

REVISED

BOARD OF TRUSTEES

McHENRY COUNTY COLLEGE DISTRICT #528

Thursday, July 25, 2013
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: Special Board Meeting, June 13, 2013
Special Board Meeting, June 18, 2013
Regular Board Meeting, June 27, 2013
Special Board Meeting, July 19, 2013
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
8. BOARD COMMITTEE REPORTS
 - A. Committee of the Whole: Ms. Linda Liddell
9. ICCTA REPORT: Ms. Linda Liddell, ICCTA Liaison
10. FRIENDS OF MCC FOUNDATION REPORT: Ms. Mary Miller
11. PRESIDENT'S REPORT: Dr. Vicky Smith
12. PRESENTATION: Tour of Biology Lab and Demonstration of Virtual Cadaver Table, Mr. Rob Smith, Biology Department Chair and Ms. Marla Garrison, Instructor of Biology (20 minutes)
13. 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. Michele Lambert
 - E. Health Sciences Education Building Report: Ms. Mary Miller and Mr. Ron Parrish
 - F. Comments from the Board
 - G. Attorney Report: Mr. Daniel Curran and Ms. Nanci Rogers
14. APPROVAL OF CONSENT AGENDA
 - For Approval**
 - A. Executive Summary, Board Report #13-134
 - B. Financial Statements
 1. Treasurer's Report, Board Report #13-135
 2. Ratification for Accounts Payable Check Register, Board Report #13-136

REVISED

- C. Requests to Purchase
 - 1. Annual Telephone and Voicemail System Maintenance Agreement, Board Report #13-137
 - 2. Blackbaud Annual Maintenance Agreement for Raiser's Edge, Board Report #13-138
 - 3. Classroom Furniture for Building D Renovation, Board Report #13-139
 - 4. Diploma Paper and Covers for Graduates, Board Report #13-140
 - 5. Elevator Service Agreement, Board Report #13-141
 - 6. FY14 Public Radio Underwriting Campaign, Board Report #13-142
 - 7. FY14 Radio Advertising, Board Report #13-143
 - 8. Internet Services Provider (ISP) Bandwidth, Board Report #13-144
 - 9. Laptop Computer Lease, Board Report #13-145
 - 10. Upgraded Bandwidth to Shah Center Board Report #13-146
 - 11. UpToDate Database Subscription, Board Report #13-147
 - 12. Web Based Training Licenses, Board Report #13-148
- D. Addendum to Joint Educational Agreement between McHenry County College and William Rainey Harper College, Board Report #13-149
- E. Destruction of the Closed Session Recordings, Board Report #13-150
- F. Review of Closed Session Minutes, Board Report #13-151
- G. Personnel
 - 1. Workforce and Community Development Personnel Considerations for Summer 2013, Bd Rpt #13-71 Add.
 - 2. Workforce and Community Development Personnel Considerations for Fall 2013, Bd Rpt #13-152
 - 3. Salary Adjustment/Advanced Placement, Board Report #13-153

15. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

16. COMPENSATION ADJUSTMENTS FOR ADMINISTRATIVE PERSONNEL FOR FY14, Board Report #13-154, Revised

17. DRAFT FY14 BUDGET DISCUSSION (20 minutes)

18. FOR INFORMATION

- A. Resignations
- B. Articulation Agreement with Capella University
- C. Office of Marketing and Public Relations Update
- D. Office of Resource Development Update and Fiscal Year 2013 Grant Report
- E. Office of Sustainability Center Update
- F. Quarterly Reports on Grants

19. SUMMARY COMMENTS BY BOARD MEMBERS

20. FUTURE AGENDA ITEMS

21. CLOSED SESSION

- A. 120/2(c), Exception #2, Negotiations
- B. 120/2(c), Exception #11, Litigation
- C. 120/2(c), Exception #21, Review of Closed Session Minutes
- D. Other matters as pertain to the exceptions of the Open Meetings Act

22. ACCEPTANCE OF CLOSED SESSION MINUTES: Special Board Meeting, June 13, 2013
Special Board Meeting, June 18, 2013
Regular Board Meeting, June 27, 2013
Special Board Meeting, July 19, 2013

23. ADJOURNMENT



Ron Parrish
Chair

Scholarship Report

In FY 2013-2014 the Friends of MCC Foundation will offer fifty-eight (58) scholarships: forty (40) annual scholarships and eighteen (18) endowed scholarships. Thirty-four (34) annual scholarships and fourteen (14) endowed scholarships will be available for award during the fall semester and twenty-three (23) annual scholarships and eleven (11) endowed scholarships will be available for the spring semester.

The scholarship applications for the 2013 fall academic semester began in April 2013. Currently the Foundation has awarded for the fall thirty-nine (39) scholarships to forty-six (46) students, totaling \$37,500. There are six (6) scholarships still available for \$22,000. These include:

Michelle D. Jakic Memorial Scholarship
Forge Ahead Scholarship Fund
Knaack LLC Scholarship
McClain Family Nursing Fund
Illinois Health Improvement Association Scholarship
Carol Larson Scholarship Fund

The final deadline for applications is August 5, 2013. Awards will be announced by the beginning of September.

The 2014 Spring Semester will have thirty-four (34) scholarships available, totaling over \$38,000. Scholarship applications will be available in September of 2013 and the deadline from scholarship applications will be in October, 2013 and awarding of the scholarships will be complete in late October.

The Education to Empowerment committee recently selected two scholarship recipients, Amberley Kowalski and Brianna Carli, for the Education to Empowerment Scholarship. Each student received a \$4,000 scholarship. The recipients were honored at the Education to Empowerment event on Thursday, July 11 at the Gardens of Woodstock.

Education to Empowerment Scholarship Recipient Bios:

Amberley Kowalski -

Amberley graduated from Alden-Hebron High School and received a Bachelor of Arts degree from Northern Illinois University. She is a returning student at MCC and pursuing a degree in nursing. She will be getting her CNA certification at MCC before enrolling in an Accelerated 2nd Degree Bachelor's in nursing, specializing in oncology. Amberley is very active in advocating for cancer awareness in the community especially in the area of young adult cancers. She has been a Survival Speaker at DeKalb Relay for Life, keynote speaker for Women's Survivor luncheon and given speeches to health students at Waubonsie Valley High School. She has also been very involved with the Andrea Lynn Cancer Fund and will be helping with a bone marrow registry drive later this summer.

Brianna Carli -

Brianna graduated from Woodstock High School. She will be receiving her Associate in Science degree in spring 2014 and plans to transfer to a university pursuing a double major in Psychology and Education. She hopes to work as a high school teacher, psychologist, social worker or counselor while coaching a high school dance team. She would like to continue her education by receiving a Master's degree and eventually a Ph.D. Brianna has been very involved with the Nicole Daune Jackson Foundation as a student advisor and helps to plan events and activities. She also volunteers at their summer camp. She has been involved with several dance teams and has created choreography for her high school's drill/flag team and Creekside Middle School's dance team. Brianna has been an equestrian athlete for 12 years and enjoys competing in local events.

Student Trustee Report

Student Orientation leaders continue to prepare new students for the fall semester. They give tours of the campus and share experiences in hopes of making the transition into college life easier.

With summer coming close to an end many students are enrolling for the fall semester. Students are encouraged to see an advisor and register early for fall classes. In line with McHenry County College's dedication to making the transition into college smoother for all demographics, advising is hosting an open forum on July 30th that targets student veterans. Student veterans experience many obstacles when adjusting to civilian life after being overseas. The open forum will provide information on obstacles veterans' experience, support services on campus, and ways to encourage campuses to implement veteran supportive practices. The open forum will ensure student success and support veterans in pursuit of higher education.

Student Senate continues to meet regularly to prepare for the year, organize team building activities, and retreats for the upcoming academic year. With renovations completed in Student Life, clubs that meet over summer break have begun utilizing the new space. Students are ecstatic about the new atmosphere of Student Life. The upcoming fall semester is expected to see more student initiatives and programming.

Michele Lambert
Student Trustee

Executive Summary

Information

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

Recommendation

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

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

Vicky Smith
President

Executive Summary

Fiscal Year 2013 is currently 100% complete with the year-to-date results ending June 30, 2013 being reported. In the Operating Funds, total revenue is 96% of budget, as compared with 101% at the same time last year. Total expenditures are 80% of budget, as compared with 100% 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 93% of budget. FY13 revenue is \$26,785,225 vs. FY12 revenue of \$26,723,494. The revenue is derived from 50% of the 2011 tax levy and 50% of the 2012 tax levy. The 1st payment from the 2012 tax levy has been received and has been recorded in June 2013.
- State government revenue is 99% of budget. FY13 revenue is \$2,565,167 vs. FY12 revenue of \$2,756,017. The timing of receipts from the State will always continue to be a concern given its difficulty in paying its obligations and the releasing of funds in a timely manner.
- Student tuition and fees is 96% of budget. FY13 revenue is \$14,546,101 vs. FY12 revenue of \$14,194,480. Tuition finished over budget with \$12,104,715 on a budget of 12,066,546 and Fees finished under budget with \$2,447,565 on a budget of \$3,030,169.
- Sales and service fee revenue is comprised of Continuing Education activity and is at 111% of budget. FY13 revenue is \$1,003,652 vs. FY12 revenue of \$913,428. As mentioned above, this activity only includes the Operating Funds (Fund 01 and Fund 02) and does not include Auxiliary Fund 05 activity.
- Facilities revenue is comprised of activity relating to the use or rental of college facilities. Currently, this activity is at 59% of budget. FY13 revenue is \$19,415 vs. FY12 revenue of \$28,980.
- Interest revenue is currently 96% of budget. FY13 revenue is \$28,907 vs. FY12 revenue of \$32,497. The limited interest rates available in the market will continue to inhibit the growth in this line item.
- Other revenue is currently 104% of budget. FY13 revenue is \$5,648,243 vs. FY12 revenue of \$13,335,901. This category consists mainly of employee contributions to health insurance and other insurance related activities. The employee health insurance contributions account for \$5,413,139 of the total. The remaining balance is from Retiree health contributions of \$97,943, NSF charges, assorted fines, fees, and miscellaneous income of \$137,161.

Expenditures

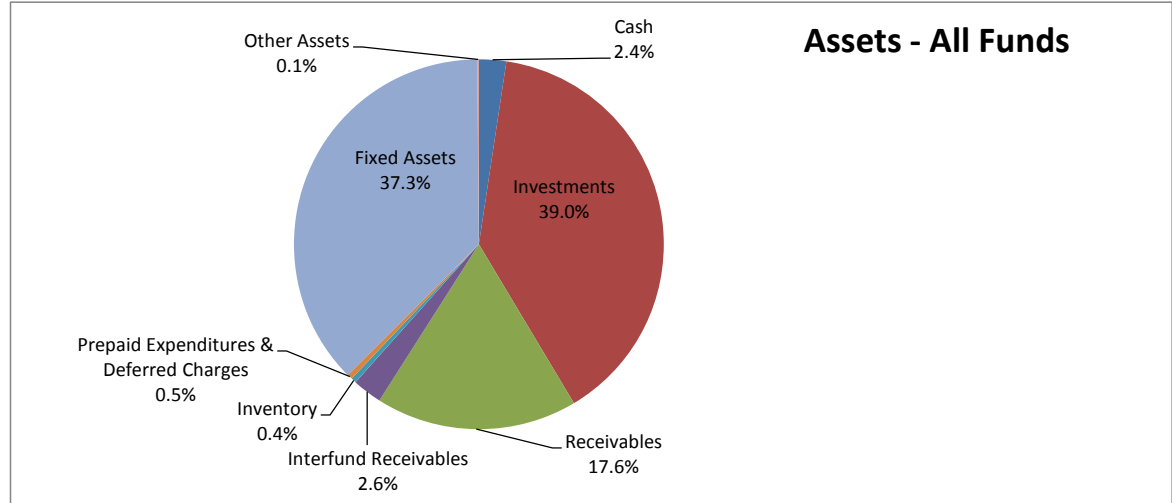
- Salaries expenditures are currently 97% of budget. FY13 expenditures are \$24,973,372 vs. FY12 expenditures of \$24,097,062. Overall year-end expense is expected to be under budget.
- Employee benefit expenditures are currently 76% of budget. FY13 expenditures are \$8,332,902 vs. FY12 expenditures of \$15,320,358. The main difference between the two fiscal years is a result of the pass-thru entry the college has to make at year end for the SURS contribution made by the State on behalf of the employer. That entry has not been done for FY14 but will be part of the year end process. The amount recorded is approximately \$6 million. Overall year-end expense is expected to be under budget.
- Contractual services are currently 66% of budget. FY13 expenditures are \$4,041,670 vs. FY12 expenditures of \$4,285,223. Overall year-end expense is expected to be under budget.

- Materials and supplies are currently 70% of budget. FY13 expenditures are \$2,272,603 vs. FY12 expenditures of \$2,440,218. Overall year-end expense is expected to be under budget.
- Travel and meeting expenditures are currently 63% of budget. FY13 expenditures are \$568,741 vs. FY12 expenditures of \$636,663. Overall year-end expense is expected to be under budget.
- Fixed charge expenditures are currently 113% of budget. FY13 expenditures are \$1,303,633 vs. FY12 expenditures of \$1,137,157. The negative variance of \$153,785 in this line item is due to the computer leases of \$505,842 which were over budget by \$280,842 on a budget of \$225,000. Interest expense finished under budget by \$113,737. The other two major items that make up this expense are the annual bond principal payment of \$430,000 and general liability insurance of \$217,702. This expense line item will be slightly over budget for FY13.
- Utilities expenditures are currently 71% of budget. FY13 expenditures are \$757,691 vs. FY12 expenditures of \$932,211. Overall year-end expense is expected to be under budget.
- Capital expenditures are currently 31% of budget. FY13 expenditures are \$1,151,258 vs. FY12 expenditures of \$1,409,349. Capital expenditure for FY13 have been planned to occur in the next fiscal year which kept this overall expenses low for the current year. Overall year-end expense is expected to be under budget.
- Other expenditures are currently 134% of budget. FY13 expenditures are \$839,460 vs. FY12 expenditures of \$5,046,863. Miscellaneous expenditures were over by \$208,511 on a budget of \$190,000. The large disparity from the prior fiscal years was a charge of \$2,000,000 for the College ERP that was purchased in FY12.

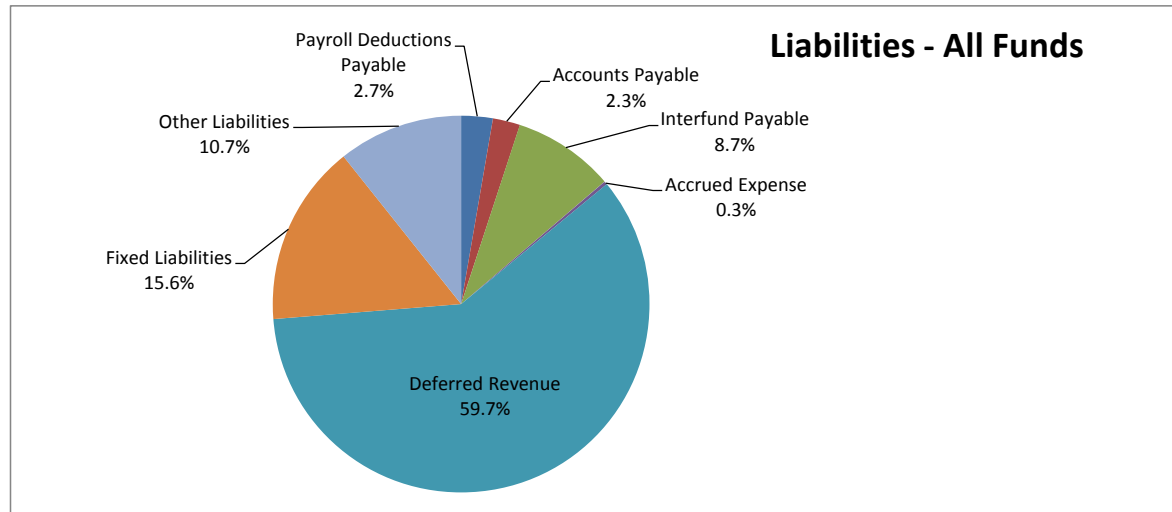
Vicky Smith
President

**Unified (All Funds) Statement of Financial Position
June 30, 2013**

<u>Assets</u>	All Funds
Cash	2,620,298
Investments	43,038,494
Receivables	19,405,254
Interfund Receivables	2,846,835
Inventory	495,499
Prepaid Expenditures & Deferred Charges	502,207
Fixed Assets	41,161,025
Other Assets	146,113
Total Assets	110,215,723



<u>Liabilities</u>	
Payroll Deductions Payable	884,366
Accounts Payable	763,755
Interfund Payable	2,846,835
Accrued Expense	92,904
Deferred Revenue	19,503,398
Fixed Liabilities	5,082,363
Other Liabilities	3,499,112
Total Liabilities	32,672,732
Designated Fund Balance	77,542,992



<u>Assigned Fund Balance</u>	
30% Reserve for annual budgeted expenditures	57,257,224
39% Reserve for emergency expenditures	11,327,188
100% for planned growth/restricted purpose	17,197,611
100% for long term debt liabilities	(5,082,363)
100% for long term retirement liabilities	(3,156,669)
Remaining Unassigned Balance	(0)

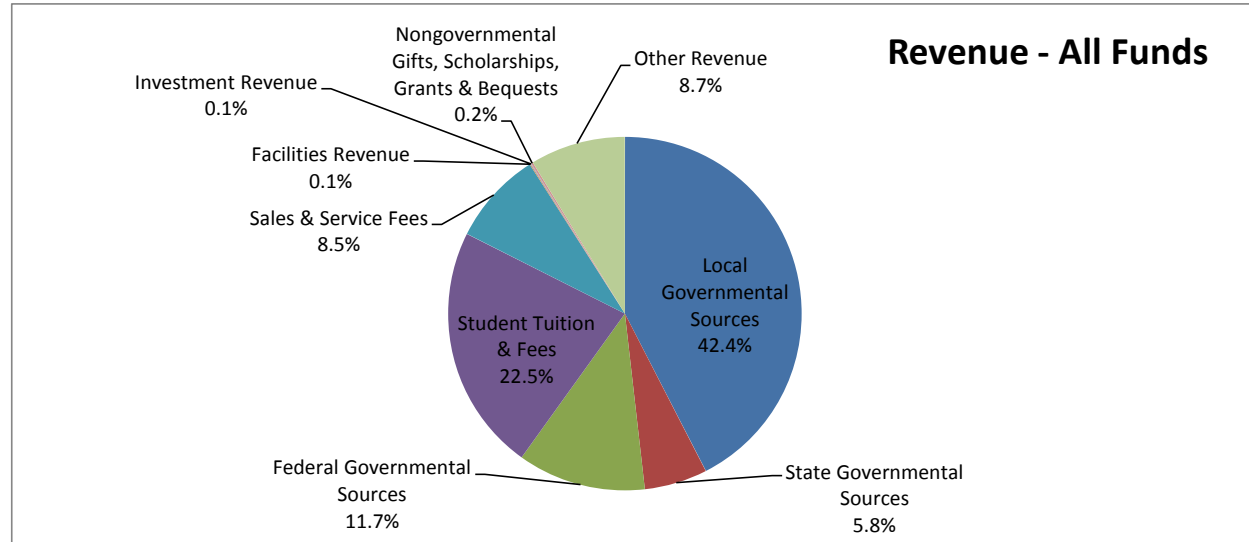
All Funds Statement of Activities (Income Statement)
June 30, 2013

	01	02	03	05	06	07	08	09	11	12	
	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	
All Funds											
Revenue											
Local Governmental Sources	27,515,178	24,089,088	2,696,137	-	-	-	-	-	52,597	677,357	
State Governmental Sources	3,737,333	1,890,681	674,485	-	-	1,172,166	-	-	-	-	
Federal Governmental Sources	7,589,968	-	-	-	-	7,589,968	-	-	-	-	
Student Tuition & Fees	14,609,217	11,659,800	2,890,540	-	58,877	-	-	-	-	-	
Sales & Service Fees	5,534,431	1,003,652	-	-	4,401,704	129,075	-	-	-	-	
Facilities Revenue	47,940	19,415	-	-	28,525	-	-	-	-	-	
Investment Revenue	44,879	28,139	768	11,040	-	-	2,876	-	-	2,057	
Nongovernmental Gifts, Scholarships, Grants & Bequests	111,231	-	-	100,000	-	11,231	-	-	-	-	
Other Revenue	5,648,173	5,630,923	17,320	-	-	(70)	-	-	-	-	
Total Revenue	64,838,352	44,321,698	6,279,250	111,040	4,489,106	8,902,371	2,876	-	52,597	679,414	
Expenditures											
Salaries	27,329,531	23,644,554	1,328,817	-	1,073,132	871,471	-	-	-	411,557	
Employee Benefits	7,581,023	7,913,905	418,997	-	191,609	63,945	-	(1,845,636)	-	838,203	
Contractual Services	4,551,523	3,297,604	744,067	29,759	249,348	103,242	-	-	105,890	21,614	
General Materials & Supplies	5,529,442	2,006,075	266,528	-	3,023,314	218,549	-	-	-	14,976	
Travel & Conference/Meeting	671,481	536,829	31,912	-	62,254	33,428	-	-	-	7,058	
Fixed Charges	1,083,111	1,299,215	4,418	-	32,649	16,511	-	(361,691)	-	92,010	
Utilities	763,130	108,344	649,347	-	3,670	-	-	-	-	1,769	
Capital Outlay	1,043,361	279,578	871,680	3,755,704	25,422	199,823	(4,092,556)	-	-	3,711	
Other Expenditures	8,369,468	839,460	-	-	2,761	7,520,997	-	6,250	-	-	
Contingency	10,443	-	10,443	-	-	-	-	-	-	-	
Total Expenditures	56,932,515	39,925,564	4,326,210	3,785,463	4,664,158	9,027,967	-	(4,092,556)	(2,201,077)	1,390,898	
Excess/(deficit) of revenues over expenditures	7,905,837	4,396,135	1,953,040	(3,674,423)	(175,052)	(125,596)	2,876	4,092,556	2,201,077	(53,293)	(711,484)
Operating transfers in	3,840,000	-	-	2,500,000	-	-	-	-	140,000	1,200,000	
Operating transfers out	3,840,000	1,340,000	2,500,000	-	-	-	-	-	-	-	
Beginning Fund Balance	69,637,152	19,374,545	5,547,232	13,046,400	1,853,907	72,063	2,817,154	37,068,468	(10,423,352)	(40,101)	320,836
Ending Fund Balance	77,542,989	22,430,680	5,000,272	11,871,977	1,678,855	(53,533)	2,820,030	41,161,024	(8,222,275)	46,606	809,352

**Unified (All Funds) Statement of Activities
June 30, 2013**

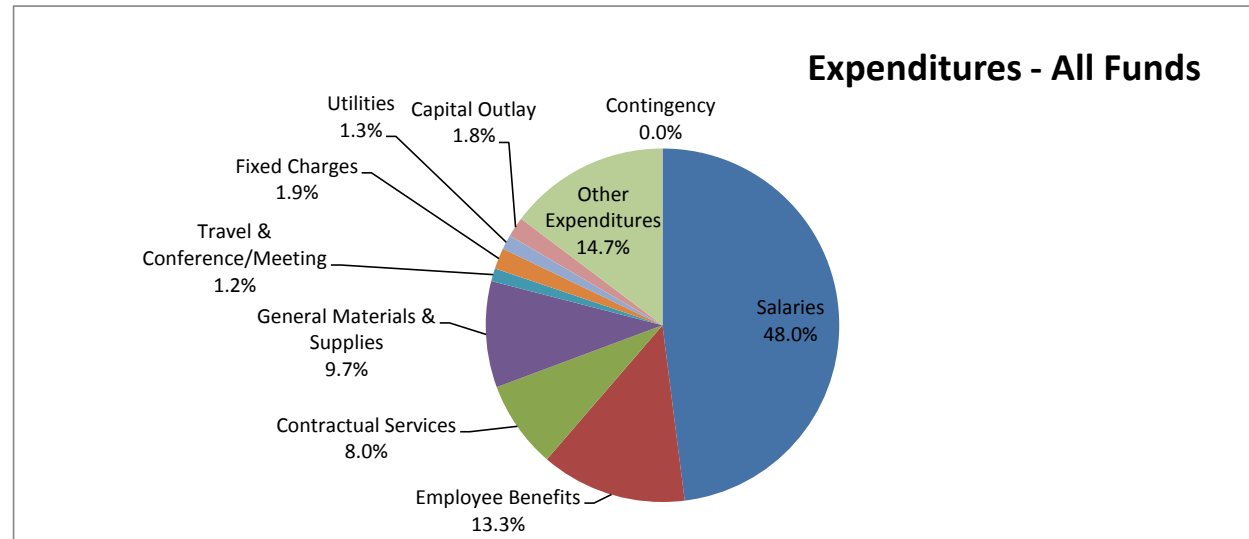
Revenue

Local Governmental Sources	27,515,178
State Governmental Sources	3,737,333
Federal Governmental Sources	7,589,968
Student Tuition & Fees	14,609,217
Sales & Service Fees	5,534,431
Facilities Revenue	47,940
Investment Revenue	44,879
Nongovernmental Gifts, Scholarships, Grants & Bequests	111,231
Other Revenue	5,648,173
Total Revenue	64,838,352



Expenditures

Salaries	27,329,531
Employee Benefits	7,581,023
Contractual Services	4,551,523
General Materials & Supplies	5,529,442
Travel & Conference/Meeting	671,481
Fixed Charges	1,083,111
Utilities	763,130
Capital Outlay	1,043,361
Other Expenditures	8,369,468
Contingency	10,443
Total Expenditures	56,932,515



Excess/(deficit) of revenues over expenditures	7,905,837
---	------------------

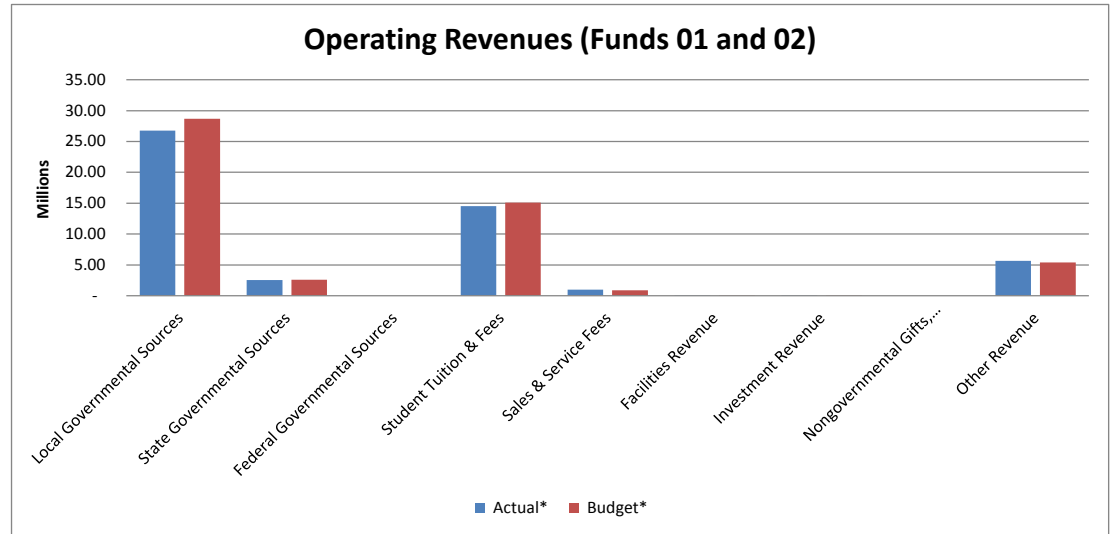
Operating (Funds 01 & 02) Statement of Activities
June 30, 2013

	FY13			FY12		
	Actual*	Budget*		Actual*	Budget*	
Revenue						
Local Governmental Sources	\$ 26,785,225	\$ 28,698,422	93%	\$ 26,723,494	\$ 26,365,898	101%
State Governmental Sources	2,565,167	2,603,865	99%	2,756,017	2,347,260	117%
Federal Governmental Sources	-	-	0%	-	-	0%
Student Tuition & Fees	14,550,340	15,096,715	96%	14,164,654	14,166,129	100%
Sales & Service Fees	1,003,652	900,400	111%	913,428	872,649	105%
Facilities Revenue	19,415	33,000	59%	28,980	27,500	105%
Investment Revenue	28,907	30,000	96%	32,497	45,000	72%
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	-	0%	-	-	0%
Other Revenue	5,648,243	5,413,047	104%	13,335,901	5,675,081	235%
Total Revenue	\$ 50,600,948	\$ 52,775,449	96%	\$ 57,954,971	\$ 49,499,517	117%
Expenditures						
Salaries	\$ 24,973,372	\$ 25,831,049	97%	\$ 24,097,062	\$ 26,096,415	92%
Employee Benefits	8,332,902	10,939,594	76%	15,320,358	10,501,216	146%
Contractual Services	4,041,670	6,087,968	66%	4,285,223	5,341,041	80%
General Materials & Supplies	2,272,603	3,229,121	70%	2,440,218	3,195,280	76%
Travel & Conference/Meeting	568,741	903,649	63%	636,663	977,206	65%
Fixed Charges	1,303,633	1,149,848	113%	1,137,157	1,225,695	93%
Utilities	757,691	1,060,539	71%	932,211	1,107,882	84%
Capital Outlay	1,151,258	3,768,312	31%	1,409,349	2,923,208	48%
Other Expenditures	839,460	628,060	134%	5,046,863	2,616,716	193%
Contingency	10,443	1,588,809	1%	(59,604)	1,312,979	-5%
Total Expenditures	\$ 44,251,773	\$ 55,186,949	80%	\$ 55,245,499	\$ 55,297,639	100%
Excess/(deficit) of revenues over expenditures	\$ 6,349,175	\$ (2,411,500)		\$ 2,709,472	\$ (5,798,122)	
Net Transfers Out/(In)	\$ 3,840,000	\$ 8,795,000		\$ 2,885,000	\$ 6,415,000	
Net Operating Funds Surplus/(Deficit)	\$ 2,509,175	\$ (11,206,500)		\$ (175,528)	\$ (12,213,122)	

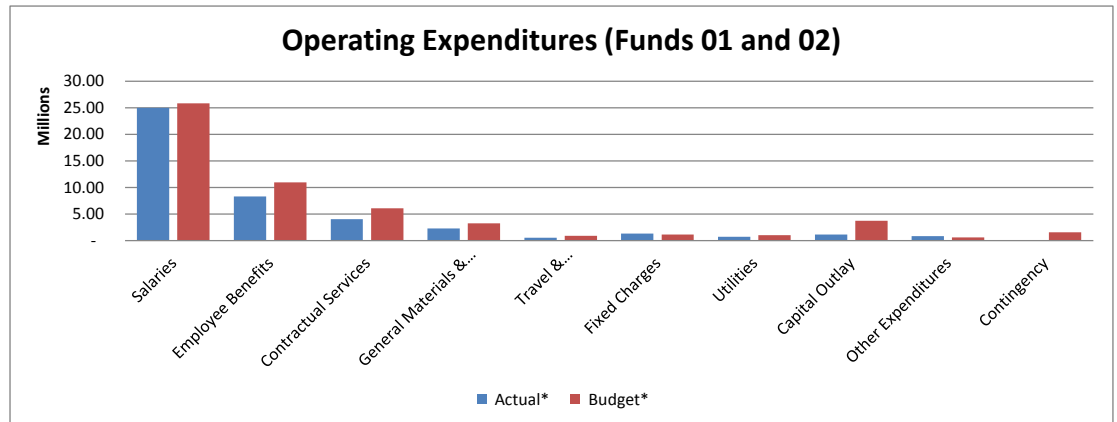
*#N/A or "-" indicates that there is no activity to record for this category in Fund 01 or 02.

Operating Funds - Statement of Activities
June 30, 2013

	Actual*	Budget*
Revenue		
Local Governmental Sources	26,785,224.69	28,698,422.00
State Governmental Sources	2,565,166.54	2,603,865.00
Federal Governmental Sources	-	-
Student Tuition & Fees	14,550,339.98	15,096,715.00
Sales & Service Fees	1,003,652.46	900,400.00
Facilities Revenue	19,414.92	33,000.00
Investment Revenue	28,906.55	30,000.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	-
Other Revenue	5,648,242.95	5,413,047.00
Total Revenue	50,600,948.09	52,775,449.00



Expenditures		
Salaries	24,973,371.51	25,831,049.09
Employee Benefits	8,332,902.10	10,939,594.00
Contractual Services	4,041,670.37	6,087,968.49
General Materials & Supplies	2,272,602.74	3,229,121.25
Travel & Conference/Meeting	568,741.06	903,648.59
Fixed Charges	1,303,632.78	1,149,848.00
Utilities	757,691.19	1,060,539.00
Capital Outlay	1,151,258.26	3,768,311.97
Other Expenditures	839,459.84	628,060.00
Contingency	10,443.43	1,588,809.09
Total Expenditures	44,251,773.28	55,186,949.48
Excess/(deficit) of revenues over expenditures	6,349,174.81	(2,411,500.48)



Treasurer's Report

Information

Attached is the Treasurer's Report for the month of June, 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", is written over a light grey rectangular background.

Vicky Smith
President

**McHenry County College
Treasurer's Report
For the Month of June 2013**

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Operating	\$1,396,294.32	\$12,853,363.41	\$11,793,811.59	\$2,455,846.14
Crystal Lake Bank & Trust Credit Card	\$130,315.79	\$298,540.22	\$399,060.75	\$29,795.26
Crystal Lake Bank & Trust Online	\$24,943.96	\$146.26	\$0	\$25,090.22
Crystal Lake Bank & Trust Employee Benefits	\$0	\$22,246.76	\$22,246.76	\$0
Crystal Lake Bank & Trust Payroll	\$17,988.58	\$1,757,644.52	\$1,757,644.52	\$17,988.58
Crystal Lake Bank & Trust Federal Student Loan	\$0.00	\$111,080.00	\$111,080.00	\$0.00

McHenry County College
June 30, 2013

Investments

College Fund	Financial Institution	06/30/13	05/31/13	% of Total			
		Investments	Investments	Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$14,907,616	\$6,661,901	19%	see below	N/A	On Demand
Education	JPMorgan Chase	9,172,180	9,170,704	26%	0.21%	N/A	On Demand
Operations & Maintenance	Illinois Funds	13,195,781	13,195,602	38%	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	927,814	927,664	3%	0.21%	N/A	On Demand
Working Cash	Illinois Funds	2,102,719	2,102,696	6%	see below	N/A	On Demand
Working Cash	JPMorgan Chase	621,665	621,565	2%	0.21%	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	1,756,234	1,756,215	5%	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	354,486	354,428	1%	0.21%	N/A	On Demand
	Total	\$43,038,494	\$34,790,775	100%			

Interest Revenue

Interest Revenue

College Fund	Jun-13	Fiscal YTD
Education	\$1,640	\$27,864
Operations & Maintenance (Restricted)	328	11,808
Working Cash	123	2,876
Liability, Protection and Settlement	76	2,057
Total	\$2,167	\$44,604

Illinois Fund Rates - June 30, 2013

Annualized rate - Money Market	
Low	0.012%
High	0.030%
Average	0.018%

* 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 \$1,891,386.65. Please note that the expenses are not segregated into the respective funds.

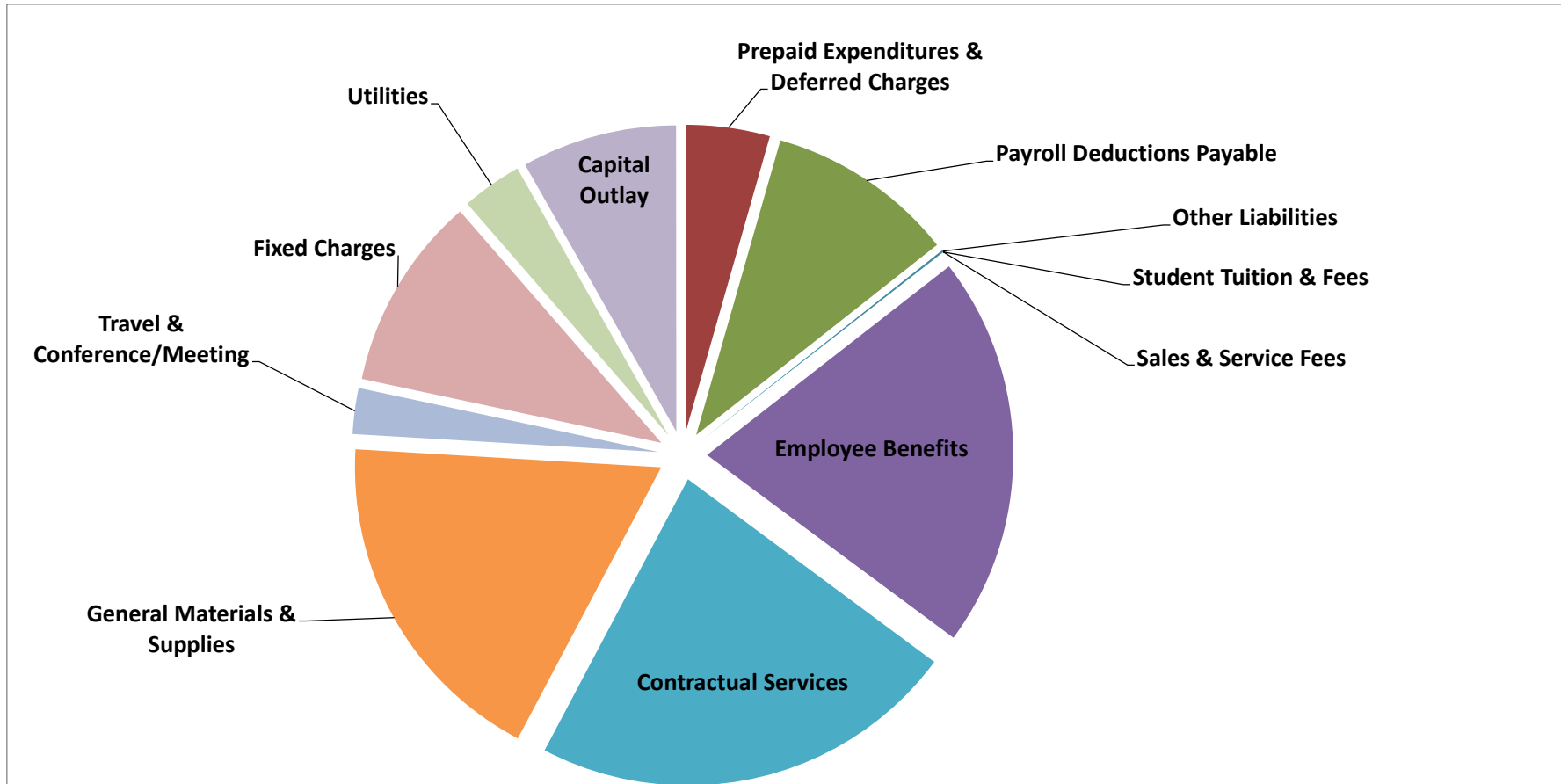
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of June 1- June 30, 2013, totaling \$1,891,386.65.



Vicky Smith
President

Distribution of Monthly Check Register Payments 6/1/13 through 6/30/13



Category	Amount	Percent	Category	Amount	Percent
Receivables	0.00	0.00%	Employee Benefits	388,235.72	20.53%
Prepaid Expenditures & Deferred Charges	83,058.53	4.39%	Contractual Services	423,699.28	22.40%
Payroll Deductions Payable	186,263.46	9.85%	General Materials & Supplies	341,248.33	18.04%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	45,203.12	2.39%
Other Liabilities	2,036.95	0.11%	Fixed Charges	192,648.09	10.19%
Federal Governmental Sources	0.00	0.00%	Utilities	59,818.60	3.16%
Student Tuition & Fees	25.00	0.00%	Capital Outlay	153,718.21	8.13%
Fees	35.00	0.00%	Other Expenditures	15,396.36	0.81%
Other Revenue	0.00	0.00%	Total All Categories	1,891,386.65	100.00%

Request to Renew
Annual Telephone and Voicemail System Maintenance Agreement

Information

Renewal of the College's annual system maintenance agreement for telephone and voicemail communications is now due. This maintenance agreement covers the mission critical telephone and voicemail systems for both of the College's campuses (main campus and Shah Center). It provides for emergency repair or replacement (parts and labor) of three servers, 60 circuit cards and 450 telephones. It also provides essential support for moves, adds or changes to the system and ongoing training.

Telcom Innovations Group, LLC, originally installed the College's Mitel PBX telephone and voicemail system, and has worked with the College regularly to keep the system updated including the addition of Voice-over-IP services. The College's telephone PBX costs have remained flat for the past seven years despite growth in capacity and enhanced capabilities.

	<u>Telcom Innovations Group, LLC</u>
Annual Maintenance on the Mitel Telephone and Voicemail System from September 1, 2013 through August 31, 2014	\$12,954.00

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

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of an annual Mitel telephone and voicemail system maintenance agreement from September 1, 2013 through August 31, 2014 for \$12,954.00 from Telcom Innovations Group, LLC, of Itasca, IL.



Vicky Smith
President

Request to Renew
Blackbaud Annual Maintenance Agreement for Raiser's Edge

Information

This maintenance agreement covers the Fundraising and Constituent Management System Raiser's Edge used by the Friends of McHenry County College Foundation. The fundraising and constituent management system includes modules for event management, online registration management, prospect research, gift processing, reports, and donor management. The annual maintenance agreement includes all Raiser's Edge and module upgrades, 24/7 customer support, trainings, learning community support, and product tutorials for a one-year period.

The FY 2014 renewal amount of \$11,891.33 is a 3% increase (\$386.35) from FY 2013 amount of \$11,504.98. The annual maintenance agreement is a single source provider for this product.

This 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, "purchases and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services."

This expense is budgeted in the Foundation Support account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of the annual maintenance agreement for Raiser's Edge for the amount of \$11,891.33 from Blackbaud of Atlanta, GA.



Vicky Smith
President

Request to Purchase
Classroom Furniture for Building D Renovation

Information

In May 2013, the Board of Trustees approved Board Report #13-100, which authorized the College to renovate the D Building in order to develop a Robotics and Manufacturing Center. Part of the renovation includes two new computer classrooms/labs. In order to furnish these classrooms/labs, the College is requesting the purchase of 24 computer workstations and chairs and one instructor work station, for each of these classrooms/labs.

Krueger International Furniture (KI) of Green Bay, WI was selected to supply the furniture for these classrooms/labs. KI is a part of the National Joint Powers Alliance (NJPA) consortium. The NJPA is a consortium which has gone through a bidding process with various state and federal agencies. This bidding process assures that the College is getting the best prices possible on this furniture.

The total price for the 24 computer workstations, chairs and one instructor work station for both rooms, including shipping and installation, is \$61,160.02

This expense is budgeted in the Education and Career and Technical Education Capital Outlay account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the D Building classrooms/labs furniture for the remodeled classrooms in the D building, from KI Furniture, Green Bay, WI, at a cost of \$61,102.02.



Vicky Smith
President

Request for Purchase
Diploma Paper and Covers for Graduates

Information

The diploma is a treasured memento that signifies the successful completion of an academic course of study and substantiates a graduate’s educational accomplishment. The obtainment of a diploma is held in high regard amongst completers, academia, and the workforce. Approximately 1,650 students are expected to meet the necessary requirements in order to receive their diplomas during FY14.

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

<u>Description</u>	<u>Jostens</u>
Diplomas	
• Size: 9” x 7”	
• Paper: Standard American Parchment	
• Seals: 1-1/4” Embossed seal	
• Signatures: Printed on diploma	
• Variable text: Name, Degree, Major, Date	
• Cost for diplomas based on a quantity of 1,650 @ \$2.33 ea.	\$ 3,844.50
Diploma Covers	
• Size: 9” x 7”	
• Color: Black with smooth finish	
• McHenry County College and MCC seal embossed on front	
• Etching on left inside cover	
• Hinged on side	
• Cost for covers based on a quantity of 1,650 @ \$5.73 ea.	\$ 9,454.50
Estimated Shipping based on previous year, including HomeShip Program	<u>\$ 3,000.00</u>
Total Cost:	\$16,299.00

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

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

The funds to purchase the diploma paper and covers are budgeted in the Graduation account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of diploma paper at \$2.33 per sheet and diploma covers at \$5.73 each, plus shipping for a total cost of \$16,299.00 from Jostens located in Woodridge, IL.



Vicky Smith
President

Request to Purchase
Elevator Service Agreement

Information

The Otis elevators at McHenry County College are manufactured by and have been maintained by the Otis Elevator Company. Otis Elevator Company is the sole source provider for proper service to its own equipment, and is the recommended service provider, providing the most comprehensive and dependable elevator maintenance coverage which is purchased through the Illinois Community College Systems Procurement Consortium (ICCSPC). An annual agreement for this service is necessary to maintain appropriate and safe elevator operations at the College.

The agreement consists of comprehensive preventive maintenance, inspections, testing, and repair of the four elevators at the McHenry County College campus and includes emergency service. This agreement also consists of proper training of elevator usage for MCC maintenance and security staff.

This is a request for a three-year extension of the existing service agreement, which currently is in effect through August 31, 2013. McHenry County College has received outstanding service from Otis Elevator Company the past three years of the current agreement and, per the agreement; wishes to automatically renew the contract for an additional three-year term. The price quoted for next year remains the same as the previous year and the prices quoted for the following two years reflects a 3% increase for the labor changes that are in effect with their union. The prices are as follows:

Year	Dates	Annual Cost
1	9/1/2013 – 8/31/2014	\$10,438.08
2	9/1/2014 – 8/31/2015	\$10,751.22
3	9/1/2015 – 8/31/2016	\$11,073.76

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

The expense is budgeted in the Building Maintenance Services account in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees approves the extension of the existing three-year elevator service agreement with Otis Elevator Company, of Madison, WI, at a cost of \$10,438.08 for FY 2013, \$10,751.22 for FY 2014 and \$11,073.76 for FY 2015.



Vicky Smith
President

Request to Purchase
FY 2014 Public Radio Underwriting Campaign

Information

Public radio listeners are those who influence others in the community to act, support and give. They are avid supporters of cause-related efforts and the arts in all forms. They are culturally diverse, with high disposable incomes that are used to participate in and give support to efforts they believe enrich their lives. With 61,500 weekly listeners throughout a large portion of Northern Illinois and Southern Wisconsin, Northern Public Radio (WNIU/WNIJ) attracts individuals who have achieved professional success, who are engaged in their community and who support the importance of education.

The use of public radio as part of McHenry County College's multi-channel marketing and branding campaign reinforces brand awareness by reaching a targeted audience of community influencers, especially those who support environmental efforts and lifelong education.

By engaging in a year-long public radio underwriting campaign, the College will benefit by:

- Increasing visibility before a highly influential audience
- Having a higher likelihood to receive sponsorship support of cause-related and environmental events and efforts by Northern Public Radio
- Having a higher likelihood of receiving support for new programs and initiatives by the listening audience
- Airing consistent messages that reinforce the College's values and its relevance to the community
- Increasing brand awareness and credibility
- Improving public perception

Measures of success will include:

- Increased sponsorship and public service announcement support for FY 2014
- Higher attendance in community events held at McHenry County College
- Improved click-through rate from public radio website to College website

Profile of Northern Public Radio listeners:

- 64% of WNIJ listeners have attained a bachelor's degree or higher, compared to 28% in the general area population.
- 79% more likely to contribute \$250 or more to a nonprofit group.
- 77% more likely to enroll in adult education courses.
- Three times as likely to participate in environmental groups or causes.
- 8.51% of listeners live in McHenry County (estimated 5,233 weekly listeners).
- 8.57% of donations come from McHenry County (estimated \$59,647 in FY 2012).
- The top 25 cities in membership (out of 294 cities with members) include Woodstock at #6, Crystal Lake at #10, Huntley at #16 and Marengo at #21. Harvard receives honorable mention at #26.

- 51% of listeners report household income exceeding \$75,000, compared to 26% in the general population.
- 72% more likely to attend public meetings on school affairs.
- 148% more likely to write a “letter to the editor”.
- 136% more likely to serve on a committee for a local organization.

Radio credits/underwriting (e.g. “Support for WNIJ comes from McHenry County College...”) delivers a series of rotating, custom messages that grow awareness for MCC and its courses, programs and special events.

A rotation of credits will run for 52 weeks (entire year) throughout FY 2014 on the area’s primary public radio station, Northern Public Radio (WNIU/WNIJ), totaling \$12,792.00 for 468 announcements. The radio ads will be heard multiple times/week during regularly scheduled programs, including “Morning Drive” and the full listening audience. MCC will also receive additional exposure as part of this contract through:

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

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

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of a public radio underwriting campaign for FY 2014 in the amount of \$12,792.00 with Northern Public Radio, DeKalb, IL.



Vicky Smith
President

Request to Purchase
FY 2014 Radio AdvertisingInformation

The Rule of Seven is a marketing adage that a prospect needs to hear or see a marketing message at least seven times before they take action. While seven may be variable, the reality is that marketing must be ongoing in order to warrant success. McHenry County College takes a multi-channel marketing approach with every effort—from acquisition and retention to development—using frequency and consistency of messages across a variety of channels to reinforce a call to action or message.

In order to provide frequent and consistent messaging about its programs and benefits, MCC must use radio advertising in combination with other media channels (i.e. direct mail, print, web, etc.). This ultimately influences the overall awareness and public perception of the College and its programs. Mile High Station Trust (which includes WZSR-Star 105.5 FM and WFXF-103.9 FM The Fox) meets the marketing objective to provide a broader brand awareness of MCC at a local level, which encourages ongoing support by target listeners: traditional students and parents of those students, adult students, and local businesses.

By engaging in FY 2014 radio advertising, McHenry County College will benefit by:

- Increasing its visibility before a large percentage of the McHenry County community (over 494,000 total cumulative listeners per week)
- Receiving early support for new programs and services
- Having a higher likelihood to receive sponsorship support by WZSR and WFXF
- Having a higher likelihood to receive support for new programs and initiatives by the radio listening audience
- Airing consistent messages that reinforce the College's values and its relevance to the community
- Improving public perception with loyal listeners through radio personality endorsements
- Receiving additional promotion and announcements for other MCC events beyond the marketing plan, including Job Fair, Safety Fair, Relay for Life and community forums
- Positioning a strong brand in the marketplace through consistent messages of quality, community and change ready

Measuring return on marketing investment is an important component of any marketing campaign, which is why the College's Office of Marketing and Public Relations has specific marketing metrics in place. As an example, a targeted Spring 2013 radio campaign for increasing summer semester enrollment ran mid-April to mid-May. By creating a unique webpage address that was included in the radio ad (www.mchenry.edu/summer), it became easier to track the number of hits directly resulting from the radio campaign. There were 506 page views during this campaign period. Of those 506 page views, 87 went directly to this page without searching/navigating from another page.

Metrics for the FY 2014 campaign will include:

- Higher attendance in events held at or hosted by McHenry County College
- Increased enrollment trends during peak advertising timeframes
- Increased sponsorship and public service announcement support for FY 2014
- Increased listeners (monthly) in target segments
- Ongoing development of unique webpages by campaign and tracking of click-through rates to registration webpage
- Media analysis of radio website:
 - Number of impressions
 - CPM (cost per thousand views)

Based on recent market data, both Star 105.5 and 103.9 have up to a 40-mile coverage area and a combined total of 494,000+ cumulative listeners per week. In addition, an average of 80% of these stations' listeners are in the 25-54 age range, supporting MCC's focus of growing the adult student population. The stations also have the highest combined saturation of in-district listeners across MCC's target markets of any local/regional radio station, as indicated by May 2013 Arbitron ranker data:

Listening Audience	Weekly Cumulative Persons (McHenry County Geographic Listeners Only)							
	Star 105.5 (WZSR-FM)	103.9 The Fox (WFXF-FM)	WBBM-AM	WGN-AM	WKSC-FM (Kiss FM)	WLIT-FM	WXRT-FM	WLS-FM
12+ (M-Su 6 a.m.-midnight)	108,700	42,900	40,500	54,800	52,600	37,700	37,400	24,300
25+ (M-Su 6 a.m.-midnight)	82,700	37,400	39,500	48,700	41,600	35,800	23,600	22,400
In Office and 18+ (M-F 10 a.m.-3 p.m.)	37,000	22,900	17,400	26,500	21,400	23,500	12,700	11,600

The FY 2014 radio campaign will cost \$43,980.00, reach over 494,000 total cumulative listeners per week, and include the following elements:

WZSR-Star 105.5 FM

- 420 total 60-second commercials throughout both the Fall 2013 and Spring 2014 semesters
- Two bonus weeks, each of 20 additional 60-second on-air and stream (web) commercials
- One remote broadcast to use for MCC Night event in November 2013
- One remote broadcast to use for Spring 2014 Career Exploration Showcase event
- Northwest Spectrum interviews, showcasing the quality of MCC's students and faculty/staff
- MCC on-air brand campaign, featuring a "snapshot" approach to showcasing the College through 60 total 60-second interviews that highlight MCC students, alumni and employees (includes on-air commercials and YouTube-style video blog on website)

WFXF-103.9 The Fox *(new format of station began in early 2013; listener numbers growing monthly)*

- 340 total 60-second commercials throughout both the Fall 2013 and Spring 2014 semesters
- Two bonus weeks, each of 20 additional 60-second on-air and stream commercials
- 40 additional bonus on-air commercials with matching stream schedule

All content will showcase new programming, as well as other programs and efforts, including push for enrollment/registration, special events, summer classes, community outreach, and be supported by overall brand awareness.

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

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

Recommendation

It is recommended that the Board of Trustees approves radio advertising for FY 2014 in the amount of \$43,980.00 with Mile High Station Trust, Crystal Lake, IL.



Vicky Smith
President

Request to Renew
Internet Services Provider (ISP) Bandwidth

Information

The College currently has 100MB of bandwidth with our Internet Service Provider (ISP), Cogent Communications, Inc. The College's current three-year contract with Cogent will be ending in mid-August of 2013. Concurrent with this, the College has been working with the state's communications contractor, Illinois Century Network (ICN) to implement a new state-funded broadband internet service provided to all community colleges in the state of Illinois through the Illinois Broadband Opportunity Partnership (IBOP). This new fiber-based service will provide 144 strands of fiber to the campus making the College a local networking hub in the county. It will also reduce the College's cost of internet services while delivering higher bandwidth. Original plans were to replace the current Cogent ISP service with the new IBOP fiber service this coming year. Unfortunately, after a number of delays, the state's IBOP service is not expected to begin until at least January of 2014 at the earliest. Consequently, the College must continue with its current ISP until the new IBOP service becomes operational.

The College needs to be able to access the internet and have external clients and students continue to access the College's services that are offered through the internet. In order to acquire best pricing and sustain the College's internet access until the IBOP service is available, a one-year contract with Cogent is the shortest term contract required to renew the service. A one-year contract is being requested rather than a multi-year contract so the amount of potential double coverage with the IBOP service will be minimized. Since the anticipated timeframe of completion for the IBOP project will not be until after January of 2014, a one-year contract would best suit the needs of the College as opposed to a much more costly month-to-month service cost. The current monthly cost for Cogent's internet service via the three-year contract is \$2,427.00/month. Due to newly negotiated connection costs from Cogent, the new monthly cost for a one-year contract with Cogent will be \$2,100.00/month (\$25,200.00/year), saving the College \$327.00/month or \$3,924.00 a year in internet connectivity costs compared to current costs.

As a special informational note, the College also has 10MB of broadband internet service provided free by ICN based on our student FTE count as a community college in Illinois. This additional bandwidth is currently being used by our computer security educational programs in the Computer Information Systems (CIS) department.

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 Communications Technology account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of Internet Services Provider Bandwidth from Cogent Communications, Inc., of Washington, DC, for \$2,100.00/month (\$25,200.00/year) for a period of twelve months beginning August 17, 2013 through August 16, 2014.



Vicky Smith
President

Request to Lease
Laptop Computers

Information

College students, faculty and staff now demand more mobile capabilities to complete their work from any location, anytime. This increased mobility has expanded technology requirements past the traditional local office or classroom and into locations away from the campus. As part of the Technology Master Plan's key goal of "Anywhere, Anytime Access to Information", some faculty and staff need laptop computers to deliver the educational services of the institution. An annual analysis of computing needs is performed by the Information Technology department to determine the mobile computing and laptop needs of faculty and staff. As a result of this analysis, 20 laptops are needed. These laptops would be distributed to the following MCC departments: Facilities (1), Professional Development (1), Workforce and Community Development (1), HR (4), IT (3), Athletics (2), Nursing (3), Math/Sciences/Health Professions (1), a new Executive Dean (1) and 3 laptops for general use/checkout by faculty and staff.

The College's standard provider of computer systems is Dell, Inc. By using the College's Master Lease Agreement through Dell's Financial Services organization (approved by the Board in April, 2012), a lower Lease Rate Factor of .29730 will be used for these 20 laptops. The cost to purchase these laptops would be \$17,212.00. By using the Dell Master Lease and its lower Lease Rate Factor, the annual cost to the College for a three-year lease will be \$5,117.13 for a total cost of \$15,351.39. This rate includes additional asset recovery costs related to transportation of equipment to/from campus. In the event of a lost or stolen laptop, it also includes "Computrace" software for each laptop. Computrace allows each laptop to be tracked offsite in cases of loss or theft.

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 three-year lease of 20 laptop computers and associated Computrace software from Dell, Inc. of Round Rock, TX, at an annual lease cost of \$5,117.13 (total three-year cost of \$15,351.39).



Vicky Smith
President

Request to Purchase
Upgraded Bandwidth to Shah Center

Information

With the successful completion of the ERP implementation there is now a need to provide 24-hour, 7 day-per-week availability of the system for the entire college community. As part of the Technology Master Plan, the next step is to use the Shah Center as a disaster recovery site with the ability to provide on-going operations continuity during serious outages that may occur on the main campus. During major outages, redundant systems at the Shah Center could resume operations until the main campus systems became available. The eventual goal is to provide full recoverability of the entire ERP system at the Shah Center. This ability to recover operations during a major event such as a disaster is a common and recommended practice for any business or educational institution.

The College currently has a 100MB dedicated network connection between the main campus and Shah Center. This point-to-point connection does not provide internet access and is solely dedicated to inter-campus communications. This connection is provided by AT&T at a cost of \$2,855.00/month. The first phase of disaster recovery testing has been completed and determined this 100MB bandwidth is not adequate to replicate the necessary systems from main campus to Shah Center in a disaster recovery scenario. There are dozens of virtual servers and multiple terabytes of data which need to traverse this communication channel in order to provide full business continuity for the College. Consequently, a 1GB connection is recommended. Additionally, the current connection does not provide Internet access. This means if internal operations were transferred to Shah Center due to an outage on the main campus, access to the Internet would not be available. Therefore, a redundant Internet connection comparable to the current 100MB main campus bandwidth is needed for Shah Center.

With the new need for disaster recovery and provision of business continuity capabilities, the College has looked into other options to both increase the Shah Center connection bandwidth and provide alternative Internet access. We sought quotes for this service from two vendors who could provide the service. Comcast provides a bundled, 3-year contract solution of 1GB connectivity (10x's the current inter-campus bandwidth) and 100MB internet access for \$4,522.00/month. A comparable service from AT&T costs \$5,958.00/month (an additional \$1,436.00/month).

<u>Description</u>	AT&T	Comcast
1GB, point-to-point data circuit		
100MB Internet Access	\$5,958.00/Month	\$4,522.00/Month

Although the Comcast solution for Shah Center is \$1,667.00/month more than the College's current monthly cost, it is 10x's the College's current capacity and would provide the necessary bandwidth to enable disaster recovery. It additionally provides an alternative Internet service not currently in place.

In order for the next phase of this strategic project to commence, the College needs to proceed with this bandwidth upgrade. As is standard practice for the installation of high-speed communication circuits like these, there is a 120-day lead time for installation of the service. Placing this order now will allow implementation to take place in November of 2013.

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 Communications Technology account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of upgraded bandwidth to Shah Center from Comcast Business Communications Inc., Philadelphia, PA, for \$4,522.00/month (\$54,264.00/year) for a period of thirty-six months beginning November of 2013 through November of 2016.

A handwritten signature in black ink, appearing to read "Vicky Smith". The signature is fluid and cursive, with a small dot above the "i" in "Smith".

Vicky Smith
President

Request to Purchase
UpToDate Database Subscription

Information

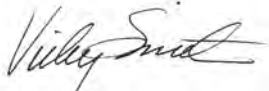
UpToDate is a clinical resource designed to assist the College's nursing program students with diagnosis and treatment. Information is presented in the form of topic reviews, each one addressing a particular clinical issue. Topics related to treatment or management also include recommendations as well as charts, x-rays, photographs, movies and Medline abstracts, which can also be viewed. In addition, there is complete access to an extensive drug database. UpToDate contains the equivalent of 50,000 pages of original, peer-reviewed text for an annual cost of \$5,000.00 from Wolters Kluwer Health.

These services and supplies are exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (1) which reads, "contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books periodicals pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph."

This expense is budgeted in the Library Support Services account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the one-year subscription renewal of the UpToDate database for \$5,000.00 from Wolters Kluwer Health, Waltham, MA.



Vicky Smith
President

Request to Purchase
Web Based Training Licenses

Information

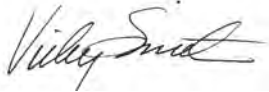
Workforce Training Programs, a component of the Workforce, Community and Business Programs housed at the Shah Center is an authorized Education Partner with Development Dimensions International (DDI). This partnership provides access to DDI's Web Based Training (WBT) resources in order to build and enhance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

Training client National Express has requested 982 DDI WBT licenses to support the leadership development of their managerial staff members that are located in regional centers throughout the U.S. Each WBT License is \$55.00 and the cost of 982 WBT licenses is \$54,010.00. Associated revenue will offset the cost billed to National Express at \$74.00 per WBT license. This revenue will be recognized in the Contract Training revenue account in the Auxiliary Fund. Total net revenue for this project will be \$18,650.00

This expense is budgeted in the Contract Training account in the Auxiliary Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of 982 Web Based Training licenses for \$54,010.00 from Development Dimensions International, Bridgeville, PA.



Vicky Smith
President

Addendum to Joint Educational Agreement between
McHenry County College and William Rainey Harper College

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 impractical. 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 William Rainey Harper College was first approved in May 1982. Revisions to the Agreement are made in writing and prepared in the form of an addendum.

After review of the current Joint Educational Agreement with William Rainey Harper College, the following program is no longer active and is being removed from the Agreement.

Delete: Nanoscience Technology AAS

Recommendation

It is recommended that the Board of Trustees approves the Joint Educational Agreement Addendum with William Rainey Harper College.



Vicky Smith
President

Destruction of Closed Session Recording

Information

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

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

The recording identified below will be physically destroyed; paper copies of the Closed Session minutes will be retained.

- Regular Board Meeting, December 14, 2011

Recommendation

It is recommended that the Board of Trustees approves the destruction on July 26, 2013 of the recording of the following Closed Session: Regular Board Meeting, December 14, 2011.



Vicky Smith
President

Review of Closed Session Minutes

Information

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

The Board Liaison has completed a review of all Closed Session minutes for the time period January, 2013 through May, 2013 and has determined that all minutes still require confidential treatment.

Recommendation

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



Vicky Smith
President

Workforce and Community Development Personnel Considerations for Summer 2013

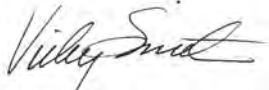
Information

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

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Garrelts, J	08/17/2013	4 Hour Class - TSS-Alive at Twenty-Five	150.00

Recommendation

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



Vicky Smith
President

Workforce and Community Development Personnel Considerations for Fall 2013

Information

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

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Lemay-Strass, C	NAN S08 010	Therapy Dogs	15.00
Valdez, A	NCU S55 010	Football Tailgate	30.00
Valdez, A	NCU S06 010	Fall Brunch Workshop	30.00
Valdez, A	NCU S15 011	Easy Holiday Entertaining	30.00
Valdez, A	NCU S05 012	New Year's Eve in Paris	30.00

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Barnard, A	NFL S06 012	Spanish-II	448.00
Barnard, A	NFL S05 009	Spanish-I	448.00
Henrickson, C	NCF S28 011	Crochet I Beginner	324.00
Mills, P	NPC S06 011	All About Etsy	150.00
Sieber, S	NFA S57 010	Draw Nature	216.00
Sieber, S	NFA S66 011	Silk Scarves for the Holidays	216.00
Sieber, S	NCF S07 009	Art of Calligraphy	216.00
Steffen, P	NWT S50 010	Spice it Up	168.00

<u>Part-time Personnel</u>	<u>Music</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Singer, T	NMU C02 012	Private Music – Jazz Piano	275.00
Singer, T	NMU C04 012	Private Music – Piano	275.00

<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Johnson, H	NCF S32 010	Holiday Card Making Techniques	5.00
Johnson, H	NPL S14 010	Women's Self-Defense	7.00
Johnson, H	NPL S14 011	Women's Self-Defense	7.00
Johnson, H	NPL S14 013	Women's Self-Defense	7.00
Spangenberg, B	NPG S86 009	Fall Lawn Care	10.00
Wagner, D	NAN S08 010	Therapy Dogs	15.00

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>Placement and Salary</u>	<u>Adjusted Placement and Salary</u>
Michael Albamonte-5 th Advance Placement Instructor, Automotive Technology Second Half of 2012-2013 Academic Year	Lane V, Step 14 \$93,729.00	Lane VI, Step 14 \$98,910.00

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association states that individuals in Lane VII who continue to advance professionally under the guidelines of the Contract shall be rewarded for such advancement with a bonus equal to \$3,500.00. Such bonus shall not be added to their base salary. The number of bonuses received for advance placement shall be limited to one (1) every four (4) years. In accordance with this agreement, Cheryl Ziszik, Instructor, Health Care, qualifies for her first bonus at this time.

Recommendation

It is recommended that the Board of Trustees ratifies the above advance placements and salary adjustments for Michael Albamonte and Cheryl Ziszik as stated.



Vicky Smith
President

REVISED

McHenry County College

Board Report #13-154
July 25, 2013

Compensation Adjustments for Administrative Personnel for FY 2014

Information

Over the past fiscal year administrators have provided leadership and worked collaboratively with faculty and staff to fulfill the many initiatives presented in the College plans (Educational Master Plan, Facilities Master Plan, Branding Plan, and the Technology Master Plan). This leadership and collaborative work has produced many positive results such as: new programs in the area of Advanced Manufacturing and Graphic Arts, a successful remodel of the Cafeteria and the building of a new culinary laboratory, implementation of a new brand identity, final implementation of the new ERP system, development of a new Strategic Plan, increased enrollment, student success, retention, and an increase in the number of degrees and certificates awarded.

One of the goals set by the Board for the president is to attract, retain and develop good employees. Although not the only factor, it is fitting for the College to appropriately compensate administrators to retain those currently on staff and to attract new administrators to fill vacant positions. Each year the Board must determine how to compensate administrators, since their salaries are not covered by a collective bargaining agreement.

The administrative personnel compensation adjustments will be based on the following recommendations:

- A. Increase minimum and maximum rate for the administrative personnel ranges for FY 2014 by the change in the December 2012 Consumer Price Index-Urban (CPI-U), which was 1.7%.
- B. Increase compensation for the administrative personnel group by 3.0% +/-, to be distributed in the following manner:
 - a. Administrators who were in their positions prior to March 1, 2013, excluding those administrators whose salaries would be over the maximum of their range, will receive a cost of living increase to their salaries of 1.7% (based on the December 2012 CPI-U) paid retroactively from July 1, 2013, and
 - b. Distribute the remaining percentage based upon a merit compensation system that will be developed during the fall semester and approved by the Board of Trustees. After approval by the Board, the compensation system will be implemented. The administrative personnel merit compensation adjustments will be paid retroactively from July 1, 2013, and will be distributed in one of the following two approaches:

EITHER:

 - i. As a onetime bonus, not applied to the person's base pay.

OR

 - ii. As a permanent adjustment to the employee's base pay.

The final determination of each administrative employee's merit award will be determined by the president, based upon the metrics of the approved merit compensation system.

- c. The pensionable compensation received by any one administrator shall not exceed 6% of their former year's pensionable compensation, as per SURS regulations.
- C. Have administrators contribute 25% of the premiums for medical healthcare insurance and 50% of the cost of the premiums for dental and vision insurance.

REVISED

The individuals in the following positions began after March 1, 2013 and their compensation will not change for the FY 2014 year:

- Director of the Bookstore
- Director of Sustainability
- Executive Director of Adult Education

Recommendation

It is recommended that the Board of Trustees approves the administrative personnel compensation adjustments as described above for the period of July 1, 2013, through June 30, 2014.



Vicky Smith
President

Resignations

Information

Kristine Emrich, Conference and Facility Rental Assistant, has submitted her resignation effective August 23, 2013.

Catherine Jones, Executive Director of Workforce, Community and Business Programs, has submitted her resignation effective July 23, 2013.

Christine Konstan, Enrollment Processor has submitted her resignation effective July 25, 2013.

A handwritten signature in black ink that reads "Vicky Smith". The signature is written in a cursive style with a large initial "V".

Vicky Smith
President

Articulation Agreement with Capella University

Information

McHenry County College (MCC) has articulation agreements with numerous four-year institutions. Articulation agreements are formed when two institutions agree that components of a course or a program of study are similar enough that one institution will accept the credit from the other institution. The purpose of these agreements is to provide students with a clear pathway to baccalaureate degree completion.

MCC first signed a self-renewing agreement with Capella University in 2003, formally recognizing that the two institutions agreed to work together to provide baccalaureate and graduate online degree opportunities for MCC faculty, staff and graduates. The partnership agreement provided 10% tuition reduction on Capella University courses. In 2010, the agreement was revised and became more comprehensive by identifying articulation between specific programs. Due to curricula changes, the agreement has been revised once again.

Program Articulation - 2010 Agreement

- Associate in Arts (AA) or Associate in Science (AS) to Bachelor of Science (BS) in Psychology
- AA or AS to BS in Public Safety
- AA or AS to Bachelors in Business Public Administration (BPA)
- AA or AS to BS in Business (all specializations)
- AAS in Accounting to BS in Business Administration
- AAS in Business Management to BS in Business Administration
- AAS in Marketing to BS in Business Administration
- AA or AS to BS in Information Technology (all specializations)


Program Articulation – 2013 Agreement

- No changes
- New to agreement - Associate in Applied Science (AAS) in Criminal Justice to BS in Public Safety
- BPA program was retired
- No changes
- No changes
- No changes
- No changes
- Network Technology specialization was retired; two new minors: Network Technology-Cisco and Network Technology-Microsoft; Software Architecture specialization was retired; two new minors: System Development-Mobile and System Development-Web Application (Java, .NET)

MCC’s commitment is to communicate the benefits of this relationship to MCC faculty, staff and students through transfer resources provided on MCC’s website and in the Advising and Transfer Center.

The revised self-renewing agreement became effective May 7, 2013 and will be reviewed annually. Either institution may terminate the agreement upon 90 days written notice.

Capella University is a for-profit online university with headquarters in Minneapolis, Minnesota. The University is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools.


Vicky Smith
President

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
- Production and Audiovisual Services
- Publicity
- Script Development
- Social Networking
- Web Applications
- Web Design

The following information provides a summary of campaign efforts and results from three specific marketing campaigns in FY 2013.

Community Radio Campaign with Star 105.5 FM

Maintaining the status of the most listened to radio station in McHenry County, Star 105.5 continues to partner with OMPR to promote the programs and people of MCC. Here is a summary of 60-second ad spots and remote broadcasts for FY 2013:

August 2012

- **FALL 2012 REGISTRATION** – Promoting Fall 2012 registration for new students and returning adult students, including online courses. Items included: Nursing, Occupational Therapy Assistant, Criminal Justice, Manufacturing and Engineering Technology, Graphic Arts, Medical Billing and Coding, Robotics, and programs for small business owners.
- **FAST TRACK** – Promoting the variety of degrees and professional certificates available for adults at MCC through the Fast Track. Programs promoted included: Business Management, Bookkeeping, Network Security, Construction Management, Manufacturing Management, as well as the MCC website and catalog.

September-October 2012

- **MCC WORKFORCE AND COMMUNITY DEVELOPMENT** – Promoting new career skills development courses and community programs, listing the degrees and professional certificates available and including specific programs such as new degrees in Graphic Arts and Robotics, as well as Nursing and Automotive programs. Other services promoted included: community assistance programs, child care, career counseling and job placement services, as well as the website and online catalog.

- **MCC WINTERSESSION AND SPRING REGISTRATION** – Promoting registration for new students and returning adult education programs, as well as online offerings. Items included: Nursing, Occupational Therapy Assistant, Criminal Justice, Manufacturing and Engineering Technology, Graphic Arts, Medical Billing and Coding, Robotics, and programs for small business owners included. Wintersession classes mentioned also.
- **MCC WINTERSESSION-SPECIFIC PROMOTION** – Promoting the Wintersession 2012 opportunity for college students to get ahead or make up classes, including: Public Speaking, Composition, U.S. Government, Accountyng, Algebra, Computer Literacy, as well as the website and full course catalog.
- **MCC FALL EVENTS** – Promotion of the Grand Reopening of the MCC Café and Culinary Teaching Lab, the MCC Job and Career Fair, Green Living Expo, and MCC Night, as well as the website.

November 2012

- **MCC WINTERSESSION AND SPRING REGISTRATION** (see above description)
- **MCC NIGHT PROMOTION** – Promoting attendance for registration incentives, meeting faculty and gathering information on a variety of College programs, as well as financial aid, athletics, career counseling, with specific programs included.

April-May 2013

- **MCC SUMMER INTERSESSION AND FALL REGISTRATION** – Summer Intercession and Fall 2013 registration was promoted, as well as the MCC website and extensive online course options. Listing of specific programs included: Registered Nursing, Occupational Therapy Assistant, Criminal Justice, Manufacturing and Engineering Technology, Graphic Arts, Robotics, Medical Billing and Coding, Nursing, and Automotive. Fast Track was mentioned also, as well as career counseling and programs available for small business owners.
- **CAREER EXPLORATION SHOWCASE** – Promotion of the career exploration event with demonstrations from a variety of local businesses and MCC Educational Divisions, including: Manufacturing and Engineering, Robotics, Culinary and Hospitality, Health Professions, Business, and Public Services. Promotion of Keynote speaker Janet Davies included.
- **REVERSE TRANSFER** – Promotion of summer classes available and transfer specifics, including a list of accredited classes such as math, English, psychology and more. Promotion of the website and online catalog included.

The campaign also expanded to include monthly video blogs on the station's website that highlighted MCC's academic and student services programs. These segments are on www.star105.com, keyword MCC. Each month, MCC uses social media to actively promote these segments as well. Here is a schedule of those segments by month for FY 2013:

- August 2012 - Overview of the College (new initiative)
- September 2012 - Fast Track Program
- October 2012 - How can MCC help you stay on track and reach your goals
- November 2012 - Student Life at MCC
- December 2012 - Workforce and Community Development
- January 2013 - Dual Credit and High School Plus
- February 2013 - Nursing Program
- March 2013 - Saturday Classes (reduce time of education - computers/graphic arts)
- April 2013 - Online Learning (earn your degree/certificate online)
- May 2013 - Special Needs Department
- June 2013 - Athletics (MCC helps athletics stay on track)

Web analytics for Star 105.5 website (www.star105.com):

- Pageviews: 407,385
- Visits: 197,884
- Unique Visitors: 107,466
- % New Visits: 52.26%
- Pages/Visit: 2

Web analytics for MCC special segments:

- Pageviews: 8,417
- Visits: 7,477
- Visitors: 7,281
- Unique Visitors: 3,751

Star 105.5 Facebook statistics:

- Star 105.5 Facebook Page: 6,108 likes
- MCC Posts on Star 105.5 Facebook Page: estimated 2,500-3,000 views per post

Radio Underwriting Campaign with Northern Public Radio

Public radio listeners are those who influence others in the community to act, support and give. With 61,500 weekly listeners throughout a large portion of Northern Illinois and Southern Wisconsin, Northern Public Radio (WNIU/WNIJ) attracts individuals who have achieved professional success, who are engaged in their community and who support the importance of education. MCC's use of public radio reinforces brand awareness by reaching a targeted audience of community influencers, especially those who support environmental efforts and lifelong education.

Radio credits/underwriting (e.g. "Support for WNIJ comes from McHenry County College...") delivers a series of rotating, custom messages that grow awareness for MCC and its courses, programs and special events. Here is a schedule of messages aired in FY 2013:

<i>Total Announcements</i>	468 (over 52 weeks)
<i>Total Investment</i>	\$12,792
<i>Quarterly Payment</i>	\$3,198

Enrollment/Registration

Support for WNIJ comes from McHenry County College...

1. Offering fall classes to meet local workforce needs. Details at mchenry.edu/myMCC.
2. Now offering degrees in robotics, graphic arts, and applied technologies. Information at (website).
3. Where registration for fall classes is still open through August 20th. (website)
4. Presenting endless possibilities at MCC Night Wednesday, November 14th. Details at (website).
5. Where registration for short-term Wintersession classes is underway. Details at (website).
6. Presenting a community career showcase Saturday, April 13 from 9 to noon. Details at (website).
7. Now offering degrees in Culinary Management, Graphic Arts, and Robotics. Details at (website).
8. Now offering a new Digital Photography certificate. (website)
9. Offering accredited summer classes that transfer back to your college next fall. Details at (website).
10. Offering summer and fall classes to meet local workforce needs. Information at (website).

Business Outreach

Support for WNIJ comes from McHenry County College...

1. It pays to know MCC! Presenting relevant business seminars all year long. Information at shahcenter.mchenry.edu.
2. Offering summer and fall classes to meet local workforce needs. Information at (website).
3. Job seekers can meet employers at the annual MCC Job Fair Friday, November 2nd. (website)
4. Presenting a Community Career Showcase Saturday, April 13th from 9 to noon. Details at mchenry.edu/explore.

Community Programs/Events

Support for WNIJ comes from McHenry County College...

1. Presenting "Living in Germany during World War 2," a photo-lecture on October 3rd. Details at (website).

2. Starting their Second Sunday Concerts October 14th with the Chicago Brass Players. Details at (website).
3. Offering public programs on investing, insurance for seniors, paying for college, and more. Details at (website).
4. Presenting “Awaken the Dragon,” a documentary film about a group of cancer survivors, October 9th. (website)
5. Job seekers can meet employers at the annual MCC Job Fair Friday, November 2nd. (website)
6. Presenting the annual Green Living Expo for sustainable living Saturday, November 3rd. Details at mcecoconference.org.
7. Where classical guitarist Brian Torosian performs at MCC’s Second Sunday Concert November 11th.
8. Presenting endless possibilities at MCC Night Wednesday, November 14th. Details at (website).
9. Presenting Shakespeare’s magical comedy “Twelfth Night.” Show times at mchenry.edu/artevents
10. Presenting the Great Lakes Bioneers environmental lecture series beginning January 22nd. Details at (website).
11. Slainte, MCC’s student-managed restaurant, serves fresh, sustainable dinners every Monday at Tuesday. mchenry.edu/slainte (spelled out)
12. Celebrating Women’s History Month with their 9th Annual Women’s Film Festival – Sunday, March 3rd. (mchenry.edu/filmfest)
13. Presenting the classic American drama “Our Town,” weekends through March 23rd. Details at (website).
14. Presenting a community career showcase Saturday, April 13th from 9 to noon. Details at mchenry.edu/explore.
15. Presenting the 24th annual Gardenfest seminar, featuring over 25 workshops Saturday, April 6th. (mchenry.edu/gardenfest)
16. Offering a series of community forums about M-C-C's future plans. Details at mchenry.edu/forums.
17. Offering summer basketball and soccer camps for kids. Information at mchenry.edu/athletics.
18. Presenting the self-guided "Garden Walk 2013" on Saturday, July 13th. Details at mchenry.edu/gardenwalk.

Additional benefits provided to MCC in FY 2013:

- Events calendar posting
- Public service announcements (PSAs)
- Sponsorship opportunities – WNIJ sponsored MCC's Bioneers Conference and Green Living Expo in 2010 and 2011, representing a value of \$1,200 in airtime support (a two-week run of :30 spots) for each event

Profile of Northern Public Radio listeners:

- 64% of WNIJ listeners have attained a bachelor’s degree or higher, compared to 28% in the general area population.
- 79% more likely to contribute \$250 or more to a nonprofit group.
- 77% more likely to enroll in adult education courses.
- Three times as likely to participate in environmental groups or causes.

- 8.51% of listeners live in McHenry County (estimated 5,233 weekly listeners).
- 8.57% of donations come from McHenry County (estimated \$59,647 in FY 2012).
- The top 25 cities in membership (out of 294 cities with members) include Woodstock at #6, Crystal Lake at #10, Huntley at #16 and Marengo at #21. Harvard receives honorable mention at #26.
- 51% of listeners report household income exceeding \$75,000, compared to 26% in the general population.
- 72% more likely to attend public meetings on school affairs.
- 148% more likely to write a “letter to the editor”.
- 136% more likely to serve on a committee for a local organization.
- 85% of Public radio listeners report taking a direct action in response to a sponsor’s message. Listeners are most likely to visit sponsors’ websites, consider new products and services, and attend cultural events.

Source: NPR Halo Effect Research by Knowledge Networks

Listener testimonials:

"In the office, in my exercise class, in general, I always hear the familiar mantra “*I heard it on NPR*” and it’s **WNIJ**. We rely on WNIJ here in McHenry County and my youngest daughter in Madison, WI listens online because she loves the programming.” - *Casey Meyers, Real Estate Agent (Woodstock)*

”I especially like to find activities that are going on in the area: concerts and lectures and a variety of things!” - *Sally Nelson (Rockford)*

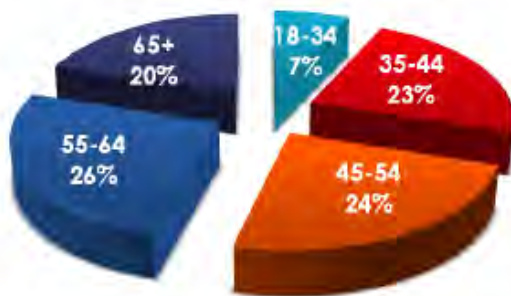
“I’m always looking for an opportunity to get the family out for a cultural experience.”
- *Zabrina Atkins (Sycamore)*



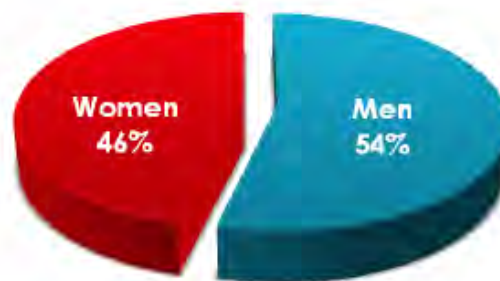
Audience Profile: WNIJ

With 61,500 weekly listeners in Northern Illinois and Southern Wisconsin, 89.5 FM WNIJ (also serving the area with 3 repeaters) attracts an audience distinguished by its educational excellence and community involvement. Our listeners include some of the most influential members of your community, and when you support WNIJ, you demonstrate your organization's best qualities to those influential individuals.

WNIJ Listeners by Age



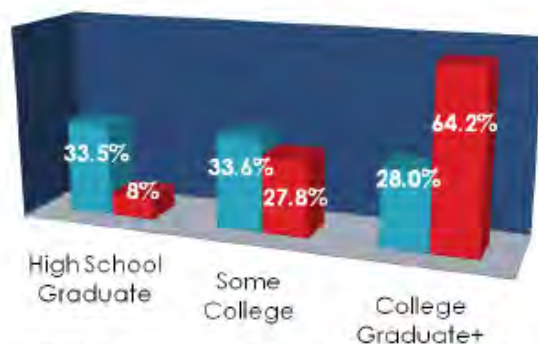
WNIJ Listeners by Gender



Nearly two-thirds of WNIJ's audience has earned a bachelor's degree or higher, and consequently our listeners enjoy a lifestyle that results from educational achievement. Your message's regular presence on WNIJ can help you reach the people who possess the interests and means to help your organization grow.

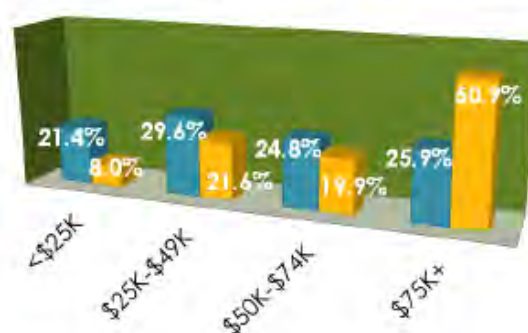
Listeners by Highest Level of Education Attained

■ Total Market Area Listeners ■ WNIJ Listeners



Listeners by Annual Household Income

■ Total Market Area Listeners ■ WNIJ Listeners



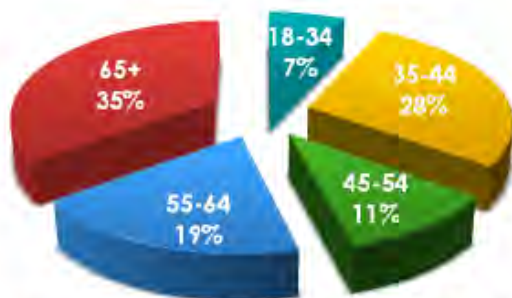
SOURCES: Radio Research Consortium, National Regional Database Arbitron Fall 2012. Persons 12+ M-Su, 6AM-12AM
 Arbitron—Radio Research Consortium, Inc. Rockford TSA Fall 2012 M-Su 6AM-12AM. Arbitron data are estimates only.



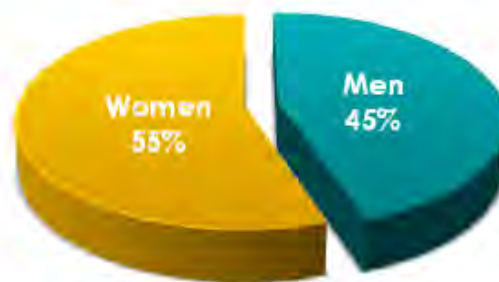
Audience Profile: WNIU

Nearly 30,000 people listen to 90.5 FM WNIU (and its downtown Rockford translator 105.7 FM) each week to enjoy the beauty, culture, and history of classical music. WNIU listeners are some of the most influential members of your community, and when you support WNIU, you demonstrate your organization's best qualities to those influential individuals.

WNIU Listeners by Age



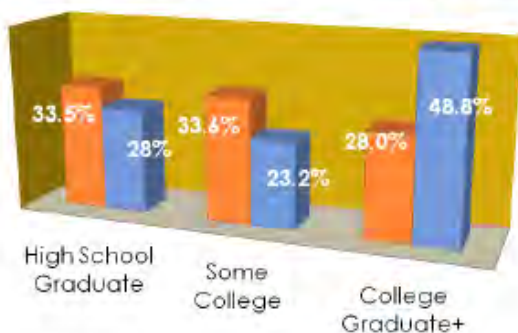
WNIU Listeners by Gender



Nearly half of WNIU's audience has earned a bachelor's degree or higher, and consequently our listeners enjoy a lifestyle that results from educational achievement. If your organization wants to connect with people who possess the tastes and means to help your organization grow, a presence on WNIU can help you achieve your objectives.

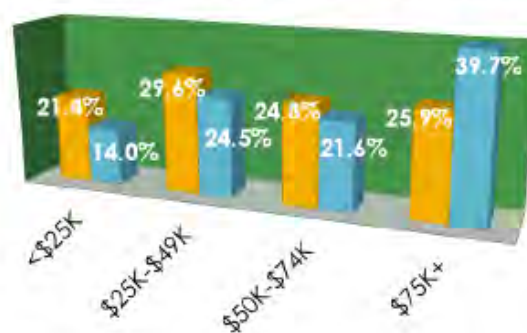
Listeners by Highest Level of Education Attained

■ Total Market Area Listeners ■ WNIU Listeners



Listeners by Annual Household Income

■ Total Market Area Listeners ■ WNIU Listeners



SOURCES: Radio Research Consortium, National Regional Database Arbitron Fall 2012. Persons 12+ M-Su, 6AM-12AM
 Arbitron—Radio Research Consortium, Inc. Rockford TSA Fall 2012 M-Su 6AM-12AM. Arbitron data are estimates only.

Know MCC Advertising Campaign

MCC launched its brand in August 2012 with a goal of improving the College's identity and dispelling myths and fallacies about the institution. With the recent focus in the community around the College's role, importance and decision making, a 10-week advertising campaign was launched for April-June 2013 to help reinforce the College's branding efforts, as well as share stories of success that would position MCC's people and programs positively. This campaign featured weekly ad spots in print and online that drove readers/viewers to the College website.

10-week advertising schedule:

- Week of April 22 - Dr. Vicky Smith, President
- Week of April 29 - Joe Bilodeau, MCC Student
- Week of May 6 - Sonia Reising, Coordinator of Multicultural Affairs
- Week of May 13 - Michele Lambert, MCC Student
- Week of May 20 - Laura Power and Jack Brzezinski, MCC Faculty
- Week of May 27 - Bev Albright, Manager of Special Needs
- Week of June 3 - Erin Smith, Chair of Education to Empowerment Program Committee
- Week of June 10 - Krecia Price, MCC Student
- Week of June 17 - 2013 Distinguished Alumni Winners
- Week of June 24 - Frankie Dimas, MCC Student and Student Veteran Organization Representative

Total cost per ad*: \$1,550

Online - cost per thousand views (CPM): \$10

*Includes print and web. Budgeted as part of advertising efforts for FY 2013.

Data collected from www.nwherald.com:

Start Run Date	End Run Date	Ad Server Impressions*	Ad Server Clicks	Ad Server Click-Through Rate**
4/24/2013	4/30/2013	50,261	117	0.23%
5/8/2013	5/14/2013	50,250	32	0.06%
5/15/2013	5/21/2013	50,252	33	0.07%
5/22/2013	6/4/2013	50,251	44	0.09%
5/29/2013	6/4/2013	50,258	42	0.08%
6/5/2013	6/11/2013	50,248	69	0.14%
6/12/2013	6/18/2013	46,266	47	0.10%
6/19/2013	6/26/2013	54,018	37	0.07%
6/26/2013	7/2/2013	50,252	47	0.09%
		452,056	468	

*Refers to the point in which an ad is viewed once by a visitor or displayed once on a webpage.

**National average: .05%

Campaign data collected from www.mchenry.edu/knowmcc:

- Visitors: 2,370

Campaign data from MCC Facebook page:

- Total number of “likes”: 90
- Total number of “shares”: 12
- Total number of “views”: 3,804
- Total number of comments: 5

Monthly Releases and Features

The following releases and feature stories have been distributed to all local and regional media outlets from June 15-July 15, 2013.

- Common Core Workshop at MCC
- McHenry County College, University of Illinois Extension Master Gardeners to Host Annual Garden Walk July 13
- McHenry County College to Begin Live Streaming of Regular Board Meetings in June
- McHenry County College Parking Lot Reconstruction Begins July 1
- McHenry County College Seeks Presenters for Early Childhood Educators' Conference
- McHenry County College Offers Introductory Level Computer Training
- McHenry County College Shah Center Offers Two Leadership Series
- "Working With You Is Killing Me" Topic of Conflict Resolution Training July 23
- MCC Children's Learning Center Chick-Hatching Activity
- MCC's Children's Learning Center Announces Preschool, Child Care Openings for Fall 2013
- Friends of MCC Foundation Golf Invitational Nets Proceeds Toward Student Scholarships
- McHenry County College to Offer Veterinary Assistant Course
- McHenry County College Summer Culinary Classes Begin Soon
- McHenry County College to Offer "Book of Mormon Musical" Trip in Summer
- McHenry County College Offers Saturday Classes in Web Development and Bookkeeping
- Telephone Courtesy and Customer Service Training Available at MCC Shah Center
- MCC's Fast Track Program Offers Adult Learners Opportunities to Earn Associate's Degrees
- ISBDC Announces Small Business Offerings for August
- Explore Tibetan Singing Bowls Class at McHenry County College
- Hands-On Computer Training Offered at MCC's Shah Center
- Workplace Bullying Prevention Training Available Through McHenry County College
- McHenry County College to Offer QuickBooks Accounting Software Training
- "Five Dysfunctions of a Team" Leadership Training Offered at McHenry County College
- Project Management Professional Certification Prep Series Offered at MCC Shah Center
- McHenry County College Offers OSHA 10-Hour For General Industry
- Forklift Training Available Through McHenry County College
- Short-Shot Targeted Computer Courses Available at MCC
- McHenry County College to Host Community Forum in Woodstock
- Learn West African Drumming This Summer at McHenry County College
- McHenry County College to Offer Two Day Trips Featuring Green Living Ideas
- McHenry County College to Offer Healthcare Provider CPR Class August 15
- McHenry County College to Offer Opportunities for Sports Fans

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 – Education to Empowerment Scholarship Recipients

On Thursday, July 11, 2013 two students were awarded the new Education to Empowerment Scholarship from the Friends of MCC Foundation. Learn about these stellar students and their commitment to education below:

Amberley Kowalski

Amberley graduated for Alden-Hebron High School and received a Bachelor of Arts degree from Northern Illinois University. She is a returning student at MCC and pursuing a degree in nursing. She will be getting her CNA certification at MCC before enrolling in an Accelerated 2nd Degree bachelor's in nursing, specializing in oncology. Amberley is very active in advocating for cancer awareness in the community especially in the area of young adult cancers. She has been a Survival Speaker at DeKalb Relay for Life, keynote speaker for Women's Survivor Luncheon and given speeches to health students at Waubonsie Valley High School. She has also been very involved with the Andrea Lynn Cancer Fund and will be helping with a bone marrow registry drive in Summer 2013.



Brianna Carli

Brianna graduated from Woodstock High School. She will be receiving her Associate in Science degree in Spring 2014 and plans to transfer to a university pursuing a double major in psychology and education. She hopes to work as a high school teacher, psychologist, social worker or counselor while coaching a high school dance team. She would like to continue her education by receiving a master's degree and eventually a Ph.D. Brianna has been very involved with the Nicole Daune Jackson Foundation as a student advisor and helps to plan events and activities. She also volunteers at their summer camp. She has been involved with several dance teams and has created choreography for her high school's drill/flag team and Creekside Middle School's dance team. Brianna has been an equestrian athlete for 12 years and enjoys competing in local events.



Office of Resource Development Update
and Fiscal Year 2013 Grant Report**Grant Activities**

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

Awarded

- None at this time.

In-Process (award pending)

- TAA – CCCTG III (\$1,444,921) – As part of a nation-wide consortium of 18 community colleges, a proposal is being developed for a \$15 million dollar initiative in the area of cyber security for advanced manufacturing, robotics, and drone technology to create new courses, develop online courses, enhance industry partnership, and provide job training and stackable credentials for veterans, underemployed, or unemployed individuals. Expected Award Date: September 2013.
- NSF Major Instrument Acquisition (\$515,000) – Obtain a robotics system to be used for student and faculty research in the areas of software reliability and artificial intelligence. Expected award date: Summer 2013.
- Defense University Research Instrumentation Program (\$722,676) – This federal grant will fund a variety of equipment for integrated manufacturing that will engage students in projects and research. Expected award date: Summer 2013.
- Title III School Improvement (~\$1,500,000 over 5 years) – Through Title III eligibility, McHenry County College will be able to apply for a school improvement grant that will focus on improving and strengthening academic quality, institutional management, and fiscal stability. Expected award date: August 2013.
- Make It In America (~\$15,000) – In conjunction with Northern Illinois University, community colleges, and workforce boards in the Northwestern Illinois region, an economic development plan will be developed to include education for veterans, unemployed, or displaced workers to complete non-credit welding and CNC programs that lead to internship opportunities, industry certification, and employment. Expected award date: August 2013.
- Volunteer Income Tax Assistance Program (\$50,000) – Operated by the Accounting department, expand the free, high quality tax preparation program for low to middle-income taxpayers to Harvard, Woodstock, and a local non-profit agency to better serve the community. Expected award date: October 2013.
- Cardboard Regatta (\$1,000) – Purchase a second living wall for the Horticulture Department. Expected award date: October 2013

Not Awarded

- None at this time.

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

- NSF ATE (\$200,000) – Resubmission of this project to increase and retain the number of students interested in programming, product design, and production process modeling in the field of robotics. The curriculum will help students develop a solid foundation in math, geometry, algorithms, and project management.
- NSF S-STEM Scholarships (\$600,000) – This grant will be administered over five years and provide full scholarships for digital media students to attend McHenry County College, including transportation, child care, books, and a computer.

Research Areas

Topics being pursued for external funding include sustainable agriculture and community gardens; developing outdoor classrooms; obtaining equipment and software to expand the robotics and manufacturing program; transforming online learning for undergraduate education; and, developing a campus space devoted to student military and veterans, scholarships for deserving students, renewable energy curriculum.

Caroline Pharr Sobolak
Resource Development Specialist

McHenry County College
Office of Resource Development
Fiscal Year 2013 Grant Summary

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

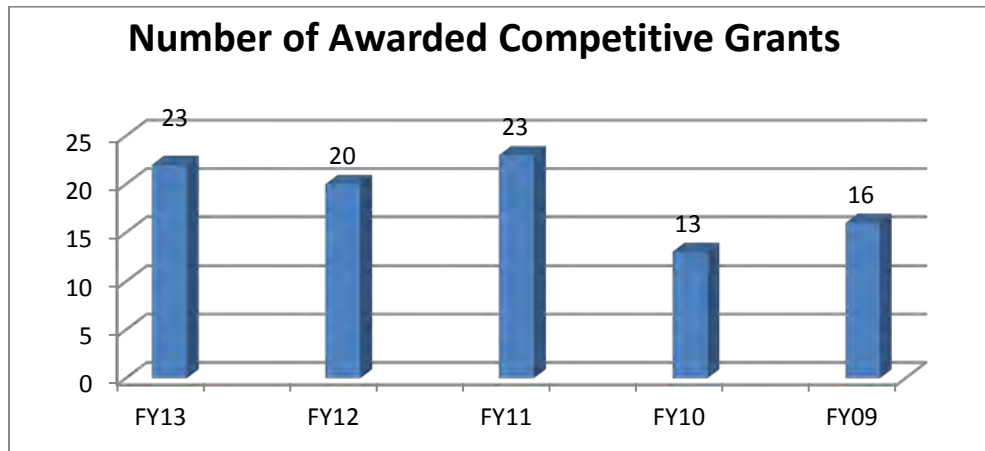
The purpose of this summary is to provide a comprehensive overview of grants projects at McHenry County College during Fiscal Year 2013 (July 1, 2012 – June 30, 2013). The ORD worked with all areas of the College, including the Friends of MCC Foundation, in obtaining external funding through federal, state, and private grants. There were 23 competitive grants awarded, for a total of \$1,508,826.78. The results of an additional 14 proposals submitted in Fiscal Year 2013 will be released in Fiscal Year 2014. The outstanding proposals total \$4,458,523.00

MCC partnered with area Workforce Investment Boards to develop an economic development plan that will include education for veterans, unemployed, or displaced workers to complete programs that lead to internship opportunities, industry certification, and employment.

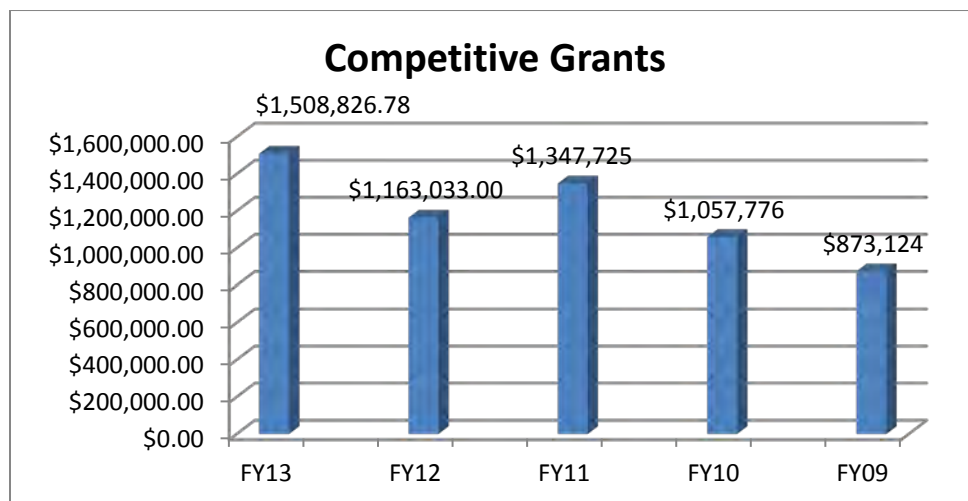
In addition to securing external funding, the College was designated a Title III and Title V eligible institution. This designation applies for a five-year period, and allows the College to pursue funding (subject to specific program requirements) under any of the Title III programs, and the Title V,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

Competitive Grant Award History

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



	FY13	FY12	FY11	FY10	FY09
Career And Technical Education	2	3	3	1	2
Adult Education	5	6	7	6	5
Continuing Education	2	7	8	4	3
Math Science & Health	1	1	2	--	--
Humanities		--	--	1	2
Administration	7	--	2	1	--
Academic Department	5	--	1	--	1
Friends of MCC Foundation	1	3	--	--	3
Total	23	20	23	13	16



The following is a brief overview of McHenry County College's federal, state, and private grants awarded in FY 2013.

Federal Grants

Department of Health Services- Health Professionals Opportunity Grant (HPOG) (\$100,650), Joan Flanagan and Amy Maxiemer

HPOG is currently in its 3rd year. MCC has provided services to 61 students. MCC graduated two students with nursing degrees and 37 with certified nursing assistant program certificates to date. We currently have 40 enrolled and active participants –4 students are enrolled in nursing program, 2 students are enrolled in occupational therapy assistant program, 1 student in C.N.A. course and the remaining students are taking pre-requisites courses to continue into the nursing or occupation therapy assistant programs.

MCC developed a career path that begins with basic certified nursing assistant training and advances individuals from Certified Nursing Assistant (CNA) to either Registered Nurse (RN) or Occupational Therapy Assistant (OTA) programs. The curriculum includes a bridge course and an employability skills course, as well as intensive advising. Over the summer seventeen students completed the CNA course and received certification through the Illinois Department of Public Health.

Department of Labor -Trade Adjustment Assistance Community College and Career Training (TAACCCT) (\$525,743 - MCC's portion), Jim Falco

Administered over four years, the TAA grant will address the need for skilled workers in manufacturing. McHenry County College partnered with 20 other Illinois community colleges to form a consortium called the Illinois Network for Advanced Manufacturing (INAM). The purpose is to expand and improve the consortium's ability to deliver education and career training programs leading to industry-recognized certificates or associate degrees. The first year was a planning year. As MCC moves into the second year of the funding, staff will recruit students and fully integrate the program into MCC's curricula.

Laura Bush 21st Century Librarian Program (\$50,000), Kate Harger

Through the year of planning and needs assessments, partnerships will be fostered with the district high school librarians to develop a plan to increase the information literacy of students. As a one-year planning grant, area school library staff will fully develop ideas for a Laura Bush 21st Century Librarian federal grant program proposal of \$250,000 which MCC will apply for in FY 2014. MCC was the only community college to receive this prestigious grant award.

Office of Justice Programs (\$1,050), Michael Clesceri

The Office of Campus and Public Security obtained new and replaced existing bulletproof vests for campus security officers.

Muslims Journeys Bookshelf (\$1,500), Kate Harger

Funded through the National Endowment for the Humanities, the materials acquired through this collection will supplement the programming needs of MCC's Humanities and Social Sciences academic division.

Federal and State Partnership Grants

Illinois Small Business Development Center (\$80,000), Catherine Jones and Kristi Patterson

The Illinois Small Business Development Center (ISBDC) provides business resources for McHenry County businesses that employ up to 500 people. In Fiscal Year 2013, the Business ISBDC provided 315 clients with business services including: 1) free one-on-one business counseling; 2) a host of seminars where you can network with other small-business owners; and, 3) assistance obtaining funding. ISBDC is developed through a partnership between the U.S. Small Business Administration, Illinois Department of Commerce and Economic Opportunity, and McHenry County College under a cooperative agreement.

Federal Grants Administered by the State of Illinois

English Literacy/Civics (\$18,800), Rick Clute and Kay Moormann

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

Federal Basic Adult Education (\$141,245) Rick Clute and Kay Moormann

Awarded through ICCB, the Basic Adult Education grant funds MCC's programs of adult education and literacy services, including workplace literacy services, reading, math, and English literacy and integrated English literacy-civics education programs. Participation in these programs is limited to adults and out-of-school youths aged 16 and older who do not have a high school diploma or equivalent and who are not enrolled or required to be enrolled in a secondary school under State law.

There are 882 students enrolled in various Adult Education programs: 484 ESL students in ten different levels of ESL (English as a Second language) classes, 123 ABE (Adult Basic Ed) students improving their basic skills in reading and mathematics, 240 ASE (Adult Secondary Ed) students preparing to take their GED Tests, and 35 students gaining literacy in a Spanish language class. In the ASE program, 101 students are preparing to take their GED Tests in English while 139 students are preparing to take their GED Tests in Spanish.

State Public Assistance (\$10,618), Rick Clute and Kay Moormann

The funding provides educational services for adults on Temporary Assistance to Needy Families. **State Grants**

Accelerating Opportunities (\$62,500), Rick Clute and Kay Moormann

There are currently 31 students who have transitioned into these programs. Of these 31 students, seven (7) have obtained 12.0 or more credit hours, and five (5) students have decided to continue into a two-year degree program. For the fall semester, 32 students are already enrolled.

Adults with low skills need pathways to greater educational attainment and higher skill jobs. The Illinois Community College Board chose MCC as one of eight colleges to pilot the Integrated Basic Education and Skills Training (I-Best) to help underserved populations earn a livable wage. Adult Education and academic instructors collaborate provide courses that integrate basic skill competencies with those of a technical program.

Back to Books (\$5,000), Kate Harger

The Secretary of State's office awarded funding to develop MCC's library's collection in ways that reflect the evolving diversity of our campus community. Materials purchased will include books, educational CDs or DVDs, and audio books.

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

There are currently 117 active volunteers tutoring 474 Adult Basic Education and English as a Second Language students. The volunteers tutor adults in basic reading, math, writing skills or English language proficiency in one-on-one or small group settings. MCC partners with area churches, libraries, and schools to implement the program.

Illinois Community College Board Bridging the Gap (\$10,000), Tony Capalbo

MCC will conduct a summer workshop for high school and McHenry County College teachers, faculty, and administrators to further curriculum alignment and understanding the Common Core in mathematics, reading, and science.

Illinois Community College Board Career and Technical Education Local Programs of Study Implementation (\$10,000), Tony Capalbo

In partnership with Woodstock High school, the purpose of this grant is to increase students' transition rates to college from the automotive program, assist the high school site in obtaining auto shop tools and equipment, and present information sessions to high school students on career paths and college.

Illinois Cooperative Work Study Grant (\$13,946), James Falco

Nine MCC students participated in internships in the automotive, accounting, and manufacturing fields through this grant. Funded through the Illinois Board of Higher Education, the grant encourages public-private sector partnerships, expand internship opportunities, reduce student reliance on loans, encourage permanent employment of Illinois graduates in Illinois, and provide links between academic programs and employment.

Illinois Green Economy Network (IGEN) (\$18,780), Kim Hankins

The four strategic program areas grant funds will be used for are: Green Campus, Green Curriculum, Green Careers, and Green Communities. Funds underwrote the cost of the Living Wall in A Building, rain barrels for rain collection to water the outside horticulture beds and planters, and materials for MCC's Sustainability Center, to name a few.

Illinois Green Economy Network (IGEN), (\$250,000), Kim Hankins

Two projects have been developed to install a solar panel system at Shah Center to reduce McHenry County College's carbon footprint. The smaller project would generate approximately 50% of the Shah Center's electricity needs, while the larger project would generate 100% of the Shah Center's electricity needs.

Illinois Violence Prevention Authority - Family Violence (\$16,700), Catherine Jones and Bev Thomas

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

Metropolitan Mayors Caucus (\$7,214.78), Greg Evans

A partnership among Metropolitan Mayors Caucus, 360 Energy Group and Illinois Department of Commerce and Economic Opportunity provided funding for energy efficiency assistance.

State Performance (\$131,440), Rick Clute

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

Private Grants

Coca-Cola/NRC (\$640), Kim Hankins

MCC obtained eight recycling bins to place on the athletic fields as MCC increases recycling on campus. Only two community colleges received these grants in the entire United States.

McHenry County Community Foundation (\$4,800), Sonia Reising

For the past two years, McHenry County College hosted the Latino Empowerment Conference to help bridge Latino students to MCC's campus and help them understand the transition from high school to college. With this additional funding, the Office of Multicultural Affairs plans for 300 high school students to attend the conference in fall 2013, a 20% increase over last year's conference.

McHenry County Health Department (\$1,000), Christina Haggerty

Funding was obtained to provide *Smoke Free Campus* signage.

Partnerships

Workforce Innovation Fund– In conjunction with community colleges and workforce boards in Lake, Kane, Will, DeKalb, McHenry, and DuPage counties, a program will be developed for unemployed or displaced workers to complete non-credit welding and CNC programs that lead to internship opportunities, industry certification, and employment.

Non-Competitive or Formula

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

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

Perkins IV Postsecondary Basic (\$175,179), Peter Linden

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

Office of Sustainability Center Update

Monthly Highlight

The new MCC Living Wall is installed across from the Student Life offices in building A. This beautiful, unique structure is a vertical garden with a container system that lets plants grow vertically. The Living Wall will be incorporated into the Horticulture Department curriculum and maintained by the staff and students. Plants will be changed with the seasons. This was funded by a partnership between the Illinois Green Economy Network and the Sustainability Center. The Sustainability Center plans to work with the grants office to seek additional funding for additional living walls on campus. (Sustainability Strategic

Plan: Goal #2, Objective #1; Goal #1, Objective #1)

Ongoing initiatives

Green Curriculum:

Kim Hankins has been working closely with Dori Sullens, Director of Continuing Education, on sustainable programming. Classes in development include; rain gardens use and design; environmental legislation; renewable energy In addition, several day excursion trips will be offered for Spring 2014 focusing on recycling and conservation. These include; the Grayslake Recycling center, Crystal Lake waste transfer station and an energy efficient home in Woodstock. (Sustainability Strategic Plan: Goal #2, Objective #1, Goal #3, Objective #1)

Green Community:

The Sustainability Center hosted and participated in a variety of planning meetings with Environmental Defenders of McHenry County; Lou Marchi Total Recycling Institute; Bioneers committee; Green Drinks events; Solid Waste Committee of the Defenders; and the Community Foundation. (Sustainability Strategic Plan: Goal #3, Objective #1 & 2)

Kim Hankins and Pat Dieckhoff attended the U.S. Green Building Council - Illinois Chapter's North/Northwest Branch for *Curran Corporate Headquarters Panel Discussion, Where Black is Green and Tours*. (Sustainability Strategic Plan: Goal #1, Objective #1, Goal #3, Objective #1)

The planning for the November 2, 2013 Green Living Expo is underway. The committee is researching and seeking potential sponsors. To date there are five sponsorships committed for the Expo. (Sustainability Strategic Plan: Goals #2 & 3)



Pat Dieckhoff attended the Midwest Renewable Energy Fair to begin to build contacts and obtain resources for our solar energy power pack program. (Goal #3, Objective #1 & 2)

Over 42 calls and 15 visitors to the Sustainability Center the month of July. Calls from public included where to recycle items such as paint, electronics and some household hazardous waste items. (Sustainability Strategic Plan: Goal #3, Objective #1 & 2)

Green Campus:

The ninth water bottle filling station has been installed in E Building, 2nd floor. Currently MCC's water bottle filling stations have diverted over 65,000 plastic water bottles from landfills. (Sustainability Strategic Plan: Goal #1, Objective #2; Goal #2, Objective #2)

The Sustainability Center staff participated in a planning meeting for landscaping the new parking lots B&D. Native plants, trees and shrubs will be incorporated into the planting for the area. (Sustainability Strategic Plan: Goal #1, Objective #5)

Work continues with the Convocation Committee to incorporate sustainable practices into this campus wide event. This month we invited PACE to participate in the resource fair to help students lessen their carbon footprint by using public transportation (Sustainability Strategic Plan: Goal #1)

In partnership with OMPR, our website, www.mchenry.edu/green, continues to be updated to include the latest information about green events and seminars both here at MCC and around the county. (Sustainability Strategic Plan: Goal #2 & #3)

ECO-TIP OF THE MONTH – (from Earth 911)

Five Reasons to have a plant at your desk:

1. Improve indoor air quality: In addition to bringing a friendly touch to your work space, growing live plants in the office can help clean the air and even improve your health, according to [NASA](http://www.nasa.gov)
2. Reduce stress
3. Increase productivity: Potted plants can increase focus and productivity – allowing you to accomplish more with less stress.
4. Make rooms more comfortable
5. Keep the environment on your mind: Keeping a plant at your desk has loads of health and wellness benefits. But don't forget about the intangible ways a workplace plant can boost your green lifestyle.

Kim Hankins
Director of Sustainability

McHenry County College

Information Report
July 25, 2013

Quarterly Report on Grants

Attached is a detailed quarterly report of FY13 Federal, State and Private Grants as of June 30, 2013, with comparisons to the prior year.

A handwritten signature in black ink that reads "Vicky Smith". The signature is written in a cursive style with a large, stylized "V" and "S".

Vicky Smith
President

As of July 09, 2013

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2013	Unexpended Balance
-------------	---------------	-------------	-------	--	--------------------

FEDERAL

CWS 2013

Source: Department of Education Purpose: To provide funds to students by providing employment opportunities on campus.	CFDA # 84.033	Fund 6 590900002	Devenny	\$ 75,000	N/A	\$ 75,000	-
---	---------------	---------------------	---------	-----------	-----	-----------	---

PELL 2013

Source: Department of Education Purpose: To provide funds to full and part time students enrolled in credit programs.	CFDA #84.063	Fund 6 590900022	Devenny	6,126,028	N/A	6,126,028	-
--	--------------	---------------------	---------	-----------	-----	-----------	---

SEOG 2013

Source: Department of Education Purpose: To provide funds to students enrolled in credit programs with the highest need.	CFDA #84.007	Fund 6 590900028	Devenny	50,000	N/A	38,100	11,900
---	--------------	---------------------	---------	--------	-----	--------	--------

Workforce Investment Act

Source: ICCB Purpose: To provide unemployed individuals with funds to assist in obtaining vocational training.	CFDA #17.255	0613-613 901012	Falco	174,000	N/A	0	174,000
---	--------------	--------------------	-------	---------	-----	---	---------

Post-9/11 GI Bill

Source: US Dept of Veterans Affairs Purpose: To help servicepersons by providing education benefits and opportunities.	CFDA #64.028	0631-602 901020	Devenny	249,354	N/A	232,628	16,726
---	--------------	--------------------	---------	---------	-----	---------	--------

Perkins IV Postsecondary Basic

Source: ICCB Purpose: To increase response to local programs, integrate academic and vocational skills development, support services for special populations and improve linkages between secondary and postsecondary institutions.	CFDA #84.048	901026	Falco	175,179	N/A	167,996	7,183
--	--------------	--------	-------	---------	-----	---------	-------

As of July 09, 2013

		Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2013	Unexpended Balance
Federal Basic Adult Education							
Source: ICCB	CFDA #84.002A	901016	Moormann	135,537	N/A	130,782	4,755
Purpose: To support instruction of Adult Education and Literacy.							
Adult Education - Public Aid							
Source: ICCB	CFDA #84.002A	902015	Moormann	10,618	N/A	10,618	-
Purpose: To support instruction of Adult Education and Literacy on Public Aid.							
English Literacy/Civics							
Source: ICCB	CFDA #84.002A	0619-665 901018	Moormann	18,800	N/A	18,800	-
Purpose: To support instruction of Adult Education regarding the United States and local government systems.							
Small Business Development Center							
Source: (DCEO) Department of Commerce and Economic Opportunity	CFDA #59.037	*901024 **901022	C Jones	23,596 0	15,000 0	23,596 -	- -
Purpose: To provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training.							
* Grant Period: Jul. 12 - Dec. 12							
**Grant Period: Jan. 13 - June 13							
ISBDC Small Business Jobs Act Grant							
Source: (DCEO) Department of Commerce and Economic Opportunity	CFDA #59.031	901023	C Jones	59,122	N/A	59,122	-
Purpose: To provide increased client services to enter new foreign markets.							
* Grant Period: Apr. 1, 2011 - Sep. 30, 2013							
Health Professional Opportunity Grant II							
Source: The County of Will and The Workforce Boards of Metropolitan Chicago	CFDA #93.093	902023	Maxeiner	58,252	N/A	58,252	-
Purpose: To develop a career path that begins with basic certified nursing assistant training and advances individuals from Certified Nursing Assistant to either Registered Nurse or Occupational Therapy Assistant programs.							
* Grant Period: September 29, 2011 -September 30, 2012							

As of July 09, 2013

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2013	Unexpended Balance
Health Professional Opportunity Grant III						
Source: The County of Will and The Workforce Boards of Metropolitan Chicago	CFDA #93.093 902025	Maxeiner	100,650	N/A	67,509	33,141
Purpose: To develop a career path that begins with basic certified nursing assistant training and advances individuals from Certified Nursing Assistant to either Registered Nurse or Occupational Therapy Assistant programs.						
* Grant Period: September 30, 2012 - September 29, 2013						
F.A.S.T. II Grant (flex & sustain training)						
Source: US Dept of Labor	CFDA #17.261 901030	Moormann	250,000	N/A	220,819	29,181
Purpose: To provide resources for non credit job training in the areas of manufacturing & nursing.						
* Grant Period: June 1, 2011 - June 30, 2013						
Local Program of Studies Implementation Grant						
Source: US Dept of Labor	CFDA #84.048 901027	Falco	10,000	N/A	9,929	71
Purpose: To provide resources for Career and Technical education.						
* Grant Period: August 1, 2012 - June 30, 2013						
TAA Grant - INAM						
Source: Federal thru Dept of Labor	CFDA #17.282 TC-23795-11-60-A-17 901045	Falco	366,975	N/A	177,756	189,219
Purpose: Manufacturing Training for jobless.						
* Grant Period: October 1, 2012 - September 30, 2013						
Librarians for the 21st Century						
Source: Institute of Museum & Library	CFDA #45.313 RE-56-13-0083-13 202012	Harger	50,000	20,000	324	49,676
Purpose: Library Planning Grades 8 thru College						
* Grant Period: May 1, 2013 - April 30, 2014						
Back to Books						
Source: Inst. of Museum & Library	Combination Fed/St Passthrough 202011	Harger	5,000	N/A	0	5,000
Purpose: Purchase Fiction or Non fiction books in various formats						
* Grant Period: May 1, 2013 - September 30, 2013						
Curriculum Align Common Core						
Source: US Department of Education	CFDA #84.367A Passthrough 13CA528 901039	Capalbo	10,000	N/A	223	9,777
Purpose: Develop uniform core curriculum						

As of July 09, 2013

* Grant Period: May 1, 2013 - August 31, 2013

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2013	Unexpended Balance
SUBTOTAL Federal Grants - June 30, 2013		\$ 7,948,111		\$ 7,417,482	\$ 530,629
Fiscal Year 2012 Federal Grants - June 30, 2012		\$ 6,762,585		\$ 6,341,717	\$ 420,868

As of July 09, 2013

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2013	Unexpended Balance
-------------	---------------	-------------	-------	--	--------------------

STATE

MAP 2013

Source: Illinois Student Assistance Commission Purpose: To provide funds to Illinois students enrolled in credit programs with financial need.	Fund 6 902024	Devenny	614,065	N/A	605,560	8,505
---	------------------	---------	---------	-----	---------	-------

Small Business Development Center State Portion

Source: (DCEO) Department of Commerce and Economic Opportunity Purpose: To provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training. * Grant Period: July 2012 - Dec 2012 **Grant Period: Jan. 13 - Jun. 13	*902028 **902026	C Jones	18,586 40,000	15,000 0	18,586 33,267	- 6,733
---	---------------------	---------	------------------	-------------	------------------	------------

State Basic Adult Education 54V

Source: ICCB Purpose: To support instruction of Adult Education and Literacy.	0619-662 902014	Moormann	141,245	N/A	141,245	-
--	--------------------	----------	---------	-----	---------	---

State Performance

Source: ICCB Purpose: To help meet performance standards in Adult Education programs.	0657-657 902040	Moormann	131,440	N/A	129,839	1,601
--	--------------------	----------	---------	-----	---------	-------

Community Literacy Program

Source: Secretary of State Purpose: To develop a full-time literacy program and train and support volunteer literacy tutors.	0621-621 902016	Moorman	47,678	N/A	45,137	2,541
---	--------------------	---------	--------	-----	--------	-------

As of July 09, 2013

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2013	Unexpended Balance	
CTE Program Improvement						
Source: ICCB	902050	Falco	13,115	N/A	13,113	2
Purpose: To purchase instructional equipment for vocational education programs.						
Family Violence Grant						
Source: DCEO		C Jones				-
Purpose: To set up the 22nd Circuit Family Violence Coordinating Council and hire a part-time Local Council Coordinator.						
	*902038		9,750	N/A	9,750	-
	**902036	\$	9,121		8,653	468
* Grant Period: Jul 2012 - Dec 2012						
* Grant Period: Jan 2013 - Dec 2013						
Illinois Green Economy Grant						
Source: DCEO	902034	Hankins	37,089	N/A	37,089	0
Purpose: To be used to establish a working connection to the broader network of colleges across the state.						
* Grant Period: November 1, 2011 - Sept 30, 2012						
Illinois Green Economy Grant II						
Source: DCEO	902033	Hankins	14,906	N/A	14,906	-
Purpose: To be used to establish a working connection to the broader network of colleges across the state.						
* Grant Period: October 1, 2012 - May 15, 2013						

As of July 09, 2013

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of June 30, 2013	Unexpended Balance
Illinois Cooperative Work Study Grant						
Source: IBHE	902012	Patrick	17,430	N/A	12,733	4,697
Purpose: To strengthen ties to industry partners while expanding internship and employment opportunities for students in the automotive program.						
*Grant Period: February 15, 2011 - June 30, 2013						
Illinois Cooperative Work Study Grant for 2013/2014						
Source: IBHE	902013	Falco	13,946	N/A	-	13,946
Purpose: To strengthen ties to industry partners while expanding internship and employment opportunities for students in the automotive program.						
*Grant Period: February 5, 2013 - June 30, 2014						
SUBTOTAL State Grants - June 30, 2013			\$ 1,108,371		\$ 1,069,878	\$ 38,493
Fiscal Year 2012 State Grants - June 30, 2012			\$ 1,632,297		\$ 1,215,915	\$ 416,382
PRIVATE						
Accelerating Opportunities Grant						
Source: ICCB	901019	Moormann	62,500	N/A	58,622	3,878
Purpose: To implement an I-BEST-like approach developed by the Board's Accelerating Opportunities "Design Team"						
Latino Empowerment Conference						
Source: McHenry County Community Foundation	303038	Reising	4,800	N/A	-	4,800
Purpose: To implement an interest for Latino students to advance their education and completion rates thru the college level						
Week End Nursing Program						
Source: Private Donor	901056	Maxeiner	130,000	N/A	130,000	-
Purpose: To implement a Weekend Nursing Program						

As of July 09, 2013

	<u>Cost Center</u>	<u>Administrator</u>	<u>Grant Award</u>	<u>Match</u>	<u>Grant Expenditures as of June 30, 2013</u>	<u>Unexpended Balance</u>
SUBTOTAL Private Grants - June 30, 2013			\$ 197,300		\$ 188,622	\$ 8,678
Fiscal Year 2012 Private Grants -June 30, 2012			\$ 150,000		\$ 24,114	\$ 125,886
TOTAL ALL GRANTS - June 30, 2013			\$ 9,253,782		\$ 8,675,982	\$ 577,800
Total all Grants - June 30, 2012			\$ 8,544,882		\$ 7,581,745	\$ 963,136

* Grant period differs from McHenry County College fiscal year.