

REVISED

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

Thursday, March 27, 2014
Regular Board Meeting
6:30 p.m.

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

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board Meeting, February 27, 2014
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less
8. CHAIRMAN'S REPORT: Mr. Ron Parrish
9. PRESIDENT'S REPORT: Dr. Vicky Smith
10. PRESENTATION
Presentation on Ambutal Building: Mr. Michael Deacon, RVG Commercial Realty (20 minutes)
11. COMMUNICATIONS
 - A. Faculty Report: Ms. Anne Humphrey and Ms. Elaine Whalen
 - B. Adjunct Faculty Report: Mr. Peter Ponzio
 - C. Staff Council Report: Ms. Tawnja Trimble
 - D. Student Trustee Report: Ms. Natalie Diversiev
 - E. Comments from the Board
 - F. Attorney Report: Ms. Nanci Rogers
12. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Financial Statements
 1. Executive Summary, Board Report #14-30
 2. Treasurer's Report, Board Report #14-31
 3. Ratification for Accounts Payable Check Register, Board Report #14-32
 - B. Requests to Purchase/Renew/Lease
 1. Annual AppSense License Maintenance, Board Report #14-33
 2. Cell Tower Lease Amendment SBC Tower Holdings, LLC, Board Report #14-34
 3. Employee Appreciation and Recognition Reception Banquet Services, Board Report #14-35
 4. Employee Service Awards, Board Report #14-36
 5. Illinois Community College Trustee Association Membership, Board Report #14-37
 6. Light Control Console for the Black Box Theatre, Board Report #14-38
 7. Manual Machine Tooling Package, Board Report #14-39
 8. Architectural Services for Wall and Flooring Improvements, Board Report #14-40
 9. PeopleAdmin Software License, Board Report #14-41
 10. Printing for *Voices 2014* Literary & Arts Magazine, Board Report #14-42
 11. Privacy Partitions for Men's Restrooms, Board Report #14-43
 12. ~~Professional Services Agreement, RuckPate Architecture, Board Report #14-44~~

REVISED

13. Protective Fencing for Baseball and Softball Dugouts, Board Report #13-45
 14. Refurbished Defibrillator and Cardiac Monitor, Board Report #14-46
 15. Refurbishing Floors and Walls for Classrooms and Offices, Board Report #14-56
 16. Rockwell Hardness Testing Machine, Board Report #14-47
 17. SAN Equipment for ERP, Board Report #14-48
 18. Servers, Board Report #14-49
 - C. Shah Center Solar Photovoltaic Project, Board Report #14-50
 - D. Joint Educational Agreement Update between McHenry County College and College of Lake County, Board Report #14-51
 - E. Authorization of FY 2014 Non-Mandatory Transfer of Funds, Board Report #14-52
 - F. Personnel
 1. Workforce and Community Development Personnel Considerations for Spring 2014, Board Report #13-239, Addendum
 2. Salary Adjustment/Advanced Placement, Board Report #14-53
13. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
14. RESTRUCTURE OF CAMPUS PUBLIC SAFETY AND FACILITIES OPERATIONS, Board Report #14-54
15. APPOINTMENT OF EXECUTIVE DIRECTOR OF PUBLIC SAFETY AND FACILITIES, Board Report #14-55
16. SYSTEMS PORTFOLIO FEEDBACK REPORT DISCUSSION: Ms. Pat Stejskal, Director of Institutional Effectiveness
17. BOARD COMMITTEE REPORTS
- A. Evaluation and Policies Committee: Ms. Cynthia Kissel
 1. Discussion on Revising Board Self-Evaluation Form
 - B. Committee of the Whole: Ms. Linda Liddell
18. ICCTA REPORT: Ms. Linda Liddell, ICCTA Liaison
19. FRIENDS OF MCC FOUNDATION REPORT: Ms. Mary Miller and Ms. Molly Walsh
20. FOR INFORMATION
- A. Resignations
 - B. Retirement
 - C. ICCTA Paul Simon Student Essay Contest
 - D. Office of Marketing and Public Relations Update
 - E. Office of Resource Development Update
 - F. Office of Sustainability Center Update
21. SUMMARY COMMENTS BY BOARD MEMBERS
22. FUTURE AGENDA ITEMS
23. CLOSED SESSION
- A. 120/2(c) Exception #1, Personnel
 - B. 120/2(c) Exception #2, Negotiations
 - C. 120/2(c) Exception #21, Review of Closed Session Minutes
 - D. Other matters as pertain to the exceptions of the Open Meetings Act
24. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, February 27, 2014
25. ADJOURNMENT



Ron Parrish
Chair

Student Trustee Report

March 2014 had a lot of activities going on, such as Women's History Month and the Skyway Art Competition. There were well-attended events, such as women speakers, a showing of a documentary about Malala, and an expo for MCC students that showcased women's resources and leadership role models.

CABARET, MCC's 2014 play, had its opening night on Thursday the 6th of March. It was located in the new Black Box Theatre. It was very successful and had a lot of sold out performances. On Sunday, March 9th, the Black Box Theatre had its ribbon cutting ceremony. In attendance were many of the MCC administration and Board of Trustees members.

The Office of Student Conduct has been successful with its peer mediation students. This service is offered to students for free who have a conflict with another person. There are peer mentors who can help mediate the conflict.

During March, Student Senate has been very busy with educational outreach to students regarding important topics, such as tuition increase, adjunct faculty pay, and student space. Student Senate is requesting for students' support related to these topics. Student Senate elections for the 2014-2015 academic year will be held during the second week of April. The positions available are president, vice president, treasurer, student trustee, secretary, and CAPC representative.

Limited student space has been a reoccurring concern. Student Senate is collaborating with other students to find a temporary solution to the issue. Students feel that they are being relocated. This constant relocation does not provide a welcoming environment for students.

Advising and Counseling services has been very busy due to the open enrollment for summer 2014 classes. Students have been coming in to register for classes and to set their academic goals for the fall. Early registration has been very useful and beneficial to the students due to the accessibility to advisors and counselors without waiting. Advising is also looking for Orientation Student Leaders for summer 2014 to help incoming students sign up for classes and educate them about MCC. This position is a part-time student job and offers great leadership skills, as well as, making connections and networking.

Natalie Diversiev
Student Trustee

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY14 through the month of February.

Recommendation

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

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

Executive Summary

Fiscal Year 2014 is currently 66.7% complete with the year-to-date results ending February 28, 2014 being reported. In the Operating Funds, total revenue is 61% of budget, as compared with 58% at the same time last year. Total expenditures are 49% of budget, as compared with 53% of budget at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College.

The following items relate to the Operating Funds (Fund 01 and Fund 02) as a whole:

Revenue

- Local governmental revenue is 66% of budget. FY14 revenue is \$17,820,029 vs. FY13 revenue of \$13,527,736. The revenue is derived from 50% of the 2012 tax levy and 50% of the 2013 tax levy.
- State government revenue is 65% of budget. FY14 revenue is \$1,486,502 vs. FY13 revenue of \$1,691,525.
- Student tuition and fees is 74% of budget. FY14 revenue is \$11,580,217 vs. FY13 revenue of \$10,647,032.
- Sales and service fee revenue is comprised of Continuing Education activity and is at 179% of budget. FY14 revenue is \$44,693 vs. FY13 revenue of \$676,856.
- Facilities revenue is comprised of activity relating to the use or rental of college facilities. Currently, this activity is at 61% of budget. FY14 revenue is \$14,000 vs. FY13 revenue of \$15,126.
- Investment revenue is currently 35% of budget. FY14 revenue is \$10,787 vs. FY13 revenue of \$21,462. The limited interest rates available in the market will continue to inhibit the growth in this revenue category. Changes in investment strategies such as active investment management and investments in longer term maturities allowable under the investment policy statement will help to increase returns going forward.
- Other revenue is currently 30% of budget. FY14 revenue is \$3,522,808 vs. FY13 revenue of \$3,887,207. This category consists mainly of employee contributions to health insurance and other insurance related activities. The employee health insurance contributions account for \$3,331,611 of the total. Two other larger items are from Retiree health contributions and Retiree Drug costs of \$67,849 and 22,354, respectively. The remaining balance is made up smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$100,994.

Expenditures

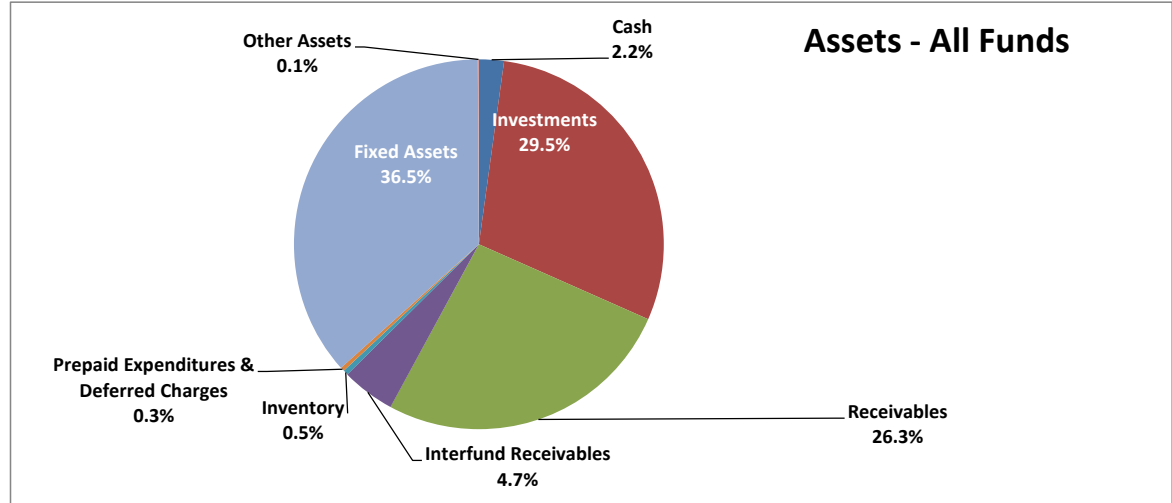
- Salaries expenditures are currently 60% of budget. FY14 expenditures are \$16,042,923 vs. FY13 expenditures of \$16,521,258. The significant change from last year is due primarily from the outsourcing of the custodial staff which reduced salary expense by \$481,985 over last year.
- Employee benefit expenditures are currently 35% of budget. FY14 expenditures are \$5,784,125 vs. FY13 expenditures of \$5,419,901. This account group will be significantly below budget until year-end adjustments are made for SURS contributions paid by the State on behalf of the employees. This amount expensed for those SURS contributions ranges between \$6 -\$8 million depending on the actuarial tables maintained by the State but this expense is offset by an equal amount in "other revenue".

- Contractual services are currently 47% of budget. FY14 expenditures are \$2,586,301 vs. FY13 expenditures of \$2,339,580. The account includes contractual services for custodial services, legal services, construction management, and architectural type services.
- Materials and supplies are currently 51% of budget. FY14 expenditures are \$1,468,653 vs. FY13 expenditures of \$1,373,767.
- Travel and meeting expenditures are currently 35% of budget. FY14 expenditures are \$281,854 vs. FY13 expenditures of \$317,509.
- Fixed charge expenditures are currently 65% of budget. FY14 expenditures are \$1,152,166 vs. FY13 expenditures of \$1,162,786. Included in this category are bond principal (430,000) and interest payments (163,941) and dell computer master leases (354,369).
- Utilities expenditures are currently 64% of budget. FY14 expenditures are \$563,629 vs. FY13 expenditures of \$524,919.
- Capital expenditures are currently 40% of budget. FY14 expenditures are \$2,224,644 vs. FY13 expenditures of \$931,583. Site Improvements accounted for \$1,867,417 which was for the B&D Parking Lot Project.
- Other expenditures are currently 87% of budget. FY14 expenditures are \$556,016 vs. FY13 expenditures of \$490,514. This category includes tuition waivers, tuition related refunds, and miscellaneous expense.

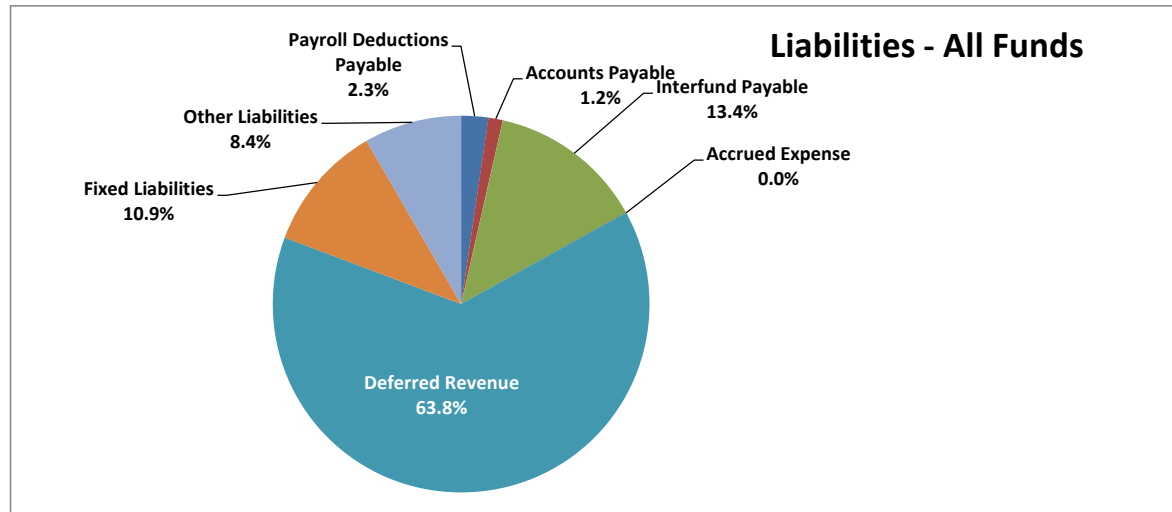
Vicky Smith
President

**All Funds Statement of Net Position (Balance Sheet)
February 28, 2014**

| <u>Assets</u> | All Funds |
|---|--------------------|
| Cash | 2,682,947 |
| Investments | 36,246,596 |
| Receivables | 32,337,923 |
| Interfund Receivables | 5,722,282 |
| Inventory | 559,288 |
| Prepaid Expenditures & Deferred Charges | 430,360 |
| Fixed Assets | 44,962,315 |
| Other Assets | 95,992 |
| Total Assets | 123,037,702 |



| <u>Liabilities</u> | |
|--------------------------------|-------------------|
| Payroll Deductions Payable | 990,641 |
| Accounts Payable | 527,710 |
| Interfund Payable | 5,722,282 |
| Accrued Expense | (0) |
| Deferred Revenue | 27,231,338 |
| Fixed Liabilities | 4,652,363 |
| Other Liabilities | 3,574,136 |
| Total Liabilities | 42,698,470 |
| Designated Fund Balance | 80,339,232 |



| <u>Assigned Fund Balance</u> | |
|--|-------------|
| 30% Reserve for annual budgeted expenditures | 63,416,879 |
| 32% Reserve for emergency expenditures | 9,782,601 |
| 100% for planned growth/restricted purpose | 14,946,340 |
| 100% for long term debt liabilities | (4,652,363) |
| 100% for long term retirement liabilities | (3,154,225) |
| Remaining Unassigned Balance | (0) |

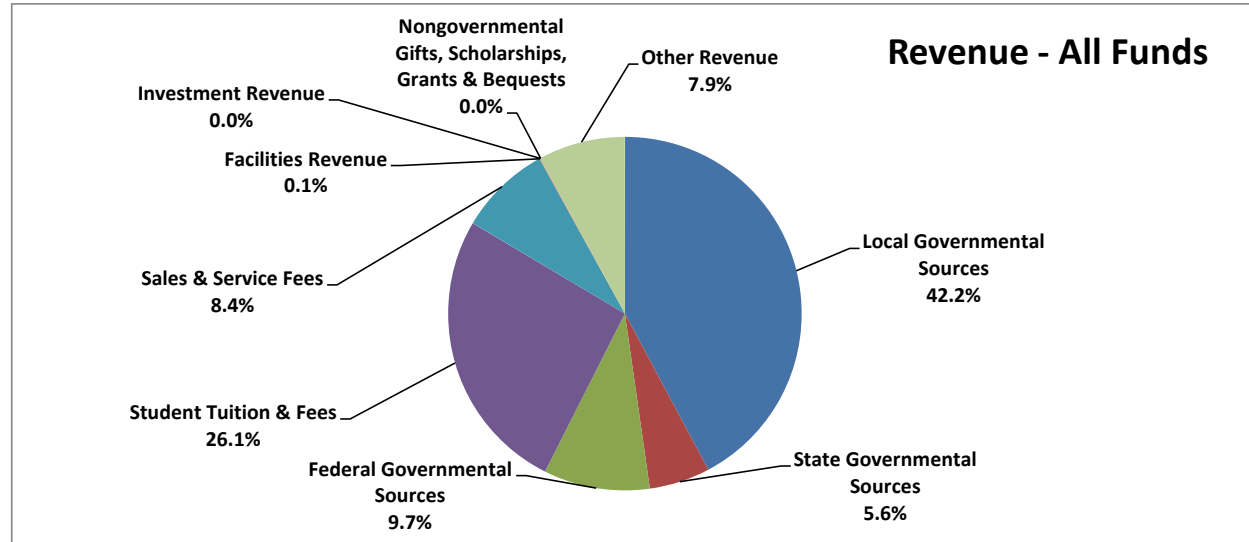
All Funds Statement of Activities (Income Statement)
February 28, 2014

| | 01 | 02 | 03 | 05 | 06 | 07 | 08 | 09 | 11 | 12 |
|--|-------------------|-------------------------------|--|----------------------------|--------------------------|-------------------|--------------------------|------------------------|--------------------|--|
| All Funds | Education Fund | Operations & Maintenance Fund | Operations & Maintenance (Restricted) Fund | Auxiliary Enterprises Fund | Restricted Purposes Fund | Working Cash Fund | General Fixed Asset Fund | General Long-Debt Fund | Audit Fund | Liability Protection & Settlement Fund |
| Revenue | | | | | | | | | | |
| Local Governmental Sources | 18,788,166 | 15,960,761 | 1,859,268 | - | - | - | - | - | 69,044 | 899,093 |
| State Governmental Sources | 2,476,959 | 1,106,944 | 379,558 | 321,457 | - | 669,000 | - | - | - | - |
| Federal Governmental Sources | 4,317,440 | - | - | - | - | 4,317,440 | - | - | - | - |
| Student Tuition & Fees | 11,625,557 | 9,289,199 | 2,291,018 | - | 45,340 | - | - | - | - | - |
| Sales & Service Fees | 3,757,215 | 44,693 | - | - | 3,712,522 | - | - | - | - | - |
| Facilities Revenue | 29,475 | 14,000 | - | - | 15,475 | - | - | - | - | - |
| Investment Revenue | 14,545 | 10,661 | 126 | 2,348 | - | - | 855 | - | - | 556 |
| Nongovernmental Gifts, Scholarships, Grants & Bequests | 4,800 | - | - | - | - | 4,800 | - | - | - | - |
| Other Revenue | 3,522,808 | 3,474,277 | 48,531 | - | - | - | - | - | - | - |
| Total Revenue | 44,536,965 | 29,900,536 | 4,578,500 | 323,804 | 3,773,337 | 4,991,240 | 855 | - | 69,044 | 899,648 |
| Expenditures | | | | | | | | | | |
| Salaries | 17,442,919 | 15,682,994 | 359,929 | - | 679,388 | 467,669 | - | - | - | 252,939 |
| Employee Benefits | 6,569,670 | 5,702,832 | 81,293 | - | 114,873 | 22,847 | - | - | - | 647,825 |
| Contractual Services | 3,063,074 | 1,661,895 | 924,405 | - | 309,469 | 73,601 | - | - | 70,100 | 23,603 |
| General Materials & Supplies | 3,884,367 | 1,310,372 | 158,281 | - | 2,336,286 | 71,190 | - | - | - | 8,238 |
| Travel & Conference/Meeting | 316,092 | 265,732 | 16,122 | - | 20,807 | 11,924 | - | - | - | 1,507 |
| Fixed Charges | 822,453 | 1,151,237 | 930 | - | 20,236 | 44,284 | - | (498,309) | - | 104,076 |
| Utilities | 567,493 | 94,267 | 469,362 | - | 2,516 | - | - | - | - | 1,349 |
| Capital Outlay | 2,024,910 | 79,905 | 2,144,739 | 3,001,842 | 1,476 | 75,296 | (3,278,645) | - | - | 297 |
| Other Expenditures | 4,832,967 | 556,016 | - | - | 673 | 4,276,278 | - | - | - | - |
| Contingency | - | - | - | - | - | - | - | - | - | - |
| Total Expenditures | 39,523,944 | 26,505,249 | 4,155,060 | 3,001,842 | 3,485,724 | 5,043,089 | - | (3,278,645) | (498,309) | 70,100 |
| Excess/(deficit) of revenues over expenditures | 5,013,021 | 3,395,287 | 423,440 | (2,678,038) | 287,613 | (51,849) | 855 | 3,278,645 | 498,309 | (1,056) |
| Operating transfers in | - | - | - | - | - | - | - | - | - | - |
| Operating transfers out | - | - | - | - | - | - | - | - | - | - |
| Beginning Fund Balance | 75,326,209 | 19,649,623 | 4,672,822 | 11,707,028 | 2,088,052 | 64,643 | 2,820,030 | 41,683,670 | (8,208,905) | 47,736 |
| Ending Fund Balance | 80,339,230 | 23,044,910 | 5,096,262 | 9,028,990 | 2,375,665 | 12,794 | 2,820,885 | 44,962,315 | (7,710,596) | 46,680 |

**All Funds Statement of Activities (Income Statement)
February 28, 2014**

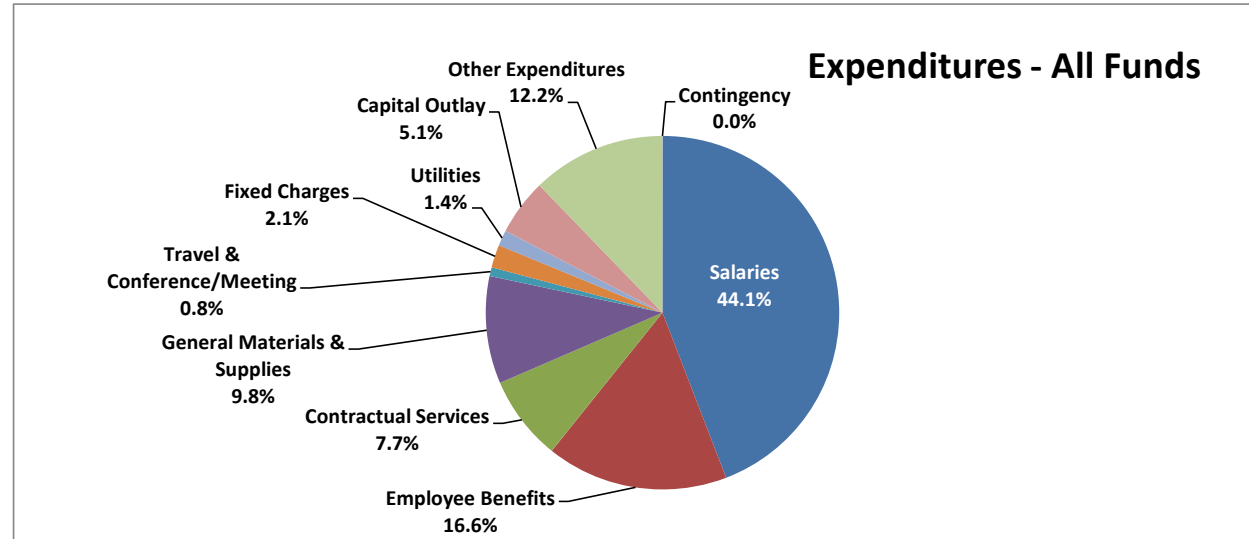
Revenue

| | |
|---|-------------------|
| Local Governmental Sources | 18,788,166 |
| State Governmental Sources | 2,476,959 |
| Federal Governmental Sources | 4,317,440 |
| Student Tuition & Fees | 11,625,557 |
| Sales & Service Fees | 3,757,215 |
| Facilities Revenue | 29,475 |
| Investment Revenue | 14,545 |
| Nongovernmental Gifts, Scholarships, Grants & Bequests | 4,800 |
| Other Revenue | 3,522,808 |
| Total Revenue | 44,536,965 |



Expenditures

| | |
|------------------------------|-------------------|
| Salaries | 17,442,919 |
| Employee Benefits | 6,569,670 |
| Contractual Services | 3,063,074 |
| General Materials & Supplies | 3,884,367 |
| Travel & Conference/Meeting | 316,092 |
| Fixed Charges | 822,453 |
| Utilities | 567,493 |
| Capital Outlay | 2,024,910 |
| Other Expenditures | 4,832,967 |
| Contingency | - |
| Total Expenditures | 39,523,944 |



| | |
|---|------------------|
| Excess/(deficit) of revenues over expenditures | 5,013,021 |
|---|------------------|

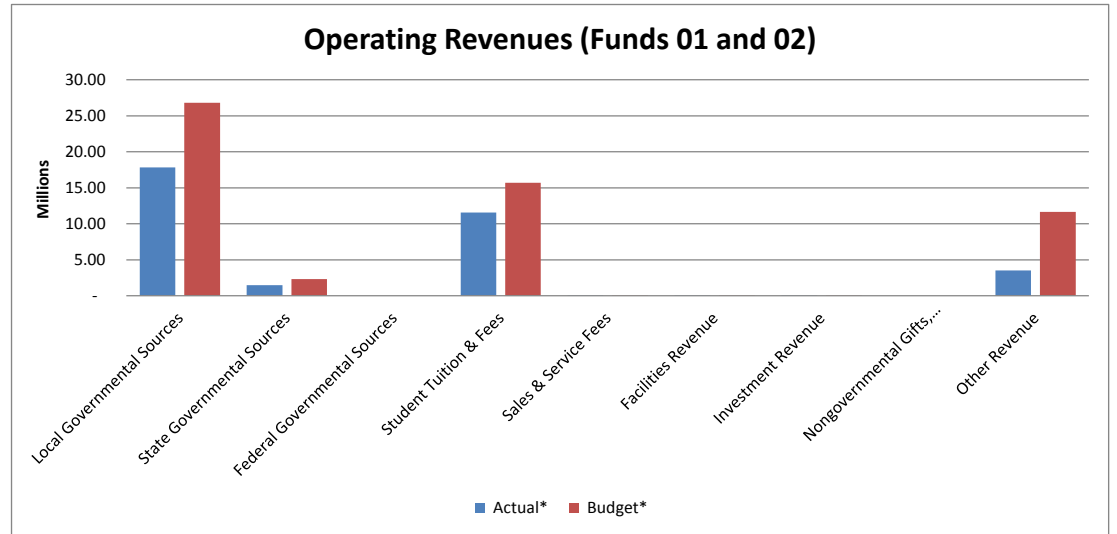
Operating (Funds 01 & 02) Statement of Activities
February 28, 2014

| | FY14 | | | FY13 | | |
|--|----------------------|------------------------|------------|-----------------------|------------------------|------------|
| | Actual* | Budget* | | Actual* | Budget* | |
| Revenue | | | | | | |
| Local Governmental Sources | \$ 17,820,029 | \$ 26,813,710 | 66% | \$ 13,527,736 | \$ 28,698,422 | 47% |
| State Governmental Sources | 1,486,502 | 2,303,865 | 65% | 1,691,525 | 2,603,865 | 65% |
| Federal Governmental Sources | - | - | 0% | - | - | 0% |
| Student Tuition & Fees | 11,580,217 | 15,691,117 | 74% | 10,647,032 | 15,096,715 | 71% |
| Sales & Service Fees | 44,693 | 25,000 | 179% | 676,856 | 900,400 | 75% |
| Facilities Revenue | 14,000 | 23,100 | 61% | 15,126 | 33,000 | 46% |
| Investment Revenue | 10,787 | 30,600 | 35% | 21,462 | 30,000 | 72% |
| Nongovernmental Gifts, Scholarships, Grants & Bequests | - | - | 0% | - | - | 0% |
| Other Revenue | 3,522,808 | 11,639,821 | 30% | 3,887,207 | 5,413,047 | 72% |
| Total Revenue | \$ 34,479,036 | \$ 56,527,213 | 61% | \$ 30,466,943 | \$ 52,775,449 | 58% |
| Expenditures | | | | | | |
| Salaries | \$ 16,042,923 | \$ 26,688,806 | 60% | \$ 16,521,258 | \$ 25,840,771 | 64% |
| Employee Benefits | 5,784,125 | 16,545,156 | 35% | 5,419,901 | 10,939,594 | 50% |
| Contractual Services | 2,586,301 | 5,459,559 | 47% | 2,339,580 | 6,116,260 | 38% |
| General Materials & Supplies | 1,468,653 | 2,875,650 | 51% | 1,373,767 | 3,118,039 | 44% |
| Travel & Conference/Meeting | 281,854 | 809,488 | 35% | 317,509 | 976,443 | 33% |
| Fixed Charges | 1,152,166 | 1,760,912 | 65% | 1,162,786 | 1,146,945 | 101% |
| Utilities | 563,629 | 880,985 | 64% | 524,919 | 1,073,360 | 49% |
| Capital Outlay | 2,224,644 | 5,537,185 | 40% | 931,583 | 3,758,669 | 25% |
| Other Expenditures | 556,016 | 637,500 | 87% | 490,514 | 628,060 | 78% |
| Contingency | - | 1,750,000 | 0% | 10,443 | 1,588,809 | 1% |
| Total Expenditures | \$ 30,660,310 | \$ 62,945,241 | 49% | \$ 29,092,260 | \$ 55,186,949 | 53% |
| Excess/(deficit) of revenues over expenditures | \$ 3,818,727 | \$ (6,418,028) | | \$ 1,374,684 | \$ (2,411,500) | |
| Net Transfers Out/(In) | \$ - | \$ 4,454,324 | | \$ 3,840,000 | \$ 8,795,000 | |
| Net Operating Funds Surplus/(Deficit) | \$ 3,818,727 | \$ (10,872,352) | | \$ (2,465,316) | \$ (11,206,500) | |

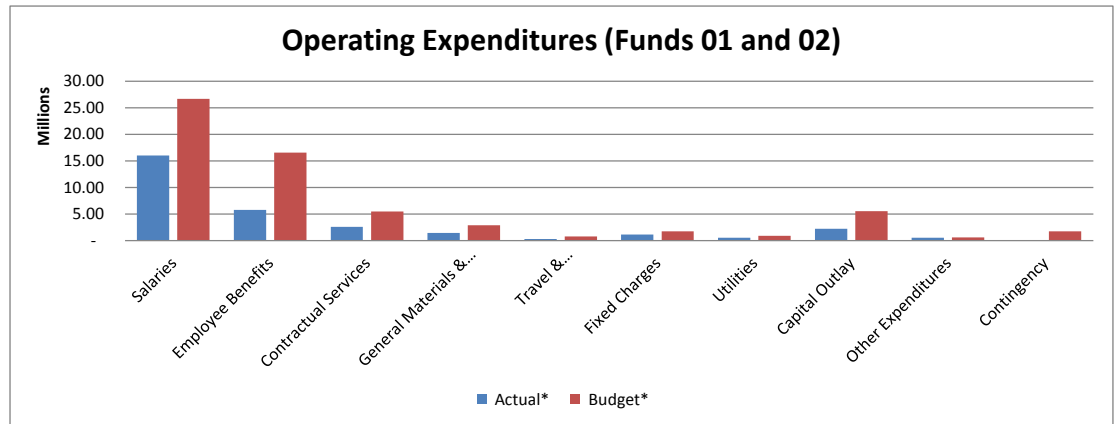
*#N/A or "-" indicates that there is no activity to record for this category in Fund 01 or 02.

Operating Funds - Statement of Activities
February 28, 2014

| | Actual* | Budget* |
|--|----------------------|----------------------|
| Revenue | | |
| Local Governmental Sources | 17,820,029.05 | 26,813,710.00 |
| State Governmental Sources | 1,486,501.82 | 2,303,865.00 |
| Federal Governmental Sources | - | - |
| Student Tuition & Fees | 11,580,217.31 | 15,691,117.00 |
| Sales & Service Fees | 44,693.20 | 25,000.00 |
| Facilities Revenue | 14,000.00 | 23,100.00 |
| Investment Revenue | 10,786.88 | 30,600.00 |
| Nongovernmental Gifts, Scholarships, Grants & Bequests | - | - |
| Other Revenue | 3,522,808.07 | 11,639,821.00 |
| Total Revenue | 34,479,036.33 | 56,527,213.00 |



| | | |
|---|----------------------|-----------------------|
| Expenditures | | |
| Salaries | 16,042,922.52 | 26,688,806.00 |
| Employee Benefits | 5,784,125.27 | 16,545,156.00 |
| Contractual Services | 2,586,300.79 | 5,459,559.10 |
| General Materials & Supplies | 1,468,652.81 | 2,875,650.40 |
| Travel & Conference/Meeting | 281,854.08 | 809,487.99 |
| Fixed Charges | 1,152,166.10 | 1,760,912.00 |
| Utilities | 563,628.71 | 880,985.00 |
| Capital Outlay | 2,224,643.61 | 5,537,184.51 |
| Other Expenditures | 556,015.65 | 637,500.00 |
| Contingency | - | 1,750,000.00 |
| Total Expenditures | 30,660,309.54 | 62,945,241.00 |
| Excess/(deficit) of revenues over expenditures | 3,818,726.79 | (6,418,028.00) |



Treasurer's Report

Information

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

Recommendation

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

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

Vicky Smith
President

**McHenry County College
Treasurer's Report
For the Month of February 2014**

| Bank Name Account | Beginning Balance | Deposits (+) Other Additions | Disbursements (-) Other Subtractions | Ending Balance |
|---|------------------------------|---|---|---------------------------|
| Crystal Lake Bank & Trust Operating | \$3,226,642.02 | \$4,772,946.29 | \$5,532,442.69 | \$2,467,145.62 |
| Crystal Lake Bank & Trust Credit Card | \$148,637.43 | \$156,566.80 | \$187,924.76 | \$117,279.47 |
| Crystal Lake Bank & Trust Online | \$25,258.01 | \$0 | \$0 | \$25,258.01 |
| Crystal Lake Bank & Trust Employee Benefits | \$0 | \$34,652.08 | \$34,652.08 | \$0 |
| Crystal Lake Bank & Trust Payroll | \$39,466.94 | \$1,895,251.70 | \$1,894,375.49 | \$40,343.15 |
| Crystal Lake Bank & Trust Federal Student Loan | \$27,889.94 | \$1,157,045.00 | \$1,157,045.00 | \$27,889.94 |

McHenry County College
February 28, 2014

Investments

| College Fund | Financial Institution | 02/28/14 | 01/31/14 | 02/28/14 | Interest | No. of Days | Maturity |
|---------------------------------------|------------------------------|---------------------|---------------------|-------------------|-----------------|--------------------|-----------------|
| | | Investments | Investments | % of Total | | | |
| Education | Illinois Funds | \$8,103,028 | \$11,040,002 | 22% | see below | N/A | On Demand |
| Education | JPMorgan Chase | 9,180,987 | 9,180,496 | 25% | 0.07% | N/A | On Demand |
| Operations & Maintenance | Illinois Funds | 1,024,371 | 1,024,360 | 3% | see below | N/A | On Demand |
| Operations & Maintenance (Restricted) | Illinois Funds | 12,172,993 | 12,172,875 | 34% | see below | N/A | On Demand |
| Operations & Maintenance (Restricted) | JPMorgan Chase | 928,705 | 928,655 | 3% | 0.07% | N/A | On Demand |
| Working Cash | Illinois Funds | 2,102,977 | 2,102,954 | 6% | see below | N/A | On Demand |
| Working Cash | JPMorgan Chase | 622,262 | 622,228 | 2% | 0.07% | N/A | On Demand |
| Liability, Protection and Settlement | Illinois Funds | 1,756,449 | 1,756,430 | 5% | see below | N/A | On Demand |
| Liability, Protection and Settlement | JPMorgan Chase | 354,826 | 354,807 | 1% | 0.07% | N/A | On Demand |
| | Total | \$36,246,596 | \$39,182,808 | 100% | | | |

Interest Revenue

Interest Revenue

| College Fund | Feb-14 | Fiscal YTD |
|---------------------------------------|---------------|-------------------|
| Education | \$576 | \$10,651 |
| Operations & Maintenance | 11 | 126 |
| Operations & Maintenance (Restricted) | 167 | 2,348 |
| Working Cash | 55 | 855 |
| Liability, Protection and Settlement | 37 | 556 |
| | | |
| Total | \$847 | \$14,534 |

Illinois Fund Rates - February 28, 2014

Annualized rate - Money Market

| | |
|---------|--------|
| Low | 0.010% |
| High | 0.016% |
| Average | 0.012% |

* 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 Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$3,130,416.37. Please note that the expenses are not segregated into the respective funds.

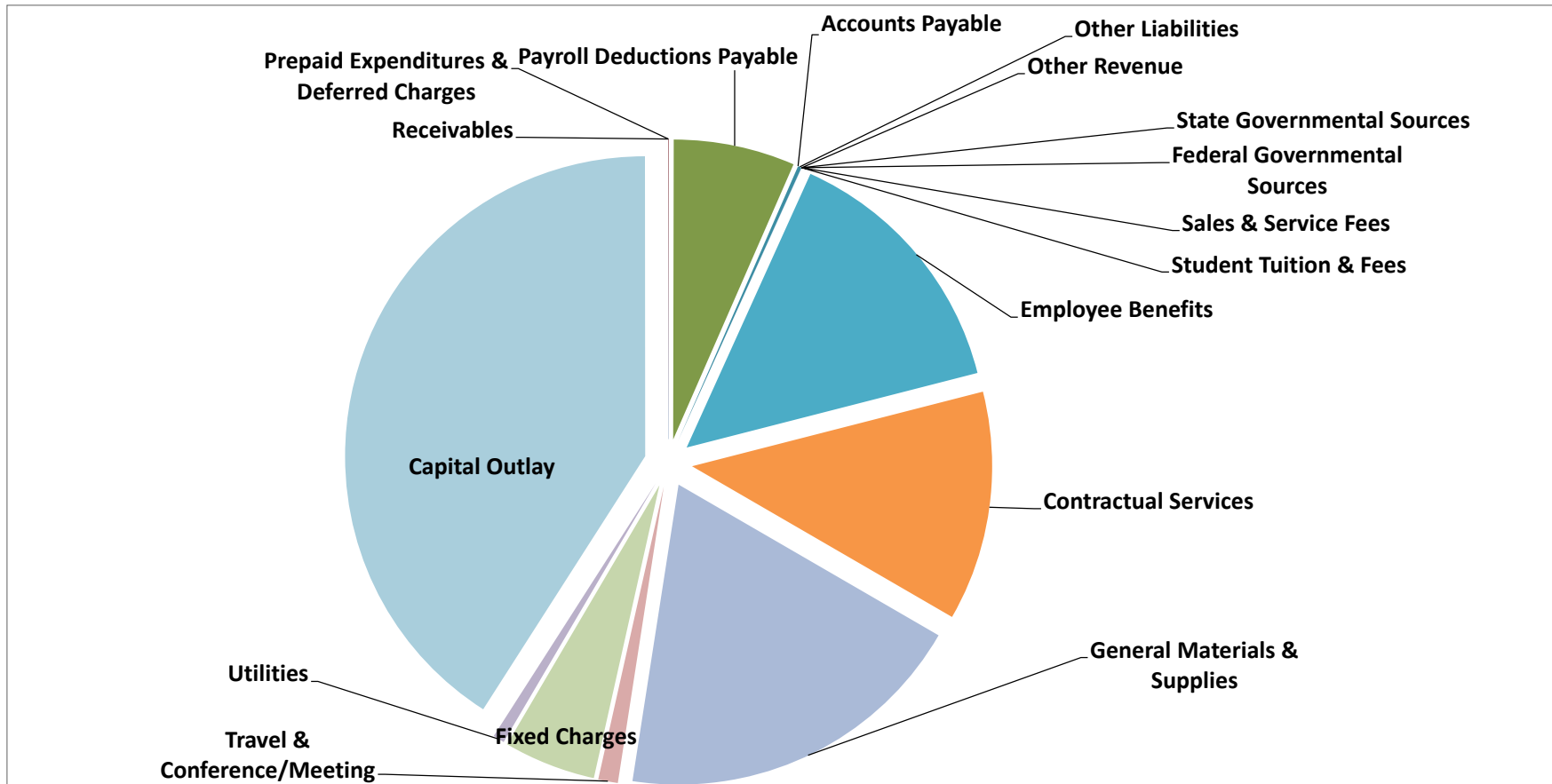
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of February 1- February 28, 2014, totaling \$3,130,416.37.



Vicky Smith
President

Distribution of Monthly Check Register Payments 2/1/14 through 2/28/14



| Category | Amount | Percent | Category | Amount | Percent |
|---|------------|---------|------------------------------|---------------------|----------------|
| Cash | 0.00 | 0.00% | Other Revenue | 0.00 | 0.00% |
| Receivables | 0.00 | 0.00% | Employee Benefits | 443,373.84 | 14.16% |
| Prepaid Expenditures & Deferred Charges | 845.00 | 0.03% | Contractual Services | 384,975.09 | 12.30% |
| Payroll Deductions Payable | 203,112.67 | 6.49% | General Materials & Supplies | 593,745.33 | 18.97% |
| Accounts Payable | 0.00 | 0.00% | Travel & Conference/Meeting | 32,953.90 | 1.05% |
| Other Liabilities | 6,082.55 | 0.19% | Fixed Charges | 154,047.52 | 4.92% |
| State Governmental Sources | 0.00 | 0.00% | Utilities | 19,141.29 | 0.61% |
| Federal Governmental Sources | 198.00 | 0.01% | Capital Outlay | 1,273,885.01 | 40.70% |
| Student Tuition & Fees | 0.00 | 0.00% | Other Expenditures | 17,946.17 | 0.57% |
| Fees | 0.00 | 0.00% | Total All Categories | 3,130,306.37 | 100.00% |

Request to Renew
Annual AppSense License Maintenance

Information

AppSense is the software product used by the College to provide crucial desktop user profile management required to run Windows 7 in both a virtualized and non-virtualized environment. When a student or employee logs into the College network, AppSense delivers to that user the policies containing computer settings for optimal performance, security compliance and uniformity as needed. At the same time, this software technology also delivers user personalization for the various types of software the user may utilize. At logout, AppSense “captures” changes in software settings the user may have made. These changes in user preferences then become available at the next login and stay persistent through all future logins, from any computer on campus.

The College currently uses 1,695 AppSense licenses on computers and thin clients throughout the campus. The present AppSense license agreement expires on May 3, 2014 and needs to be renewed.

Quotes were received from three vendors authorized to provide AppSense software licensing:

| <u>Vendor</u> | <u>Unit Price</u> | <u>Quantity</u> | <u>Total</u> |
|----------------------------|-------------------|-----------------|--------------|
| AppSense | \$6.75 | 1,695 | \$11,441.25 |
| CDW-G | \$6.70 | 1,695 | \$11,356.50 |
| Heartland Business Systems | \$6.50 | 1,695 | \$11,017.50 |

All vendors specifically quoted on AppSense Management Suite SSP Silver Support covering the period of May 3, 2014 to May 3, 2015. The best pricing was offered by Heartland Business Systems.

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 Technology Support Services account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the annual renewal of AppSense License Maintenance for the period of May 3, 2014 to May 3, 2015, from Heartland Business Systems of Lisle, IL for \$11,017.50.



Vicky Smith
President

Cell Tower Lease Amendment
 SBC Tower Holdings, LLC

Information

In April 1991, the Board entered into a lease agreement with Southwestern Bell Mobile Systems Inc. to allow them to construct and sublease a cell tower for mobile communications. The original lease agreement included an easement for the construction site and for ingress and egress to access the cell tower. The control of the tower has been managed by American Tower Corporation for SBC/AT&T, when Southwestern Bell Mobile Systems Inc. dissolved in 2006. The original lease included two extensions with the 2nd extension of the current lease set to start May 1, 2016 and expire April 30, 2021. The expiration of the existing lease is several years away and does not pose an immediate concern to the College; however, for cell tower managers, there is a concern because tenants of a cell tower want a guarantee that they can provide wireless service with a 10 year time frame, anything less than that and they consider it problematic and search to find other towers on which to install their mobile communication equipment..

Due to the economic benefits of leasing the cell tower, the College is desirous of extending the existing lease. The lease documents have been reviewed and constructed with the assistance of the College’s attorney. The College feels that both parties will be served well by granting six (6), five (5) year lease extensions from May 1, 2021 through April 30, 2051. The term from May 1, 2016 through April 30, 2021 is the existing portion of the original lease agreement but the rental payment was renegotiated. In exchange for the amended lease agreement, the American Tower Corporation will remit monthly rental payments. The total additional rental revenue to be received by the College is \$1,030,872.35. The payment schedule is listed below.

| Year | Term Increase | Monthly Rent | Annual Rent | New Extension |
|--------------------|---------------|-----------------|------------------|---|
| May 1, 2016 | | 1,552.50 | 18,630.00 | Existing 2nd Yr Extension |
| May 1, 2017 | | 1,552.00 | 18,630.00 | |
| May 1, 2018 | | 1,552.00 | 18,630.00 | |
| May 1, 2019 | | 1,552.00 | 18,630.00 | |
| May 1, 2020 | | 1,552.00 | 18,630.00 | |
| May 1, 2021 | 225.00 | 1,725.00 | 20,700.00 | New 1st Extension |
| May 1, 2022 | | 1,725.00 | 20,700.00 | |
| May 1, 2023 | | 1,725.00 | 20,700.00 | |
| May 1, 2024 | | 1,725.00 | 20,700.00 | |
| May 1, 2025 | | 1,725.00 | 20,700.00 | |
| May 1, 2026 | 258.75 | 1,983.75 | 23,805.00 | New 2nd Extension |
| May 1, 2027 | | 1,983.75 | 23,805.00 | |
| May 1, 2028 | | 1,983.75 | 23,805.00 | |
| May 1, 2029 | | 1,983.75 | 23,805.00 | |
| May 1, 2030 | | 1,983.75 | 23,805.00 | |
| May 1, 2031 | 297.56 | 2,281.31 | 27,375.75 | New 3rd Extension |

| Year | Term Increase | Monthly Rent | Annual Rent | New Extension |
|------------------------------|---------------|-----------------|------------------------|--------------------------|
| May 1, 2032 | | 2,281.31 | 27,375.75 | |
| May 1, 2033 | | 2,281.31 | 27,375.75 | |
| May 1, 2034 | | 2,281.31 | 27,375.75 | |
| May 1, 2035 | | 2,281.31 | 27,375.75 | |
| May 1, 2036 | 342.20 | 2,623.51 | 31,482.11 | New 4th Extension |
| May 1, 2037 | | 2,623.51 | 31,482.11 | |
| May 1, 2038 | | 2,623.51 | 31,482.11 | |
| May 1, 2039 | | 2,623.51 | 31,482.11 | |
| May 1, 2040 | | 2,623.51 | 31,482.11 | |
| May 1, 2041 | 393.53 | 3,017.04 | 36,204.43 | New 5th Extension |
| May 1, 2042 | | 3,017.04 | 36,204.43 | |
| May 1, 2043 | | 3,017.04 | 36,204.43 | |
| May 1, 2044 | | 3,017.04 | 36,204.43 | |
| May 1, 2045 | | 3,017.04 | 36,204.43 | |
| May 1, 2046 | 452.56 | 3,469.59 | 41,635.09 | New 6th Extension |
| May 1, 2047 | | 3,469.59 | 41,635.09 | |
| May 1, 2048 | | 3,469.59 | 41,635.09 | |
| May 1, 2049 | | 3,469.59 | 41,635.09 | |
| May 1, 2050 | | 3,469.59 | 41,635.09 | |
| Total Rental Payments | | | \$ 1,030,872.35 | |

In addition to the new extended rental payments, the 2nd extension of the original lease agreement increases 15% rather than the original amount of \$150.00; this is in line with the 15% increase for each new extension. The College also negotiated a one-time signing bonus of \$20,000.00 and an additional amount of \$13,263.82 to reimburse the expense incurred by the College during the recent construction of the new Black Box Theater addition, when power lines that also powered the cell tower had to be relocated.

Recommendation

It is recommended that the Board of Trustees approves an additional six (6), five (5) year extensions to the existing lease agreement with SBC Tower Holdings, LLC. Atlanta, GA. The term of the amended lease agreement is effective starting May 1, 2021 and expires April 30, 2051 with total payments to be received over the life of the amended lease agreement in the amount of \$1,030,872.35 and a one-time upfront payment of \$33,263.82.



Vicky Smith
President

Request to Purchase
Employee Appreciation and Recognition Reception Banquet Services

Information

The 2014 Employee Appreciation and Recognition Reception will be held April 25, 2014 on the main campus in the MCC Café, the Scot Room and Commons area. The reception gives the College the opportunity to recognize all employees celebrating milestone years of service, the honorees of the Employee of the Year awards, ICCTA and NISOD award nominees and recipients, as well as the contributions of all employees who work daily to achieve increases in student success.

The estimated cost for this year's reception is not to exceed \$7,500.00, based upon an attendance of 300. Included in this estimate are expenses for entertainment, food and non-alcoholic beverages, linen rental, tableware, photography, favors, printing services, decorations, and other miscellaneous event expenses.

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

Recommendation

It is recommended that the Board of Trustees approves the estimated expenditure in an amount not to exceed \$7,500.00 for the Employee Appreciation and Recognition Reception banquet services.



Vicky Smith
President

Request to Purchase
Employee Service Awards

Information

The 2014 Employee Appreciation and Recognition Reception will be held on April 25, 2014, where the College is pleased to honor staff, faculty and adjunct employees who are celebrating retirement and milestone service anniversaries ranging from five up to thirty years of committed service to McHenry County College. The College will also recognize four Employees of the Year, one from each employment classification, chosen by a special ballot of their peers.

Recognition awards will be purchased locally and the estimated cost for employee service awards is \$9,500.00. The exact amount will vary slightly as employees select their award from a range based upon years of service.

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

Recommendation

It is recommended that the Board of Trustees ratifies the estimated expenditure for employee service awards not to exceed \$9,500.00.



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 \$6,882.00. ICCTA's invoice is now due, covering membership from January 1, 2014 through June 30, 2014.

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

Recommendation

It is recommended that the Board of Trustees approves the renewal of an Illinois Community College Trustees Association membership for a semi-annual amount of \$6,882.00 from ICCTA, Springfield, IL.



Vicky Smith
President

Request to Purchase
Light Control Console for the Black Box Theatre

Information

The new campus Black Box Theatre is a state of the art performance facility at the College. The Black Box Theatre hosts two yearly productions and serves as the campus home for the College's Theatre program. As an outreach tool, these productions provide the ability to reach thousands of students, faculty, staff and McHenry county community members. In addition to productions, the Black Box Theatre serves as the primary instructional, rehearsal and training area for campus theatre courses.

A new light control console is needed to take full advantage of the dimmer packs purchased two year ago. The proposed 250 channel light control console will allow for 100% more flexibility of design and usage than the old control console, thereby increasing the quality and professionalism of campus productions. The state of the art light control console will also serve as an instructional tool for students interested in pursuing technical theatre.

The following quotes were received:

| <u>Description</u> | <u>Quantity</u> | <u>BMI Supply</u> | <u>Mainstage</u> | <u>Blue Planet</u> |
|--|-----------------|-------------------|------------------|--------------------|
| ETC Element 60, 250 Channel Light Control Console | 1 | \$5,190.00 | \$5,511.50 | \$5,046.76 |

This expense is budgeted in the Humanities and Social Sciences Equipment account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approve the purchase of the ETC Element 60, 250 Channel Light Control Console from Blue Planet, Las Vegas, NV, for \$5,046.76



Vicki Smith
President

Request to Purchase
Manual Machine Tooling Package

Information

Manufacturing courses at McHenry County College are designed to prepare students for skilled employment in modern manufacturing operations. In order to provide students with industry experience, the College is requesting the purchase of a Manual Machine Tooling Package for the new manual lathes and mills. This equipment will be used in the Introduction to Machining and Computer Numerical Control class which is being offered through the Trade Adjustment Administration Manufacturing grant.

Several vendors were contacted with the following results:

| <u>Description</u> | MSC Industrial Supply | <u>Sandvik</u> | <u>W.W. Grainger</u> | <u>Fastenal</u> |
|-----------------------------------|--------------------------|----------------|----------------------|---------------------|
| Manual Machine Tooling package | \$9,563.17 | No quote | No quote | Quote Incomplete |

This expense is budgeted in the Education, Career and Technical Education Equipment account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approve the purchase of the Manual Machine Tooling package for a total cost of \$9,563.17 from MSC Industrial Supply, Machesney Park, IL.



Vicky Smith
President

Request to Purchase
Architectural Services for Wall and Flooring Improvements

Information

In March 2011, the ISES Corporation did a complete infrastructure condition analysis of the College and made recommendations for infrastructure improvements throughout the campus facility. Among their recommendations were to refinish walls and floors (AIS01, AIS03, and EIS02.)

The College replaced carpeting and painted several classrooms and offices last year. This year we will be continuing the replacement of flooring and painting of walls. In order to bid out the project to meet the target timeline of undertaking the projects over the summer, it is necessary to have the architectural design completed in order to develop the specifications and bid documents for these projects.

RuckPate Architecture serves as the College's architect for small projects on campus and has submitted a proposal for services. The proposed scope of the architectural services to be provided by RuckPate Architecture is to include:

- Design and select the products to be used
- Providing elevations and patterns
- Produce bid documents and with Pepper Construction (construction manager) work with the College on evaluating the bid responses
- Review contractor submittals
- Provide on-site observation of project implementation to ensure design is followed
- Certify pay requests

The costs to perform the architectural services for the project are not to exceed \$10,800.00.

The College has had a continuing "satisfactory relationship" with RuckPate Architecture pursuant to the Local Government Selection Act 50 ILCS 510/5. The College recommends that RuckPate Architecture services continue to provide professional architectural services related to the flooring and wall refinishing project.

Funding for this project is budgeted in the ISES/Deferred Maintenance account in the Operations and Maintenance Unrestricted Fund.

Recommendation

It is recommended that the Board of Trustees authorizes the College to enter into a contract with RuckPate Architecture of Barrington, IL subject to review, revision and approval by legal counsel to provide architectural services for flooring and wall improvements at a cost not to exceed \$10,800.00.



Vicky Smith
President

Request to Renew
PeopleAdmin Software License

Information

For nearly a year the College has been working on integrating a key cloud-based Human Resources software application into the new ERP environment. This application, called "PeopleAdmin," is used for staff recruiting, posting openings, and tracking job applicants online. The College began using PeopleAdmin in a production mode this past January by posting new job openings via the web. As an online, web-based application, PeopleAdmin streamlines the time associated with the College's outmoded paper-based job application process.

The annual software license maintenance for PeopleAdmin comes due on May 1, 2014. The cost to renew the license for one year is \$16,337.91 which covers the period of May 2, 2014 through May 1, 2015.

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

This expense is budgeted in the IT Software Solutions account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the annual renewal of PeopleAdmin software license from PeopleAdmin, Inc., of Austin, TX for \$16,337.91.



Vicky Smith
President

Request to Purchase
 Printing for *Voices 2014* Literary & Arts Magazine

Information

MCC’s student literary and arts magazine, *Voices*, is preparing for its 2014 edition to be released at the end of this spring semester. The last several editions of the magazine have received national honors including Silver Crown Awards in 2005, 2011 & 2012 and Gold Medalist Critique Awards in 2007, 2008, 2012 and 2013, all from the Columbia Scholastic Press Association. In addition, *Voices 2011* won 2nd place, *Voices 2012* won 1st and *Voices 2013* won 3rd place in the Community College Humanities Association’s Central Division as an outstanding literary/arts magazine. *Voices 2014* hopes to continue this tradition of excellence in showcasing the talent of MCC’s students.

Lighthouse Printing Inc., Carlith LLC, and eDOC Communications have all provided quotes for printing *Voices 2014*. This year it is recommended that *Voices 2014* be printed by Carlith LLC located in Carpentersville, IL. Carlith’s estimate includes a special fold in the back cover to accommodate the CD, which will accompany the magazine, perfect binding and foil stamp. In addition, their estimate to produce 1500 copies is below what the other printers have quoted and below what we spent last year. The following provides the details and estimates for Lighthouse Printing Inc., Carlith LLC, and eDOC Communications:

| <u>Description</u> | <u>Quantity</u> | <u>Lighthouse Printing Inc.</u> | <u>Carlith LLC</u> | <u>eDOC</u> |
|---------------------------|-----------------|---------------------------------|--------------------|-------------|
| Printing of <i>Voices</i> | 1,500 copies | \$9,540.00 | \$8,307.00 | \$9,592.00 |

This expense is budgeted in the Literary Magazine account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves Carlith LLC of Carpentersville, IL to print 1,500 copies of *Voices 2014* for a price not to exceed \$8,307.00.



Vicky Smith
 President

Request to Purchase
Privacy Partitions for Men's Restrooms

Information

McHenry County College's men's restrooms do not have partitions to provide privacy between the urinals. To provide privacy would require the installation of 70 wall-hung partitions. The partitions are conformed from the same panel construction materials, color and design of the existing fixtures in the men's restrooms.

The College received three quotes for the purchase and installation of 70 wall-hung partitions:

| <u>Description</u> | SDI Specialties <u>Direct</u> | Canyon Home <u>Improvement LLC</u> | Newton <u>Distributing Co.</u> |
|---|----------------------------------|---------------------------------------|-----------------------------------|
| 70 wall hung privacy partitions, including labor | \$7,595.00 | \$9,257.00 | \$8,911.00 |

This purchase is budgeted in the Building Maintenance Services account in the Operations and Maintenance Unrestricted Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase and installation of 70 wall hung privacy partitions from SDI Specialties Direct of Burr Ridge, IL at a cost not to exceed \$7,595.00.



Vicky Smith
President

McHenry County College

Board Report #14-44
March 27, 2014

Request to Purchase
Professional Services Agreement, RuckPate Architecture

To be developed.

Request to Purchase
Protective Fencing for Baseball and Softball Dugouts

Information

Baseball and softball dugouts are structures where teams are housed during games and practices. They are three-sided, roofed structures that have an open front. The College would like to erect a fence in the front of the dugouts to provide a barrier between the playing field and the dugouts. The barrier would help to protect players and coaches from being accidentally hit from a foul ball. The College is recommending the barrier be a galvanized chain-link fence that will run the length of each of the dugouts and be the height of the roof line of the dugout.

Two quotes were received. Aronson Fence Co. quoted the lowest price.

Mike Meier & Son's Fence Mfg., Inc.

N/R

Aronson Fence Co.

\$6,500.00

Tru-Link Fence Co.

\$10,726.00

This purchase is budgeted in the Athletics Department Contractual Services account of the Auxiliary Enterprise Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase and installation of protective fencing in front of four baseball and softball dugouts in the amount of \$6,500.00 from Aronson Fence Co., Inc., Wauconda, IL.



Vicky Smith
President

Request to Purchase
 Refurbished Defibrillator and Cardiac Monitor

Information

Centegra Northern Illinois Medical Center (Centegra NIMC) is approved by the Illinois Department of Public Health, Division of Emergency Medical Services (EMS) to provide Emergency Medical Technician (EMT) training. Each year, as they have for the past 25 years, Centegra NIMC and MCC partner to provide EMS/EMT training to district residents and fire district personnel of McHenry County.

As part of standard training, the EMS students at all levels of practice need training on specialized equipment such as defibrillators. Students must practice the operational use of defibrillator equipment, since it is deployed in fire districts throughout the county. A new defibrillator retails for approximately \$26,000.00. However, since the College is only using this equipment for training purposes, a refurbished unit is sufficient for our purposes and will still give students experience on state-of-the-art equipment.

The Friends of the MCC Foundation have generously agreed to reimburse the College for the cost of the defibrillator from one of their endowed funds.


Quotes were received from both the Physio Control Company and the Zoll Medical Corporation. Both sell the defibrillators being used within the EMS/EMT service group of the greater McHenry County area.

| <u>Qty</u> | <u>Zoll Medical Corporation</u> | <u>Cost</u> | <u>Qty</u> | <u>Physio-Control Company</u> | <u>Cost</u> |
|------------|--|-------------|------------|---|-------------|
| 1 | Refurbished Demo E Series ACLS Manual Defibrillator with See-Thru CPR Real, CPR Help, Advisory capability 12-lead with 1 step patient cable, SpO2/SpCC, integrative Bluetooth and Noninvasive Pacing. Includes AC power-Pak & Printer | \$9,725.00 | 1 | 97400-001371 – Refurbished LP12 Defib/Mon, Adaptiv Biphasic waveform, AED. EL Screen, Pacing SPO2, 12 lead, Fax, NIBP ETCO@, Trending, 100mm Printer | \$8,747.75 |
| 1 | 1 step Patient cable for 12-lead ECG with limb leads and v leads (10 ft.) | Incl. | 1 | Base Readi-charge mobile battery charger | \$ 933.77 |
| | | | 1 | Base-Readi- LP12 adapter Redi-Charge Battery Charger Tray | \$ 153.21 |
| | Total | \$9,725.00 | | | \$9,834.73 |

This expense is budgeted in the Education, Career and Technical Education Equipment account in the Education Fund. The expense will be reimbursed by the Friends of MCC Foundation.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the Zoll Refurbished Demo E Series ACLS Manual Defibrillator in the amount of \$9,725.00 from Zoll Medical Corporation of Chelmsford, MA.


 Vicky Smith
 President

Request to Purchase
Refurbishing Floors and Walls for Classrooms and Offices

Information

The College is continuing the refurbishing of floors and walls that was started last summer. An additional four classrooms and the first floor corridor in the E Building will receive carpet. In addition, vinyl flooring will replace the flooring in the corridor and alcove in front of the Black Box Theatre. A total of 16 classroom walls will be painted as well as the soffits in the alcove outside the Black Box Theatre and the Information Technology suite of offices.

Pepper Construction will be retained for their services of construction management, which includes the following:

1. Preconstruction Phase - which includes preliminary evaluation of the current room conditions, schedule and construction budget requirements.
2. Consultation Phase - includes scheduling meetings with the architect and owner to discuss procedures, progress, coordination and scheduling of work. They will advise the College about proposed site use and improvements, and selection of materials. They will set time requirements for procurement, installation and construction. They also will prepare and update the project schedule and establish times of commencement and completion requirements of each subcontractor. They will oversee the ordering and delivery of products well in advance of construction needs.
3. Preliminary Cost Estimates - the construction manager will prepare preliminary estimates of the cost of the work and program requirements.
4. Subcontractors and Suppliers - the construction manager develops bidders list for the project, advertises for bids, reviews the bids from bidders, and makes recommendations to the College for the award of contracts to accomplish the removal and replacement of furniture from classrooms and offices to allow for the demo and replacement of the existing flooring and two coats of paint on the walls.
5. Compliance with Laws - they will comply with all applicable laws, statutes, and codes.
6. Construction Phase - the construction management company manages the construction process, records progress of the project by keeping a daily log, and provides the College written reports of the progress.

The cost of refurbishing floors and walls in classrooms and offices in Buildings A, C, and E is not to exceed \$228,131.00.

The cost for this project is budgeted in the ISES/Deferred Maintenance account in the Operations and Maintenance Unrestricted Fund.

Recommendation

It is recommended that the Board of Trustees approves the clearing of furniture, painting of walls, removal and disposal of old carpeting, and the installation of new carpet tiles and vinyl flooring for the above outlined areas for a cost not to exceed \$228,131.00 from Pepper Construction Company, Barrington, IL.



Vicky Smith
President

Request to Purchase
Rockwell Hardness Testing Machine

Information

Manufacturing courses at McHenry County College are designed to prepare students for skilled employment in modern manufacturing operations. One skill students require is the ability to measure the hardness of material. Hardness measurement gives information that can be used to predict tool wear, extrapolate material toughness, or evaluate material stress.

In order to teach students this measurement skill the College is requesting the purchase of a Rockwell Hardness Tester. Three Rockwell Hardness Testing Machine vendors were contacted with the following results:

| <u>Item</u> | <u>Vendors</u> | <u>Global Industries</u> | <u>MSC Industrial Supply</u> | <u>W.W. Grainger</u> |
|------------------|----------------|--------------------------|------------------------------|----------------------|
| Rockwell | Cost | \$7,750.00 | \$8,188.80 | \$8,424.00 |
| Hardness Testing | Shipping | \$ 51.84 | INCL | INCL |
| Machine | Total | \$7,801.84 | \$8,188.80 | \$8,424.00 |

This expense is budgeted in the Perkins account in the Restricted Purposes Fund.

Recommendation

It is recommended that the Board of Trustees approve the purchase of the Rockwell Hardness Testing Machine for a total cost of \$7,801.84 from Global Industries of Port Washington, NY.



Vicky Smith
President

Request to Lease
SAN Equipment for ERP System

Information

The capacity of the ERP server and Storage Area Network (SAN) environments was sized and built in January of 2011 to last three years or more. The sizing included 20 virtual servers and a three-member pool of SAN disk arrays totaling 9 Terabytes of data storage. This sizing has served the College well. Now three years later, the College has added a number of new services and systems. These additions include the Ellucian Colleague Self-Service module, the Recruiter module and an Operational Data Store (data warehouse) reporting server. A new Colleague Student Planning and Advising module and new Projects Accounting module is scheduled for installation this summer. Additionally, Microsoft modules such as Forefront Identity Manager and Threat Management Gateway have been added to the myMCC portal to enhance security. These new systems and services have added 13 new virtual servers to the ERP environment, which now consumes nearly 80% of the current SAN data disk storage capacity. 80% SAN capacity is the technology industry-recommended trigger point to expand data storage capacity. Without this expansion, performance will gradually degrade until the maximum disk capacity is reached, at which time the ERP system will freeze.

After consulting with Dell data storage experts, the IT Infrastructure Operations department recommends adding an additional SAN member to the current three-member SAN pool. This will add another 7.2 Terabytes of RAID 10 disk space to the ERP environment. This additional disk space would allow the ERP's SQL database servers to perform more efficiently, along with providing room for growth over the next three to five years. Since the current SAN will soon reach its maximum capacity, this addition is considered crucial to the on-going stability of the College's computer operations.

Over the past few years, the College has successfully transitioned to a predominately Dell server and SAN environment as the College's single provider of new server and SAN technology. Dell is considered by many to be one of the top three server and SAN technology providers in the world. In addition to lower operational costs, there are efficiency advantages to managing a predominantly single-source SAN environment. Dell's SAN and server management software allows IT staff to get analytical data on the performance of the entire environment which is very helpful in monitoring system resources and usage. For these reasons, the College's Information Technology department is recommending the five-year lease of a new Dell EqualLogic PS6210XV SAN with 7.2 Terabytes of RAID 10 disk storage from Dell, at a yearly lease cost of \$7,999.33.

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

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

Recommendation

It is recommended that the Board of Trustees approves a five-year lease of one Dell EqualLogic PS6210XV SAN from Dell Financial Services, Inc., of Round Rock, TX, at an annual lease cost of \$7,999.33.



Vicky Smith
President

Request to Lease
Servers

Information

In the Information Technology industry, a server approaching five years in age is considered at or near the end of its useful life. Equipment of this age runs a higher risk of hardware failure, imposes higher maintenance costs to support, and are often not compatible with newer versions of software. Consequently, it is critical to maintain the College's server infrastructure with current and reliable technology. Three of the College's current servers are near or already past the five-year end-of-life state. These servers function as physical hosts for a portion of the College's critical virtualization environment.

Over the past few years, the College has successfully transitioned to a predominantly Dell server infrastructure as the College's single provider of new server technology. Dell is considered by many to be one of the top three server technology providers in the world. In addition to lower operational costs, there are efficiency advantages in managing a predominantly single-source server environment. These efficiencies include a streamlined "single-pane" management console for all systems, consistent firmware and BIOS updates for all systems, simplified inventory asset management and automatic health checks on server pools.

Of particular interest is the use of a new kind of server technology called "blade servers". Blade server technology in the Data Center provides processing power in a more compact, smaller physical space compared to traditional servers. High-density blade servers also consume less power and generate less heat, all of which are very important control issues in a confined and limited Data Center space.

In lieu of replacing the three aging servers with traditional server technology, the Information Technology department is recommending the five-year lease of a new M1000E Dell Blade Chassis containing three new replacement blade servers at an annual lease cost of \$14,103.29.

The replaced five-year-old Dell servers will be donated for student use in the CIS computer hardware classes taught at McHenry County College.

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 account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves a five-year lease of one Dell M1000E Blade Chassis and three Dell M620 Blade Servers from Dell Financial Services, Inc., of Round Rock, TX, at an annual lease cost of \$14,103.29.



Vicky Smith
President

Request to Purchase
Shah Center Solar Photovoltaic Project

Information

In April 2013 the College applied for a competitive grant from the Illinois Green Economy Network (IGEN). The College received the notification of the approval of the project in September 2013 in the amount of \$419,000.00. At the November 21, 2013 Board meeting, the Board approved J.T Katrakis and Associates, Inc. to provide consulting/engineering services to facilitate the design, bidding, construction, and installation of the Shah Center Solar Photovoltaic Project, Board Report #13-219.

The College conducted an Invitation to Bid on February 28, 2014 for the construction and installation of the Solar Photovoltaic Project and received six sealed bids, which included the service contract for the first two years. Years three through five are additional years and would be billed according to the rate provided in the sealed bid for the service contract.

Table 1. Bids Cost Summary

| Bidders: | WINDFREE Wind & Solar Energy | WCP Solar | Continental Electric | Solar Service | Renewable Energy Alternatives | Hardt Electric |
|---|---|------------------|---------------------------------|--------------------------|--|---------------------------|
| Base Scope Cost | \$278,837.52 | \$287,881.13 | \$336,813.00 | \$352,182.00 | \$322,238.78 | \$375,820.00 |
| % Performance Bond¹ | 4% | 3% | 1.20% | 1.50% | 3.50% | 2.50% |
| Total Alternates Cost² | 61,141.00 | 52,947.08 | 33,265.00 | 26,296.00 | 77,625.00 | 97,482.00 |
| Grand Total Bid | \$339,978.52 | \$340,828.21 | \$370,078.00 | \$378,478.00 | \$399,863.78 | \$473,302.00 |
| Ranking³ | 1 | 2 | 3 | 4 | 5 | 6 |
| Service Contract (\$/YR)⁴ | 1,050.00 | 3,500.00 | 4,000.00 | 1,000.00 | 1,025.00 | 1,500.00 |

1. Performance Bond cost is included in the Base Scope Cost
2. The scope of the proposed Alternates may not be the same across all six bidders.
3. Ranked from (1)-lowest total bid to (6)-highest grand total bid.
4. According to the ITB the first two years of service after installation are the responsibility of the installing Contractor; the annual service contract would begin on the 3rd year.

In addition to the construction, and installation, \$78,212.48 is set aside as a contingency to be used for unknown issues during the construction and installation of the Solar Photovoltaic Project or where the College may deem appropriate to enhance the educational component of the project or for change orders as may be needed to increase the power output or capacity of the project.

The expense is budgeted in the Solar Project Grant account in the Restricted Purposes Fund (\$250,000) and the Operations and Maintenance Unrestricted Fund (\$168,191).

Recommendation

It is recommended that the Board of Trustees approves the contract with WINDFREE Wind & Solar Energy, Chicago IL, for the construction and installation of the Shah Center Solar Photovoltaic Project at a cost not to exceed \$418,191.00.



Vicky Smith
President

Joint Educational Agreement Update between
McHenry County College and College of Lake County

Information

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

The Joint Educational Agreement between McHenry County College and College of Lake County (CLC) was first approved in March 1977. This update details all programs currently included in the Joint Educational Agreement. It reflects the following revisions that are results of new coursework added to MCC’s curriculum and MCC students’ increased interest in specific CLC programs:

| Joint Agreement Changes to Programs Offered by College of Lake County | |
|--|---|
| Add: Automotive Collision Repair AAS Automotive Collision Repair Assistant Certificate Automotive Damage Analysis Certificate Automotive Refinishing Technician Certificate Automotive Structural Repair Certificate | Delete: Mechanical Engineering Technology AAS Paralegal Studies AAS Paralegal Studies Certificate |

| Joint Agreement Programs Offered by McHenry County College | |
|--|--|
| Area of Study | Program |
| Computer Information Systems | Geek Technology Certificate |
| Early Childhood Education | Early Childhood Education 12 Hour Certificate Early Childhood Education 32 Hour Certificate |
| *Emergency Medical Technician | EMT AAS EMT-Ambulance Certificate EMT-Paramedic Certificate |
| Fire Science | Firefighter Basic Certificate |
| Horticulture | Turf and Golf Course Management Certificate |
| Manufacturing Management | Manufacturing Management AAS Manufacturing Supervision Certificate |
| Occupational Therapy Assistant | Occupational Therapy Assistant AAS |

Note: The number of students who can be admitted to the Occupational Therapy Assistant program each year is limited; therefore, a screening process is used to select the academically best qualified. Preference is given to candidates who are legal residents of Community College District #528, McHenry County College. In addition, a limited number of qualified students (3) may be accepted from District #532, College of Lake County, and from 26 other college districts that have joint agreements with MCC.

Joint Agreement Programs Offered by College of Lake County

| Area of Study | Program |
|--|--|
| Architectural Technology | Architectural Technology AAS |
| Automotive Collision Repair | Automotive Collision Repair AAS Automotive Collision Repair Certificate Automotive Collision Repair Assistant Certificate Automotive Damage Analysis Certificate Automotive Refinishing Technician Certificate Automotive Structural Repair Certificate |
| Civil and Environmental Technology | Civil and Environmental Technology AAS Surveying and Civil Technology Certificate |
| Computer Information Technology | Computer Forensics AAS |
| CNC Programming | CNC Programming AAS |
| Dental Hygiene | Dental Hygiene AAS |
| Electrician Apprenticeship | Electrician Apprenticeship AAS |
| Electrical Engineering Technology | Electrical/Electronics Maintenance Certificate |
| Emergency and Disaster Management | Emergency and Disaster Management Certificate |
| *Emergency Medical Technology | EMT AAS EMT Basic Certificate EMT Paramedic Certificate |
| Engineering-Related Courses | EGR 102 Introduction to Engineering EGR 125 Engineering Statics EGR 222 Engineering Mechanics of Materials EGR 225 Engineering Dynamics EGR 260 Introduction to Circuit Analysis MCS 140 Computer Programming for Engineers and Scientists MCS 142 Computer Science II MTH 225 Introduction to Linear Algebra PHY 123 Physics for Science and Engineering I PHY 124 Physics for Science and Engineering II PHY 221 Physics for Science and Engineering III |
| Health Information Technology | Health Information Technology AAS |
| Heating and Air Conditioning Engineering Technology (HVAC) | HVAC Engineering Technology AAS Degrees and Certificates |
| Horticulture | Sustainable Agriculture Certificate |
| Hospitality and Culinary Management | Hospitality Manager Certificate Hospitality Supervisor Certificate |
| Human Services Program | Adult Services AAS Addiction Counseling and Treatment AAS and Certificate Children and Adolescents AAS Human Services Program Certificate Trauma, Violence Prevention and Victim Services AAS and Certificate |

| | |
|---|--|
| Laser/Photonics/Optics | Laser/Photonics/Optics Certificate Applied Lasers Certificate Biophotonics Certificate |
| Library Technical Assistant | Library Technical Assistant AAS and Certificate |
| Machine Tool Trades | Machine Tool Trades AAS Machine Tool Trades Phase II Certificate Tool and Mold Maker Phase III Certificate |
| Massage Therapy | Massage Therapy Certificate |
| Medical Assisting | Medical Assisting AAS and Certificate |
| Medical Imaging | Medical Imaging AAS Magnetic Resonance Certificate Computed Tomography Certificate |
| Phlebotomy Technician | Phlebotomy Technician Certificate |
| Surgical Technology | Surgical Technology AAS and Certificate |
| Teaching English to Speakers of Other Languages | Teaching English to Speakers of Other Languages Certificate |
| Technical Communication | Technical Communication AAS and Certificate Professional Technical Communication Certificate |
| Welding | Welding Certificate |

* The Illinois Department of Public Health Emergency Medical Services Region IX serves an area that falls in both McHenry County College and College of Lake County districts. As a service to students interested in EMT programs and to emergency medical services in the area, the joint agreement between McHenry County College and College of Lake County allows students to enroll in EMT programs through either school at in-district rates.

Recommendation

It is recommended that the Board of Trustees approves the Joint Educational Agreement update with College of Lake County.



Vicky Smith
President

Authorization of FY 2014 Non-Mandatory
Transfers of Funds

Information

In the FY 2014 Budget, approved by the Board of Trustees on September 26, 2013, there is one non-mandatory transfer of funds as follows:

| <u>Transfer Out</u> | <u>Transfer In</u> | <u>Amount</u> |
|---------------------|---|---------------|
| Education Fund (01) | Operation and Maintenance Fund, Restricted (03) | \$2,500,000 |

The purpose of the \$2,500,000 transfer from the Education Fund to the Operations and Maintenance Fund, Restricted is to accumulate funds for the purpose of providing resources to perform repairs, renovation and deferred maintenance. These funds would be set aside for use in the FY2015 budget.

Recommendation

It is recommended that the Board of Trustees approves the following non-mandatory transfer of funds as follow from the Education Fund (Fund 01) to the Operations and Maintenance Fund, Restricted (Fund 03) in the amount of \$2,500,000 for Deferred Maintenance Projects.



Vicky Smith
President

Workforce and Community Development Personnel Considerations for Spring 2014

Information

Listed below are instructors to be hired for the Spring 2014 Semester:

| <u>Part-time Personnel</u> | <u>Classes and Seminars</u> | <u>These are paid on a per-course basis:</u> | <u>\$ Amount</u> |
|----------------------------|-----------------------------|--|------------------|
| Brown, K | 4/2-4/30/14 | Real Estate Broker | 655.00 |
| <u>Full-time Personnel</u> | <u>Classes and Seminars</u> | <u>These are paid on a per-course basis:</u> | <u>\$ Amount</u> |
| DiBona, B | 4/8-4/29/14 | The Core Four – Business Planning Course | 500.00 |
| Garrelts, J | 4/12/14 | TSS – Alive at 25 | 150.00 |

Recommendation

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



Vicky Smith
President

Salary Adjustment/Advance Placement

Information

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association includes an advance placement adjustment each time a full-time faculty member obtains 15 additional hours of pre-approved course work. In accordance with this agreement, the following instructor qualifies for advance placement at this time. The salary adjustment will take effect for the academic year listed.

| | <u>Current Placement and Salary*</u> | <u>Advanced Placement and Salary Adjustment*</u> |
|--|--|--|
| Marie Robison – 3 rd Advance Placement Instructor, Math 2013-2014 Academic Year | Lane III, Step 6 \$66,882.00 | Lane IV, Step 6 \$69,708.00 |

* MCCFA contract under negotiation. Salary may be adjusted upon completion of negotiations.

Recommendation

It is recommended that the Board of Trustees ratifies the advanced placement for Marie Robison as stated above.



Vicky Smith
President

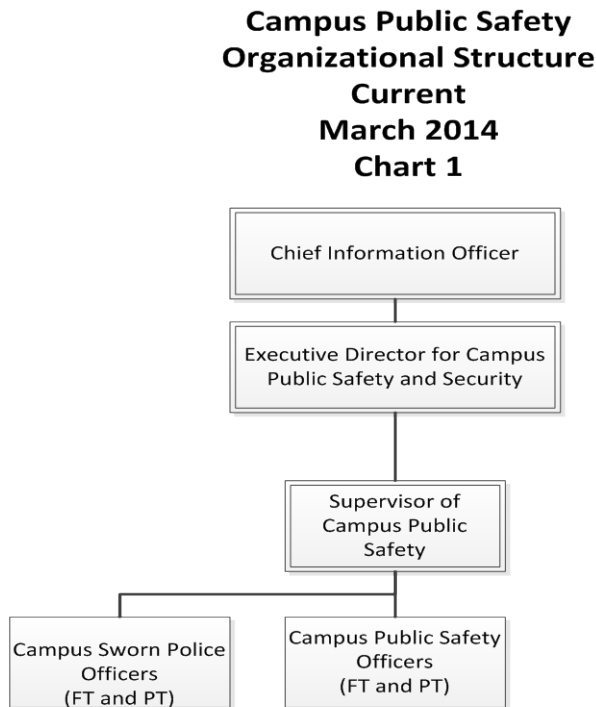
Restructure of Campus Public Safety and Facilities Operations

Information

A successful enterprise periodically reviews its current processes and structures to determine how best to respond to changes in its environment and advance its mission; particularly when there is a vacancy of a high level position. In this case, a significant change occurred with the departure of the Assistant Vice-president for Physical Facilities. The traditions at the College have been to review the position and its role in the organizational structure and make changes as needed. The College has done such a review and is recommending a change. The change involves the restructuring of both the Campus Physical Facilities and the Campus Public Safety operations, by establishing an Executive Director for Public Safety and Facilities position that will oversee both operations.

The Campus Public Safety operation will see the elimination of the Executive Director for Campus Public Safety and Security and the Supervisor of Public Safety positions. The additions that will occur in the Public Safety operation will be a Director of Public Safety Operations and the addition of a full-time sworn police officer position.

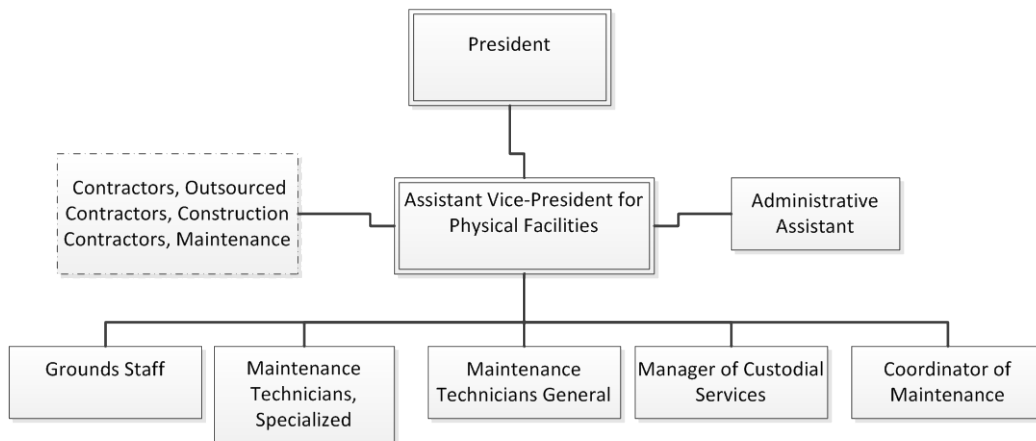
Below is the current organizational chart of the Campus Public Safety operation.



The Physical Facilities operation will see the elimination of the Assistant Vice-president for Physical Facilities, the Manager of Custodial Services, and the Coordinator of Maintenance. The additions to the Physical Facilities operation will be a Director of Facility Projects and Contracts and a Director of Maintenance.

Below is the current organizational chart of the Physical Facilities operation.

**Physical Facilities Department
Organizational Structure
Current
March 2014
Chart 2**



The proposed organizational structure will consolidate Campus Public Safety and Facilities operations under one managerial/leadership position. The position descriptions for the Executive Director for Public Safety and Facilities, the Director of Public Safety Operations, the Director of Facility Projects and Contracts, and the Director of Maintenance are attached to this Board report.

The restructuring of the public safety and the facility operations will save the College a little over \$16,000.00 as shown in the charts below.

Eliminated Positions

| Eliminated Positions | Salary | Benefits |
|--|------------------|------------------|
| Executive Director of Public Safety and Security | \$96,998 | \$22,000 |
| Supervisor of Public Safety | \$49,536 | \$22,000 |
| Assistant VP for Physical Facilities | \$98,998 | \$22,000 |
| Manager of Custodial Services | \$44,002 | \$22,000 |
| Coordinator of Maintenance | \$78,561 | \$22,000 |
| TOTAL | \$366,095 | \$110,000 |

Recommendation

It is recommended that the Board of Trustees approves the elimination of positions, the establishment of new positions, and the attached position descriptions for the public safety and facilities restructure as described above.

A handwritten signature in black ink that reads "Vicky Smith". The signature is written in a cursive style with a prominent loop at the end of the name.

Vicky Smith
President

POSITION: EXECUTIVE DIRECTOR OF PUBLIC SAFETY AND FACILITIES

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

PAY GRADE: A7 **FLSA CODE:** Exempt

WORK WEEK: 40 Hours | Flexible schedule to meet department needs to include evenings and weekends

POSITION SUMMARY: Act as the chief public safety and facilities officer for the campus and is responsible for overseeing comprehensive facilities management operations and proactively providing 24/7 security of College buildings and grounds, providing a safe environment for the College community, and enforcing all laws and applicable College policies/regulations. Serve as the Chief Administrator of the College Police Department.

REPORTS TO: President

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Administer and direct all college functions relevant to public safety and facilities planning, operations, and maintenance, in accordance with policies established by the Board of Trustees, and in accordance with the laws of the State of Illinois
- Provide leadership and recommend initiatives related to college public safety and security, facilities planning, operations, and maintenance, and provide evaluative reports with recommendations for college action
- Develop and manage a long term, deferred maintenance program for the preservation of all areas of the College's physical assets; manage a well-documented preventative maintenance program for all components of the buildings, grounds, and all associated amenities: and oversee the facility deferred maintenance condition analysis plan and database
- Serve as Chief Administrator of the College Police Department
- Make hiring recommendations, manage, and train all facilities and public safety staff as required to provide safe, cost effective customer service oriented performance
- Work as liaison between project engineers, architects, and construction managers to review complex facility problems and with local police, state police, county police, and other relevant groups on public safety issues
- Communicate public safety and facilities initiatives and directives to the campus community; work collaboratively with others (e.g. colleagues, stakeholders, vendors) to accomplish functions and responsibilities; and establish and maintain a spirit of cooperation with other leadership entities in the College
- Establish and maintain memorandums of understanding with local police department Chief Administration. develop policy and procedures to implement Mutual Aid and service agreements so the College has adequate services to respond to emergencies
- Provide mandatory reports for state agencies such as yearly emissions report for the IEPA, ADA compliance reports, facility condition reports, public safety, and statutorily required reports on public safety

EXECUTIVE DIRECTOR OF PUBLIC SAFETY AND FACILITIES – Page 2

- Serve as Chemical Hygiene Officer, Chairperson for the Safety Committee, Co-Chair for the Threat Assessment Team, and leader of the College Incident Management Team
- Oversee and ensure official College records of all drawings, specifications, layout and design standards of the facilities are properly maintained
- Maintain and direct the maintenance of working and official public safety departmental files, including all databases
- Develop, implement, and disseminate written safety procedures, policies, and manuals and develop procedures and provide guidance in Crisis Management, in conjunction with community resources
- Prepare and administer department budgets
- Enforce laws and court orders (e.g. Orders of Protection)
- Work collaboratively with others (e.g. colleagues, stakeholders, vendors) to accomplish functions and responsibilities
- Attend professional development opportunities to remain current with advancements and developments in public safety and facilities support
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Assume additional duties as assigned by immediate supervisor

QUALIFICATIONS (EDUCATION / CERTIFICATION / EXPERIENCE):

- Bachelor's Degree from a regionally accredited institution with emphasis in Criminal Justice/Security, Engineering, Construction Management or equivalent
- Ten years related experience in facilities or public safety
- Five years of leadership experience directly managing employees
- Appropriate certification(s) as required by the Illinois Law Enforcement Training and Standards Board
- Possess a thorough knowledge of safety and security practices and procedures and have previous safety and security experience in a supervisory position

DESIRED QUALIFICATIONS:

- Master's in Engineering, Criminal Justice, Construction Management, or Juris Doctor Degree from a regionally accredited institution
- Management experience with employees in a union environment
- Community college, university or public school experience

SKILLS AND SPECIFICATIONS:

- Proficient in Microsoft Office Suite and internet
- Ability to work with confidential information and/or data, maintain discretion
- Ability to grow with technology and philosophical directions implemented by the College
-

EXECUTIVE DIRECTOR OF PUBLIC SAFETY AND FACILITIES – Page 3

- Ability to get results within a team environment and to develop productive working relationships at all levels of the organization
- Responsible, honest, thorough, and possess strong organizational and leadership skills
- Ability to maintain effective working relationships
- Ability to oversee, plan, and implement major programs and services for the organization
- Ability to regularly make decisions that could lead to major community or organizational consequences if the incumbent fails to make the appropriate decision at the time
- Ability to work collaboratively with staff and community members
- Ability to create and guide implementation of capital improvement plans or programs and new technology systems
- Ability to safely lift 60 pounds unassisted
- Ability to see, perceive color, depth, and texture
- Ability to smell, hear, and speak
- Ability to work independently yet have a strong team orientation and to develop productive working relationships at all levels of the organization
- Strong analytical, problem solving, organizational, interpersonal, and communication skills
- Strong collaboration skills
- Commitment and respect for diversity
- Understanding of and commitment to the College mission and goals
- Ability to perform all of the essential functions, skills, and specifications of the position

****Position subject to Bloodborne Pathogen Legislation.***

****Subject to Criminal Background Check***

SUPERVISORY RELATIONSHIPS / DIRECT REPORTS:

- Director of Facility Projects and Contracts
- Director of Public Safety Operations
- Manager of Maintenance
- Campus Public Safety Officer, Records

ISSUED: March 2014

POSITION: DIRECTOR OF PUBLIC SAFETY OPERATIONS

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

PAY GRADE: TBD **FLSA CODE:** Exempt

WORK WEEK: 40 Hours | Flexible schedule to meet department needs to include possible evenings and weekends

PRIMARY SUMMARY: Direct the operations of the Campus Public Safety/Police Department. Provide and maintain College campus public safety.

REPORTS TO: Executive Director of Public Safety and Facilities

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Direct daily operations of campus sworn police officers and public safety officers and other staff of the Campus Public Safety/Police Department
- Provide operational leadership during-campus emergencies and calls for service resulting in arrests and use of force tactical command
- Direct and assist officers in patrolling the campus and the enforcement of applicable state, federal, and local laws
- Analyze data to make recommendations for operational improvement of public safety
- Assign and monitor progress of criminal investigations, honor code violations, and conduct administrative investigations as required
- Review and approve police and administrative reports prepared by officers to ensure compliance with law enforcement practices, States Attorney and Board Policy
- Schedule officers and support staff to meet minimum staffing levels to meet department goals
- Train and supervise public safety staff within department goals
- Work with external stakeholders to facilitate training, planning and coordination of public safety
- Serve as certified Rangemaster for firearms qualification and design firearms training programs
- Prepare annual Clery Reports and Monthly Uniform Crime Reporting as required by state and federal law
- Provide evaluations and set goals for officers and support personnel within Public Safety
- Direct campus sworn officers and campus public safety officer staff in the enforcement of parking and traffic rules and regulations including establishing procedures for enforcement and appeals, and direct officers in coordination traffic plans for College events
- Act as hearing officer in all traffic appeal matters
- Provide personal security consultation to administrators, faculty, staff, and students who are threatened, being followed, or stalked
- Be on call overnight and weekends for investigative and patrol leadership and assistance
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through participation in AQIP Team activities
- Work collaboratively with others (e.g. colleagues, stakeholders, vendors) to accomplish functions and responsibilities
- Assume additional duties as assigned by immediate supervisor

QUALIFICATIONS (EDUCATION / CERTIFICATION / EXPERIENCE):

- Bachelor's Degree or higher from a regionally accredited institution
- Law enforcement executive leadership training including Staff and Command, Command College Certified, Staff and Command or Command College
- First Responder Certificate, or equivalent CPR, First Aid, and AED Certification
- Certification by the Illinois Local Governmental Law Enforcement Officer's Training Board
- Seven years of experience in a law enforcement officer position
- Three years of experience supervising police officers
- Qualified Rangemaster
- Valid Illinois Driver's License

DESIRED QUALIFICATIONS:

- FBI National Academy Training

SKILLS AND SPECIFICATIONS:

- Possess the highest degree of integrity and discretion
 - Thorough knowledge of campus public safety procedures
 - Strong knowledge of first responder and general first aid procedures
 - Ability to communicate clearly, both orally and in writing, under stressful conditions
 - Responsible, dependable, and conscientious
 - Ability to maintain effective, collaborative working relationships
 - Ability to prioritize incidents as they arise
 - Ability to acquire and keep confidential all campus public safety information
 - Ability to safely lift up to 50 pounds unassisted
 - Possess the physical ability to respond to various emergency situations
 - Physical ability to continuously walk during scheduled shift, bend and stoop, and get in and out of a motor vehicle
 - Ability to acquire and maintain various access levels to LEADS and other applicable training required
 - Commitment and respect for diversity and to the college mission and goals
 - Able to perform all of the essential functions, skills and specifications of the position
- * *Must successfully pass a criminal background investigation, psychological evaluation, drug test, And a fingerprint check prior to appointment.*
- * *Position is subject to blood borne pathogen legislation*

SUPERVISORY RELATIONSHIPS / DIRECT REPORTS:

- Campus Police Officers
- Campus Public Safety Officer
- Campus Public Safety Officer, Records

ISSUED: March 2014

POSITION: DIRECTOR OF MAINTENANCE

CLASSIFICATION: Administrative / Full-time

WORK YEAR: 12 Months

PAY GRADE: A2 **FLSA CODE:** Exempt

WORK WEEK: 40 Hours | Flexible schedule to meet demands of 24/7 operations

POSITION SUMMARY: Provide management and leadership for the Facilities Maintenance and Grounds department and all maintenance projects to include capital, deferred maintenance, and functional renovations to suit, and facility infrastructure renewal. Directly responsible for ensuring that equipment and infrastructure of the College is maintained and is in compliance with applicable regulatory requirements and to ensure the safety of the College.

REPORTS TO: Executive Director of Public Safety and Facilities

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Provide management and leadership to Union employees in Maintenance and Grounds operations ensuring that College buildings and equipment are properly functioning and in compliance with regulatory standards
- Direct inspections of plant facilities and equipment, and submit appropriate reports to local, state, and national regulating entities, including IDPH water quality requirements
- Serve as the primary water manager, overseeing tests and maintains equipment, including pump houses and fire protection system
- Manage the electronic work order database to ensure the priority, follow up and quality assurance of maintenance and repair requests
- Ensure the proper maintenance of the college's fleet of vehicles including service, bids, request for proposals, trade in, sale and rotation
- In collaboration with Executive Director responsible for the establishment and maintenance of the official College record of all drawings, specifications, layout, and design standard of the College equipment/facilities (in concert with records generated under Executive Director, College Facility Projects and Contracts)
- Supervise the maintenance and grounds employees including scheduling, assigning and directing their job tasks, approving payroll, evaluation and disciplining of staff
- Assess and implement the needs and requirements of Maintenance and Grounds operations including training, budget, deferred maintenance and long range planning
- Responsible for scheduling special projects within areas of responsibility
- Participate in the hiring of new staff and recommends employment of direct reports
- Prepare and submit periodic and special reports regarding deferred maintenance and capital outlay needs
- Respond to emergencies in off-hours as necessary
- Serve (or Chair) on College committees as directed
- Work Collaboratively with others (e.g. colleagues, stakeholders, vendors) to accomplish functions and responsibilities
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Assume additional duties as assigned by immediate supervisor

QUALIFICATIONS (EDUCATION / CERTIFICATION / EXPERIENCE):

- Bachelor's Degree in Building Maintenance, engineering, or related field from a regionally accredited institution
- Five years of work experience in maintenance/grounds , including supervisory or lead responsibility and administering/monitoring of maintenance contracts
- Seven years in a field related to duties, including three as a supervisor and administering/monitoring of maintenance contracts
- Experience in a maintenance facility operation, supervision or coordination, preferably at a higher education facility
- First aid, CPR, AED certified

DESIRED QUALIFICATIONS:

- Illinois Non-Transient Non-Community Public Water Supply Operator license
- Knowledge of or certification in HVAC
- EPA type II Refrigeration Usage Card

SKILLS AND SPECIFICATIONS:

- Proficient in Microsoft Office (Word/Excel) and job related technology
- Knowledge of budgetary and administrative practices
- Knowledge of principles and practices of staff supervision (training, evaluating, directing, administering discipline, assigning, scheduling)
- Development and management of specifications for outsourced services
- Ability to effectively communicate and work with the appropriate campus faculty, administrators, contractors, staff and community groups
- Ability to develop, implement and interpret goals, policies, procedures and work standards
- Ability to analyze problems, evaluate alternatives and make creative recommendations
- Ability to establish and maintain effective work relations with those contacted in the course of work
- Dependable to consistently and effectively perform under the pressure of deadlines and other administrative demands
- Ability to read blueprints and schematics
- Possess constant traits of honesty, professionalism, integrity, loyalty, confidentiality, and avoidance of conflict of interest situations
- Strong organizational skills and self-directed
- Effective interpersonal skills using tact, patience and courtesy
- Ability to safely lift 60 pounds unassisted
- Ability to see, smell, perceive color, depth, and texture
- Commitment and respect for diversity
- Understanding of and commitment to the College mission and goals
- Ability to perform all of the essential functions, skills, and specifications of the position

SUPERVISORY RELATIONSHIPS / DIRECT REPORTS:

- Maintenance Technicians
- Grounds Keeper

POSITION: DIRECTOR OF FACILITY PROJECTS AND CONTRACTS

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

PAY GRADE: TBD **FLSA CODE:** Exempt

WORK WEEK: Flexible schedule to meet department needs to include evenings and weekends

POSITION SUMMARY: Provide management and leadership for all facilities projects and facility contractual services. The projects shall include capital, deferred maintenance, and functional renovations to suit changing academic needs, facility renewal and campus improvement for buildings and grounds and off campus properties involving all aspects of project management from a conceptual development stage through final completion. Directly responsible for ensuring that project adheres to scope, schedule and budget as formulated by the College. Oversees all facilities contractual services including, third-party custodial and grounds contracts, yearly inspection and maintenance contracts, and other contracts overseen by the facilities area.

REPORTS TO: Executive Director of Public Safety and Facilities

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Oversee and direct all College construction, renovation, remodeling, and facility renewal projects from the formulation of the project, to developing specifications, to overseeing bidding, working with contractors, and the completion of each project to include physical facilities and grounds.
- Develop short and long range construction plans and major project related performance targets, metrics and benchmarks for approval by the College
- Lead all projects, monitor progress, and provide regular reports on project status, risks, expectations and reports on any factors affecting project completion.
- Coordinate project needs and execution with other departments such as Maintenance and Finance
- Develop, implement and direct the planning and execution of capital improvement plans that lead to selection of projects in short-term and long-term timelines.
- Serve as College's point person in working with architects and engineers in the planning, design and construction of new facilities, in the renovation of existing facilities, and in the design and construction of grounds/landscaping projects.
- Oversee contractors and administer construction contracts
- Provide technical direction to projects, work with contractors in the development of project schedules and budgetary cost controls, reviewing architectural drawings and bid documents
- Prepare and maintain records, reports, files related to projects, contractors, plans, specification and financial activities
- Ensure both the project requirements and expectations are met by properly managing and balancing typical constraints (scope, budget, schedule, quality, risks and resources) while providing timely and consistent communication throughout the process
- Develop and manage budget and business aspects of all facility and grounds project matters including:
 - Develop "Request for Proposals"
 - Manage, with CFO, fee negotiations and negotiate effectively
 - Review and approve payment to consultants and contractors
 - Establish and maintain construction document library and project files

DIRECTOR OF FACILITY PROJECTS AND CONTRACTS – Page 2

- Administer all assigned contractual services within Facilities, in accordance with policies established by the Board of Trustees and the laws of the State of Illinois
- Implement and measure progress of strategic and operational plans for contractual services
- Develop and manage departmental budget and perform periodic cost and productivity analysis
- Interface with a variety of colleges and departments, administrators, officials, contractors, as well as Federal, State and local agencies
- Monitor projects to ensure compliance with College and department policies and procedures; and applicable federal, state, and local laws, ordinances, codes, and regulations
- Provide quality services by assuring that customers are informed of service schedules and statuses of work requests; and promptly address and resolve complaints from faculty and staff members
- Maintain adequate inventory of grounds equipment and supplies
- Conduct quality assurance audits for department operations by:
 - Meeting regularly with managers, supervisors, and other Facilities staff
 - Scheduling and monitoring periodic building inspections to ensure quality standards are being maintained
 - Inspecting sites for work in progress and/or work completed, ensuring conformity with standards and specifications
- Work collaboratively with others (e.g. colleagues, stakeholders, vendors) to accomplish functions and responsibilities
- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Assume additional duties as assigned by immediate supervisor

QUALIFICATIONS (EDUCATION / CERTIFICATION / EXPERIENCE):

- Bachelor's Degree in engineering, construction management or related field from a regionally accredited institution
- A valid Illinois driver's license
- Seven years of project management work experience in construction projects, including three in a supervisory or lead responsibility and administering/monitoring of construction contracts
- Working knowledge of Public Works laws, design and construction ordinances, and regulations applicable to building construction, maintenance and repair to include codes
- LEED Certification and PMI Certification (or attainment within 1st year of employment)

DESIRED QUALIFICATIONS:

- Advanced knowledge of architectural, engineering, construction technology and/or facilities management
- Licensed Professional Engineer, Construction Manager, or Architect in the State of Illinois
- Experience in complex project management in higher education

SKILLS AND SPECIFICATIONS:

- Proficient in Microsoft Office and knowledge of project management software
- Strong Mechanical logic
- Ability to work independently yet have a strong team orientation and to develop productive working relationships at all levels of the organization

DIRECTOR OF FACILITY PROJECTS AND CONTRACTS – Page 3

- Strong analytical, problem solving, organizational, interpersonal, and communication skills
- Ability to effectively communicate and work with the appropriate campus faculty, administrators, contractors, and community groups
- Ability to oversee, plan, and implement major programs and services for the organization
- Ability to deal with crisis situations, make major decisions involving people, resources, and property
- Ability to oversee and manage work involving multiple units
- Possess basic traits of honesty, professionalism, integrity, loyalty, confidentiality, and avoidance of conflict of interest situations
- Ability to safely lift 40 pounds unassisted
- Ability to see, smell, perceive color, depth, and texture
- Commitment and respect for diversity
- Understanding of and commitment to the College mission and goals
- Ability to perform all of the essential functions, skills, and specifications of the position

****Position subject to Bloodborne Pathogen Legislation***

ISSUED: March 2014

Appointment of Executive Director of Public Safety and Facilities

Information


A significant part of the reorganization of the public safety and facilities operations involves establishing the position of Executive Director of Public Safety and Facilities. Michael Clesceri has been recommended to fill this important position. Mr. Clesceri has filled the position of Executive Director of Public Safety since August, 2009. In addition, Mr. Clesceri has served in the interim position in 2010 as the Director of Public Safety and Facilities. He has a Bachelor of Science in Business Management from University of Phoenix, Phoenix, AZ, and an Executive Juris Doctor from Concord Law School, Los Angeles, CA. His experience is as follows:

- July 2012- Present Executive Director of Campus Public Safety and Security, McHenry County College, Crystal Lake, IL
- January 2010- August 2010 Acting Assistant Vice President of Grounds and Maintenance, McHenry County College, Crystal Lake, IL
- August 2009- July 2012 Director of Campus Public Safety and Security, McHenry County College Crystal Lake, IL
- 2006 – 2009 Security Account Manager/Abbott Laboratories (2008 – 2009)
Security Account Manager/British Petroleum (2006 – 2008)
Allied Barton Security Services, Naperville, IL
- 2004 – 2009 Consultant/Private Investigation
Mike Clesceri and Associates, Cary, IL
- 2004 – 2005 Adjunct Instructor
Everest College, Ontario, CA
- 1999 – 2004 Assistant Chief Investigator
Orange County District Attorney’s Office, Los Angeles, CA
- 1984 – 1999 Police Sergeant/Detective
Tustin Police Department, Tustin, CA

| Pay Grade | Minimum Salary | Midpoint Salary | Maximum Salary | Current Salary | Salary Offer |
|-----------|----------------|-----------------|----------------|----------------|--------------|
| A7 | \$94,165.00 | \$115,896.00 | \$137,628.00 | Not Applicable | \$101,849 |

Recommendation

It is recommended that the Board of Trustees approves the appointment of Michael Clesceri to the administrative position of Executive Director of Public Safety and Facilities, effective April 1, 2014, at a twelve-month salary of \$101,849.00 for FY2014 and FY2015.


Vicky Smith
President

2014 Fall Semester Scholarships

The Foundation recently posted the 2014 Fall Semester Scholarships on the MCC website. Currently fifty-two (52) scholarships totaling over \$78,500.00 are posted for the fall semester. The scholarships will remain posted until the Monday, May 5th deadline.

Highlight - Forge Ahead Scholarship

This fall semester the Foundation will award the Forge Ahead Scholarship to ten (10) recipients worth \$1,500 each. The Forge Ahead Scholarship was established from a \$100,000 donation and with recent sale of donated property in Twin Lakes, WI over \$500,000. The scholarship fund has more than \$608,000 in available funds to be awarded over the next ten years.

In addition, to the MCC Forge Ahead allocations, this generous donor has included awards for the recipients of the MCC Forge Ahead Scholarship to advance their education through the Forge Ahead University Scholarship. The University scholarship award two (2) MCC Forge Ahead recipients \$5,000 (each) towards tuition at a four-year University in the State of Illinois. The award will be provided for up to 4 semesters if the recipient(s) maintain the required GPA stipulated by donor.

Donor Spotlight - Woodstock Harley-Davidson

The Foundation has announced the availability of a new scholarship for veterans who attend McHenry County College. The Woodstock Harley-Davidson Veterans Book Scholarship is the result of a generous donation by Woodstock Harley-Davidson, specifically for a veteran of the U.S. Military, former or active member of the Reserves, Coast Guard or National Guard.

The scholarship in the amount of \$500 will be awarded to one student who meets the criteria for both the fall and spring semesters.

Woodstock Harley-Davidson has always supported veterans in the McHenry County community, both through employment and offering support and other resources through various charitable efforts. To owner and general manager, Doug Jackson, supporting veterans is near and dear to his heart, and this effort is just one way for the business to give back to the community. "My own children have served, so this is the least I (we) can do to give back to those in our own community."

Marketing director, Ashley Lambert, added, "If we can give back in a small way so that our veterans have the tools that they need, it is the least we can do. It's really a no-brainer for us."

Co-owner and general manager, Tracy Lancaster, is also excited about this new partnership through the Foundation. "Woodstock Harley-Davidson wants to make education more attainable for our veterans. So, anything we can do for them, we try to do. We just want to make it better for those who have protected us and are now coming home."

The availability of the Woodstock Harley-Davidson Veterans Book Scholarship enhances the various efforts that MCC has in place to support its veteran students, including the recent addition of a dedicated Student Veterans Resource Center in late 2013. The monies awarded from this scholarship may only be used for books (purchased in the MCC Bookstore) for the semester awarded.

2014 Distinguished Alumni Award Reception and Ceremony

PLEASE SAVE THE DATE! Thursday, April 17, 2014

McHenry County College is proud of its graduates and their accomplishments. The Foundation will be hosting their annual MCC Distinguished Alumni Reception and Ceremony on Thursday, April 17, 2014. The Distinguished Alumni Award program recognizes the accomplishments of notable MCC alumni who have demonstrated exceptional achievement in their chosen profession and made a positive impact on their community.

2014 MCC Golf Invitational

PLEASE SAVE THE DATE! Friday, June 13, 2014

The Foundation will be hosting the MCC Golf Invitational on Friday, June 13, 2014 at Turnberry Country Club in Lakewood, Illinois. This event is one of McHenry County College's premier opportunities to interface with our community. In addition, it provides our guests a unique chance to reach an audience that believes in and supports the College's educational mission. The Golf Invitational benefits student scholarships and innovative programming.

Golfing experience includes:

- Hearty brunch before the 10 a.m. shot-gun start
- Selection of golf apparel at Player Gift Tent
- Chance to participate in unique and fun on-course contests
- Prizes for standard contests on the course
- Complimentary golf club and golf shoe cleaning
- Full shoe shine service
- Pro-shop gift cards for top three foursomes
- Silent auction for foursomes at local golf courses
- 50/50 raffle and prizes
- Post-tournament dinner buffet and reception

Participation Options:

- Golf, single = \$300
- Golf, foursome = \$1,200
- Dinner Guest = \$50

To make a golf reservation or to learn about sponsorship opportunities, please call Dane Walkington at (815) 455-8556 or email at dwalkington@mchenry.edu

Scholarship Recipients Spotlight

This past academic year, MCC student Nicole Saenz was the recipient of the AAUW – Crystal Lake Branch Scholarship (\$600), AAUW Books Scholarship (\$200) and Sage Products College Opportunity Scholarship (Full Tuition) through the Foundation Scholarship Program. Nicole was very happy and appreciative to learn that she was selected as the recipient for the scholarships. By awarding her the scholarships, it lightened her financial burden and allowed her to focus more on the most important aspect of school, learning. Nicole said “the generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goals just as you have helped me”! Nicole will receive her degree from MCC this spring and begin taking classes at Columbia College in Crystal Lake this summer. It has been a pleasure getting to know Nicole over the past year as she has been a volunteer or participated at the MCC Golf Invitational, MCC Theater Alumni Reception, Scholarship Recipient Valentine's Day Card Signing, MCC's Employee Giving Program Video and the Foundation 2013 Fall Newsletter.

Georgia Katrakis was the recipient of three scholarships for Spring 2014. She received the Howard Foreman Special Needs Memorial Scholarship, Illinois Health Improvement Association Scholarship and the Dolores Schmidt Nursing Scholarship. Georgia is a returning adult student who is just finishing her prerequisites to apply for the nursing program. She has been a student at MCC for the past four years. Georgia was not able to attend college after graduating from high school because of family and financial circumstances. She has worked multiple jobs to support her family and take classes while maintaining a 3.74 GPA. Georgia believes that it is never too late to receive your education and follow your dreams. Georgia has been a volunteer or participated at the Scholarship Recipient Valentine's Day Card Signing and MCC Theater Alumni Reception.

New Foundation Scholarship - *Criminal Justice Scholarship Fund*

The new Criminal Justice Scholarship Fund was established by an MCC Employee through the Employee Giving Program. One (1) \$250 scholarship will be awarded for the first time in the 2014 Fall Semester. The applicant must be enrolled as a full-time student (12 credit hours), maintain a 2.5 GPA, resident of McHenry County, enrolled in MCC's Criminal Justice Program, seeking a career or background in the Criminal Justice Field and submit (200 – 300) word essay describing educational and career goals.

MCC's Associate in Applied Science degree in Criminal Justice helps you develop the skills, knowledge and attitude necessary for employment and advancement as a law enforcement officer. The degree also serves as a foundation for associated professions that require advanced study, such as probation, parole, corrections and social services.

Resignations

Information

Ben Allen, Student Development Advisor, has submitted his resignation effective March 14, 2014.

Scott Mezzano, Fitness Specialist, has submitted his resignation effective April 4, 2014.

Kay Moormann, Executive Dean of Workforce and Community Development, has submitted her resignation effective March 28, 2014.

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

Vicky Smith
President

Retirement

Information

Craig Derscheid, Instructor, Journalism and Speech, has submitted a letter of intent to retire effective May 31, 2014. He has been a valuable member of the College community and has given twenty-one years of service to McHenry County College. The College appreciates Mr. Derscheid's many contributions.

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

Vicky Smith
President

ICCTA Paul Simon Student Essay Contest

Information

The Illinois Community College Trustee Association's Paul Simon Student Essay Contest provides a \$500 scholarship to the student who best describes "*How My Community College Has Changed My Life.*"

All currently enrolled students at ICCTA member colleges are eligible to participate in the contest at the local level. However, each ICCTA member college may enter only one student essay in the statewide competition each year. The winner of the statewide competition will receive a \$500 cash stipend for educational expenses during the fall 2014 semester. In addition, ICCTA will invite the winner to attend the association's awards luncheon in June.

Promotion of the competition began in December. English instructors were given the flyer announcing the contest, it was discussed in their classes, and nine individuals completed the process. All essays were reviewed by the Chair of the English department. A committee of English instructors judged the entries and selected the essay written by Cecelia Long, who will represent McHenry County College in the ICCTA's statewide competition.

Attached is Ms. Long's essay entry.

My Life Has Changed Because Of McHenry County College

By: Cecelia Long

2014 Paul Simon Essay Contest

Friday, February 14th, 2014

Every morning I wake to the words of Mahatma Gandhi, engraved across a silver band, wrapped around my left index finger. "Be the change you wish to see in the world." This has become my life's vision and since enrolling at McHenry County College, it has become my life's mission. MCC has afforded me perhaps the greatest gift of all: Higher Education. The opportunity to go forth with my desire to improve and learn has been an incredible experience, one that I will forever treasure.

I am now in my second and final year at MCC and will be graduating this coming May with my Associates in Science. In these two short years, I have made so many accomplishments and beneficial relationships that will stay with me long past my college career. Guided by an inspiring faculty and a caring staff of dedicated and talented individuals, MCC is the place where young minds come to learn and grow and succeed. To think that the first two weeks I spent at MCC I ate lunch in my car because I was terrified to leave my comfort zone. However, to grow you must leave your comfort zone, so I decided that I must make the most of what resources were within my reach.

Not only have I furthered my personal development, but I have also expanded my professional development as well. As an assistant to the Sustainability Center as part of the work-study program, I have thrived and surpassed expectations. I have also held multiple leadership roles within student-ran organizations such as Co-President of Down To Earth and Secretary of Drama Club. All of these positions have enriched my communication, management, and organizational abilities, and in doing so, has better prepared me for later adult life and the challenges that may arise. Whatever may come, I know I can conquer and succeed.

Ultimately, it is the people of MCC that have changed my life the most. The relationships I have gained I will never forget, for these have made an indelible impression on who I am and who I strive to be. There are so many strong and unique individuals walking through the halls of the college, some noticed, some not, yet all of whom have instilled in me a sense of hope and belonging for the future. When I consider how McHenry County College has changed my life, I think about that same girl who started out eating lunch in her car, shy and afraid of the unknown. Looking back, I was like a small seedling kept in the dark, and it wasn't until I stepped out into the light of confidence that I was able to grow into a beautiful, fully nourished tree in a place I could call home. Looking ahead, I wish to tell anyone and everyone about the wonders of MCC, that this is a place where you truly exist, and can discover your purpose in life.

Office of Marketing and Public Relations Update

McHenry County College's Office of Marketing and Public Relations (OMPR) supports the institution's planning efforts through deliberate, strategic marketing and communication efforts to key target markets, including: students, donors, alumni, community, and employees. Taking a full-service, internal marketing agency approach to its projects, OMPR creates and enforces innovative and comprehensive branding initiatives, communications and promotions for the institution and its programs. All efforts integrate a variety of channels/media for every project and campaign, while managing individual initiatives that require a variety of, or all, services. Services often include, but are not limited to:

- Brand Development
- Copywriting
- Event Management and Marketing
- Graphic Design
- Focus Group Coordination
- Illustration
- Information Campaigns
- List Acquisition
- Media Training
- Photography
- Video Production and Audiovisual Services
- Publicity
- Script Development
- Social Networking
- Web Applications
- Web Design and Programming

The following information highlights some of the current marketing and communication efforts underway in March 2014 to grow MCC's population, strengthen MCC's identity and share MCC's stories.

- *College Publications:* OMPR is currently in production on a number of important publications:
 - Catalyst: Published by OMPR, in partnership with the Workforce, Community and Business Programs department, this quarterly publication features best practices on workforce development, as well as a complete listing of workforce training and education opportunities available through the College, with a focus on the Shah Center.
 - Summer 2014 Noncredit Schedule: This print and online publication supports all noncredit programming, including Workforce and Community Development and other summer programs, including Kids & College and Scot Stars Sports Camp.
 - News Brief from the President: This publication highlights hot topics in higher education and MCC's involvement, as well as a spotlight on new programs and efforts. The Spring/Summer 2014 issue will have a new layout and feature spread.
 - New-Student Quick Help Guide: This new print publication is targeted toward new students, providing them with helpful tips and resources to successfully transition to college life. This piece replaces the print credit schedule, as that search and registration process has moved completely online. The publication will be available in Fall 2014.
 - Student Viewbook: Common to many four-year colleges and universities, MCC will launch its first viewbook in Fall 2014, with two separate versions: traditional students and adult students.
- *Integrated Marketing Campaigns:* Efforts are underway to promote a variety of programs and events that are important to students' success, as well as increasing enrollment and retention efforts. These campaigns are all focused on providing critical information about time-sensitive processes and activities:
 - Early Advising and Priority Registration Campaign for Fall 2014

- Reverse transfer marketing campaign for summer
 - “Did You Know...” Social Media Campaign (featuring regular factoids about faculty and staff to reinforce the quality and innovation through the employees of MCC)
 - Innovation in Teaching and Learning Grant Promotional Video
 - Spring/Summer 2014 Print and Billboard Campaign (focused on student success)
 - 2013-2014 Radio Campaign (focused on monthly features of degrees, certificates and programs available to MCC students, and the benefits of attending a community college)
 - Fall 2014 Learning Communities Promotion
 - Various awareness campaigns for new courses in the areas of: art, math and sciences, and robotics
 - MCC Bookstore marketing support
 - Internal awareness campaign for advancement services: research, professional development and grants
 - 2014 Gardenfest marketing efforts
 - 2014 Midwest Strength and Conditioning Clinic marketing efforts
 - Kids & College promotions for summer classes
 - Scot Stars Sports Camp promotions for summer
 - Adult “getting started” sessions – campaign and materials
 - Suspended coffee promotion
 - Spring 2014 Job Fair Campaign and related promotions
 - MCC PRIDE Conference Campaign and related materials
 - 2014 New-Student Convocation Campaign and related efforts/materials
 - Preparation for awareness and promotion around instant enrollment efforts
 - 2014 Distinguished Alumni Campaign (in conjunction with the Friends of MCC Foundation)
 - MCC Employee Giving Campaign (in conjunction with the Friends of MCC Foundation)
 - Education to Empowerment (in conjunction with the Friends of MCC Foundation)
 - Stand Up and Be Counted Alumni Campaign (in conjunction with the Friends of MCC Foundation)
 - Annual Golf Invitational Campaign (in conjunction with the Friends of MCC Foundation)
- *MCC Brand Identity Efforts:* The following efforts are underway to support a timely follow-up and measurement of MCC’s brand implementation success to date:
 - Creation and launch of Brand Perception Survey
 - Implementation of new brand standards for employee emails
 - Submission of branded work and materials to national award competitions (in progress)
 - Updates to all department sell sheets with new content, imagery and course prefixes for select course changes
- *Outreach Efforts:* These efforts specifically focus on community outreach and collaborative partnerships:
 - Review of marketing and duplication processes to identify areas of service improvement and efficiency
 - March 2014 Women’s History Month Activities – campaign and materials
 - Involvement in Spring 2014 community and business expos
 - 2014 chamber involvement
 - Website updates to gainful employment pages and Workforce and Community Development microsite
 - Student Success web presence (internal and external)
 - Investigation of selling advertising space on College websites
 - Increased social media and interactive content growth, including Pinterest and LinkedIn
 - Collaboration with library on MCC history document for Presidential Library archives
 - Promotion of MCC-sponsored event to support community veterans, Patriot 5K

Monthly Releases and Features

The following releases and feature stories have been distributed to all local and regional media outlets from February 20-March 18, 2014.

- Ribbon Cutting & Exclusive Performance of Cabaret at MCC
- McHenry County College Sets Summer Registration Date
- Create Your Own Masterpiece with Continuing Education Art Classes at MCC
- McHenry County College Seeks Literacy Volunteer Tutors
- McHenry County College to Host 2014 Midwest Strength & Conditioning Clinic
- McHenry County College Shah Center to Offer "Working with You is Killing Me" Conflict
- Forklift Training Programs Available Through McHenry County College Shah Center
- McHenry County College Offers OSHA 10-Hour For General Industry
- Friends of McHenry County College Foundation Recognizes Miller Verchota, Inc. as "Stand Up and Be Counted" Recipient
- McHenry County College to Celebrate Women's History Month
- McHenry County College to Host Free Historic Lecture on "Julia Child: Chef and Spy"
- McHenry County College to Host Children's Learning Center Open House
- McHenry County College Seeks Exhibitors for Spring Job Fair
- McHenry County College Continuing Education Classes Feature Tree Care and Pruning
- McHenry County College to Host Two March Concerts Featuring Woodwinds, St. Patrick's Music & Dance
- Bull Valley Garden Club Gives \$1,000 Scholarship to McHenry County College Horticulture Student
- Create Delicious Recipes with McHenry County College's Continuing Education Culinary Classes
- McHenry County College to Offer Professional Organizer Class
- Join McHenry County College on a Trip to Chicago Bulls Game; Special Pricing for Students
- McHenry County College to Host Community Career Exploration Showcase March 19
- McHenry County College Student Pride Club to Host LGBTQ Conference
- McHenry County College Brings Manufacturing Classes In-House with Arrival of New Industrial Machines
- Breakfast Series Topic to Feature Concealed Carry Issues Related to Truck Enforcement
- McHenry County College Offers Unique Opportunities with Learning Communities "Twofer" Classes
- McHenry County College to Offer Medical Coding Boot Camps Featuring ICD-10-CM & ICD-10-PCD Systems
- Community Career Exploration Showcase Update
- Whitewater Brass Quintet to Perform at McHenry County College April 1
- McHenry County College Students Win Top Awards at Skyway Juried Art Competition

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

Christina M. Haggerty
Chief Communications Officer

Stories of the Month

The following links to a video of an MCC alumni panel, part of March Women's History Month activities hosted by the College. The panel was well received by attendees, and the marketing team is following up with each individual to craft feature stories and spotlights geared toward enhancing alumni relations efforts.

http://youtu.be/55_r5UOXqBw

Office of Resource Development Update

Grant Activities

The following information highlights month activity of grants which 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 Department of Commerce and Economic Opportunity – Employer Training Investment Program (ETIP) (\$106,500) – Area companies will be reimbursed for up to 50% of eligible training costs provided through the Shah Center for Corporate Training.
- Partnership: Digital Lab for Manufacturing. MCC is part of a consortium that was awarded a \$70 million grant through the Defense Department. The initiative will provide for the establishment of a manufacturing hub with the capabilities, innovation, and collaboration to unlock the full potential of the digital manufacturing revolution. The lead applicant, UI Labs, will soon be conducting a workshop for members of the consortium who have expressed interest in the Digital Lab’s education, training, and workforce development program. More information will be shared as the program is further developed

In-Process (award pending)

- The Illinois Secretary of State Adult Volunteer Literacy grant (\$47,559) - Supports the Adult Volunteer Education literacy program. Expected award notification date: July 2014
- MCC has applied for the Title III eligibility waiver. Eligibility designation qualifies an institution of higher education (IHE) to apply for grants under the above Title III and Title V programs. Expected eligibility determination date: May 2014
- Dr. Scholl Foundation (\$20,000) – Funding will provide climate control renovations to the greenhouse that will enhance Hydroponics production. Expected award notification date: November 2014.
- McHenry County Community Foundation (\$14,555) – To support the Summer Math Academy. Expected award notification date: Week of May 20, 2014
- McHenry County Community Foundation (\$14,595) – To support costs associated with restoring the *Portrait in Print* Collection that is hung in the MCC Library. Expected award notification date: Week of May 20, 2014
- Illinois Emergency Management Agency (\$111,130) – To enhance the video surveillance capacity of MCC’s Public Safety and Police Department by installing additional parking lot security cameras and upgraded video servers. Expected award notification date: May 2014
- Illinois Board of Higher Education (IBHE) – 2013-2014 Early Childhood Educator Preparation Program Innovation Grant (\$44, 022.60). MCC’s Early Childhood Department would partner with Rockford University to expand articulation agreements, thereby enabling students transferring to Rockford University to finish the Early Childhood Teacher Preparation Program in four semesters. Rockford University would be the fiscal agent. Expected award notification date: not determined.
- Illinois Board of Higher Education (IBHE) – 2013-2014 Early Childhood Educator Preparation Program Innovation Grant (\$32,815). MCC’s Early Childhood Department would partner with Northern Illinois University (NIU) to expand awareness of career options and credentials in early childhood, facilitate a smooth transfer experience for students, and develop a leadership cadre of career mentors for the northern Illinois region. Expected award notification date: not determined.

- NSF-ATE *Adapting Tested Spatial Skills Curriculum to On-Line Format for Community College Instruction: A Critical Link to Retain Technology Students* (\$95,000). Proposed partnership with Sheryl Sorby, PhD, a visiting professor at Ohio State University and Susan Staffin Metz, Stevens Institute of Technology Castle Point on Hudson, Hoboken, New Jersey to develop a spatial skills training course for community colleges. Expected award notification date: Spring 2014.
- Webb Foundation (\$5,000). Would launch an inaugural scholarship for Hispanic Women students at MCC. Expected award notification date: Not determined.
- *Youth CareerConnect* – US Department of Labor (\$3,668,438). Would provide high school students with training focused on in-demand industries and occupations for which foreign workers are currently being recruited under H-1B visas. The partnership includes Community School District 155, Woodstock School District 200, Harvard School District 50, Huntley School District 158, McHenry County College, and the Workforce Investment Board. Woodstock School District 200 is the lead applicant. Expected award notification date: Spring 2014.

Declined

- NSF-ATE DROID (*Designing Robots for Opportunities and Industry Degrees: Design, Programming Simulation, and Integration of Robotics Systems*) (\$177,618.00). Would allow MCC to implement technical education curricula in the field of robotics and manufacturing and add equipment to the Robotics Lab. NSF's Advanced Technological Education (ATE) program received 225 proposals from applicants requesting approximately \$181 million for projects. The ATE program had \$31 million available to fund 75 new awards.
- NSF S-STEM (\$600,000). This was a five-year project proposal to provide full scholarships for digital media students to attend McHenry County College. NSF received 376 proposals requesting about \$228 million. The NSF S-STEM program had \$50 million available to support 90 awards.
- C. Louis Meyer Foundation (\$4,000). Would provide funding support for the Empowerment to Education program. The Foundation indicated that there was no fault to our proposal, just limited funds on their part.

On-Going Development

- TAACCCT Grant. MCC is in conversations with several institutions to potentially partner on the upcoming TAACCCT grant. The RFP is expected to be released soon.
- Motorola Mobility Foundation – Will support College and Career Readiness and after school programming. Due: April 11, 2014.
- MCC is in partnership with Winnebago, Boone, Stephenson, and McHenry Counties Workforce Investment Boards and regional economic development corporations to apply for the U.S. Department of Commerce's *Investing in Manufacturing Communities Partnership*. Deadline was extended to April 14, 2014.

Mark Dougher
Director of Resource Development

Office of Sustainability Center Update

Monthly Highlight:

The Sustainability Center and the Bioneers Steering Committee hosted the 2014 Bioneers Speaker series February 4, 11, and 18.

- Dr. Sarah White from the Center on Wisconsin Strategy was the first speaker of this year's series. MCC was fortunate to have Dr. White for a full day of interactions, discussions and presentations throughout the College community. The day started with a welcome coffee and discussions with the MCC Sustainability Committee, Trustee Walsh and Kristy Patterson, Director of IL Small Business Development Center, followed by presentations to the Energy Resources class and Introduction to Business class on Renewable Energy and Future of Power. Dr. White also allowed time for questions and answers with the students. Over the lunch hour, Dr. White joined Dr. Smith and the Executive Council for lunch and discussion surrounding incorporating sustainability into the classroom and sustainability as a possible general education requirement.

During the evening, 125 individuals attended Dr. White's presentation on, "Green Means Go! Jobs, Renewable Energy, and the Future of Power". Following her presentation, the founder and CEO of Solar Mosaic, Billy Parrish presented a video on Solar Energy.

- The second of the Bioneers series was held on February 11th, with three speakers presenting on hydroponics and aquaponics. The speakers included: David Nabong, Brew & Grow and MCC hydroponics instructor; Kirk Cashmore, owner of Cashmore's Produce and Ponics; and Andy McGhee, Chicago Botanic Garden's Aquaponics Specialist. The panelists provided a lunchtime presentation for the MCC staff on hydroponics and aquaponics. Mr. Nabong also provided a tour of the MCC Horticulture hydroponics facilities, which are currently supplying greens to the MCC Café. In the afternoon, the speakers provided a presentation for students and faculty from Woodstock North High School.

The panelists provided a fascinating evening presentation to 168 attendees, on "Expanding Local Food Production through Aquaponics & Hydroponics". The panel was moderated by Brenda Dalhfors, Director of Master Gardeners from University of Illinois Extension Service.

- The final Bioneers speaker was Certified Biomimicry Professional, Amy Coffman Phillips. Ms. Phillips arrived at MCC for coffee with the Bioneers Steering committee and a presentation to Sarah Sullivan's Introduction to Business class. Ms. Phillips offered a lunchtime presentation on Biomimicry for MCC staff and students. The evening began with a video presentation from Janine Benyus of the Biomimicry Network, which was then followed by Ms. Phillips presentation "Adapt to Changing Conditions: Embodying Nature's Resilience Principles in the Face of Climate Change". Over 110 people were in attendance.

Ongoing initiatives:

Green Curriculum:

- The MCC Sustainability Committee continues to explore and discuss ways to incorporate sustainability into the curriculum. The survey to faculty is being developed and will be released in March to identify the importance of sustainability and overall interest levels in incorporating sustainability into current curriculums. Several faculty are exploring ways to implement courses and content to address sustainability principles.

Green Community:

- The Sustainability Center was invited to participate in the McHenry County Solid Waste Advisory Committee. This Committee is just being formed and is tasked with implementing the goals of the County Solid Waste Plan.
- The Sustainability Center hosted the McHenry County Local Food Assessment titled “County Land, County Food”. This focus is to support the viability of local food system and farmland protection in McHenry County, and to generate benefits to the local community. Some of the desired outcomes include developing a more robust agriculture economy, environmental sustainable land use, and greater access to fresh foods. Copies of the report are available in the Sustainability Center.
- There were over 36 calls and visitors to the Sustainability Center this month. Many calls are questions and conversations regarding the Bioneers speaker series and the presentation on Native Landscaping for the Home Gardener (March 20).

Green Campus:

- Work continued throughout the month of February with John Katrakis of J. T. Katrakis & Associates, Inc. and his team with the release of the Request for Proposals for the installation of solar panels at the Shah Center. A pre-bid meeting was held to answer questions for potential bidders. The bids were due to MCC on Friday February 28 and the bid opening yielded six proposals. They are currently under review for cost, qualifications and project details.

Eco-Tip for March

Birds, bats, bees, butterflies, beetles, and other small mammals that pollinate plants are responsible for bringing us one out of every three bites of food. They also sustain our ecosystems and produce our natural resources by helping plants reproduce. Unfortunately they are in trouble. Some species have seen a **90% decline** in their populations over the last decade. Without the actions of pollinators’ agricultural economies, our food supply, and surrounding landscapes would collapse

When considering what kinds of plants to plant in your garden this year, consider some that are friendly to attract pollinators that are threatened. Research has shown that local native pollinators prefer local native plants. Plant the right plants on highway rights of ways, farms, schools, home gardens, corporate landscapes and on public spaces. Home gardens can and do attract pollinators, and in many cases suburbs and cities have been shown to have more diverse pollinator communities.

Figuring out what to plant this spring? The Sustainability Center has found the Bee Smart™ Pollinator Gardener. It is a comprehensive guide to selecting plants specific to your area. It will allow you to type in your zip code and see what is native, what appeals to you and will grow well in your surroundings. Available for Apple and Android.