the Education Fund.

Associated revenue from billing the customer for the costs associated with the training will be recognized in the Contract Training revenue account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of 900 Web Based Training Licenses for \$49,500.00 from Development Dimensions International of Bridgeville, PA.



Vicky Smith  
President

Review of Closed Session Minutes


Information

The College Board of Trustees is required by 5 ILCS 120/2.06 to review its Closed Session minutes to determine if any or all of them should be released to the public. In accordance with this Act and at the direction of the Board, the Board Liaison has reviewed the Closed Session minutes since the last review in June, 2012 to make a determination that: (1) the need for confidentiality still exists as to all or part of those minutes; or, (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection in the library.

The Board Liaison has completed a review of all Closed Session minutes for the time period June, 2012 through November, 2012 and has determined that all minutes still require confidential treatment.

Recommendation

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



Vicky Smith  
President

Workforce and Community Development Personnel Considerations for Spring 2013

Information

Listed below are instructors to be hired for the Spring 2013 Semester:

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Carmon, B	NPG S81 003	Miniature Garden Container	15.00
Kuhlin, W	NPC S02 003	Get LinkedIn!	7.00
Kuhlin, W	NPC S03 003	Facebook	7.00
Lemay-Strass, C	NAN S08 004	Therapy Dogs	15.00
Ridge, S	NFM S41 002	How To Be Debt Free	59.00
Ridge, S	NFM S41 004	How To Be Debt Free	59.00
Ridge, S	NFM S42 002	How To Be Debt Free-Couple	89.00
Ridge, S	NFM S42 004	How To Be Debt Free-Couple	89.00
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Barnard, A	NFL S05 001	Spanish-I	448.00
Barnard, A	NFL S06 004	Spanish-II	448.00
Barnard, A	NFL S09 001	Spanish-III	448.00
Dettmer, W	USV U40 001	General Electric Code	1,900.00
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Small, J	1/05/2013	Defensive Driving Course – 8 Hour	300.00
Small, J	1/26/2013	Defensive Driving Course – 8 Hour	300.00
<u>Part-time Personnel</u>	<u>Music</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Bazan, M	NMU C15 001	Private Music – Clarinet	275.00
Bazan, M	NMU C16 001	Private Music – Flute	275.00
Fagiano, S	NMU C03 001	Private Music--Percussion	275.00
Gaughan, P	NMU C08 001	Private Music – Guitar	275.00
Gaughan, P	NMU S06 001	Rock and Blues Tablature	25.00
Gaughan, P	NMU S12 004	Finger Style Guitar	25.00
Gaughan, P	NMU S02 002	Guitar I - Beginners	25.00
Gaughan, P	NMU S02 004	Guitar I - Beginners	25.00
Halinski, M	NMU C17 001	Private Music – Oboe	275.00
Henning, R	NMU C12 001	Private Music – French Horn	275.00
Kang, K	NMU C05 001	Private Music – Cello	275.00
Kvam-Holub, J	NMU C09 001	Private Music – Viola	275.00
Reupert, R	NMU C13 001	Private Music – Trumpet	275.00
Shaw, N	NMU C11 001	Private Music – Voice	275.00
Singer, T	NMU C02 001	Private Music – Jazz Piano	275.00
Singer, T	NMU C04 001	Private Music – Piano	275.00

<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Johnson, H	NPL S14 002	Women's Self-Defense	7.00
Johnson, H	NPL S14 004	Women's Self-Defense	7.00
Johnson, H	NPL S14 023	Women's Self-Defense	7.00
Johnson, H	NPL S14 026	Women's Self-Defense	7.00
Spangenberg, B	NPG S82 003	Surviving The Drought of 2012	10.00
Valdes-Wagner, D	NAN S08 004	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>
Sieber, S	NFA S57 004	Draw Nature	216.00
Sieber, S	NFA S64 004	Silk Painting	189.00
Sieber, S	NCF S07 003	Art Of Calligraphy	162.00

### Recommendation

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



Vicky Smith  
President

Appointment of New  
Dean of Academic Development

Information

At the December 2011 Board Meeting, the Board of Trustees approved the new full-time administrative position of Dean of Academic Development, as recommended by the Academic and Student Affairs Reorganization. Adriane Hutchinson has been recommended to fill this position. Ms. Hutchinson has a Bachelor of Science in Business Administration from Georgetown University, Washington, DC, and a Master of Science in Public Service Management from DePaul University, Chicago, IL. Her experience is as follows:

- 2003 – Present                      Director, Academic Support Services  
Adjunct (2003 – 2007)  
College of Lake County, Grayslake, IL
- 1995 – 2003                        Parent and Community Development Coordinator  
Zion Elementary School District #6, Zion, IL
- 1992 – 1993                        Business Analyst  
Dun and Bradstreet, Baltimore, MD

Thirty-six applications were received, twenty-six met the position minimum requirements, and the search committee interviewed nine candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Adriane Hutchinson to the administrative position of Dean of Academic Development, effective January 14, 2013, at a salary of \$81,000.00.



Vicky Smith  
President

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
A5	\$71,223.00	\$92,591.00	\$113,959.00	Not Applicable	\$81,000.00	Not applicable

**POSITION:** DEAN OF ACADEMIC DEVELOPMENT

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

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

**ESSENTIAL JOB FUNCTIONS:**

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



**ESSENTIAL JOB FUNCTIONS:**

- Institute a system to evaluate and address student satisfaction and service proactively by conducting student satisfaction analysis, evaluating academic support services campus-wide, and implementing programs, procedures, and policies to enrich the student academic experience
- Recommend changes and innovations in teaching, learning, and support services that are driven or supported by data
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Demonstrate a commitment to service excellence, diversity, innovation, integrity, student success, quality support services, and access
- Additional duties as assigned by immediate supervisor

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

**MINIMUM POSITION QUALIFICATIONS:**

**EDUCATION:**

Master's Degree in Higher Education, Educational Leadership, Organizational Development, College Student Development, Learning Support Systems and Services, or closely related area required. Earned Doctorate preferred.

**EXPERIENCE:**

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

**SKILLS AND ABILITIES:**

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

ISSUED: January 2012 / Pay Plan/Grade: A5

Ratification of Termination

Information

The employment of Tracee Dall, Development Specialist, has been terminated prior to her probation date effective December 4, 2012.

Recommendation

It is recommended that the Board of Trustees ratifies the termination of Tracee Dall.

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

Vicky Smith  
President

Ratification of Termination

Information

The employment of Meena Singh-Gamadia, Secretary and Data Entry Clerk, Adult Education and English Faculty Office, has been terminated prior to her probation date effective December 3, 2012.

Recommendation

It is recommended that the Board of Trustees ratifies the termination of Meena Singh-Gamadia.

A handwritten signature in black ink, appearing to read "Vicky Smith". The signature is fluid and cursive, with a prominent loop at the end.

Vicky Smith  
President

Request for Retirement

Information

Cathleen Scherman, Director of Bookstore, has submitted her letter of retirement effective May 31, 2013. She has been a valuable member of the College community. At her leaving, she will have twenty-five years of full-time service to McHenry County College.

Cathleen Scherman began her career with McHenry County College 1986 in the Student Activities area. Within two years she advanced to the Bookstore Manager, later changed to Bookstore Director. Cathleen has served the college well, representing McHenry County College and the Bookstore in internal groups such as AQIP Steering Committee and external groups such as the Illinois Association of Colleges in the capacity of a Board Member, a Treasurer, and a Vice President. She has also served on committees for the National Association of College Stores. Cathleen has been a very loyal and dedicated employee and is worthy of the emeritus status.

Due to her exemplary service to the College, the President recommends granting Administrator Emeritus status to Ms. Scherman.

Recommendation

With appreciation for her many contributions to the College, it is recommended that the Board of Trustees ratifies Cathleen Scherman's request for retirement effective May 31, 2013, and that she 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 instructors qualify for advance placement at this time. The salary adjustments will take effect for the academic year listed.

	<u>Placement and Salary</u>	<u>Adjusted Placement and Salary</u>
Deborah Firak – 3 <sup>rd</sup> Advance Placement Instructor, Biology 2012-2013 Academic Year	Lane III, Step 11 \$79,128.00	Lane IV, Step 11 \$82,896.00
Paul Hamill – 4 <sup>th</sup> Advance Placement Instructor, Earth Science 2012-2013 Academic Year	Lane VI, Step 16 \$104,562.00	Lane VII, Step 16 \$107,859.00

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>
Israel Lara – 2 <sup>nd</sup> Adjustment Custodian, Third Shift Fiscal Year 2013	\$27,851.20	\$29,051.20

Recommendation

It is recommended that the Board of Trustees ratifies the above advance placement and salary adjustments for Deborah Firak, Paul Hamill and Israel Lara as stated.



Vicky Smith  
President

Board Policy Manual, Section 4 Revision  
Second Reading and Approval

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*

*December 20, 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 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*

*December 20, 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
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- 4.8.1 Library
- 4.8.5 Student Use of College Facilities

## **4.0 STUDENTS**

### **4.1 STUDENT RESIDENCY**

Student 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.*, 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 STATUS**

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; and in a summer semester, a full-time student is one who is registered for six (6) or more credit hours in that semester. In a fall or spring semester, a part-time student is one who is registered for less than twelve (12) credit hours in that semester; and in a summer semester, a part-time student is one who is registered for less than six (6) credit hours 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 STUDENT SERVICES**

### **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.

### **4.3.2 STUDENT FINANCIAL OBLIGATIONS**

Financial obligations to the College must be met by all students in order to receive services.

### **4.3.3 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.

### **4.3.4 STUDENTS CALLED TO ACTIVE MILITARY DUTY**

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).

#### **4.4 STUDENT DEVELOPMENT**

##### **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. 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.

##### **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.

##### **4.4.3 STUDENT CONDUCT**

Students are responsible for complying with all existing College rules and regulations. Students are expected to behave appropriately, with 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, 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.

##### **4.4.4 STUDENT PUBLICATIONS**

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 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.

##### **4.4.5 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 in accordance with the *Illinois Public Community College Act*, 110 ILCS 805/3-7.24 and Student Trustee election procedure. Also see 1.2 Non-Voting Board Member.

**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.



Retirement

Information

Douglas Goostree, Instructor Fire Science, has submitted his letter of retirement effective December 31, 2013. He has been a valuable member of the College community. At his leaving, he will have seven years of full-time service to McHenry County College.

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

Vicky Smith  
President

Retirement

Information

Joan Flanagan, Director of Nursing, has submitted her letter of retirement effective May 31, 2013. She has been a valuable member of the College community. At her leaving, she will have six 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

The overall ERP project remains on-track and on-budget for the completion of major system components in the spring of 2013. However, on-going work will certainly continue well into the summer on other portions of the system that are considered non-essential, but still needed by the College. Data migration and correction of historical student and employee-related data will also continue into the summer.

At this time, the Degree Audit and Instant Enrollment modules are on schedule for a December go-live. The project team is currently considering moving the Retention Alert functionality from its originally-planned December roll-out to a March timeframe. This module is currently active, but requires further testing before rolling it out to the Advising and Counseling departments of the College.

Additionally, the College is now ready to use the system for transcript printing. This will allow the institution to discontinue its current contract with Credentials (a third-party company that provides online transcript ordering) and allow the students to use myMCC for this important function. Discontinuing the Credentials service represents an estimated annual savings of \$12,500.

The project's current primary focus remains on HR/Payroll-related system modules such as Faculty Assignment Contracts in particular. This crucial module is targeting a January 2013 roll-out, which will be followed by a spring rollout of the On-line Time Card Entry module. The project team decided the original November/December roll-out for On-line Time Card Entry was too aggressive given the importance of Faculty Assignment Contracts, principally considering Faculty Assignment Contracts must be in place before the next round of annual budgeting in the spring.

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".

Dr. Al Butler  
Chief Information Officer



# Executive Overview of Colleague Implementation

## M48 McHenry County College

Status as of:  
November 2012

Client Project Leader: Marilyn Schick / Rob Thies Ellucian 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				
<b>Overall Implementation Status</b>					●	▲	▲	▲	●	●	▲	▲	●	●	●	●	●	●	●	●	●								
<b>System Related</b>																													
Financials - GL	Jul 11	Piorkowski			● <sup>1</sup>																								
Colleague Portal	Jan 12	Samsa / Stoltz			●	●	●	●	●	●	▲ <sup>2</sup>																		
Financials - AP/PU	Jan 12	Jones			▲	▲	●	●	●	▲	● <sup>1</sup>																		
Human Resources / Payroll	Jan 12	Roewer			●	▲	▲	▲	▲	▲	● <sup>1</sup>																		
Student - Admissions	Feb 12	Carper			●	▲	●	●	●	●	●	● <sup>1</sup>																	
Student - Curriculum	Feb 12	Christopher			●	▲	●	●	●	●	●	● <sup>1</sup>																	
Financials - Budget Mgt	Mar 12	Ihetu / West								●	●	●	● <sup>1</sup>																
Student - Payment Plan	Mar 12	Kossow								●	●	●	● <sup>1</sup>																
Student - Acad Rec / Reg	Mar 12	Devenny			●	▲	●	●	●	●	●	●	● <sup>1</sup>																
Student - Acct Recv / Cash Rec	Mar 12	Kossow			●	▲	●	●	●	●	●	●	● <sup>1</sup>																
Student - Financial Aid	Mar 12	Klee			●	▲	●	●	●	●	●	●	● <sup>1</sup>																
Fin. - Online Purchase Order	May 12	Jones									●	●	●	●	● <sup>1</sup>														
Student - Bookstore Interface	May 12	Schermann										●	●	●	▲ <sup>2</sup>														
Financials - Fixed Assets	Jul 12	West												●	●	●	● <sup>1</sup>												
Student - Recruiter Online	Oct 12	Carper													●	●	●	●	●	●	● <sup>1</sup>								
Student - Degree Audit	Dec 12	Devenny													●	●	●	●	●	●	●	●	●	●					
Student - Retention Alert	Dec 12	Thomas													●	●	●	●	●	●	●	●	●	●					
Student - Instant Enrollment (CE)	Dec 12	Jones													●	●	▲	▲	●	●	●	●	●	●					
HR - Assignment Contracts	Jan 13	Roewer														●	●	●	▲	●	●	●	●	●					
HR - On-line Time Card Entry	Feb 13	Roewer													●	●	▲ <sup>2</sup>	▲	●	●	●	●	●	●					
<b>Project Related</b>																													
Custom Software Projects									●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●					
Data Migration						▲	▲	▲	●	●	▲	▲	▲	●	●	●	▲	▲	●	●	●	●	●	●					
Reporting Solution (DROA)										●	● <sup>1</sup>	●	●	● <sup>1</sup>															
Reporting - Synoptix					● <sup>1</sup>																								
Reporting - Source4									●	●	▲ <sup>2</sup>																		
Technical Staff Training					●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●					



## Executive Overview of Colleague Implementation M48 McHenry County College

Status as of:  
**November 2012**

<b>Client Project Leader:</b> Marilyn Schick / Rob Thies																													
<b>Ellucian Project Leader:</b> Roy Martin																													
Module / Initiative	Live Targ	Client Lead	2011												2012												2013		
			May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
<span style="color: green;">●</span> • 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																													
<span style="color: orange;">▲</span> • 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																													
<span style="color: red;">◆</span> • 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																													
<span style="color: blue;">■</span> Planned GO LIVE date. The specific date will be determined based on business process life cycles, operational milestones, and other project activities																													
<b>Overall:</b> Degree Audit is in excellent shape for a live target of December. The Retention Alert functionality might be delayed until Spring 2013 instead of the originally targeted Dec. 2012. The module will be mostly set up, but requires further testing before we roll out training to the various departments who will be using it. (Dr. Thomas is studying that timeline now.) The HR/Payroll department investigated the Colleague Position Budgeting module and decided that functionality does not align well with MCC's processes. Thus they decided to not implement that module at this time. We are, however, on target for a January roll-out of the Faculty Assignment Contracts module and subsequent early spring roll out of Web Time Entry.																													
<b>Watching Closely:</b> Working to complete the Phase 2 services scheduling.																													
<b>Very Concerned:</b> (none)																													

Office of Resource Development Update

**Grant Administration**

Participated in the annual conference for the Council of Resource Development in Washington, D.C.

**Grant Activities**

The following 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

- Illinois Violence Prevention Authority (\$16,700) – Establish a forum to improve the institutional, professional, and community response to family violence including child, domestic, and elder abuse, as well as 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.

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)– 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.
- 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 21<sup>st</sup> Century Librarian Program (\$50,000) –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) - Assist with travel expenses for the Forensics team to attend the National competition in California. A second application is being submitted to provide scholarships for Women in Transition.
- Kresge Foundation (\$150,000) - McHenry County College will strengthen partnerships with high schools in the district through a targeted college readiness initiative.
- AptarGroup Charitable Foundation (\$3,650) –Obtain prominent signage that states McHenry County College is a tobacco free campus. The signs will promote the campus as a safe, clean, and healthy learning environment.
- Illinois Green Economy Network (\$49,000) - 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, Green Careers, and Green Communities.
- McHenry County Community Foundation (\$5,000) – Provide support for: Latino Empowerment Conference so more students from district high schools can attend to learn about college and career readiness; MCC Summer Academy, which provides mathematics and reading remediation to eighth and ninth grade students so they will maintain grade level to ensure future college success; and, MCC Tax Clinic, which provides free tax preparation services to low-income individuals in McHenry County.

#### Not Funded

- None at this time.

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

- Verizon (\$10,000) – 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 21<sup>st</sup> Century (\$200,000) – Incorporate rigorous, academic curricula 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.
- Title III – Apply for Title III/V federal designation, which will allow McHenry County College to be eligible for specialized funding opportunities and receive competitive priority for school improvement initiatives.

#### **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; transforming online learning for undergraduate education; and, developing a campus space devoted to student military and veterans where they can share their voice and educate the community on their experiences through the written word, visual arts, culture, and history

Marcella Reca Zipp  
Director of Resource Development

Distributed Press Releases and Feature Stories  
November 13-December 7, 2012

Information

The following releases and feature stories have been distributed to all local and regional media outlets from November 13-December 7, 2012.

- Get Ready for the Holidays with New Craft Classes at McHenry County College
- MCC Hosts Dedication Ceremony for New 9.7-acre Parcel in Chemung
- Local Businesses Welcome to Attend, Exhibit at Export Business Trade Fair December 7
- MCC Announces New Graphic Novel Course to Begin in January
- MCC to Offer Snow Plow Operator Safety Course December 6
- McHenry County College Offers Intensive Winter Session Classes During Holiday Break
- Explore the Beauty of the Holiday Season with MCC Trip to Chicago
- Friends of MCC Foundation Seminar Topic Features Economic and Market Outlook December 6
- McHenry County College Students to Host Pottery Sale December 4
- MCC's Fast Track Program Offers Adults Opportunity to Earn Business Management Degree
- Eleven McHenry County College Jazz Musicians Win Top Awards at Skyway Festival
- McHenry County College to Offer Registered Tax Return Preparer Class Presented by IAAI
- McHenry County College Staff Members Sell Cookbook for Scholarships
- McHenry County College go Present "Dog Sees God: Confessions of a Teenage Blockhead"
- McHenry County College to Present Fall Student Recital December 2
- McHenry County College Chorus to Join "Sing-Along Messiah" at Raue Center December 9
- Change in Petition Filing Dates for McHenry County College Trustee Election

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

Christina M. Haggerty  
Chief Communications Officer