

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

Thursday, October 24, 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: Regular Board Meeting, September 26, 2013
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
8. PRESIDENT'S REPORT: Dr. Vicky Smith
Presentation on ISES Projects
9. PRESENTATIONS
 - A. Foundation Donor and Scholarship Recipient: Ms. Jeanne Adelman, donor for John J. Adelman Jr. Memorial Scholarship and Ms. Amberley Kowalski, Education to Empowerment Scholarship Recipient
 - B. Update On AQIP Systems Portfolio: Ms. Pat Stejskal, Director of Institutional Effectiveness (10-15 minutes)
 - C. Merit-Based Compensation System for Administrators: Dr. Tony Miksa, Vice President of Academic and Student Affairs; Mr. James Falco, Executive Dean of Education, Career and Technical Education; Ms. Angelina Castillo, Assistant Vice President of Human Resources; Ms. Christina Haggerty, Chief Communications Officer; Mr. Tony Capalbo, Associate Dean for College and Career Readiness; Ms. Sandra Moll, Director of Employment Services/Affirmative Action; Mr. Rob Rasmussen, Director of Infrastructure Operations, and Ms. Kellie Carper, Manager of New Student Transitions (10 minutes)
10. 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. Comments from the Board
 - F. Attorney Report: Mr. Daniel Curran and Ms. Nanci Rogers
11. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Financial Statements
 1. Executive Summary, Board Report #13-193
 2. Treasurer's Report, Board Report #13-194
 3. Ratification for Accounts Payable Check Register, Board Report #13-195
 - B. Requests to Purchase/Renew
 1. 2013 John Deere Gator TX, Board Report #13-214
 2. Additional Software Licenses of Mastercam Educational Suite, Board Report #13-196
 3. Citrix Software Maintenance, Board Report #13-197

4. Furniture for Building E Addition the Black Box Theater and Existing Classrooms, Bd Rpt #13-198
 5. Managed Print Services Contract, Board Report #13-199
 6. Membership in AACC, Board Report #13-200
 7. Refurbished Defibrillator and Cardiac Monitor, Board Report #13-201
 8. SirsiDynix Symphony Software Renewal, Board Report #13-202
 - C. Academic Calendar for 2014-2015, Board Report #13-203
 - D. Approval of the 2013 Estimated Tax Levy and Adoption of Estimated Tax Levy Resolution, Bd Rpt #13-204
 - E. Certification of Chargeback Reimbursement, Board Report #13-205
 - F. Insurance Renewal Workers' Compensation Insurance Premium Audit for 2012-2013, Board Report #13-206
 - G. Out-Of-District and Out-Of-State Tuition and Fees, Board Report #13-207
 - H. Restructure of Business/Finance Operations, Board Report #13-208
 - I. Personnel
 1. Workforce and Community Development Personnel Considerations for Fall 2013, Bd Rpt #13-152 Add.
 2. Appointment of Assistant Vice President of Finance, Board Report #13-209
 3. Appointment of Replacement Executive Dean of Humanities and Social Sciences, Board Report #13-210
 4. Salary Adjustment/Advanced Placement, Board Report #13-211
12. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
13. APPROVAL OF MEMORANDUM OF AGREEMENT AND POSITION RECLASSIFICATION FOR PART-TIME EMPLOYEES, Board Report #13-212
14. BOARD COMMITTEE REPORTS
- A. Evaluation and Policies Committee: Ms. Cynthia Kissner
 - B. Committee of the Whole: Ms. Linda Liddell
15. ICCTA REPORT: Ms. Linda Liddell, ICCTA Liaison
16. FRIENDS OF MCC FOUNDATION REPORT: Ms. Mary Miller and Ms. Molly Walsh
17. FOR INFORMATION
- A. Quarterly Reports on Grants
 - B. Termination of Employment
 - C. Office of Marketing and Public Relations Update
 - D. Office of Resource Development Update
 - E. Office of Sustainability Center Update
18. SUMMARY COMMENTS BY BOARD MEMBERS
19. FUTURE AGENDA ITEMS
20. CLOSED SESSION
- A. 120/2(c) Exception #1, Personnel
 - B. 120/2(c), Exception #2, Negotiations
 - C. 120/2(c) Exception #21, Review of Closed Session Minutes
 - D. Other matters as pertain to the exceptions of the Open Meetings Act
21. EXECUTIVE COMPENSATION, Board Report #13-213
22. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, September 26, 2013
23. ADJOURNMENT



Ron Parrish
Chair

Student Trustee Report

The month of October is LGBTQIA history month. In honor of this, Pride Club held numerous events to make their presence known on campus. National Coming Out Day was October 11th and to promote awareness, Pride Club had a handprint mural every day during the week in the commons area. To show support for LGBTQIA equality, an individual painted their hand and placed it on a poster board. Each color represented how an individual identifies on the LGBTQIA spectrum. Ultimately, the intent of the equality mural was to create a sense of unity between people. On October 10th Pride Club held a variety show to raise funds for a conference in Kansas City, Missouri during February 2014, which they will attend.

The Latino Empowerment Conference was held on Friday, October 4th. More than 230 high school juniors and seniors came together at MCC to spend the day learning about how students can make the most out of their college education. This year's theme was "Commit to Your College Success Today." Participating high schools included: Cary-Grove, Crystal Lake Central, Harvard, Marengo, McHenry East, McHenry West, Woodstock, and Woodstock North. This event was partially funded by a McHenry County Community Foundation grant.

Turning Point is a local agency that promotes awareness about domestic violence. On October 1st they held a presentation targeting domestic violence among teenagers, including dating violence. Speakers volunteered to share their experiences, strategies for coming out of abusive relationships, and prevention techniques for high school students. Katelyn Kloepffer, a freshman at McHenry County College, is an active volunteer at Turning Point. She appeared in the Northwest Herald for her outstanding participation and dedication to the organization.

McHenry County College continues to assist students and members of the community find jobs. Career Services held a job fair on October 18th.

To promote diversity the College Activities Board (CAB) held a Halloween multicultural stories event on October 24th. This event primarily focused on how Halloween is celebrated in different cultures. They served apple cider and hot chocolate as people from different cultures told cultural stories followed by the movie classic *Hocus Pocus*.

A new student organization L.I.N.K (Leaders involved in Networking and Knowledge) emerged during October. The focus of the organization is to provide peer leadership development and resources. They work collaboratively to assist other club organizations in identifying strengths, weaknesses, and effective communication skills.

Michele Lambert
Student Trustee

Executive Summary

Information

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

Recommendation

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

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

Vicky Smith
President

Executive Summary

Fiscal Year 2014 is currently 25% complete, with the year-to-date results ending September 30, 2013 being reported. In the Operating Funds, total revenue is 25% of budget, as compared with 33% at the same time last year. Total expenditures are 16% of budget, as compared with 18% 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 25% of budget. FY14 revenue is \$6,627,799 vs. FY13 revenue of \$7,291,255. The revenue is derived from 50% of the 2012 tax levy and 50% of the 2013 tax levy.
- State government revenue is 26% of budget. FY14 revenue is \$665,158 vs. FY13 revenue of \$535,276.
- Student tuition and fees is 33% of budget. FY14 revenue is \$5,117,769 vs. FY13 revenue of \$8,083,824. The difference between the two years is attributable to timing differences.
- Sales and service fee revenue is comprised of Continuing Education activity and is at 656% of budget. FY14 revenue is \$163,981 vs. FY13 revenue of \$144,639. At this time the revenue recorded may belong in Fund 05 as the majority of non-credit activity was budgeted this this year rather than in Fund 01. This requires some additional review to make sure the revenue coding is up to date for this revenue category.
- Facilities revenue is comprised of activity relating to the use or rental of college facilities. Currently, this activity is at 25% of budget. FY14 revenue is \$5,798 vs. FY13 revenue of \$1,840.
- Interest revenue is currently 18% of budget. FY14 revenue is \$5,479 vs. FY13 revenue of \$8,398. The limited interest rates available in the market will continue to inhibit the growth in this revenue category.
- Other revenue is currently 11% of budget. FY14 revenue is \$1,304,004 vs. FY13 revenue of \$1,351,213. This category consists mainly of employee contributions to health insurance and other insurance related activities. The employee health insurance contributions account for \$1,214,894 of the total. The remaining balance is from Retiree health contributions of \$33,328, NSF charges, assorted fines, fees, and miscellaneous income of \$54,936.

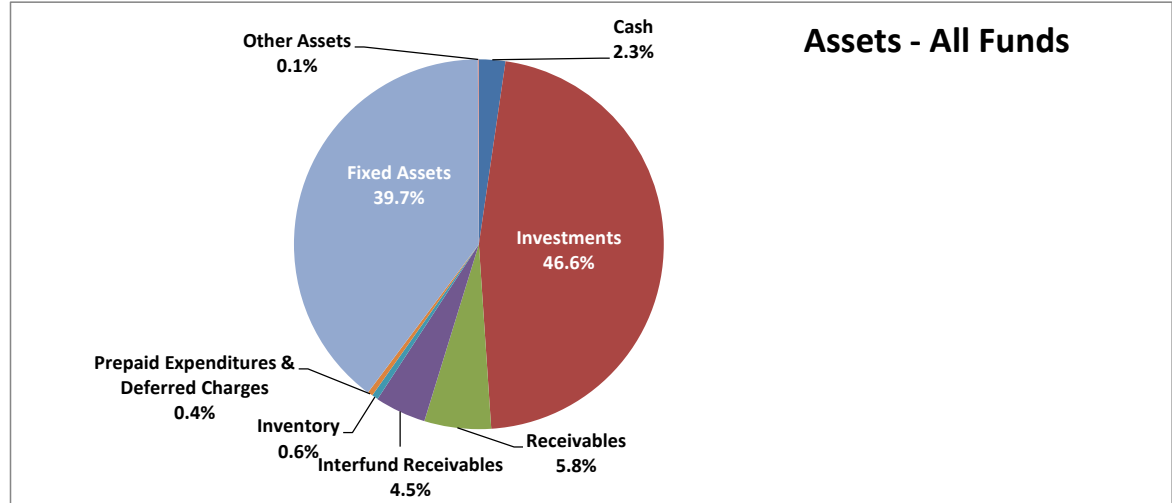
Expenditures

- Salaries expenditures are currently 20% of budget. FY14 expenditures are \$5,421,674 vs. FY13 expenditures of \$5,570,116.
- Employee benefit expenditures are currently 12% of budget. FY14 expenditures are \$1,921,677 vs. FY13 expenditures of \$1,572,332.
- Contractual services are currently 17% of budget. FY14 expenditures are \$908,097 vs. FY13 expenditures of \$845,769.
- Materials and supplies are currently 17% of budget. FY14 expenditures are \$465,713 vs. FY13 expenditures of \$412,757.
- Travel and meeting expenditures are currently 11% of budget. FY14 expenditures are \$85,936 vs. FY13 expenditures of \$81,908.
- Fixed charge expenditures are currently 18% of budget. FY14 expenditures are \$319,663 vs. FY13 expenditures of \$762,101.
- Utilities expenditures are currently 13% of budget. FY14 expenditures are \$118,512 vs. FY13 expenditures of \$140,594. Overall year-end expense is expected to be under budget.
- Capital expenditures are currently 8% of budget. FY14 expenditures are \$453,588 vs. FY13 expenditures of \$517,236.
- Other expenditures are currently 31% of budget. FY14 expenditures are \$199,674 vs. FY13 expenditures of \$217,459.

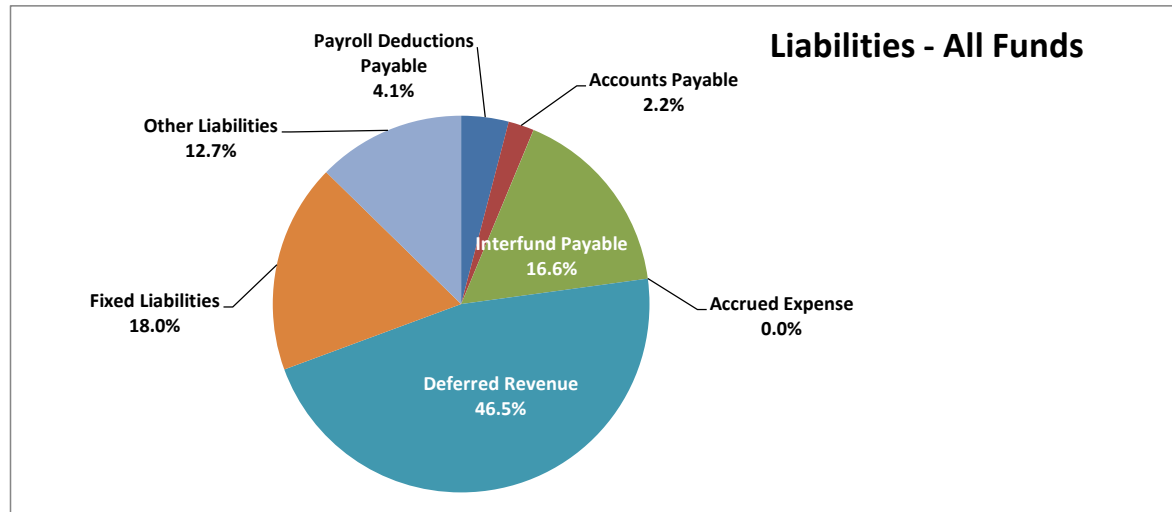
Vicky Smith
President

**All Funds Statement of Net Position (Balance Sheet)
September 30, 2013**

<u>Assets</u>	All Funds
Cash	2,417,404
Investments	48,975,825
Receivables	6,127,201
Interfund Receivables	4,687,487
Inventory	584,448
Prepaid Expenditures & Deferred Charges	465,783
Fixed Assets	41,683,670
Other Assets	95,992
Total Assets	105,037,809



<u>Liabilities</u>	
Payroll Deductions Payable	1,150,380
Accounts Payable	625,611
Interfund Payable	4,687,487
Accrued Expense	1,673
Deferred Revenue	13,169,931
Fixed Liabilities	5,082,363
Other Liabilities	3,589,056
Total Liabilities	28,306,501
Designated Fund Balance	76,731,308



<u>Assigned Fund Balance</u>	
30% Reserve for annual budgeted expenditures	57,777,133
37% Reserve for emergency expenditures	10,953,220
100% for planned growth/restricted purpose	16,237,543
100% for long term debt liabilities	(5,082,363)
100% for long term retirement liabilities	(3,154,225)
Remaining Unassigned Balance	(0)

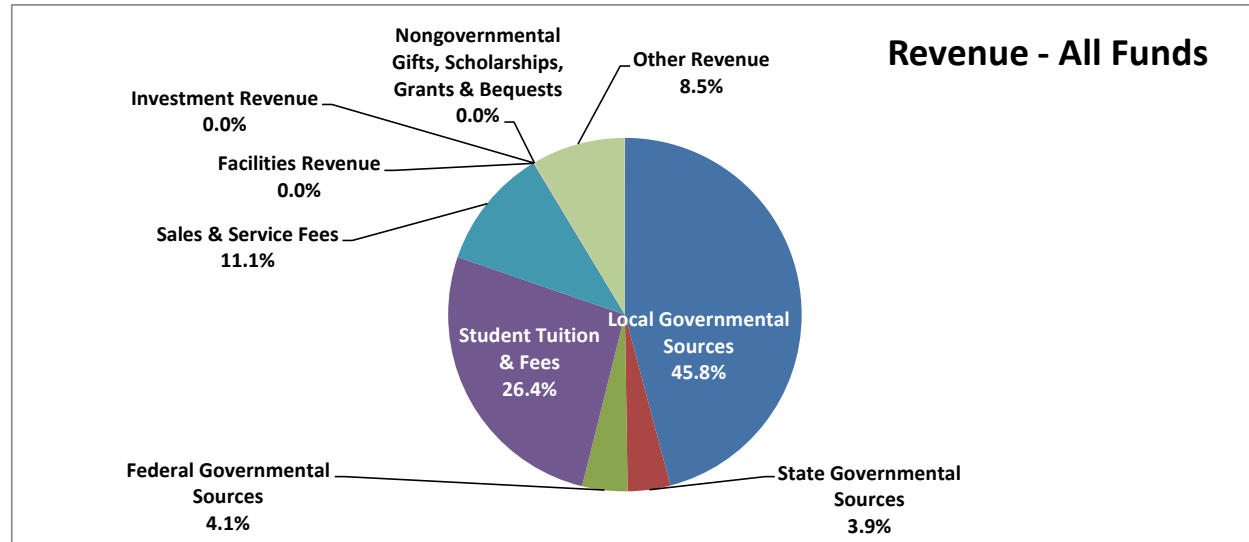
All Funds Statement of Activities (Income Statement)
September 30, 2013

	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	6,991,734	5,956,812	670,987	-	-	-	-	-	25,949	337,987	
State Governmental Sources	598,535	412,868	169,634	-	-	16,032	-	-	-	-	
Federal Governmental Sources	630,544	-	-	-	-	630,544	-	-	-	-	
Student Tuition & Fees	4,020,866	3,359,259	644,402	-	17,205	-	-	-	-	-	
Sales & Service Fees	1,690,684	163,893	-	-	1,526,790	-	-	-	-	-	
Facilities Revenue	5,798	5,798	-	-	-	-	-	-	-	-	
Investment Revenue	4,760	3,656	25	631	-	-	277	-	-	171	
Nongovernmental Gifts, Scholarships, Grants & Bequests	4,800	-	-	-	-	4,800	-	-	-	-	
Other Revenue	1,304,004	1,268,794	35,209	-	-	-	-	-	-	-	
Total Revenue	15,251,725	11,171,081	1,520,258	631	1,543,995	651,376	277	-	25,949	338,158	
Expenditures											
Salaries	5,848,852	5,263,226	158,448	-	239,873	110,454	-	-	-	76,852	
Employee Benefits	2,311,454	1,875,859	31,768	-	43,238	5,556	-	-	-	355,032	
Contractual Services	1,054,094	745,283	188,478	-	53,019	10,319	-	-	52,000	4,997	
General Materials & Supplies	1,643,634	541,427	37,866	-	1,050,512	11,289	-	-	-	2,540	
Travel & Conference/Meeting	89,033	80,336	3,959	-	3,287	524	-	-	-	926	
Fixed Charges	409,692	282,019	682	-	6,458	3,108	-	13,662	-	103,764	
Utilities	119,520	23,200	95,313	-	707	-	-	-	-	301	
Capital Outlay	1,593,286	609	452,979	1,070,360	827	68,215	-	-	-	297	
Other Expenditures	777,062	199,671	-	-	1,306	576,085	-	-	-	-	
Contingency	-	-	-	-	-	-	-	-	-	-	
Total Expenditures	13,846,628	9,011,630	969,493	1,070,360	1,399,227	785,550	-	13,662	52,000	544,707	
Excess/(deficit) of revenues over expenditures	1,405,097	2,159,451	550,765	(1,069,728)	144,768	(134,173)	277	-	(13,662)	(206,549)	
Operating transfers in	-	-	-	-	-	-	-	-	-	-	
Operating transfers out	-	-	-	-	-	-	-	-	-	-	
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	71,042,249	21,533,996	6,097,997	11,976,672	1,998,675	(62,110)	2,817,431	37,068,468	(10,437,014)	(66,152)	114,287

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

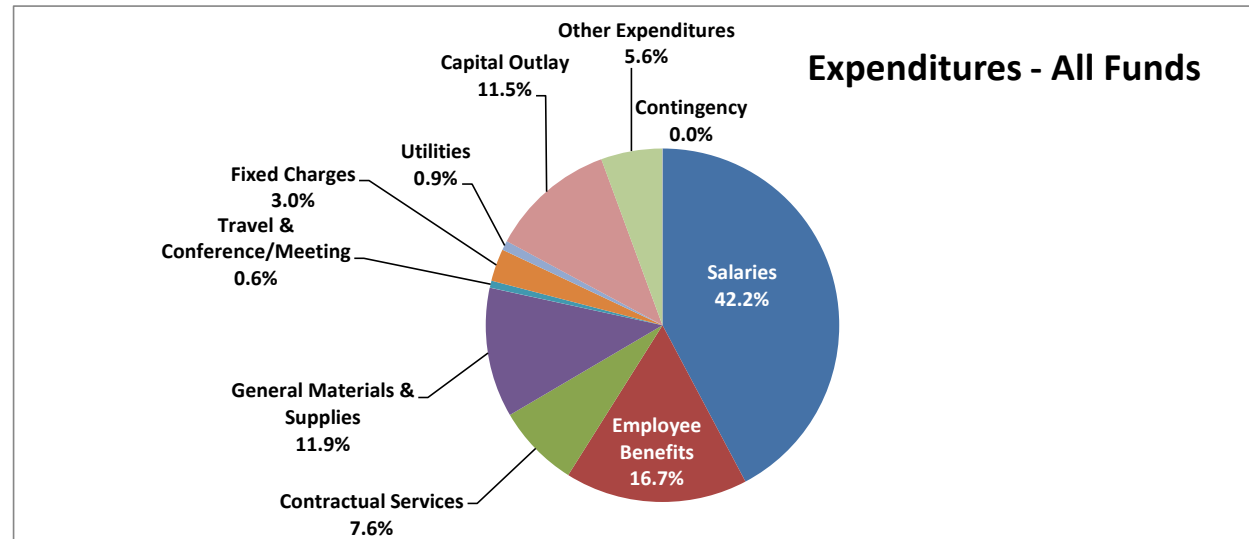
Revenue

Local Governmental Sources	6,991,734
State Governmental Sources	598,535
Federal Governmental Sources	630,544
Student Tuition & Fees	4,020,866
Sales & Service Fees	1,690,684
Facilities Revenue	5,798
Investment Revenue	4,760
Nongovernmental Gifts, Scholarships, Grants & Bequests	4,800
Other Revenue	1,304,004
Total Revenue	15,251,725



Expenditures

Salaries	5,848,852
Employee Benefits	2,311,454
Contractual Services	1,054,094
General Materials & Supplies	1,643,634
Travel & Conference/Meeting	89,033
Fixed Charges	409,692
Utilities	119,520
Capital Outlay	1,593,286
Other Expenditures	777,062
Contingency	-
Total Expenditures	13,846,628



Excess/(deficit) of revenues over expenditures	1,405,097
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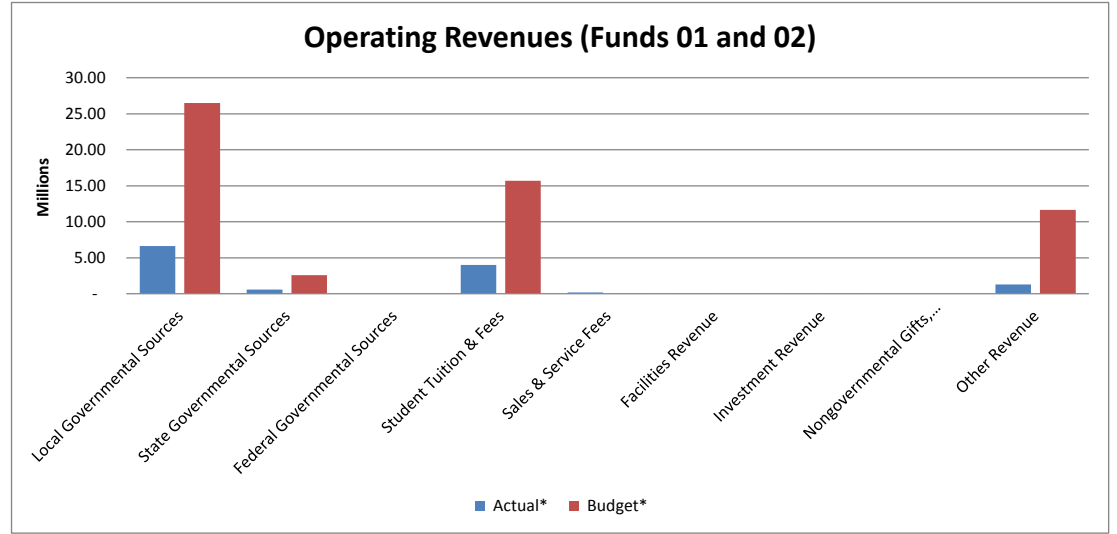
Operating (Funds 01 & 02) Statement of Activities
September 30, 2013

	FY14			FY13		
	Actual*	Budget*		Actual*	Budget*	
Revenue						
Local Governmental Sources	\$ 6,627,799	\$ 26,513,710	25%	\$ 26,785,225	\$ 28,698,422	93%
State Governmental Sources	582,502	2,603,865	22%	2,588,867	2,603,865	99%
Federal Governmental Sources	-	-	0%	-	-	0%
Student Tuition & Fees	4,003,661	15,691,117	26%	14,419,151	15,096,715	96%
Sales & Service Fees	163,893	25,000	656%	990,633	900,400	110%
Facilities Revenue	5,798	23,100	25%	19,415	33,000	59%
Investment Revenue	3,681	30,600	12%	28,907	30,000	96%
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	-	0%	-	-	0%
Other Revenue	1,304,004	11,639,821	11%	14,486,809	5,413,047	268%
Total Revenue	\$ 12,691,339	\$ 56,527,213	22%	\$ 59,319,007	\$ 52,775,449	112%
Expenditures						
Salaries	\$ 5,421,674	\$ 26,694,588	20%	\$ 25,943,450	\$ 25,831,049	100%
Employee Benefits	1,907,628	16,538,857	12%	17,923,470	10,939,594	164%
Contractual Services	933,760	5,465,961	17%	4,548,829	6,086,625	75%
General Materials & Supplies	579,294	2,759,072	21%	2,364,070	3,230,457	73%
Travel & Conference/Meeting	84,295	801,368	11%	577,526	906,451	64%
Fixed Charges	282,700	1,760,012	16%	1,363,685	1,149,903	119%
Utilities	118,512	880,885	13%	804,909	1,060,539	76%
Capital Outlay	453,588	5,654,998	8%	1,227,312	3,765,462	33%
Other Expenditures	199,671	639,500	31%	977,851	628,060	156%
Contingency	-	1,750,000	0%	10,443	1,588,809	1%
Total Expenditures	\$ 9,981,123	\$ 62,945,241	16%	\$ 55,741,546	\$ 55,186,949	101%
Excess/(deficit) of revenues over expenditures	\$ 2,710,216	\$ (6,418,028)		\$ 3,577,461	\$ (2,411,500)	
Net Transfers Out/(In)	\$ -	\$ 4,454,324		\$ 3,840,000	\$ 8,795,000	
Net Operating Funds Surplus/(Deficit)	\$ 2,710,216	\$ (10,872,352)		\$ (262,539)	\$ (11,206,500)	

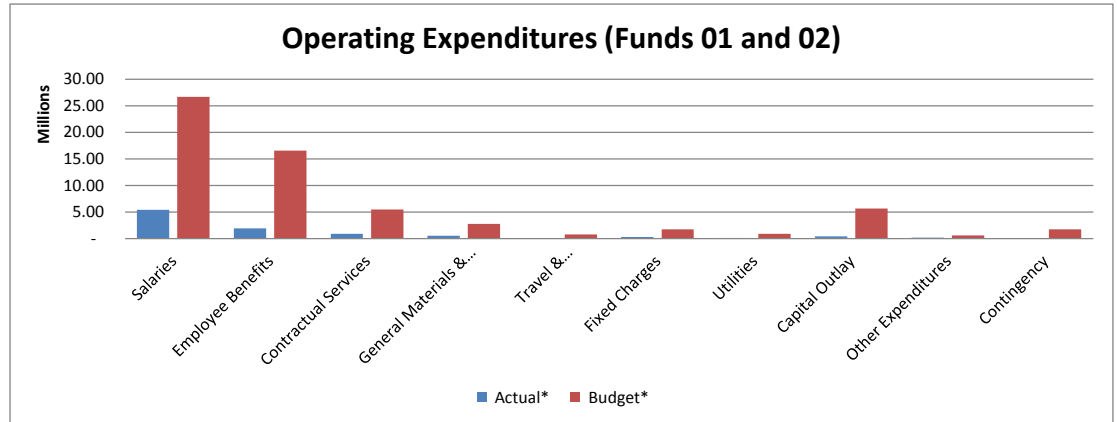
*#N/A or "-" indicates that there is no activity to record for this category in Fund 01 or 02.

Operating Funds - Statement of Activities
September 30, 2013

	Actual*	Budget*
Revenue		
Local Governmental Sources	6,627,798.78	26,513,710.00
State Governmental Sources	582,502.43	2,603,865.00
Federal Governmental Sources	-	-
Student Tuition & Fees	4,003,661.08	15,691,117.00
Sales & Service Fees	163,893.39	25,000.00
Facilities Revenue	5,798.18	23,100.00
Investment Revenue	3,680.94	30,600.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	-
Other Revenue	1,304,003.80	11,639,821.00
Total Revenue	12,691,338.60	56,527,213.00



Expenditures		
Salaries	5,421,673.77	26,694,588.00
Employee Benefits	1,907,627.83	16,538,857.00
Contractual Services	933,760.17	5,465,961.00
General Materials & Supplies	579,293.65	2,759,072.00
Travel & Conference/Meeting	84,295.29	801,368.00
Fixed Charges	282,700.42	1,760,012.00
Utilities	118,512.35	880,885.00
Capital Outlay	453,587.86	5,654,998.00
Other Expenditures	199,671.34	639,500.00
Contingency	-	1,750,000.00
Total Expenditures	9,981,122.68	62,945,241.00
Excess/(deficit) of revenues over expenditures	2,710,215.92	(6,418,028.00)



Treasurer's Report

Information

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

Recommendation

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

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

Vicky Smith
President

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

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Operating	\$3,512,596.72	\$11,337,747.57	\$12,928,138.90	\$1,922,205.39
Crystal Lake Bank & Trust Credit Card	\$38,843.28	\$172,882.04	\$36,052.20	\$175,673.12
Crystal Lake Bank & Trust Online	\$25,097.96	\$125.02	\$0	\$25,222.98
Crystal Lake Bank & Trust Employee Benefits	\$0	\$35,567.04	\$35,567.04	\$0
Crystal Lake Bank & Trust Payroll	\$37,509.05	\$1,875,448.33	\$1,896,701.79	\$16,255.59
Crystal Lake Bank & Trust Federal Student Loan	\$30,910.94	\$1,214,924.00	\$1,213,465.00	\$32,369.94

McHenry County College
September 30, 2013

Investments

College Fund	Financial Institution	09/30/13		08/31/13		09/30/13		No. of Days	Maturity
		Investments	Investments	Investments	Investments	% of Total	Interest		
Education	Illinois Funds	\$20,935,529	\$13,656,383	43%	see below	N/A	On Demand		
Education	JPMorgan Chase	9,177,139	9,175,503	19%	0.21%	N/A	On Demand		
Operations & Maintenance	Illinois Funds	1,024,278	1,024,270	2%	see below	N/A	On Demand		
Operations & Maintenance (Restricted)	Illinois Funds	12,171,929	12,171,831	25%	see below	N/A	On Demand		
Operations & Maintenance (Restricted)	JPMorgan Chase	928,315	928,150	2%	0.21%	N/A	On Demand		
Working Cash	Illinois Funds	2,102,786	2,102,770	4%	see below	N/A	On Demand		
Working Cash	JPMorgan Chase	622,001	621,890	1%	0.21%	N/A	On Demand		
Liability, Protection and Settlement	Illinois Funds	1,756,290	1,756,277	4%	see below	N/A	On Demand		
Liability, Protection and Settlement	JPMorgan Chase	354,677	354,614	1%	0.21%	N/A	On Demand		
	Total	\$49,072,944	\$41,791,688	100%					

Interest Revenue

Interest Revenue

College Fund	Sep-13	Fiscal YTD
Education	\$1,790	\$5,445
Operations & Maintenance	8	33
Operations & Maintenance (Restricted)	264	895
Working Cash	126	403
Liability, Protection and Settlement	76	248
	Total	\$7,024

Illinois Fund Rates - September 30, 2013

Annualized rate - Money Market	
Low	0.010%
High	0.019%
Average	0.010%

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

Ratification for Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$3,427,798.26. Please note that the expenses are not segregated into the respective funds.

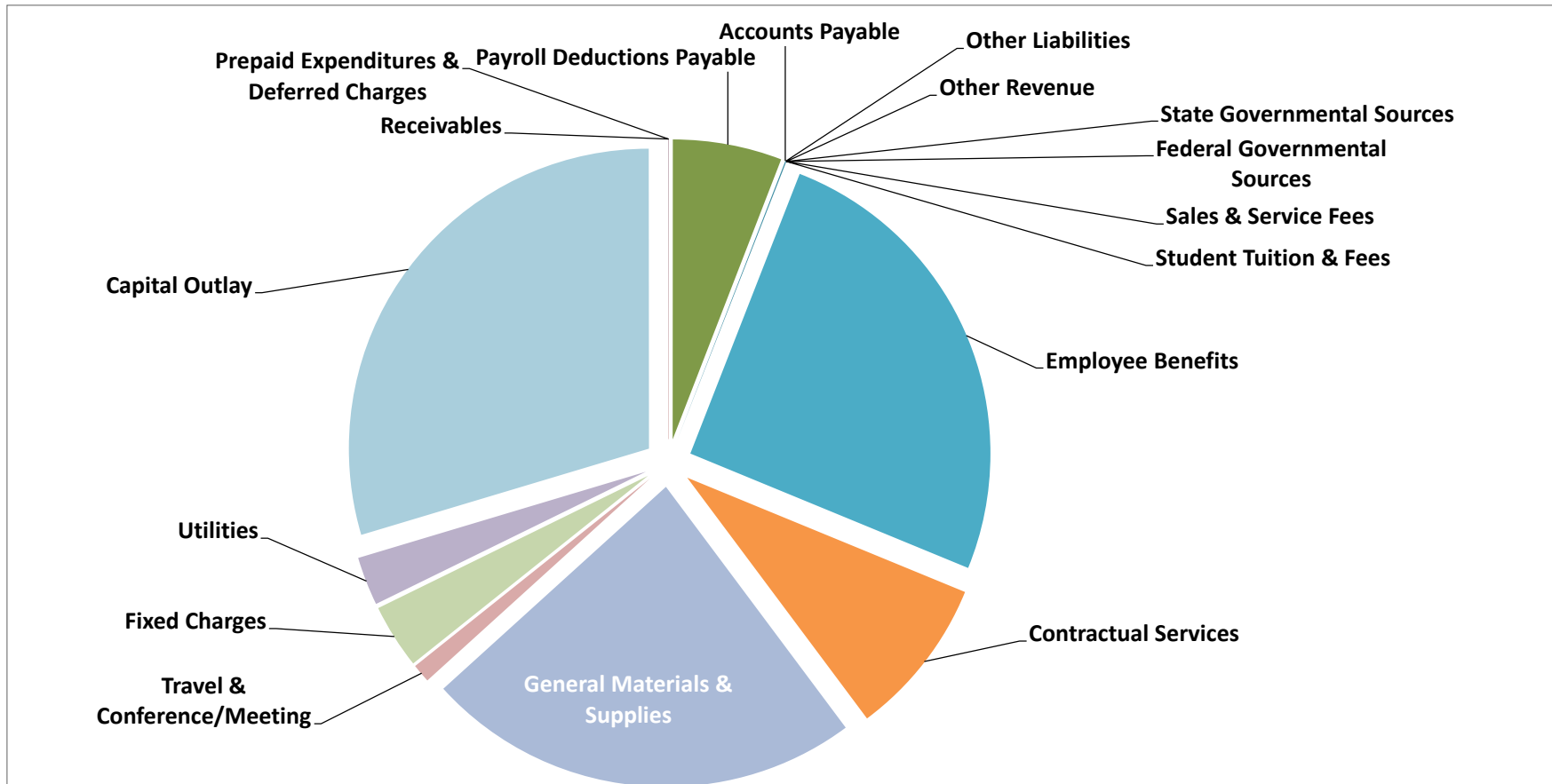
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of September 1- September 30, 2013, totaling \$3,427,798.26.



Vicky Smith
President

Distribution of Monthly Check Register Payments 9/1/13 through 9/30/13



Category	Amount	Percent	Category	Amount	Percent
Receivables	337.59	0.01%	Employee Benefits	866,052.70	25.27%
Prepaid Expenditures & Deferred Charges	0.00	0.00%	Contractual Services	294,192.60	8.58%
Payroll Deductions Payable	201,265.66	5.87%	General Materials & Supplies	804,320.84	23.46%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	34,348.35	1.00%
Other Liabilities	2,018.55	0.06%	Fixed Charges	119,047.66	3.47%
State Governmental Sources	0.00	0.00%	Utilities	89,922.31	2.62%
Federal Governmental Sources	0.00	0.00%	Capital Outlay	1,015,507.98	29.63%
Student Tuition & Fees	0.00	0.00%	Other Expenditures	784.02	0.02%
Fees	0.00	0.00%			
Other Revenue	0.00	0.00%	Total All Categories	3,427,798.26	100.00%

Request to Purchase
2013 John Deere Gator TX

Information

The College currently owns a 2008 John Deere Gator TX utility vehicle that is used by the Facilities department for their needs and to supplement grounds activities outside the Rycos Landscaping contract. The 2008 John Deere Gator TX utility vehicle has exceeded its life expectancy with 2,800 hours of use in tree trimming, property waste and debris removal, athletic field maintenance, mulching, hauling furniture, plus other College tasks, and is in need of replacement.

A new 2013 John Deere Gator TX utility vehicle is being requested. Due to the repeat repair needs that will arise, the College will be keeping the existing 2008 John Deere Gator TX utility vehicle to be used for parts. Retaining the 2008 vehicle will expand the longevity of the new John Deere Gator TX utility vehicle.

The State of Illinois has a negotiated contract with John Deere under which the College is purchasing this equipment. These goods 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 (k) which reads, "...contracts for goods or services procured from another governmental agency." However, the practice of the college has always been to verify the veracity of contract pricing by obtaining quotes.

The College received three quotes from authorized John Deere dealers for the purchase of a 2013 John Deere Gator TX utility vehicle:

<u>Buck Bros., Inc.</u>	<u>AHW, LLC</u>	<u>JW Turf</u>
\$13,586.59	\$14,736.29	\$16,882.16

Buck Bros., Inc. from Harvard, Illinois has been selected as the John Deere dealer from whom the College will purchase the new John Deere Gator TX utility vehicle.

The expense is budgeted in the Capital Outlay account in the Operations and Maintenance Unrestricted Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of a new 2013 John Deere Gator TX utility vehicle from Buck Bros., Inc. of Harvard, IL, at a cost of \$13,586.59.



Vicky Smith
President

Request to Purchase
 Additional Software Licenses of Mastercam Educational Suite

Information

The standard software package utilized by our manufacturing curriculum is Mastercam Educational Suite. The software package gives students the ability to design virtual parts at a computer, which could then be uploaded to Computerized Numerical Control (CNC) machines and instantly fabricated. The courses that utilize this software are CNC Machining I, Advanced CNC Machining and the Robotics courses.

With the addition of the new robotics lab, manufacturing lab, new applied technologies classroom, and the space to add three new computer stations in the current classroom, the Education, Career, and Technical Education Division needs to purchase 36 additional software licenses of Mastercam Educational Suite. The software licenses will be deployed as follows: four software licenses will be installed in the robotics lab, four software licenses in the manufacturing labs, 25 software licenses will be installed in the new applied technologies classroom and three software licenses will be installed in the existing classroom. The cost for the software licenses is listed below.

<u>Quantity</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
3 -- for existing classroom	Mastercam Educational Suite	\$870.00	\$ 2610.00
4 -- for robotics lab	Mastercam Educational Suite	\$870.00	\$ 3480.00
4 -- for Manufacturing lab	Mastercam Educational Suite	\$870.00	\$ 3480.00
25 -- for new classroom	Mastercam Educational Suite	\$870.00	\$21,750.00
	Shipping		\$ 50.00
	Total		\$31,370.00

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27. 1, exemption (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 the utility services such as water, light, heat, telephone or telegraph.”

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of 36 additional copies of Mastercam Educational Suite at a cost of \$31,370.00 from DEPCO, LLC of Pittsburg, KS.



Vicky Smith
 President

Request to Renew
 Citrix Software Maintenance

Information

The College currently uses a number of different Citrix software products for remote access, software application delivery and desktop virtualization. These Citrix products currently enable College employees to access desktop software applications such as myMCC and Microsoft Office, as well as their MCC data files from off-campus locations in a secured fashion. They are also integral to the use of the College’s thin clients in classrooms and other campus locations.

The software license maintenance for these Citrix products will be expiring soon. This board report is requesting renewal of this software maintenance. Citrix XenApp and XenDesktop are the products used to provide these desktop virtualization services. In addition to XenApp and XenDesktop, Citrix Net Scaler is a web software delivery controller that securely optimizes and controls software delivery while insuring software licensing compliance. It includes an application firewall, attack protection and load-balancing.

The College presently has 200 thin clients in virtual desktop environments, including four classroom labs, the library and the Atrium area of Building A. These environments use Citrix technologies. The number of thin clients and the use of virtual technologies on campus are expected to increase each year, so XenDesktop and XenApp will continue to be utilized to a higher degree as more thin clients are added to the campus. A portion of the College’s annual software maintenance for XenDesktop and XenApp licenses will expire in November because the College previously purchased these licenses at different times. This Board Report is requesting renewal of all existing Citrix licenses by reflecting the co-termining of all Citrix products so their renewal dates will occur at the same time each year. This will simplify the administration of the licenses and enable IT to more accurately control the use of the licenses.

During Spring Semester 2014, these products will be extended further for a new purpose on campus. The Information Technology department will begin testing the delivery of software applications directly to campus computers “over the wire”. This means that some selected software will not physically reside on the user’s computer. Instead, the software will be “delivered” to the user’s computing device at the time of login via the College’s recently upgraded Digital Network Infrastructure. This added flexibility will reduce the manual time and effort of installing software on individual computers, and allow staff to access and use the software anywhere, anytime, from any device.

The cost to renew these co-termed licenses will be \$16,573.29.

Quantity	Description	Current Exp. Date	New Exp. Date	Cost
1	Citrix Net Scaler VPX	Jan. 29, 2014	Jan. 29, 2015	\$ 600.00
150	Citrix XenDesktop Enterprise	Nov. 29, 2013	Jan. 29, 2015	\$ 6,127.40
125	Citrix XenDesktop Enterprise	Jan. 29, 2014	Jan. 29, 2015	\$ 4,375.00
125	Citrix XenApp Enterprise	Nov. 29, 2013	Jan. 29, 2015	\$ 5,470.89
Total Cost:				\$16,573.29

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 software maintenance expense is budgeted in the IT Technology Support Services and Infrastructure Operations accounts within the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the co-termed annual software maintenance renewals of Citrix XenApp, Citrix XenDesktop and Citrix NetScaler from Citrix Systems, Inc., of Ft. Lauderdale, FL for \$16,573.29

A handwritten signature in black ink, appearing to read "Vicky Smith". The signature is fluid and cursive, with a prominent initial "V" and a trailing flourish.

Vicky Smith
President

Request to Purchase
 Furniture for Building E Addition the Black Box Theater and Existing Classrooms

Information

In May 2013, the Board of Trustees approved Board Report #13-100, which authorized the College to build an addition onto Building E to house three new general purpose classrooms and a new Black Box Theater. Furniture needs to be purchased for these areas and installed before the spring semester begins; since the rooms have been fully scheduled with classes. Also, monies are budgeted each year to replace outdated and damaged classroom furniture in the existing classrooms. Part of the decision on what type of furniture is selected is based on the type of courses that will be scheduled in each space, the need to accommodate how students learn and the technologies they bring to class and utilize, and to continue the standardization of the our classroom furniture as outlined in the College’s Interior Master Plan.

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. In addition to the consortium price, KI is providing a special pricing agreement that has resulted in additional discounts to the College.

<u>Quantity</u>	<u>Item</u>	<u>Unit Cost</u>	<u>Total Cost</u>
100	Strive chair, sled base, cantilevered arms and upholstered seats/backs	\$ 171.14	\$ 17,114.00
78	Inquire table, casters, 24" x 60", seats two	\$ 251.12	\$ 19,587.36
8	Intellect Wave desk, cantilevered, adjustable height (ADA), seats one	\$ 86.43	\$ 691.44
142	Intellect Wave desk, cantilevered, seats one	\$ 75.68	\$ 10,746.56
3	Workup instructor desk/table, counter balanced, w/dual monitor stand	\$ 1,318.38	\$ 3,955.14
332	Strive chair, four legged, armless, w/casters, polyurethane	\$ 90.73	\$ 30,122.36
1	Intellect Wave desk freight	\$ 750.00	\$ 750.00
1	KI Services: Inside Delivery and Workup Table Assembly	\$ 975.00	\$ 975.00
TOTAL			\$ 83,941.86

This expense is budgeted in the Academic and Student Affairs Capital Outlay account in the Education Fund and in the Capital Outlay account in the Operations and Maintenance Unrestricted Fund.

Recommendation

It is recommended that the Board of Trustees approves the expenditure for furniture for the Black Box Theater, new general purpose classrooms, and for existing classrooms for \$83,941.86 from KI of Green Bay, WI.



Vicky Smith
 President

Request to Purchase
 Managed Print Services Contract

Information

McHenry County College needs to strategically address the fragmented management of campus-wide printing costs (paper, toner supplies, printer purchases, etc.). Historically, print-related costs have been distributed across multiple campus departments in a disjointed, decentralized fashion. For an institution the size of MCC, these printing costs can be high if a centrally-focused strategy on cost-containment is not employed. There are additional negative impacts of decentralized print management in terms of green initiatives and sustainability, particularly as it relates to poor control of paper usage and disposal of supplies such as toner cartridges.

Given these considerations, the College launched a strategic evaluative project to look at reducing print-related costs through an external, centralized “Managed Print Service” (MPS) provider. Using a centralized MPS provider is a common approach to reducing printing costs at many public, governmental and higher education institutions across the nation. The project’s goal was to look at ways to reduce on-going cost, reduce waste, and utilize green-oriented, conservation-minded approaches to minimize the consumption of paper-related resources across the campus.

The evaluative project was complex because all departments across the College have traditionally managed their own print-related resources, resulting in a fragmented, costly and inconsistent approach to printing. The purchase of printers and supplies such as paper and toner cartridges, as well as repairs were distributed over many areas of the institution, with little consistency or focus on managing cost and efficient consumption. Therefore, a review of current printing costs needed to begin with a full inventory of all equipment and supplies deployed across the entire campus. This task alone was a major project. In cooperation with College IT and departmental staff, a no-cost inventory was performed by three MPS companies, since the majority of current printing on campus is on hardware provided by these vendors. An overview of current print volume and its associated costs is detailed below:

Current College Print Volume and Associated Costs

- Total Number of Print Devices on Campus: **230**
- 29 Multi-Function Printers (including Duplication Center), 122 network printers, 59 locally-attached printers (to PC’s), 3 MICR printers (check printing), 15 fax machines, 2 wide-format printers
- Printer brands include Canon, Xerox, HP, Lexmark, Brother and Epson

Average Monthly Print Volume and Costs:

<u>Canon-specific printing</u> (on leased equipment)	<u>Monthly Cost</u>
B & W print output: 535,218 pages	
Color print output: 9,602 pages	
Canon Monthly Lease Cost:	\$ 10,040.00
<u>Other Classroom and Office Printing</u> (on non-leased equipment)	
B & W print output: 158,640 pages @ 0.023/page	\$ 3,650.00
Color print output: 6,332 pages @ 0.152/page	\$ 1,000.00
Supplies (toner and ink):	<u>\$ 4,610.00</u>
Total Estimated Monthly Costs	\$ 19,300.00
<u>Additional Monthly Printing Costs for outsourced print jobs</u> (Variable, based on need)	\$ 6,000.00-10,000.00

The role of an MPS provider is to centrally handle all print-related activities for the entire institution. A monthly service charge based on number and type of pages printed (part of a multi-year agreement) is paid, for the delivery of these more cost-effective services. The services are all-inclusive, including replacement and repair of equipment, acquisition of new equipment, disposal of old equipment, supplies, training in the use of print services, and consultation on how to optimize available printing capacity. These services extend across the whole campus, including the MCC Duplication Center and Shah Center.

There are currently both federal and Illinois state contracts in place for Managed Print Services that can be utilized by public institutions such as McHenry County College. These contracts were put in place after exhaustive RFP processes by state and federal government procurement agencies. A number of print-related companies currently participate in these contracts. Because of these existing contracts, formal RFP's to institute these services are not required by institutions, such as the College, since these contracts were already negotiated by the state and federal agencies to assure the lowest cost available by leveraging the purchasing power of state-wide (or federal) institutions. As a result, the College used a quoting and evaluative process as a due-diligent means to choose the participating contract provider that offered the best fit for the printing needs of the College.

Once the campus-wide print inventory was completed, MPS providers who participate in the federal or state contracts were encouraged to provide cost proposals to the College. The College received proposals from:

- Canon
- Xerox
- Stan's Office Technologies (a local McHenry county Ricoh provider)
- COTG (Chicago Office Technologies Group – a Chicago-area Xerox subsidiary)
- USA Laser (another local provider)

A campus evaluation team was established to review the proposals, talk with references, evaluate the proposed print technology solutions, and make visits to the providers' technology centers to view their latest advancements in print technology. During this process, one provider, USA Laser, withdrew from the evaluation.

Cost alone was not the only factor considered by the evaluation team. The team considered other important criteria in the form of three weighted matrices to evaluate the four vendor proposals on a scale of 1 (Poor) to 5 (Excellent). The three targeted matrix areas and the respective rankings determined by the evaluation team for each vendor were:

- 1) Duplication Center needs:
Resulting Rankings: #1-COTG 4.375; #2-(tie)-Stan's/Xerox 3.75; #3-Canon 3.375
- 2) Multi-Function Device capabilities:
Resulting Rankings: #1-COTG 4.375; #2-Xerox 3.875; #3-Stan's 3.00; #4-Canon 2.88
- 3) Managed Print Service capabilities:
Resulting Rankings: #1-COTG 4.2; #2-Stan's 3.6; #3-Canon 3.3; #4-Xerox 2.9

Note the #1 ranking in each matrix was Chicago Office Technologies Group (COTG).

The vendors priced their services on the College's current estimated volume of printed pages campus-wide, on a cost per-page basis. These per-page rates are noted in the following comparison of the four vendors' cost proposals:

Current estimated annual printing costs: **\$231,600.00** (not including outsourced printing)

<u>Canon</u>		<u>Estimated Annual Savings</u>
• Annual proposed cost:	\$ 206,330.68	\$ 25,269.32
B & W MFD pricing:	\$ 0.0067/page	

Dup. Center B & W pricing:	\$ 0.0034/page
Dup. Center Color MFD pricing:	\$ 0.05/page

Stan's Office Technologies

• Annual proposed cost:	\$ 135,383.79	\$ 96,216.21
B & W MFD pricing:	\$ 0.0069/page	
Dup. Center B & W pricing:	\$ 0.0045/page	
Dup. Center Color MFD pricing:	\$ 0.0395/page	

Chicago Office Technology Group

• Annual proposed cost:	\$ 127,301.16	\$104,298.84
B & W MFD pricing:	\$ 0.0025/page	
Dup. Center B & W pricing:	\$ 0.0039/page	
Dup. Center Color MFD pricing:	\$ 0.042/page	

Xerox

• Annual proposed cost:	\$ 126,494.25	\$105,105.74
B & W MFD pricing:	\$ 0.0042/page	
Dup. Center B & W pricing:	\$ 0.0042/page	
Dup. Center Color MFD:	\$ 0.049/page	

COTG is being recommended as the College's Managed Print Services provider, based on the combined results of the matrix evaluations (COTG was first in all matrices) along with COTG being the second lowest in cost.

The College will use a three-year contract for this service. The three-year contract with COTG will be \$381,903.48 (\$127,301.16 annually) excluding any current outsourced printing that may eventually be brought in-house. This cost represents an approximate savings to the College of \$104,298.84 annually, or \$312,896.52 over three years. Xerox, although the lowest in yearly costs, proposed lesser technology with lower-scale capabilities as their solution. That is why they are not being recommended.

Any currently outsourced print jobs will be analyzed to determine if they can be printed in-house at a lower cost at equal or better quality. If these eligible outsourced jobs are brought in-house for printing, the additional pages printed will be added to the overall count of pages accounted for through the contract and charged at the same prices noted above. While this will increase the estimated cost of the COTG contract noted in this report, the increase will be more than offset by the savings gained from printing the jobs in-house, as well as on-going savings from optimized use of printing resources throughout the campus.

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

Recommendation

It is recommended that the Board of Trustees approves the purchase of a three-year Managed Print Services contract at \$127,301.16 annually (\$381,903.48 over three years) from Chicago Office Technologies Group of Bolingbrook, Illinois.



Vicky Smith
President

Request to Renew
Membership in AACC

Information

The American Association of Community Colleges (AACC) is the primary advocacy organization for community colleges at the national level. AACC collaborates with a wide range of entities within the higher education community to monitor and influence federal policy and to collaborate on issues of common interest. AACC currently represents more than 1,200 two-year, associate-degree granting institutions, and MCC has been a member for more than a decade. The membership renewal rate for FY14 is \$6,694.00.

This expense is budgeted in the Executive Office account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of the College's annual membership for \$6,694.00 to the American Association of Community Colleges, Washington, DC.



Vicky Smith
President

Request to Purchase
Refurbished Defibrillator and Cardiac Monitor

Information

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

As part of standard training, the EMS students at all levels of practice need training on specialized equipment such as defibrillators. Students must practice the operational use of defibrillator equipment, since it is deployed in fire districts throughout the county. A new defibrillator retails for approximately \$26,000. However, since the College is only using this equipment for training purposes, a refurbished unit is sufficient for our purposes and will still give students experience on state-of-the-art equipment.

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

<u>Qty</u>	<u>Description</u>	<u>Vendor</u>	<u>Cost</u>
1	Refurbished Demo E Series ACLS Manual Defibrillator and Cardiac Monitor	Zoll Medical Corporation	\$10,000.00
1	97400-001371 – Refurbished LP-12 Defibrillator and Cardiac Monitor	Physio-Control Company	\$ 9,834.73

This expense is budgeted in the Federal Perkins Grant account in the Restricted fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the Physio-Control 97400-001371 – Refurbished LP-12 Defibrillator and Cardiac Monitor in the amount of \$9,834.73 from Physio-Controls Inc. of Redmond, WA.



Vicky Smith
President

Request to Purchase
SirsiDynix Symphony Software Renewal

Information

The MCC Library uses SirsiDynix Symphony software as the main operating system for the College's on-line library catalog and circulation system. SirsiDynix Symphony has been installed within more library sites around the world than any other single enterprise-caliber library management system. It is a powerful Integrated Library System (ILS) solution that has been designed to keep information current. The software's flexible architecture makes it possible for the system to accommodate new technologies and to evolve as necessary to meet the growing needs of libraries and their users. The system is an open, industry-standard, scalable ILS solution that libraries rely on to run their operations.

The SirsiDynix Symphony software renewal allows for available upgrades and enhancements to the software on a continuing basis. Without these upgrades and enhancements; the on-line library catalog would no longer serve its purpose to the College community. The cost for FY 2014 SirsiDynix Symphony software renewal is \$15,404.51.

The purchase of database service is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, (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 renewal of the SirsiDynix Symphony software for the period November 1, 2013 through October 31, 2014 in the amount of \$15,404.51 from SirsiDynix Corporation in Lehi, UT.



Vicky Smith
President

Academic Calendar for 2014-2015

Information

Each year the faculty Curriculum and Academic Policy Council (CAPC) in cooperation with the Office of Academic and Student Affairs develops an Academic Calendar. The purpose of the academic calendar is to provide the schedule framework for the major academic and student support activities occurring at the College, during an academic year. Academic Calendars are created 1.5 years in advance to give students, employees and the community, time to plan events well into the future.

The attached proposed Academic Calendar is for the 2014-2015 academic year.

Recommendation

It is recommended that the Board of Trustees approves the Academic Calendar for 2014-2015.



Vicky Smith
President

2014-2015 ACADEMIC CALENDAR

FALL SEMESTER 2014

Aug. 14 (Thursday)	<i>Opening Semester meeting for all employees; full-time and adjunct faculty workshops</i>
Aug. 16 (Saturday)	Saturday credit classes begin
Aug. 18 (Monday)	Weekday credit classes begin
Sept. 1 (Monday)	College closed for Labor Day recess
Oct. 6-10 (Monday-Friday)	Mid-term week
Oct. 14 (Tuesday)	Professional Development Day, no day or night classes; College closed
Oct. 15 (Wednesday)	Start of second 8-week credit classes
Nov. 26- 30 (Wednesday-Sunday)	College closed for Thanksgiving recess
Dec. 1 (Monday)	Classes resume
Dec. 8-12 (Monday-Friday)	Final exams for credit classes
Dec. 13 (Saturday)	Commencement

WINTER INTERSESSION 2014-15

Dec. 15 (Monday)	Credit classes begin
Dec.24, 2014-Jan. 1, 2015 (Wed.-Thu.)	College closed
Jan. 7-8 (Wed.-Thursday)	Final exams for credit classes

SPRING SEMESTER 2015

Jan. 15 (Thursday)	<i>Opening Semester meeting for all employees; full-time and adjunct faculty workshops</i>
Jan. 17 (Saturday)	Saturday credit classes begin
Jan. 19 (Monday)	Weekday credit classes begin
Mar. 9-12 (Monday-Friday)	Mid-term week
Mar. 16 (Monday)	Start of second 8-week credit classes
Mar. 22-29 (Sunday-Sunday)	Spring recess no classes (College offices remain open until 4:30 p.m.)***
Mar. 30 (Monday)	Weekday credit classes resume
May 11-15 (Monday-Friday)	Final exams for credit classes
May 16 (Saturday)	Commencement

SUMMER INTERSESSION 2015

May 18 (Monday)	Credit classes begin
May 25 (Monday)	College closed for Memorial Day Observance
June 10-11 (Wed.-Thur.)	Final exams for credit classes

SUMMER SESSION 2015

June 15 (Monday)	Summer Session Begins
July 3 (Friday)	College closed for Independence Day Observance
July 6-9 (Monday-Thur.)	Mid-term week
Aug. 10-13 (Monday-Thur.)	Final exams for credit classes

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

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

Approval of the 2013 Estimated Tax Levy and
 Adoption of Estimated Tax Levy Resolution

Information

The College is required by statute (35 ILCS 200/18-60) to annually approve an estimated levy and adopt a resolution for the estimated tax levy. The maximum increase the College can receive over the past year's aggregate extension is the lesser of the annual Consumer Price Index-Urban (CPI-U) increase or 5%, exclusive of funds generated from EAV attributed to new development or any expiring Tax Incremental Districts. For the 2013 tax levy the College will maintain a flat increase over the 2012 tax levy extension. Consequently, the 2013 estimated Property Tax Levy reflects an overall aggregate increase of 0% over the aggregate property taxes extended for 2012.

The 2013 estimate of taxes to be levied is shown in Table 1. The College has statutory authority under 110 ILCS 805/2-12.1 to levy taxes for the purposes listed. In determining the levy amount, each fund/purpose is reviewed to determine the amount needed to support the activities of the College. The timing of the two tax payments to be received from the tax levy cross over two fiscal years, requiring the College to recognize the payments accordingly. Therefore, the 2013 tax levy revenue is distributed 50% in fiscal year 2014 and 50% in fiscal 2015. The first of two tax payments will be received in March 2014 with the second to be received in November 2014.

ESTIMATED TAX LEVY FOR 2013

Table 1: Estimated 2013 Tax Levy

<u>Levy Purpose/Fund</u>	2012 Board Approved <u>Levy</u>	2012 Actual (after PTELL) <u>Levy</u>	2013 Proposed <u>Levy</u>	2012 Actual to 2013 Proposed <u>Difference</u>
Social Security (Fund 12)	\$60,000	\$56,618	\$56,618	\$0
Auditing (Fund 11)	110,000	103,795	103,795	0
Liability Insurance (Fund 12)	1,375,000	1,295,328	1,295,328	0
Education (Fund 01)	25,300,000	23,827,249	23,827,249	0
Building (Fund 02)	2,850,000	2,683,946	2,683,946	0
Life Safety	0	0	0	0
Total Non-Bond Funds	29,695,000	27,966,937	27,966,937	0
Total Levy	\$29,695,000	\$27,966,937	\$27,966,937	\$0
ESTIMATED 2013 Aggregate Levy % Increase over 2012 Actual Levy (rounded)				0%

Per Illinois Compiled Statute (35 ILCS 200/18-70), an increase above 105% over prior year's property tax levy extension requires the College to publish a Truth In Taxation notice in the newspaper and hold a hearing regarding the estimated levy prior to approval. However, the proposed 2013 increase is 0% therefore, the provisions of sections 18-65 through 18-85 of the Truth in Taxation Law do not apply to the adoption of the 2013 aggregate levy, and the College District is not required to publish notice of or conduct a hearing thereon.

The Board must also pass a resolution regarding the estimated amounts necessary to be levied for the 2013 year, as well as sign the certificate of compliance with the Truth in Taxation law. Those documents are attached.

Recommendation

It is recommended that the Board of Trustees approves the estimated 2013 property tax levy for \$27,966,937.00 and adopts the attached resolution for the estimated 2013 tax levy for College District 528 and Certificate of Compliance with the Truth in Taxation law.

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

Vicky Smith
President

**RESOLUTION REGARDING ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 2013**

WHEREAS, the *Truth in Taxation Law* requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than 20 days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the amount of property taxes extended or estimated to be extended on the aggregate levy of Community College District No. 528 for the year 2012 was \$27,966.937; and

WHEREAS, it is hereby determined that the estimated aggregate levy necessary for the year 2013 upon the taxable property of the College District is \$27,966.937;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees, Community College District No. 528, Counties of McHenry, Boone, Kane and Lake, State of Illinois, as follows:

Section 1: The estimated aggregate levy for the year 2013 is \$27,966.937.

Section 2: The estimated aggregate levy for the year 2013 does *not* exceed 105% of the taxes extended, including any amount abated prior to such extension, on the aggregate levy of the College District for the year 2012.

Section 3: In light of Section 2 above, the provisions of sections 18-65 through 18-85 of the *Truth in Taxation Law* do not apply to the adoption of the 2013 aggregate levy, and the College District is not required to publish notice of or conduct a hearing thereon.

Section 4: This resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 24th day of October, 2013.

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 528
COUNTIES OF McHENRY,
BOONE, KANE AND LAKE
STATE OF ILLINOIS

By: _____
Chair

ATTEST:

Secretary

CERTIFICATE OF COMPLIANCE WITH
THE TRUTH IN TAXATION LAW

I, the undersigned, do hereby certify that I am Chair of the Board of Trustees of Community College District No. 528, Counties of McHenry, Boone, Kane and Lake, State of Illinois; and

I do further certify that the Board of Trustees of said College District adopted a "Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2013," at a regularly convened meeting held on the 24th day of October, 2013, said date being at least 20 days preceding the adoption of the aggregate tax levy of the College District; and

I do further certify that the estimated amount of taxes necessary to be levied for the year 2013, and the aggregate levy of the College District for 2013 as adopted, did not exceed 105% of the amount of taxes extended or estimated to be extended, exclusive of election costs and bond and interest costs, and including any amount abated prior to such extension, upon the levy of the College District for 2013, such that the provisions of sections 18-65 through 18-85 of the *Truth in Taxation Law* were not applicable to the adoption of said 2013 aggregate levy.

CHAIR
BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 528
BOONE, KANE AND LAKE
STATE OF ILLINOIS

Certification of Chargeback Reimbursement Rate

Information

Each year, based on the expenditures shown in the audit report, the College calculates a new Certification of Chargeback reimbursement to determine the amount of billing, per credit hour, to other community college districts for their students attending McHenry County College.

The per capita cost is used to determine what the reimbursement should be. The total per capita cost per credit hour increased to \$393.36 in FY 2013 from \$371.20 in FY 2012. Credit hours increased to 130,213.0 in FY 2013 from 130,085.5 in FY 2012.

The following adjustments are made to the per capita cost to determine the chargeback reimbursement rate:

	<u>Current</u>	<u>Proposed</u>
Per capita cost	\$371.20	\$393.36
Less: Average ICCB grant rate	(15.60)	(16.61)
Less: State and Federal grants, excluding ICCB	(54.27)	(64.64)
Less: Tuition and fees	<u>(99.00)</u>	<u>(102.00)</u>

Certification of Chargeback

Chargeback reimbursement per semester credit hour	<u>\$202.33</u>	<u>\$210.11</u>
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Recommendation

It is recommended that the Board of Trustees approves the above Certification of Chargeback Reimbursement rate to be used for chargeback billings beginning Spring Semester, 2014.



Vicky Smith
 President

Insurance Renewal
Workers' Compensation Insurance Premium Audit for 2012-2013

Information

The College has Workers' Compensation Insurance from United Heartland Insurance Company, which is handled through a broker, Williams-Manny Insurance Agency of Rockford, IL. Each year when the College obtains coverage, the premium is based on the estimated payroll for that year. Once the year is over, the insurance provider audits the College's payroll to determine if the College is paying the correct level of insurance premium. The insurance provider has finished their audit of the 2012-2013 year. The findings of the audit showed the estimated workers' compensation insurance premium the College paid, as compared to the actual payroll, was \$8,528.92 lower than it should have been. Consequently, the carrier is billing the College for the difference.

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

Recommendation

It is recommended that the Board of Trustees approves the additional premium of \$8,528.92 for Workers' Compensation for the 2012-2013 year, from United Heartland Insurance Company through the College's broker, Williams-Manny Agency in Rockford, IL.



Vicky Smith
President

Out-of-District and Out-of-State
Tuition and Fees

Information

The College adjusts the tuition and fee rates for out-of-district and out-of-state students, to more currently reflect the actual cost of instruction, when the annual audit is complete

Following are the tuition rates that will be charged beginning Spring Semester, 2014, based upon FY 2013 audited figures:

	<u>Current - 2012</u>	<u>Proposed - 2013</u>
Out-of-district Illinois residents without an approved chargeback	\$301.33	\$312.11
Out-of-district (audit/repeat courses)	\$371.20	\$393.36
Out-of-state residents	\$371.20	\$393.36

Recommendation

It is recommended that the Board of Trustees approves the above 2014 out-of-district and out-of-state tuition and fees rates effective Spring Semester, 2014.



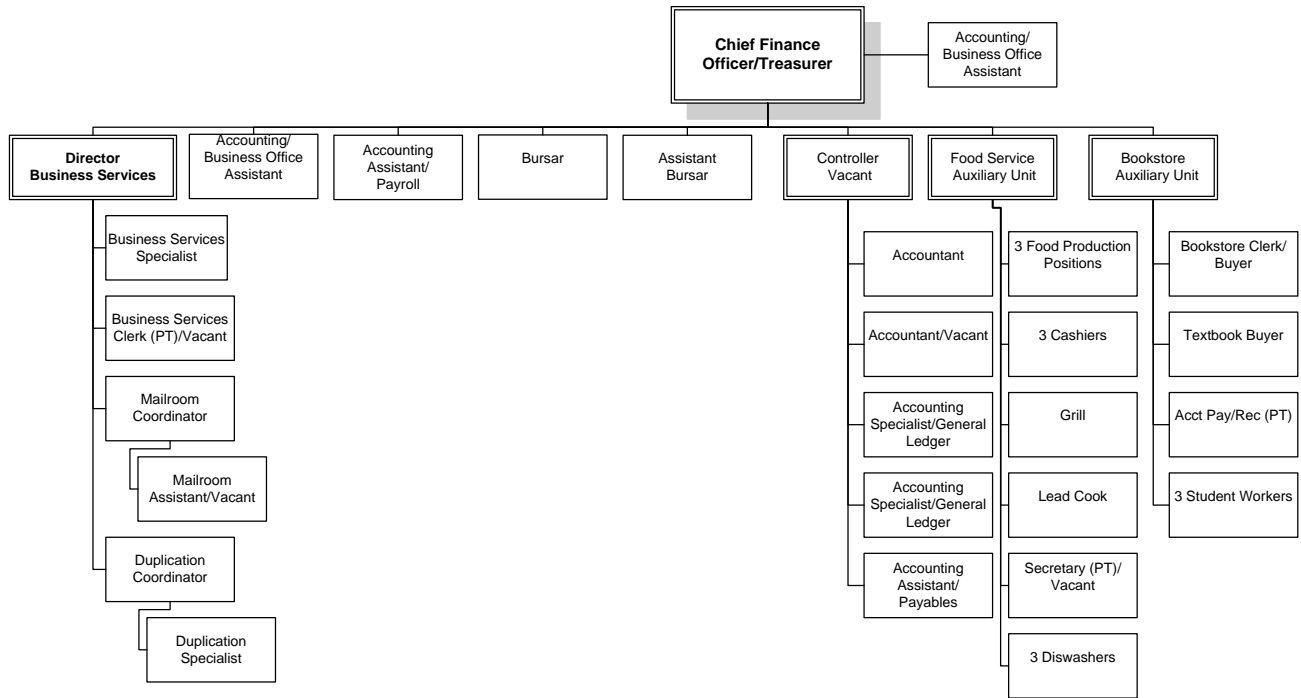
Vicky Smith
President

Restructure of Business/Finance Operations

Information

A successful enterprise periodically reviews its current processes and structures to determine how best to respond to changes in its environment and advance its mission; particularly when there is a vacancy of a high level position. In our case, a significant change occurred with the departure of the Controller. The traditions at the College have been to review the position and its role in the organizational structure and make changes as needed. The College has done such a review and is recommending a change. The change involves the restructuring of the Business/Finance operation by not filling the Controller position, reinstating the vacant Assistant Vice President of Finance position, and changing the reporting structure. Below is the current organizational chart (see chart 1) of the Business/Finance Operations.

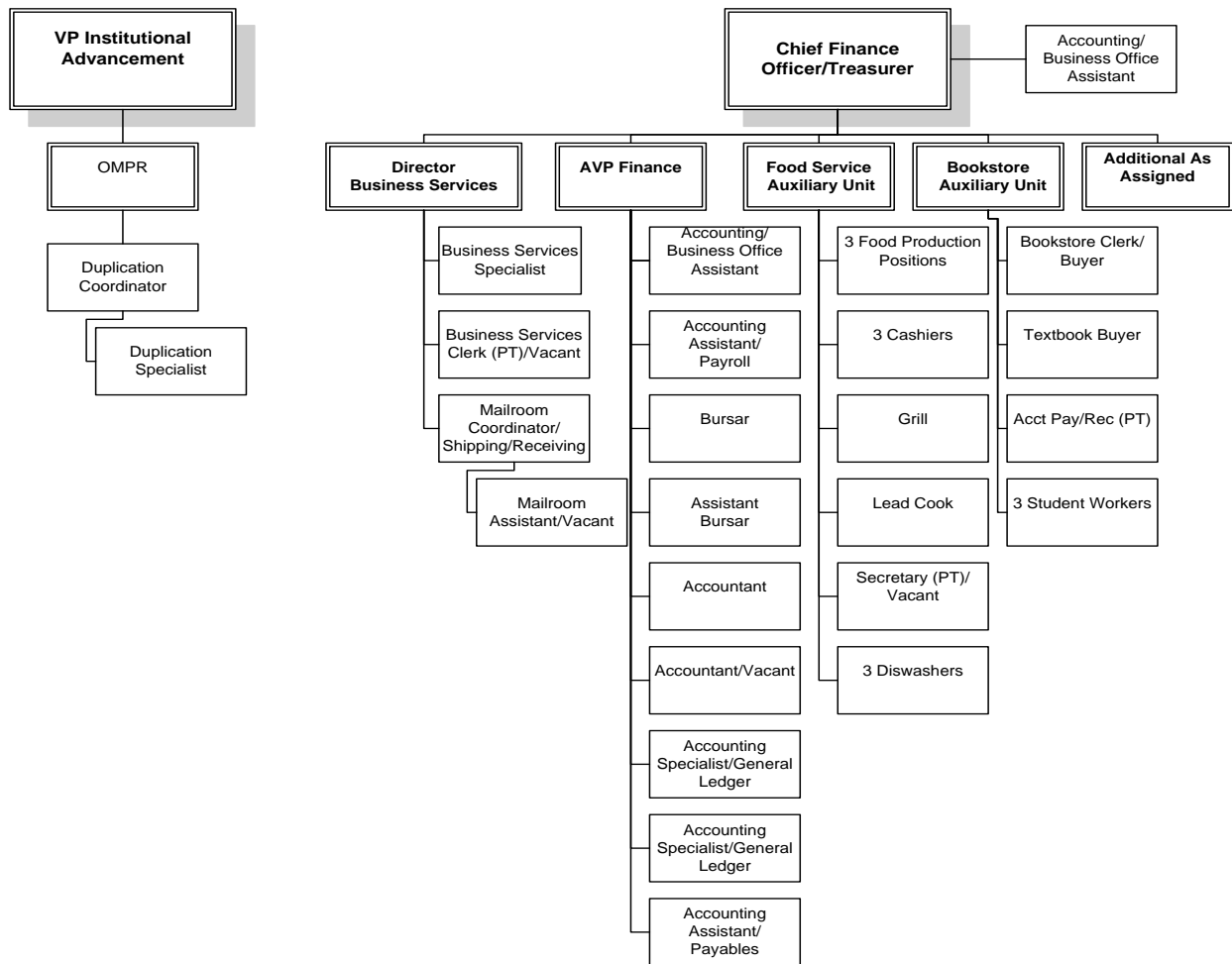
**McHenry County College
Business/Finance Operation
Organization Chart 1
Current**



As the current organization structure shows, several classified/professional positions report directly to the CFO. These positions are a natural part or extension of the Business Office. Maintaining the current structure unnecessarily increases the span of management/control of the CFO. The goal of the restructuring is to vertically align positions under the proper administrative authority or reporting structure in order to enhance efficiencies of communication and performance. Maintaining a disjointed reporting structure creates natural barriers and inhibits an effective working environment. Additionally, the current structure creates operational issues by having front line employees reporting to a higher level

administrator that bypasses a critical department (i.e. the Business Office). This inefficiency also prevents the CFO position from assuming additional or more strategic activities that are necessary, since the College has made the decision to not fill the vacant Vice President of Administrative Services position. In order to rectify these issues, an intermediary administrative position is required, i.e. the Assistant Vice President of Finance position. Below is the proposed organizational chart (see chart 2) of the Business/Finance Operations organizational chart (see chart 2) of the Business/Finance Operations showing the reinstatement of the Assistant Vice President of Finance and the shifting of certain reporting structures.

**McHenry County College
Business/Finance Operation
Organization Chart 2
Proposed**



The current cost of payroll for the affected classified/professional technical positions will not be impacted. The only change in costs will be seen in filling the Assistant Vice President of Finance position as opposed to the current Controller position. The increase in cost is a result of the increased responsibilities that will be created through the restructuring, and to establish a competitive salary for a very critical role within the College.

Title	Current & Proposed Salary	Benefits	Total Change
Controller (current and vacant)	84,941.00	21,401.00	106,342.00
Assistant Vice President of Finance (proposed)	95,000.00	21,401.00	116,401.00
Net Increase/(Decrease)	\$10,059.00	\$0	\$10,059.00

Although there is an estimated increase in the overall compensation, the efficiencies created under the proposed organizational structure will more than offset that cost through increased operational performance and communication, which will lead to a more effective operation. Attached to this board report is the updated job description for the Assistant Vice President of Finance.

Also included in this proposal is the recommendation of moving the Duplications area under the supervision of the Office of Marketing and Public Relations, because that function is related more closely to OMPR than to the Business Office.

Recommendation

It is recommended that the Board of Trustees approves the organizational restructure of the Business/Finance Operations as shown above.



Vicky Smith
President

POSITION: ASSISTANT VICE PRESIDENT OF FINANCE

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

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

WORK WEEK: 40 Hours | Flexible schedule to meet department needs

POSITION SUMMARY: Oversee and direct all fiscal operations of the College and work closely with the Chief Financial Officer. This position is critical to the financial team's effort to provide quality service to all College constituencies.

REPORTS TO: Chief Financial Officer

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Directs the day-to-day operations of the Accounting office, including:
 - Accounting
 - Accounts Payable
 - Accounts Receivable
 - Bursar
 - Financial Reporting (internal and external)
 - Grant Accounting & Regulatory Reporting
 - Payroll
 - Student Accounts
- Compliance with the appropriate accounting procedures in accordance with GASB and GFOA standards, Board of Trustees' policies, and state and federal law
- Responsible for the maintenance and accuracy of all accounting records. Works with the College's administration to insure the completeness of its accounting records and their supporting documents
- Coordinates the annual audit and prepares the annual audit report in accordance with GFOA guidelines. Works with and assists the independent auditors (as well as federal and state auditors)
- Assists in the preparation of cash flow projections
- Assists in the preparation of the Five Year Financial Plan
- Responsible for relevant ICCB reporting, including UFRS and Unit Cost
- Responsible for preparation of unit cost report
- Assists with the investment of excess funds in accordance with the Investment Policy and state law
- Assists the CFO with the College budget process, including, but not limited to:
 - Coordinating the operating and capital budget development process
 - Reviewing and analyzing budget versus actual
 - Preparation of monthly reports for executive management and the Board of Trustees
 - Works with senior management in developing, implementing, and adjusting the long-range fiscal planning model
 - Preparation of budget documents in accordance with GFOA guidelines
- Provides accounting and fiscal advice to the College's administration
- Analyzes the financial impact of contracts
- Oversees the Business Service Office
- Maintains internal controls and the Accounting Manual to model best practices

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Performs other related duties as assigned

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

- Bachelor's Degree in accounting or finance required
- CPA and/or appropriate Master's Degree desired

EXPERIENCE:

- Seven years' experience in financial or accounting related management
- Knowledge of fund accounting desired
- Prior budget responsibility and involvement
- Experience with payroll, accounts receivable, and accounts payable
- Experience preparing and analyzing financial statements
- Five years supervisory experience
- Education or non-profit experience desired

SKILLS AND SPECIFICATIONS:

- Technological competence. The ability to utilize technology to improve efficiency, including the use of database, word processing, spreadsheet, and mainframe accounting systems
- Demonstrated ability to be a "hands-on" problem solver
- Ability to reengineer business processes and work flow to maximize efficiency
- Excellent verbal and written communication skills
- Record of successful leadership and team management
- Unquestionable personal and business integrity
- Commitment to customer service and the community college philosophy
- Commitment to the mission of the community college

SUPERVISORY RELATIONSHIPS / DIRECT REPORTS:

- Directs activities of staff within Accounting, Bursar, and Payroll Departments.

Subject to Criminal Background Check

ISSUED: October 2013

Workforce and Community Development Personnel Considerations for Fall 2013

Information

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

<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Garrelts, J	11/09/13 – 4 hours	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

Appointment of Assistant Vice President of Finance

Information

A significant part of the reorganization of the Business Office/Finance operations involves reinstating the position of Assistant Vice President of Finance. Lynn Cowlin has been recommended to fill this important position. Lynn Cowlin has filled in as the interim Controller in the business office since June 2013. Lynn Cowlin has an extensive background in accounting with a Bachelor of Science degree from Purdue University and a Certified Public Accounting certificate. Her experience is as follows:

- 2008 - 2013 Director of Accounting
 Centegra Health System, McHenry, IL

- 2006 - 2008 Accounting Manager
 Centegra Health System, McHenry, IL

- 1996 – 2006 Senior Accountant
 Centegra Health System, McHenry, IL

- 1995 – 1995 Accounting Consultant
 Centegra Health System, McHenry, IL

- 1994 – 1995 Accounting Supervisor
 Centegra Health System, McHenry, IL

- 1994 – 1994 Director of Accounting/Billing
 Memorial Medical Center, Woodstock, IL

- 1990 – 1993 Staff Accountant
 Memorial Medical Center, Woodstock, IL

- 1987 – 1988 Staff Accountant
 Fleming & Co., C.P.A.’s, McHenry, IL

- 1986 – 1987 Staff Accountant
 Northern Illinois Medical Center, McHenry, IL

- 1983 – 1985 Staff Accountant
 William A. Willie & Co., C.P.A.’s, McHenry, IL

The College has had sufficient time since June 2013 to evaluate her performance and determine her qualifications. As a result, she has been recommended to fill the AVP of Finance position.

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer
A7	\$94,165.00	\$115,896.00	\$137,628.00	Not Applicable	\$95,000.00

Recommendation

It is recommended that the Board of Trustees approves the appointment of Lynn Cowlin to the administrative position of Assistant Vice President of Finance, effective November 1, 2013, at a twelve-month salary of \$95,000.00.

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

Vicky Smith
President

POSITION: ASSISTANT VICE PRESIDENT OF FINANCE

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

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

WORK WEEK: 40 Hours | Flexible schedule to meet department needs

POSITION SUMMARY: Oversee and direct all fiscal operations of the College and work closely with the Chief Financial Officer. This position is critical to the financial team's effort to provide quality service to all College constituencies.

REPORTS TO: Chief Financial Officer

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Directs the day-to-day operations of the Accounting office, including:
 - Accounting
 - Accounts Payable
 - Accounts Receivable
 - Bursar
 - Financial Reporting (internal and external)
 - Grant Accounting & Regulatory Reporting
 - Payroll
 - Student Accounts
- Compliance with the appropriate accounting procedures in accordance with GASB and GFOA standards, Board of Trustees' policies, and state and federal law
- Responsible for the maintenance and accuracy of all accounting records. Works with the College's administration to insure the completeness of its accounting records and their supporting documents
- Coordinates the annual audit and prepares the annual audit report in accordance with GFOA guidelines. Works with and assists the independent auditors (as well as federal and state auditors)
- Assists in the preparation of cash flow projections
- Assists in the preparation of the Five Year Financial Plan
- Responsible for relevant ICCB reporting, including UFRS and Unit Cost
- Responsible for preparation of unit cost report
- Assists with the investment of excess funds in accordance with the Investment Policy and state law
- Assists the CFO with the College budget process, including, but not limited to:
 - Coordinating the operating and capital budget development process
 - Reviewing and analyzing budget versus actual
 - Preparation of monthly reports for executive management and the Board of Trustees
 - Works with senior management in developing, implementing, and adjusting the long-range fiscal planning model
 - Preparation of budget documents in accordance with GFOA guidelines
- Provides accounting and fiscal advice to the College's administration
- Analyzes the financial impact of contracts
- Oversees the Business Service Office
- Maintains internal controls and the Accounting Manual to model best practices

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Support and participate in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Performs other related duties as assigned

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

- Bachelor's Degree in accounting or finance required
- CPA and/or appropriate Master's Degree desired

EXPERIENCE:

- Seven years' experience in financial or accounting related management
- Knowledge of fund accounting desired
- Prior budget responsibility and involvement
- Experience with payroll, accounts receivable, and accounts payable
- Experience preparing and analyzing financial statements
- Five years supervisory experience
- Education or non-profit experience desired

SKILLS AND SPECIFICATIONS:

- Technological competence. The ability to utilize technology to improve efficiency, including the use of database, word processing, spreadsheet, and mainframe accounting systems
- Demonstrated ability to be a "hands-on" problem solver
- Ability to reengineer business processes and work flow to maximize efficiency
- Excellent verbal and written communication skills
- Record of successful leadership and team management
- Unquestionable personal and business integrity
- Commitment to customer service and the community college philosophy
- Commitment to the mission of the community college

SUPERVISORY RELATIONSHIPS / DIRECT REPORTS:

- Directs activities of staff within Accounting, Bursar, and Payroll Departments.

Subject to Criminal Background Check

ISSUED: October 2013

Appointment of Replacement
 Executive Dean of Humanities and Social Sciences

Information

The resignation of Thomas Takayama effective June 13, 2013, created a vacancy for the full-time administrative position of Executive Dean of Humanities and Social Sciences. Brock Fisher has been recommended to fill this position. Mr. Fisher has a Bachelor of Arts in Psychology and Theatre from Central Missouri State University, Warrensburg, MO, a Master of Arts in Theatre, and a Doctorate of Philosophy in Theatre from the University of Missouri, Columbia, MO. His experience is as follows:

2013 – Present	Theatre Generalist and Online Teaching Specialist Ball State University, Muncie, IN
2012 – 2013	Assistant Professor Clarke University, Dubuque, IA
2011 – 2012	Theatre Arts Educator Pleasant Hills R-III, Pleasant Hill, MO
2008 – 2011	Department Chair of Fine Arts and Assistant Professor of Theatre Stillman College, Tuscaloosa, AL
2006 – 2008	Interim Department Chair of Fine Arts and Assistant Professor of Performance Georgia College, Milledgeville, GA

Thirty-one applications were received, 17 met the position minimum requirements, and the search committee interviewed one candidate.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Brock Fisher to the administrative position of Executive Dean of Humanities and Social Sciences, effective January 2, 2014, at a twelve-month salary of \$97,000.00.



Vicky Smith
 President

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
A7	\$94,165.00	\$115,896.00	\$137,628.00	Not Applicable	\$97,000.00	\$103,895.00

POSITION: EXECUTIVE DEAN OF HUMANITIES AND SOCIAL SCIENCES

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

PAY GRADE: A7 **FLSA CODE:** Exempt **POSITION CODE:** A04018

WORK WEEK: 40 Hours | Flexible schedule to meet department needs

POSITION SUMMARY: Provide leadership in the development and implementation of courses and programs of study designed to serve students. Align the division with the college-wide strategic plan and serve as the primary advocate for the division.

REPORTS TO: Vice President of Academic and Student Affairs

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Provide leadership for planning, organizing, supporting, and implementing comprehensive programming within the following areas as well as any new programs related to humanities and social sciences added in the future:
 - Art
 - English & Reading
 - Journalism
 - Modern Languages (French, German, Spanish)
 - Music
 - Philosophy
 - Speech
 - Theatre
 - Anthropology
 - Economics
 - History
 - Political Science
 - Psychology
 - Sociology
- Provide leadership, supervision, and evaluation of the divisional team, (Associate Deans, Directors, Coordinators, Department Chairs, Faculty and Staff)
- Assign authority and responsibility to the Department Chairs, Administrative Assistants, Administrators, Coordinators, and Clerical Staff
- Provide leadership for enrollment management as it relates to the division
- Initiate and provide support for new divisional initiatives especially as they integrate with strategic planning and enrollment management
- Direct the development and administration of the annual divisional budget and monitor budgets once approved
- Structure and review intra- and inter-divisional communications
- Establish, redefine and strengthen the internal and external articulation of curriculum and service delivery
- Establish division-specific staff development activities
- Formulate divisional personnel recommendations to the Vice President of Academic and Student Affairs
- Act as the primary liaison with appropriate state committees, departments, agencies, organizations, and institutions relative to the division's programs and services

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Provide leadership for planning, organizing, supporting and implementing comprehensive programming in conjunction with the following areas:
 - Continuing Education
 - Funding Sources including but not limited to Perkins and related state grants
 - Other divisions and their programs; (e.g. Fast Track, Children’s Learning Center)
 - External partners (e.g. universities, social service agencies, public schools, public service agencies, DCFS)
- Serve on various College committees
- Maintain academic currency
- Work collaboratively with others (e.g. colleagues, stakeholders, vendors) to accomplish functions and responsibilities
- Support and participate in the College’s commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Assume additional duties as assigned by immediate supervisor

QUALIFICATIONS (EDUCATION / CERTIFICATION / EXPERIENCE):

- Master’s or Doctorate Degree from a regionally accredited institution in one of the division’s disciplines
- Three years full-time college teaching experience, community college level preferred
- Evidence of increasing levels of administrative responsibilities
- Experience with assessment of student learning
- Experience with staff evaluation
- Two years of leadership experience in directly managing employees

DESIRED QUALIFICATIONS:

- Doctorate Degree from a regionally accredited institution in one of the division’s disciplines
- Five years full-time college teaching experience, community college level preferred.

SKILLS AND SPECIFICATIONS:

- Proficient in Microsoft Office Suite
- Ability to work effectively with faculty, students, and staff
- Ability to work independently yet have a strong team orientation and to develop productive working relationships at all levels of the organization
- Strategic planning ability and experience
- Ability to develop and monitor budgets
- Ability to work with Department Chairs to develop goals and objectives
- Ability to organize work around broad organizational goals and processes
- Ability to work in a dynamic environment and to be sensitive to change and responsive to changing goals, priorities, and needs
- Ability to oversee and manage work involving multiple units
- Strong analytical, problem solving, organizational, interpersonal, and communication skills
- Commitment to and respect for diversity
- Understanding of and commitment to the College mission and goals
- Ability to perform all of the essential functions, skills, and specifications of the position

SUPERVISORY RELATIONSHIPS / DIRECT REPORTS:

- Associate Dean of Humanities and Social Sciences
- Full-time faculty within Humanities and Social Sciences Division
- Administrative Assistant Executive Dean of Humanities and Social Sciences
- Divisional Secretary, Humanities and Social Sciences
- Art Gallery Curator
- Art Studio Assistant

REVISED: May 2013

Salary Adjustment/Advance Placement

Information

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

	<u>Placement and Salary*</u>	<u>Adjusted Placement and Salary*</u>
Deborah Alheit – 2 nd Advance Placement Instructor, Mathematics 2013-2014 Academic Year	Lane VI, Step 8 \$81,954.00	Lane VII, Step 8 \$85,251.00
Laura Middaugh – 3 rd Advance Placement Instructor, Mathematics 2013-2014 Academic Year	Lane III, Step 9 \$75,360.00	Lane IV, Step 9 \$78,186.00

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

Recommendation

It is recommended that the Board of Trustees ratifies the above advance placements for Deborah Alheit and Laura Middaugh as stated above.



Vicky Smith
 President

Approval of Memorandum of Agreement and
Position Reclassification for Part-time Employees

Information

The Affordable Care Act mandates that starting in 2015 McHenry County College must offer health insurance to employees who work 30 hours or more per week. Due to the Affordable Care Act mandate, the College engaged in a needs assessment of part-time classified and professional employees who worked 30 hours or more per week to determine if the needs of the College warrant change in these positions to full-time, forty (40) hours a week positions.

The Staff Council positions under review included the following job titles and assignments:

- Enrollment Processor, Lauren Mirs
- Financial Aid Assistant, Annette Roewer
- Receptionist/Student Development, Patricia Meyers
- Testing Center Assistant, Paula Long
- Credentials Evaluator, Janet McNeill
- Coordinator of College and Career Readiness, Laura Beaupre.

The non-Staff Council position under review was:

- Safety and Security Officer/Shah Center, Robert Horvath

The College administration has determined that, based on the best interests of the College, three of the part-time positions above will be reclassified to full-time. Those include the Credentials Evaluator, the Coordinator of College and Career Readiness and the Safety and Security Officer/Shah Center.

The other four positions listed will remain part-time with assigned hours reduced to a maximum of twenty-nine (29) hours per week. Since the College and Staff Council Union are making changes to the employment status of union members a Memorandum of Agreement (MOA) must be approved. As part of the Memorandum of Agreement, the employees currently in the job positions listed above, which will be reduced to a maximum of twenty-nine (29) hours per week, will continue to be eligible for the specific benefits listed below as defined in the Staff Council Collective Bargaining Agreement for part-time classified employees working at least thirty (30) and less than thirty-seven and one-half (37.5) hours per week, for as long as they remain in their current job position:

- a. Sick Leave – Section 3.1
- b. Personal Leave – Section 3.3
- c. Vacation – Section 3.9

The attached MOA has been reviewed by the College attorney and signed by the Staff Council Union.

Recommendation

It is recommended that the Board of Trustees approves the Memorandum of Agreement as noted above. This Memorandum of Agreement is non-precedential and would become effective on November 1, 2013. In addition, it is recommended that the Board of Trustees approves turning the non-Staff Council position of Safety and Security Officer/Shah Center to full-time.



Vicky Smith
President

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("Agreement") is entered into between the McHenry County College District No. 528 Board of Trustees ("Board") and the McHenry County College Staff Council ("Staff Council") to set forth their agreement and understanding regarding the maintenance of certain contractual benefits for employees currently assigned to part-time classified positions where the number of assigned work hours is reduced.

WHEREAS, the College engaged in a needs assessment to review certain part-time classified and professional positions to determine if the needs of the College warrant change in these positions to full-time 40 hour a week positions; and

WHEREAS, the positions under such review included the following job titles and assignments:

Enrollment Processor (Lauren Mirs)
Financial Aid Assistant (Annette Roewer)
Receptionist/Student Development (Patricia Meyers)
Testing Center Assistant (Paula Long)
Credentials Evaluator (Janet McNeill)
Coordinator of College and Career Readiness (Laura Beaupre) and

WHEREAS, for the part-time classified positions which are not reclassified to full-time, the number of assigned work hours will be reduced to a maximum of 29 hours per week; and

WHEREAS, the parties intend that employees currently assigned to the part-time classified positions listed above will not have a reduction in certain contractual benefits under the Collective Bargaining Agreement between the Board and the Staff Council for the period July 1, 2011 through June 30, 2014 ("CBA") in the event that their current positions are restructured to have a reduction in maximum work hours per week; and

WHEREAS, the Board and the Staff Council acknowledge that it is in the best interests of both parties to enter into this Agreement.

NOW THEREFORE, the parties mutually agree as follows:

1. The preamble statements above are hereby incorporated by reference as if stated herein.

2. The College administration has determined based on the best interests of the College that two of the above referenced part-time professional positions will be reclassified to full-time. Those include the Credentials Evaluator (Janet McNeill) and the Coordinator of College and Career Readiness (Laura Beaupre) The other four positions listed, will remain part-time with assigned hours reduced to a maximum of 29 hours per week.

3. Those employees listed above whose current job positions are reduced to a maximum of 29 hours per week will continue to be eligible for the specific benefits listed below as defined in the CBA for part-time classified employees working at least 30 and less than 37.5 hours per week, for as long as they remain in their current job position:

- a. Sick Leave - Section 3.1
- b. Personal Leave - Section 3.3
- c. Vacation - Section 3.9.

4. This Memorandum of Agreement is non-precedential and will become effective on November 1, 2013 pending execution by the authorized representatives of the Staff Council and the Board.

For the McHenry County College Staff Council

For the Board of Trustees of McHenry County College, District No. 528

By: _____
Staff Council President

By: _____
Board Chair

Date: _____

Attest: _____
Secretary

Date: _____

Employee Campaign

The Foundation has launched the new employee giving campaign “*Together, We Make a Difference*”. This campaign will allow employees the opportunity to help to make a difference in the lives of MCC students by providing financial support through foundation scholarships and programs. The goal of the employee campaign is to raise \$20,000 from MCC administrators, faculty, adjunct faculty and staff giving in support of a general MCC student scholarship program.

The Foundation and MCC Marketing Department are working together to create awareness of foundation scholarships and the importance of giving. Flyers and posters have been displayed throughout campus sharing stories of MCC student scholarship recipients and MCC employee donors. The employee giving campaign website (www.mchenry.edu/together) provides information that includes; Benefits of Giving, About Our Scholarships, Giving Opportunities, Foundation Facts and Scholarship Recipient Stories.

MCC Alumni Engagement Report

- Identified and contacted MCC Alumni to join the MCC Alumni Planning Committee.
- Met with Jay Geller, Director of Speech and Theatre, to establish engagement and outreach with MCC Alumni involved. Developing plan of next steps and budget.
- Recently received administrative rights to McHenry County College’s Alumni Group LinkedIn webpage from previous site administrator/MCC Alumni. Staff updated the group page and provided new content on the MCC Alumni Program and highlighted MCC Alumni.
- Highlighted MCC Alumni, Christen Kruse, Chief Development Officer for the Pioneer Center of Human Services on the MCC Alumni Webpage and Friends of MCC Foundation’s Fall Newsletter.
- Evaluated and executed plan for McHenry County employer connection and recognition program “Stand Up and Be Counted”. The program will help identify and engage alumni working in McHenry County. (*See below*)

“Stand Up and Be Counted”

This alumni program will recognize employers throughout McHenry County who have MCC alumni as employees and /or own businesses. The Foundation identified and sent letters to over forty (40) local businesses in McHenry County and asked for their participation in identifying MCC alumni through our initiative “Stand Up and Be Counted”. Through this we would want Human Resource Departments to let us know how many employees attended or are currently attending MCC.

The MCC Foundation will schedule celebrations with these employers, recognizing the MCC alumni with a small token of appreciation. Our goal is to get employers to recognize the value of MCC alumni as employees, MCC as a training pipeline to meet their needs, and foster a closer relationship in identifying what their future needs may be. In addition, the Foundation will be looking to foster industry related scholarships for future students.

Scholarship stewardship

Throughout the month of October the foundation will be focusing on donor stewardships and engagement. The annual donor fund scholarship reports and Thanksgiving cards will be sent to all donors.

New scholarship development

Joe's Wish – Operation Re-Boot Books Scholarship-The scholarship was established by the Joe's Wish Foundation. The applicant must be a veteran of the US military, former or active member of the Reserves, Coast Guard or National Guard and provide proof of US military service (DD214). The scholarship will provide monies up to \$1000 for books for the semester awarded.

Spring scholarship awards

The 2014 Spring Semester will have forth-six (46) scholarship awards available, totaling \$31,000. Scholarships applications are currently available on the foundation website. Applications for scholarships are due Monday October 14, 2013 and awarding scholarships will be complete in early November.

Foundation Events

The Education to Empowerment Committee will be hosting a breakfast event at Boulder Ridge County Club on November 7, 2013 from 7 – 9 a.m. The event will feature a Keynote Address by Mary Beth Siddons, President ITW and MCC 2013 Distinguished Alumnus and introduction of scholarship recipients Amberley Kowalski, Brianna Carli and Anna Gallagher.

Education to Empowerment

The Education to Empowerment currently has 38 charter members. The fund has a total collected amount of \$31,200 and outstanding pledge balances of \$5,800. Our current liability commitment for the three scholarship recipients is \$24,000 payable over the next two school years.

Bios of student and donor that will be attending the October BOT meeting.

Education to Empowerment-

Amberley Kowalski - recipient

Amberley graduated for Alden-Hebron High School and received a Bachelor's 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.

John J. Adelman, Jr. Memorial Scholarship

Jeanne Adelman - donor

Jeanne Adelman and her family established the John J. Adelman, Jr. Memorial Scholarship in memory of their husband John Adelman. John worked at MCC for 30 years (1969-1999) and was instrumental in the college's initial development. He had a passion for his work and was very happy to know his fund, would help some of the students he cared so much about. Many friends, family and colleagues contributed to scholarship fund after John passed away in 2012. The money donated in his memory has helped three (3) scholarship recipients achieve their dreams of a college education. The family can't think of a better way to honor John and his contributions to MCC.

McHenry County College

Information Report
October 24, 2013

Quarterly Report on Grants

Attached is a detailed quarterly report of FY14 Federal, State and Private Grants as of September 30, 2013, with comparisons to the prior year.

A handwritten signature in black ink, appearing to read "Vicky Smith". The signature is fluid and cursive, with a prominent initial "V" and a long, sweeping underline.

Vicky Smith
President

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of September 30, 2013	Unexpended Balance
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FEDERAL

CWS 2014

Source: Department of Education Purpose: To provide funds to students by providing employment opportunities on campus.	CFDA # 84.033	Fund 6 590900002	Devenny	\$ 73,441	N/A	\$ 11,598	61,843
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PELL 2014

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	3,526,225	N/A	441,144	3,085,081
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SEOG 2014

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	64,183	N/A	200	63,983
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Post-9/11 GI Bill

Source: US Dept of Veterans Affairs Purpose: To help servicepersons by providing education benefits and opportunities.	CFDA #64.028	901020	Devenny	100,007	N/A	93,244	6,763
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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	160,641	N/A	10,027	150,614
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		Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of September 30, 2013	Unexpended Balance
Federal Basic Adult Education							
Source: ICCB	CFDA #84.002A	901016	Moormann	134,734	N/A	-	134,734
Purpose: To support instruction of Adult Education and Literacy.							
English Literacy/Civics							
Source: ICCB	CFDA #84.002A	901018	Moormann	18,800	N/A	6,743	12,057
Purpose: To support instruction of Adult Education regarding the United States and local government systems.							
Health Professional Opportunity Grant III							
Source: The County of Will and The Workforce Boards of Metropolitan Chicago	CFDA #93.093	902025	Maxeiner	26,957	N/A	26,957	-
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							

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of September 30, 2013	Unexpended Balance
Health Professional Opportunity Grant IV						
Source: The County of Will and The Workforce Boards of Metropolitan Chicago	CFDA #93.093 901038	Maxeiner	93,500	N/A	-	93,500
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, 2013 - September 29, 2014						
TAA Grant - INAM						
Source: Federal thru Dept of Labor	CFDA #17.282 TC-23795-11-60-A-17	Falco	192,300	N/A	77,582	114,718
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	Harger	49,650	20,000	910	48,740
Purpose: Library Planning Grades 8 thru College						
* Grant Period: May 1, 2013 - April 30, 2014						
Back to Books - The Changing Face of						
Source: Institute of Museum & Library	Combination Fed/St Passthrough	202011	Harger	5,000	N/A	4,815
Purpose: Purchase Fiction or Non fiction books in various formats						
* Grant Period: May 1, 2013 - September 30, 2013						
SUBTOTAL Federal Grants - September 30, 2013			\$ 4,445,438		\$ 673,220	\$ 3,772,217
Fiscal Year 2012 Federal Grants - September 30, 2012			\$ 4,407,302		\$ 3,094,739	\$ 1,312,563

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of September 30, 2013	Unexpended Balance
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STATE

MAP 2014

Source: Illinois Student Assistance Commission Purpose: To provide funds to Illinois students enrolled in credit programs with financial need.	Fund 6 902024	Devenny	0	N/A	-	-
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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 2013 - Dec 2013 **Grant Period: Jan. 14 - Jun. 14	*902028 **902026	Patterson	40,000 40,000	30,000 30,000	20,606 -	19,394 40,000
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State Basic Adult Education 54V

Source: ICCB Purpose: To support instruction of Adult Education and Literacy.	902014	Pierce	150,346	N/A	27,088	123,258
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Adult Education State Performance

Source: ICCB Purpose: To help meet performance standards in Adult Education programs.	902040	Pierce	108,579	N/A	33,627	74,952
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Adult Education - Public Aid

Source: ICCB Purpose: To support instruction of Adult Education and Literacy on Public Aid.	902015	Pierce	9,035	N/A	-	9,035
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Community Literacy Program

Source: Secretary of State Purpose: To develop a full-time literacy program and train and support volunteer literacy tutors.	902016	Pierce	47,200	N/A	5,465	41,735
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	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of September 30, 2013	Unexpended Balance
CTE Program Improvement						
Source: ICCB	902050	Falco	12,200	N/A	-	12,200
Purpose: To purchase instructional equipment for vocational education programs.						
Family Violence Grant						
Purpose: To set up the 22nd Circuit Family Violence Coordinating Council and hire a part-time Local Council Coordinator.		Thomas/ Moormann				-
	*902038		8,350	N/A	4,304	4,046
	**902036		\$ 8,350		-	8,350
			\$ 16,700			
* Grant Period: Jul 2013 - Dec 2013						
* Grant Period: Jan 2014 - Jun 2014						
Illinois Green Economy - Renewable Energy Task 3						
Source: IGEN/SWIC	902033	Hankins	250,000	N/A	-	250,000
Purpose: Installation of renewable energy project on Campus - Shah	13-026001					
* Grant Period: January 1, 2013 - August 15, 2014						
Illinois Green Economy - Renewable Energy Task 6						
Source: IGEN/SWIC	902033	Hankins	15,500	N/A	-	15,500
Purpose: Illinois Power Pack Program to develop solar marketplace and advance demand for residential, commercial, and municipal PV (photovoltaic) installations	13-026001					
* Grant Period: January 1, 2013 - August 15, 2014						
Illinois Green Economy - Renewable Energy Task 7						
Source: IGEN/SWIC	902033	Hankins	2,500	N/A	-	2,500
Purpose: To teach and provide Illinois Community college, high school, and middle school teachers solar concepts integrated into their curriculum	13-026001					
* Grant Period: January 1, 2013 - August 15, 2014						

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of September 30, 2013	Unexpended Balance
Illinois Cooperative Work Study Grant for 2013/2014						
Source: IBHE	902013	Falco	13,946	N/A	1,388	12,559
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 - September 30, 2013			\$ 722,706		\$ 92,478	\$ 613,528
Fiscal Year 2013 State Grants - September 30, 2012			\$ 425,236		\$ 97,499	\$ 327,737
PRIVATE						
Accelerating Opportunities Grant						
Source: ICCB	901019	Pierce	62,500	N/A	25,282	37,218
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	1,500	3,300
Purpose: To implement an interest for Latino students to advance their education and completion rates thru the college level						
SUBTOTAL Private Grants - September 30, 2013			\$ 67,300		\$ 26,782	\$ 40,518
Fiscal Year 2013 Private Grants - September 30, 2012			\$ 192,500		\$ 36,254	\$ 156,246
TOTAL ALL GRANTS - September 30, 2013			\$ 5,235,444		\$ 792,481	\$ 4,426,262
Total all Grants - September 30, 2012			\$ 5,025,038		\$ 3,228,492	\$ 1,796,546

* Grant period differs from McHenry County College fiscal year.

Termination of Employment

Information

The employment of Kimberly S. Fox, Desktop Specialist, was terminated effective September 23, 2013 due to failure to follow departmental attendance procedures.

A handwritten signature in black ink that reads "Vicky Smith". The signature is written in a cursive style with a large initial "V" and a long horizontal stroke at the end.

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 highlights some of the current marketing and communication efforts underway to grow MCC's population, strengthen MCC's identity, and share MCC's stories.

- *College Publications:* OMPR is currently in production on a number of important publications:
 - 2013 Annual Report: This publication is made available to the entire community and is the annual publication featuring College financials. This year's theme is "Doorways to Success." Content will include:
 - Student-centered learning initiatives, including MOOCs, College and Career Readiness efforts, Canvas, etc.
 - Accreditation update
 - Strategic Plan overview
 - New programs and initiatives; upcoming programs
 - MCC financials and overview
 - Foundation update and financials
 - 2013-14 Fine Arts Calendar: This publication features dates and details for all events, productions and exhibits related to art, music, theatre and speech for the College.
 - New-Student Quick Guide: This new print publication is targeted toward new students, providing them with helpful tips and resources to successfully transition to college life. This piece replaces the print credit schedule, as that search and registration process has moved completely online.
- *Integrated Marketing Campaigns:* Efforts are underway to promote a variety of programs and events that are important to students' success, as well as to driving enrollment and retention efforts. These campaigns are all focused on providing critical information about time-sensitive processes and activities:
 - Early Advising Campaign
 - Spring 2014 Priority Registration Campaign and Wait listing Updates

- myMCC Plus Card (a new way to receive reimbursements, beginning Spring 2014)
 - College and Career Readiness (focused on middle and high school students)
 - October Manufacturing Breakfast
 - 2013 College Fair
 - 2013 MCC Night
 - Veterans Center and Services
 - Latino Heritage Month
 - Power Pack Series (Sustainability Center)
 - MCC Employee Giving Campaign (in conjunction with Friends of MCC Foundation)
 - 2013 Family Violence Symposium
 - 2013 Green Living Expo
 - 2014 People in Need Forum
 - Spring 2014 Learning Communities/Twofoers
 - Fast Track Programs
 - 2nd Sunday Concert Series
 - Fall 2013 Theatre Production
 - Winter 2013 Commencement
- *MCC Brand Identity Efforts:* Now that it is one year after the launch of the College's new brand identity, the following efforts are underway to support a timely follow-up and measurement of success to date:
 - Updates to MCC Brand Book and Style/Graphics Guide
 - Creation and Launch of Brand Perception Survey (in progress)
- *Updates to MCC Materials:* This fall, OMPR is in the process of updating a variety of materials that highlight program information, including:
 - Sell sheets that feature individual programs and related course information, potential careers and earning potential – new/updated sell sheets for Fall 2013 include Biology, FERPA, Tax Practitioner, Criminal Justice, Student Life and Campus Activities, Fast Track programs, and other various noncredit offerings.
 - A new transfer information sell sheet
 - New planning sheet templates, which will be provided to advising once completed

Monthly Releases and Features

The following releases and feature stories have been distributed to all local and regional media outlets from September 14-October 16, 2013.

- McHenry County College to Offer Trip To Cubs-Brewers Game September 16
- McHenry County College Fall Trips Feature Fun One-Day Excursions in Chicago, NW Illinois
- McHenry County College to Host Family Violence Symposium on Substance Abuse
- McHenry County College's Literary Magazine Receives International Gold Medalist Critique
- MCC Latino Heritage Month Kick Off
- Enliven Your Life with Stimulating Noncredit Classes at McHenry County College
- McHenry County College to Offer Hands-On Computer Skills Series Classes
- MCC Announces New Advanced Manufacturing Certificate and Degree Programs
- McHenry County College Offers OSHA 30-Hour Course
- McHenry County College to Offer Microsoft Project Series
- Native Landscaping Expert to Speak at McHenry County College October 17
- McHenry County College to Host College Transfer Fairs for Students
- Second Sunday Concert Series Opening to Feature Chicago Brass Band Players
- McHenry County College to Host "College Fair 2013" Featuring 140+ U.S. Colleges, Universities
- Early Childhood Educators' Conference Featured at MCC in November
- McHenry County College to Offer ECG Training
- McHenry County College Reports Increase in Number of Degrees, Certificates Awarded
- Personal Enrichment Classes Begin Soon at McHenry County College
- Make Your Own Gifts to Give This Holiday Season in Continuing Education Classes at MCC
- Cook Up New Recipes with McHenry County College's Culinary Classes
- ISBDC to Offer Entrepreneurs Strategies to Grow Their Business with Core Four Course
- Peace Paper Project Honors Veterans Through Art at MCC
- McHenry County College Names Three Presidential Fast Track Scholarship Recipients
- McHenry County College to Host "Escape Fire" Health Care Documentary
- Explore Fall Continuing Education Happenings at McHenry County College
- McHenry County College's Retired Adult Program to Offer New Fall Classes
- Latino Empowerment Conference at MCC
- McHenry County College to Present "Waiting for Godot"
- McHenry County College Offers Trip to Wicked The Musical
- McHenry County College Seeks Exhibitors for Fall Job Fair
- McHenry County College To Host Annual Craft Fair October 20
- McHenry County College to Host Community Forum in Marengo
- MCC Student Peace Group to Host Seminar on U.S.-El Salvador Sister Cities
- Visit Exciting Venues with McHenry County College's Trips & Tours This Fall
- Continuing Education Photography Classes Offered at McHenry County College
- Area Veterans Participate in Peace Paper Project at MCC
- High School Students at Latino Empowerment Conference
- McHenry County College to Host Math Review Sessions for Students
- MCC Participates in Green Apply Day of Service
- McHenry County College to Offer Introductory Level Computer Training
- McHenry County College to Offer New Web Design and Development Degree
- McHenry County College Offers Variety of Online Courses, Career Training Programs
- McHenry County College to Host Family Violence Symposium on Substance Abuse October 25
- Performance Management Series Scheduled at MCC Shah Center

- Forklift Training Programs Available Through MCC Shah Center

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

Christina M. Haggerty
Chief Communications Officer

Story of the Month

Spotlight on...MCC Alumna, Christin Kruse

Christin Kruse is the Chief Development Officer for Pioneer Center for Human Services and an alumna of McHenry County College. Anyone who knows her would first and foremost describe Christin as a student of life.



"I have an infinite amount of gratitude for the impact MCC had on my life. It is truly because of the teachers, the campus and the overall energy of the environment that I will always embody a life-long quest for knowledge and commitment to self-transformation," says Christin. "The pursuing of my MBA is a direct result of my rich experience at MCC. I am at my best when I'm learning—when I'm growing in my capacity as a human being."

From the start of her career, Christin searched for an opportunity that would fuel her infectious passion and desire to contribute to something bigger. Her long and storied road of professional accomplishments includes being the Director of Development for Lakeside Legacy Arts Park, Raue Center for the Arts and Friends of the Orphans International. Christin is a board member for the Foglia Family YMCA and the American Fundraising Professionals (AFP), a graduate of Leadership Greater McHenry County (LGMC) and a Rotarian.

As a member of the senior leadership team at Pioneer Center, Christin is responsible for all fundraising, public relations and marketing activities. Each year, Pioneer Center provides direct services and programming to over 4,800 individuals. Programmatic areas of focus include youth and adult behavioral health services and counseling, developmental disability services, sexual assault crisis counseling and homeless services.

Office of Resource Development Update

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

- Accelerating Opportunities (\$62,500) – A continuation of funding for the Integrated Career and Academic Preparation System (ICAPS) in Adult Education department.

In-Process (award pending)

- Walmart State Giving Program (\$56,910.00) - McHenry County College plans educational programs to improve students' academic success and retention. Funds will be used to underwrite the math review program, incoming students' bridge summer program, and study skills workshops.
- NSF – S-STEM (\$600,000) – This grant will be administered over five years and provide full scholarships for digital media students to attend McHenry County College, including transportation, child care, books, and a computer.
- 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.
- 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.
- Webb Foundation (\$5,000) - Funding requested to launch an inaugural scholarship for Hispanic Women students at MCC.
- Chicago Tribune Charities- Holiday, a fund of the McCormick Foundation (\$20,000) – This grant opportunity is by invitation only. MCC requested funds to incorporate Career Readiness skills and ACT WorkKeys testing into the Adult Education curricula.
- Mentor-Connect Technical Assistance and Mentoring Support project provides mentoring, instruction, and resources in grant writing, project management and leadership development to assist colleges in developing or strengthening technical education programs in the science, technology, engineering, and math (STEM) fields. Expected award date: November 8, 2013.

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. Due on October 17.
- Walmart Local Store Grant (\$500 - \$2,500) Submission will be to fund sustainability.
- Illinois Board of Higher Education – Cooperative Workstudy Program (\$20,000) – Supplies ½ the funding for paid student internships taken as part of credit classwork.
- US Bank (\$10,000) – Scholarships for students.
- Castle Bank (\$20,000) – Additional funding will be supplied for the Illinois Small Business Center (ISBDC) for training. Due in mid-October.
- Department of Interior for wetlands restoration (\$75,000) Working with the Science Department to provide funding for the outdoor classroom.
- C. Louis Meyer (\$1,000) – A book scholarship for MCC Veterans.

Research Areas

Topics being pursued for external funding include sustainable agriculture and community gardens; developing outdoor classrooms; developing a campus space devoted to student military and veterans; scholarships for Hispanic women; renewable energy curriculum; and Japanese art exchange.

Caroline Pharr Sobolak
Resource Development Specialist

Office of Sustainability Center Update

Monthly Highlight - The Power of the Power Hour

The first two Power Hours were held on September 19 at MCC Main campus and Shah Center. More than 24 faculty, staff and students attended the midday session held on main campus, where Tim Wilhelm from Kankakee Community College shared their Renewable Energy track within their engineering degree program. Doug Stingle, the Executive Director of the Midwest Renewable Energy Association, also provided a presentation on the opportunities and value of solar energy.

Fifty-four community members attended the evening session. Several residents stayed after the presentation to ask questions of the presenter and installers who were also in attendance. The Power Pack series is a part of the IGEN grant awarded this summer to MCC. The next Power Hour will be on January 21, 2014 in partnership with the College of Lake County and the Prairie Crossing development in Grayslake, IL. The final session is scheduled for April 9, 2014 in Algonquin, IL. (Goal #1, Objective #1; Goal #2, Objective #2; Goal #3, Objective 2)

Ongoing initiatives

Green Curriculum:

- On September 20, MCC hosted, IGEN Interim Executive Director Stephen Bell to discuss the solar installation at the SHAH Center. (Goal #2, Objective #1; Goal #3, Objective #1 & #2)
- Director of Sustainability attended an informational meeting at Prairie State College with several other Illinois community colleges. Prairie State has recently helped formed a new coalition of community colleges under the National Council for Science and the Environment (NCSE). NCSE's Executive Director, Peter Saundry, was at the meeting to hear about the community colleges' efforts, goals, and challenges. He shared his view on the national trends in environmental education and the new community college initiative. (Goal #2)
- Kim Hankins and Pat Dieckhoff spoke with the Phi Theta Kappa group about mining in McHenry County. The students are developing a thesis on the impacts of mining and this was part of their research. (Goal #2, Objectives 1&2, Goal #3, Objective 2)
- The MCC Sustainability Committee met in September and discussed the variety of events planned for this fall, and brainstormed ideas for the Faculty Development Day in October. The Green Curriculum subcommittee also met and reviewed existing offerings from area colleges. The group asked for more research into the IGEN Career pathways curriculums and what classes might be able to be taught at MCC. (Goal #2, Objective #1 & #2)

Green Community:

- Kim Hankins and Pat Dieckhoff provided a presentation to Green Drinks on the Power Pack and Solar installation at MCC. Approximately 60 people were in attendance. (Goal #3)
- Planning continues for the 2013 Green Living Expo to be held at MCC on November 2nd. Currently, there are 53 vendors and 13 sponsors confirmed. MCC's culinary department is exploring having food available for sale to the approximately 600 expected visitors. (Goals #2, Objective 2, Goal #3)
- Pat Dieckhoff attended the McHenry County **Natural & Environmental Resources Committee** (NERC) meeting September 16th to support the research and writing of the McHenry County Local Food Assessment. This document shows the way to expand local food production in McHenry County. MCC is mentioned in the Food Assessment as a participant. The document will be voted on by NERC and then by the County Board in the upcoming months. (Goal #3, Objectives 1&2)

- Kim Hankins attended the grand opening of the Loyola University Institute for Environmental Sustainability. Tours included the geo-thermal building, eco-dorms, classroom and greenhouse featuring hydroponics, aquaponics and vermiculture. (Goal #2, Objective2, Goal #3)
- The Sustainability Center hosted and/or participated in meetings at MCC and around the community with the following organizations: Environmental Defenders of McHenry County; Bioneers committee; Green Drinks events; City of Crystal Lake Clean Air Counts Committee; Solid Waste Committee of the Defenders; (Goal #3, Objective #1 & 2)
- Over 39 calls and visitors to the Sustainability Center this month. Highlights this month included helping a community member find a place to recycle over 300 fence posts. Through research Independent Auto Craft in Crystal Lake was identified to take kerosene at no charge. Calls from the public included where to recycle items such as paint, electronics and some household hazardous waste items. (Goal #3, Objective #1 & 2)

Green Campus:

- Work continues on the Solar Energy installation at Shah Center. The RFP is divided into design and build. Several solar professionals were consulted and invited to attend an informational meeting to discuss the design and request proposals. (Goal #1, Objective #1)
- Last month, it was reported on a new partnership with the Campus Public Safety Office, to accept batteries from recycling. As of the end of September, over 100 pounds of batteries have been dropped off for recycling by MCC staff and students. (Goal #1, Objective #2) The MCC Evaluation and Policy Committee meeting discussed green purchasing policy. (Goal #1)

ECO-TIP OF THE MONTH –

DEA Take-Back Day Scheduled for Prescription Drugs to Include Controlled Substances

Saturday, October 26, 2013 | 10:00 am to 2:00 pm

Each spring and fall, the United States Drug Enforcement Administration (DEA) hosts a community Take-Back Day for Prescription Drugs.

The DEA's sixth National Prescription Drug Take-Back Day that was held in April 2013, collected 742,497 pounds (371 tons) of prescription medications - which was 50 percent more pills than the previous one in the fall, demonstrating the American public's continued appreciation and need for the opportunity to discard unwanted, unused and expired prescription drugs from medicine cabinets, bedside tables, and kitchen drawers. When added to the collections from DEA's previous five Take-Back events, more than 2.8 million pounds (1,409 tons) of prescription medications have been removed from circulation.

The National Prescription Drug Take-Back Day aims to provide a safe, convenient, and responsible means of disposing of prescription drugs, while also educating the general public about the potential for abuse of medications.

NOTE: Besides the Oct. 26, 10am-2pm National Take Back Initiative Collection Sites listed below. There are ongoing collections at the following McHenry County Police Depts.: Cary, Fox River Grove, Johnsburg, Spring Grove and Woodstock. More details: <http://deadiversion.usdoj.gov>

REVISED

McHenry County College

Board Report #13-213
October 24, 2013

Executive Compensation

Recommendation

It is recommended that the Board of Trustees approves executive compensation of _____ salary adjustment for Dr. Smith.

The adjustment will be retroactive to July 1, 2013.