

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

Wednesday, October 21, 2015
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 23, 2015
Budget Hearing, September 24, 2015
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
8. PRESIDENT'S REPORT: Dr. Vicky Smith
9. PRESENTATION
MCC's Participation in the ICISP Professional Two-Week Exchange: Mr. Tim Seitz, Instructor of Philosophy, and Mr. Ted Hazelgrove, Instructor of English (7 minutes)
10. COMMUNICATIONS
 - A. Faculty Report: Ms. Anne Humphrey and Ms. Elaine Whalen
 - B. Adjunct Faculty Report
 - C. Staff Council Report: Ms. Tawnja Trimble
 - D. Student Trustee Report: Mr. Jason Memmen
 - E. Comments from the Board
 - F. Attorney Report
11. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary, Board Report #15-110
 - B. Financial Statements
 1. Treasurer's Report, Board Report #15-111
 2. Ratification for Accounts Payable Check Register, Board Report #15-112
 - C. Academic Calendar for 2016-2017, Board Report #15-113
 - D. Certificate in Paralegal Studies, Board Report #15-114
 - E. Destruction of Closed Session Recordings, Board Report #15-115
 - F. Fiscal Year 2015 Audit, Board Report #15-116
 - G. Out-of-District and Out-of-State Tuition and Fees, Board Report #15-117
12. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

13. DISCUSSION OF REFINANCING EXISTING 2008 DEBT CERTIFICATES: Mr. Bob Tenuta, Chief Financial Officer
14. DISCUSSION ON TAX LEVY: Mr. Bob Tenuta, Chief Financial Officer (20 minutes)
15. UPDATE ON PRESIDENTIAL SEARCH: Mr. Michael Smith
16. McHENRY COUNTY COLLEGE'S PARTICIPATION IN TAX INCREMENT FINANCING DISTRICTS: Mr. Chris Jenner
17. BOARD COMMITTEE REPORTS
 - A. Finance and Audit Committee: Ms. Cynthia Kisser
 - B. Evaluation and Policies Committee: Mr. Chris Jenner
 - 1) Review Board Self-Evaluation Instrument
 - C. Committee of the Whole: Ms. Linda Liddell
18. ICCTA REPORT: Ms. Linda Liddell, ICCTA Liaison
19. FRIENDS OF MCC FOUNDATION REPORT: Ms. Molly Walsh and Ms. Karen Tirio
20. FOR INFORMATION
 - A. New Employees
 - B. Resignation
 - C. Office of Marketing and Public Relations Update
 - D. Office of Resource Development Fiscal Year 2015 Year End Report
 - E. Office of Resource Development Update
 - F. Office of Sustainability Center Update
 - G. Upcoming Events
21. SUMMARY COMMENTS BY BOARD MEMBERS
22. FUTURE AGENDA ITEMS
23. CLOSED SESSION
 - A. 120/2(c), Exception #8, Security Procedures
 - B. 120/2(c), Exception #2, Negotiations (Faculty Association)
 - C. Other matters as pertain to the exceptions of the Open Meetings Act
24. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, September 23, 2015
25. ADJOURNMENT



Michael Smith
Chair

Student Trustee Report

Students just completed midterms and have already registered for spring classes. End of the semester is rapidly approaching and students are filing their intent to graduate forms for Winter Commencement and preparing for life after MCC.

October is Domestic Violence Awareness Month and the Student Conduct Office has been working diligently to spread awareness to prevent sexual misconduct. The month began with presentations offered by the CARE Center, a local sexual assault response center and viewings of the Clothesline Project, which is a visual display of T-shirts created by survivors, as well as family and friends of victims. Additional events included a safe sex demonstration to answer questions and to inform students on devices, and a safer sex presentation and discussion of the pros and cons of each method. Several sexual misconduct prevention resource stations have been scheduled throughout the month to share campus and community resources with students.

At the end of October there will be a Halloween Costume Contest sponsored by Student Life. Students will have the opportunity to show off their extravagant costumes and win some prizes. The winner of the contest will be announced on Friday, October 30. Student Life hosted another successful "Movie in the Courtyard" night where Disney and Pixar's "Inside Out" was shown. Many students, faculty, and staff and their families were in attendance; it was a great night and a great movie.

Student Government will attend the American Student Government Association conference in Chicago on October 24. Our executive team will be able to hear from many other student government leaders and gain some valuable knowledge to bring back to MCC. There will be many seminars, such as how to make meetings more effective, dealing with conflict members, strategies to get more students involved, and many more. Interest in Student Government has increased significantly and many students who have expressed interest have become student senators for the 2015-2016 school year.

Our Game Club is hosting a Zombie Lock-In on the evening of October 30 at 6 p.m. until 6 a.m. Halloween morning. This one-of-a-kind event is a giant campus wide Nerf war and if you are a kid at heart this is definitely for you. All of the planning and reparation that takes place makes this one of our Game Club's signature events. Many students have expressed interest and are excited to participate.

Tonight is the Veterans Affairs Town Hall meeting with guest speakers Stephen R. Holt, Director of Captain James A. Lovell Federal Health Care Center and Suzanne S. Nunziata, Director of VA Regional Office Chicago.

Student space, in addition to collaborative learning space, is still a primary concern for the students. There is not adequate room to study, prepare for class, and to continue learning outside of the classroom in a comfortable, student-centered environment. As they pursue their educational goals, students would love nothing more than to feel at home here at McHenry County College. "Our focus is learning and student success is our goal." Together we can bring this goal to fruition.

Jason Memmen
Student Trustee


Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2016 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 2016 is currently 25.0% complete (excluding year-end adjustments) with the year-to-date results ending September 30, 2015 being reported. In the Operating Funds, total revenue is 23% of budget, as compared with 23% at the same time last year. Total expenditures are 15% of budget, as compared with 15% 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 is 25% of budget and up \$16,478 (0.2%) from last year at this time. FY16 revenue is \$6,692,670 vs. FY15 revenue of \$6,676,191. For FY16, this revenue is derived from 50% of the 2014 tax levy (as approved by the Board in December 2014) and 50% of the 2015 tax levy (to be approved by the Board in December 2015).
- State government is 23% of budget and down \$140 (-0.0%) from last year at this time. FY16 revenue is \$627,884 vs. FY15 revenue of \$628,024.
- Student tuition and fees is 32% of budget and down \$149,334 (-3.1%) from last year at this time. FY16 revenue is \$4,644,092 vs. FY15 revenue of \$4,793,426.
- Sales and service fee is 58% of budget and up \$45,084 (83.1%) from last year at this time. FY16 revenue is \$99,365 vs. FY15 revenue of \$54,281. This revenue is comprised of the activity, Kids at College primarily.
- Facilities is 0% of budget and flat (0.0%) from last year at this time. FY16 revenue is \$0 vs. FY15 revenue of \$0. Revenue in this category is comprised of activity relating to the use or rental of college facilities.
- Investment is 29% of budget and up \$59,809 (527.8%) from last year at this time. FY16 revenue is \$71,141 vs. FY15 revenue of \$11,332. The increase in performance is attributable to the change in investment policy and strategy, which sought to increase duration of the overall portfolio in order to earn a higher return but it is still subject to market fluctuations each month.
- Other is 9% of budget and up \$180,883 (15.3%) from last year at this time. FY16 revenue is \$1,363,357 vs. FY15 revenue of \$1,182,474. This category consists mainly of employee contributions to health insurance and other insurance related activities. The employee health insurance contributions account for \$1,283,848 of the total. Other larger items are from Retiree Drug Subsidy at \$27,552, Retiree health contributions at \$21,695, and Other Misc Income at \$17,833 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$12,429. The large variance that typically result in this category is from the "On-Behalf Payment" for the employer's pension contribution for employees made by the State, which has not yet been booked for FY16. For FY15 that "On-Behalf Payment" is \$9,640,555.

Expenditures

- Salaries expenditures are currently 20% of budget and up \$257,568 (5.0%) over last year at this time. FY16 expenditures are \$5,379,876 vs. FY15 expenditures of \$5,122,308.
- Employee benefit expenditures are currently 12% of budget and up \$323,387 (18.2%) over last year at this time. FY16 expenditures are \$2,096,206 vs. FY15 expenditures of \$1,772,819. This

account group will be significantly below budget until year-end adjustments are made for SURS contributions paid by the State on behalf of the employees. The amount expensed for SURS contributions are approximately \$9 million annually depending on the actuarial tables maintained by the State. However, this expense is offset by an equal amount in "other revenue".

- Contractual services expenditures are currently 14% of budget and down \$292,526 (-29.0%) over last year at this time. FY16 expenditures are \$714,933 vs. FY15 expenditures of \$1,007,459. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are currently 16% of budget and down \$108,279 (-19.3%) over last year at this time. FY16 expenditures are \$453,584 vs. FY15 expenditures of \$561,862.
- Travel and meeting expenditures are currently 16% of budget and up \$49,577 (77.5%) over last year at this time. FY16 expenditures are \$113,514 vs. FY15 expenditures of \$63,937.
- Fixed charge expenditures are currently 20% of budget and down \$228,848 (-38.6%) over last year at this time. FY16 expenditures are \$364,508 vs. FY15 expenditures of \$593,356. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are currently 17% of budget and up \$13,015 (8.2%) over last year at this time. FY16 expenditures are \$170,904 vs. FY15 expenditures of \$157,889.
- Other expenditures are currently 23% of budget and down \$36,125 (-15.4%) over last year at this time. FY16 expenditures are \$198,739 vs. FY15 expenditures of \$234,864. This category includes tuition waivers, tuition related refunds, and miscellaneous expense.

Vicky Smith
President

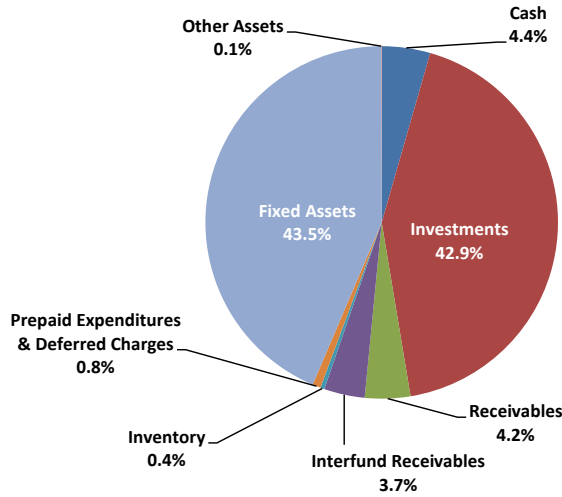
All Funds Statement of Net Position (Balance Sheet)
September 30, 2015

	01	02	03	05	06	07	08	09	10	11	12	
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxilliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	
Assets												
Cash	4,825,148	-	3,606,378	-	463,533	159,998	95,646	-	-	377,683	121,909	-
Investments	46,622,202	29,132,211	932,000	11,892,551	-	-	2,741,017	-	-	-	-	1,924,423
Receivables	4,523,978	4,141,743	266,102	-	37,978	24,180	-	-	-	-	3,859	50,115
Accrued Revenue	101,778	47,103	3,284	39,020	-	-	6,741	-	-	-	-	5,630
Interfund Receivables	4,055,652	156,861	4,085,192	-	62,100	(258,158)	-	-	-	5,333	3,660	664
Inventory	406,958	-	-	-	406,958	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	816,130	733,251	37,563	-	11,369	-	-	-	33,069	-	-	877
Fixed Assets	47,269,723	-	-	-	-	-	-	47,269,723	-	-	-	-
Other Assets	68,565	-	-	-	-	-	-	68,565	-	-	-	-
Total Assets	108,690,135	34,211,168	8,930,520	11,931,571	981,939	(73,980)	2,843,405	47,269,723	101,635	383,016	129,429	1,981,709
Liabilities												
Payroll Deductions Payable	938,401	756,679	47,766	-	84,680	-	-	-	22,990	-	-	26,285
Accounts Payable	1,153,896	1,090,892	50,350	-	17,352	(4,698)	-	-	-	-	-	-
Interfund Payable	4,055,652	1,947,005	-	1,098,616	-	-	-	-	-	-	-	1,010,031
Accrued Expense	(0)	(0)	-	-	-	-	-	-	-	-	-	-
Deferred Revenue	10,103,858	9,065,220	670,984	-	3,725	-	-	-	-	-	25,956	337,973
Fixed Liabilities	5,996,911	-	-	-	-	-	-	5,996,911	-	-	-	-
Other Liabilities	2,176,111	81,073	-	-	7,199	-	-	1,727,814	360,026	-	-	-
Total Liabilities	24,424,829	12,940,868	769,101	1,098,616	112,956	(4,698)	-	7,724,725	383,016	25,956	1,374,289	
Designated Fund Balance	84,265,307	21,270,301	8,161,419	10,832,955	868,983	(69,282)	2,843,405	47,269,723	(7,623,090)	-	103,473	607,420
Assigned Fund Balance												
33% Unassigned for annual budgeted expenditures	18,084,407	15,157,926	2,926,480	-	-	-	-	-	-	-	-	-
Other Designated Reserves	0	-	-	-	-	-	-	-	-	-	-	-
Capital Improvement/Investment in Capital Assets	58,102,678	-	-	10,832,955	-	-	47,269,723	-	0	-	-	-
Liabilities, Protection, and Settlement	-5,389,490	-	-	-	-	-	-	-5,996,911	-	-	-	607,420
Working Cash/Other Restricted	1,784,191	-	-	-	-	-69,282	1,750,000	-	-	103,473	-	-
Remaining Unassigned Balance	11,683,522	6,112,374	5,234,938	0	868,983	0	1,093,405	0	-1,626,179	0	0	0

All Funds Statement of Net Position (Balance Sheet)
September 30, 2015

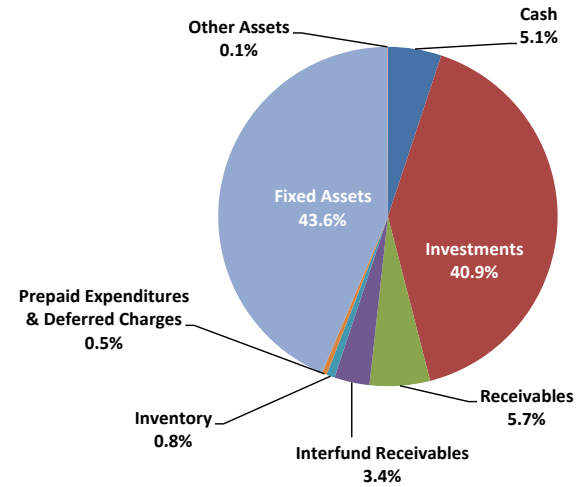
Total Assets = \$ 108,690,135

FY16 Assets - All Funds

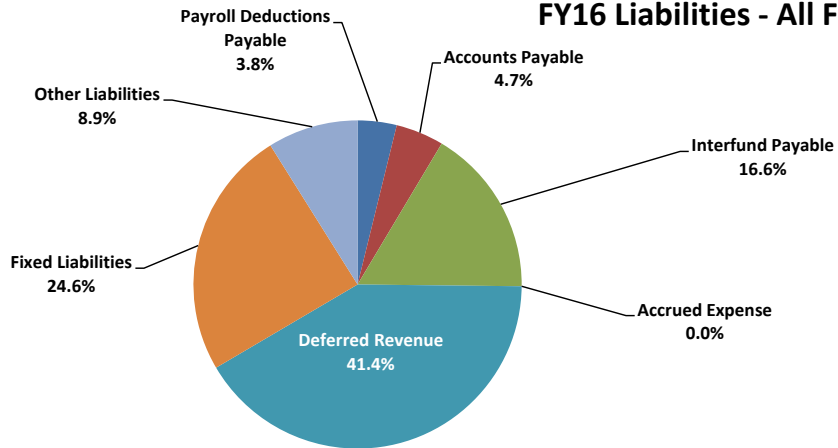


Total Assets = \$ 108,463,530

FY15 Assets - All Funds

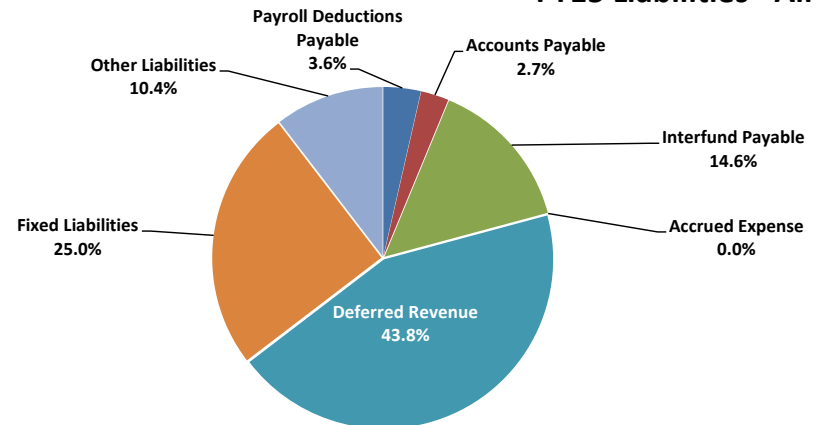


FY16 Liabilities - All Funds



Total Liabilities = \$ 24,424,829

FY15 Liabilities - All Funds



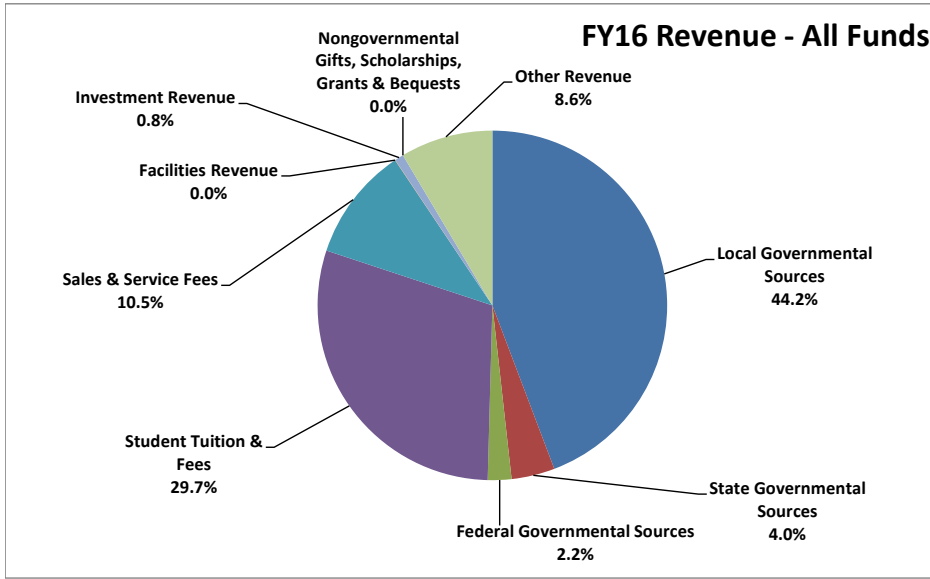
Total Liabilities = \$ 25,034,422

All Funds Statement of Activities (Income Statement)
September 30, 2015

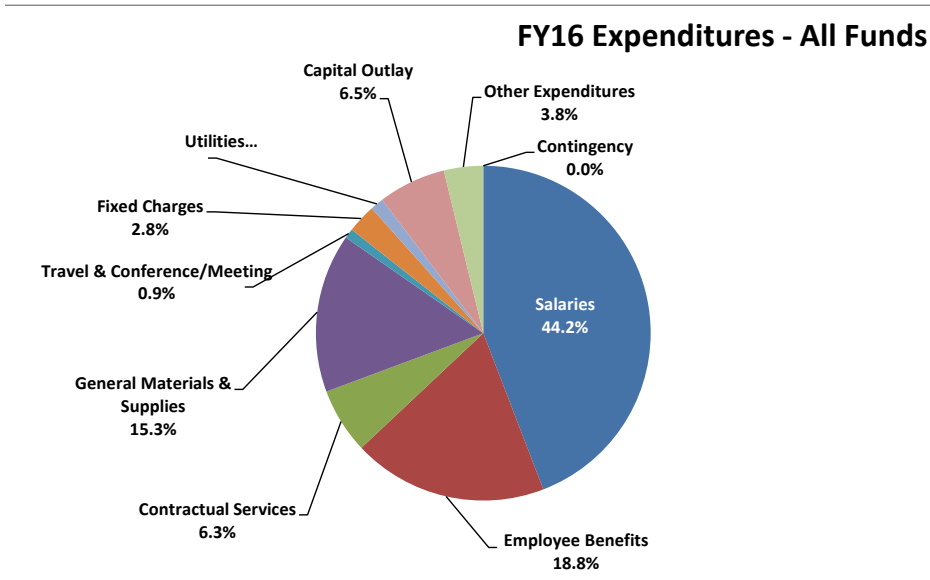
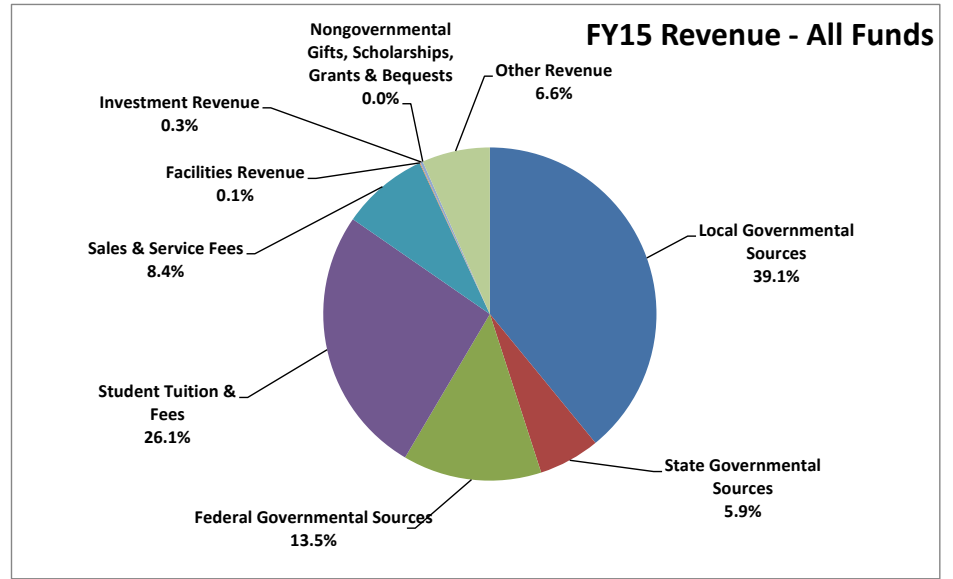
	01	02	03	05	06	07	08	09	11	12
	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Audit Fund	Liability Protection & Settlement Fund
All Funds										
Revenue										
Local Governmental Sources	7,056,599	5,995,737	696,933	-	-	-	-	-	25,956	337,973
State Governmental Sources	639,165	461,265	166,618	-	-	11,281	-	-	-	-
Federal Governmental Sources	348,819	-	-	-	-	348,819	-	-	-	-
Student Tuition & Fees	4,730,257	3,922,674	721,418	-	86,165	-	-	-	-	-
Sales & Service Fees	1,677,323	99,365	-	-	1,577,957	-	-	-	-	-
Facilities Revenue	4,810	-	-	-	4,810	-	-	-	-	-
Investment Revenue	130,923	67,320	3,821	45,392	-	-	7,841	-	-	6,549
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	-	-	-	-	-	-	-	-	-
Other Revenue	1,364,457	1,356,426	6,931	-	1,100	-	-	-	-	-
Total Revenue	15,952,352	11,902,788	1,595,721	45,392	1,670,033	360,100	7,841	-	25,956	344,522
Expenditures										
Salaries	5,951,329	5,236,112	143,764	-	344,422	132,138	-	-	-	94,892
Employee Benefits	2,537,720	2,069,606	26,600	-	66,881	18,174	-	-	-	356,459
Contractual Services	855,363	479,238	235,694	-	123,658	11,211	-	-	1,500	4,062
General Materials & Supplies	2,068,411	420,673	32,911	-	1,597,962	5,811	-	-	-	11,054
Travel & Conference/Meeting	126,188	107,412	6,102	-	6,460	3,588	-	-	-	2,626
Fixed Charges	376,063	360,557	3,951	-	12,797	-	-	(58,903)	-	57,660
Utilities	171,849	38,605	132,300	-	572	-	-	-	-	372
Capital Outlay	880,072	12,904	41,135	-	-	(1,008)	827,042	-	-	-
Other Expenditures	511,389	198,739	-	-	1,559	311,091	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-
Total Expenditures	13,478,385	8,923,846	622,457	-	2,154,312	481,005	-	827,042	(58,903)	527,125
Excess/(deficit) of revenues over expenditures	2,473,967	2,978,942	973,264	45,392	(484,279)	(120,906)	7,841	(827,042)	58,903	24,456
Operating transfers in	-	-	-	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	81,791,338	18,291,358	7,188,155	10,787,562	1,353,262	51,623	2,835,564	48,096,765	(7,681,992)	79,017
Ending Fund Balance	84,265,305	21,270,300	8,161,419	10,832,954	868,983	(69,283)	2,843,405	47,269,723	(7,623,089)	103,473

All Funds Statement of Activities (Income Statement)
September 30, 2015

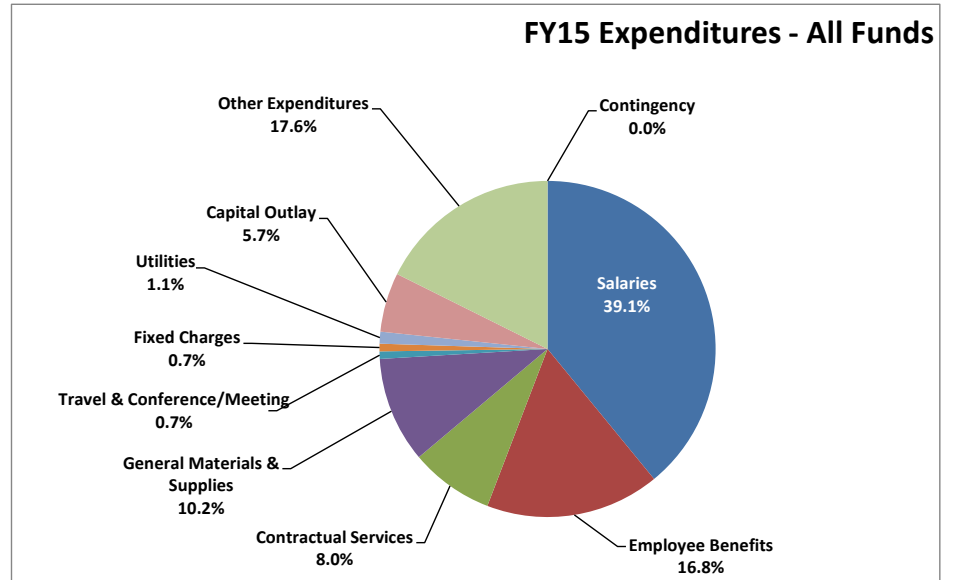
Total Revenue = \$ 15,952,352



Total Revenue = \$ 24,115,181



Total Expense = \$ 13,478,385



Total Expense = \$ 20,271,188

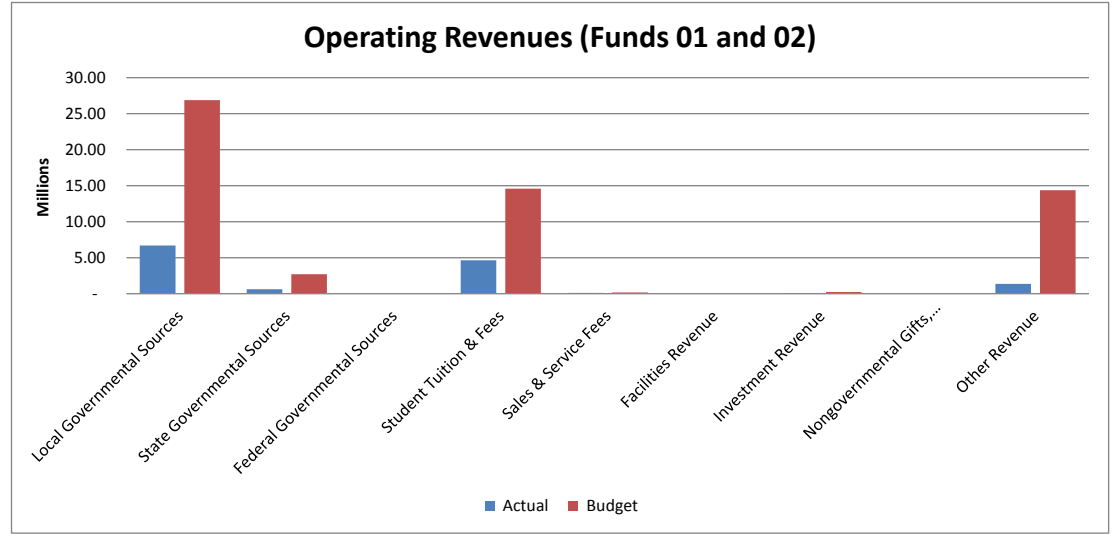
Operating (Funds 01 & 02) Statement of Activities
September 30, 2015

	FY16			FY15			FY16 Change Over FY15	% Change
	Actual	Budget		Actual	Budget			
Revenue								
Local Governmental Sources	\$ 6,692,670	\$ 26,879,739	25%	\$ 6,676,191	\$ 27,012,529	25%	\$ 16,478	0.2%
State Governmental Sources	627,884	2,705,892	23%	628,024	2,777,254	23%	\$ (140)	0.0%
Federal Governmental Sources	-	-	0%	-	-	0%	\$ -	0.0%
Student Tuition & Fees	4,644,092	14,589,696	32%	4,793,426	15,213,204	32%	\$ (149,334)	-3.1%
Sales & Service Fees	99,365	170,000	58%	54,281	174,120	31%	\$ 45,084	83.1%
Facilities Revenue	-	18,000	0%	-	21,000	0%	\$ -	0.0%
Investment Revenue	71,141	243,487	29%	11,332	244,800	5%	\$ 59,809	527.8%
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	-	0%	-	-	0%	\$ -	0.0%
Other Revenue	1,363,357	14,380,465	9%	1,182,474	12,254,476	10%	\$ 180,883	15.3%
Total Revenue	\$ 13,498,509	\$ 58,987,279	23%	\$ 13,345,728	\$ 57,697,383	23%	\$ 152,781	1.1%
Expenditures								
Salaries	\$ 5,379,876	\$ 27,545,553	20%	\$ 5,122,308	\$ 26,901,296	19%	\$ 257,568	5.0%
Employee Benefits	2,096,206	17,723,016	12%	1,772,819	15,876,243	11%	\$ 323,387	18.2%
Contractual Services	714,933	4,956,613	14%	1,007,459	4,796,859	21%	\$ (292,526)	-29.0%
General Materials & Supplies	453,584	2,876,007	16%	561,862	2,954,373	19%	\$ (108,279)	-19.3%
Travel & Conference/Meeting	113,514	723,477	16%	63,937	811,065	8%	\$ 49,577	77.5%
Fixed Charges	364,508	1,834,662	20%	593,356	2,041,691	29%	\$ (228,848)	-38.6%
Utilities	170,904	1,032,670	17%	157,889	1,075,505	15%	\$ 13,015	8.2%
Capital Outlay	54,039	5,706,522	1%	106,655	7,021,860	2%	\$ (52,616)	-49.3%
Other Expenditures	198,739	854,700	23%	234,864	739,250	32%	\$ (36,125)	-15.4%
Contingency	-	1,450,000	0%	-	1,750,000	0%	\$ -	0.0%
Total Expenditures	\$ 9,546,303	\$ 64,703,220	15%	\$ 9,621,151	\$ 63,968,142	15%	\$ (74,848)	-0.8%
Excess/(deficit) of revenues over expenditures	\$ 3,952,206	\$ (5,715,941)		\$ 3,724,577	\$ (6,270,759)		\$ 227,629	6.1%
Net Transfers Out/(In)	\$ -	\$ 1,429,000		\$ -	\$ 2,500,000		\$ -	0.0%
Net Operating Funds Surplus/(Deficit)	\$ 3,952,206	\$ (7,144,941)		\$ 3,724,577	\$ (8,770,759)		\$ 227,629	6.1%
<hr/>								
<i>Operating Fund Balance Unassigned @33% based on Total Budgeted Expenditures*</i>		<i>21,567,740</i>			<i>21,322,714</i>			
<i>Less : Adjustment for budgeted SURS Pass Thru Expense (\$9.0m x .3334)</i>		<i>3,000,000</i>			<i>2,250,000</i>			
<i>Adjustment for Contingency (\$1.45m x .3334)</i>		<i>483,333</i>			<i>583,333</i>			
<i>Unassigned Fund Balance needed @ 33% of adjusted budgeted expenditures (a)</i>		<i>18,084,407</i>			<i>18,489,381</i>			
<hr/>								
<i>Unaudited Beginning Fund Balance</i>	<i>25,479,513</i>	<i>25,479,513</i>		<i>24,102,477</i>	<i>24,102,477</i>			
<i>Net Operating Funds Surplus/(Deficit)</i>	<i>3,952,206</i>	<i>(7,144,941)</i>		<i>3,724,577</i>	<i>(8,770,759)</i>			
<i>Add back Contingency (assumption is it is not used)</i>		<i>1,450,000</i>			<i>1,750,000</i>			
<i>Calculated YTD Ending Fund Balance (budget estimate) (b)</i>	<i>\$ 29,431,719</i>	<i>\$ 19,784,572</i>		<i>\$ 27,827,054</i>	<i>\$ 17,081,718</i>			
<hr/>								
<i>Amount Over/(Under) Fund balance reserve (b)-(a)</i>		<i>1,700,165</i>			<i>(1,407,663)</i>			

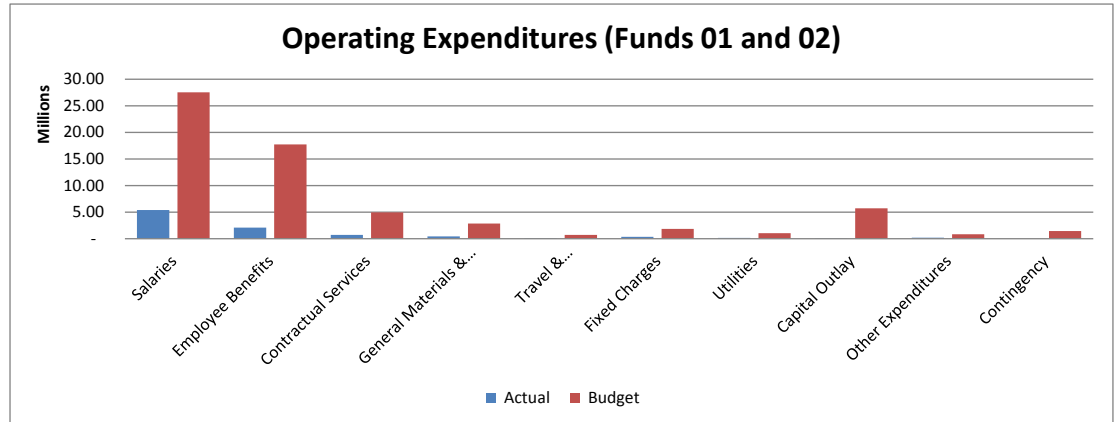
*Net of Transfers Out/(In) and contingency

Operating Funds - Statement of Activities
September 30, 2015

	Actual	Budget
Revenue		
Local Governmental Sources	6,692,669.86	26,879,739.00
State Governmental Sources	627,883.60	2,705,892.00
Federal Governmental Sources	-	-
Student Tuition & Fees	4,644,091.90	14,589,696.00
Sales & Service Fees	99,365.30	170,000.00
Facilities Revenue	-	18,000.00
Investment Revenue	71,141.01	243,487.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	-
Other Revenue	1,363,357.12	14,380,465.00
Total Revenue	13,498,508.79	58,987,279.00



Expenditures		
Salaries	5,379,876.25	27,545,553.00
Employee Benefits	2,096,206.16	17,723,016.00
Contractual Services	714,932.60	4,956,613.00
General Materials & Supplies	453,583.62	2,876,007.00
Travel & Conference/Meeting	113,514.13	723,477.00
Fixed Charges	364,507.98	1,834,662.00
Utilities	170,904.46	1,032,670.00
Capital Outlay	54,038.59	5,706,522.00
Other Expenditures	198,739.13	854,700.00
Contingency	-	1,450,000.00
Total Expenditures	9,546,302.92	64,703,220.00
Excess/(deficit) of revenues over expenditures	3,952,205.87	(5,715,941.00)



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 2015**

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Operating	\$2,990,493.39	\$10,926,177.60	\$9,222,208.83	\$4,694,462.16
Crystal Lake Bank & Trust Credit Card	\$80,653.88	\$155,640.64	\$132,364.73	\$103,929.79
Crystal Lake Bank & Trust Employee Benefits	\$0	\$51,337.24	\$51,337.24	\$0
Crystal Lake Bank & Trust Payroll	\$8,469.31	\$1,951,211.69	\$1,951,211.69	\$8,469.31
Crystal Lake Bank & Trust Federal Student Loan	\$13,828.25	\$698,343.51	\$698,343.51	\$13,828.25

McHenry County College
September 30, 2015

Investments

College Fund	Financial Institution	09/30/15	08/31/15	09/30/15	Interest	No. of Days	Maturity
		Investments	Investments	% of Total Investments			
Education	Illinois Funds	\$1,269,379	\$1,103,425	3%	see below	N/A	On Demand
Education	JPMorgan Chase	5,080,977	5,080,947	11%	0.01%	N/A	On Demand
Education	PFM Investments	22,828,957	17,788,877	49%	see below	N/A	Various
Operations & Maintenance	Illinois Funds	0	0	0%	see below	N/A	On Demand
Operations & Maintenance	PFM Investments	935,284	932,996	2%	see below	N/A	Various
Operations & Maintenance (Restricted)	Illinois Funds	7	7	0%	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	0	0	0%	0.01%	N/A	On Demand
Operations & Maintenance (Restricted)	PFM Investments	11,931,564	11,904,371	26%	see below	N/A	Various
Working Cash	Illinois Funds	0	0	0%	see below	N/A	On Demand
Working Cash	JPMorgan Chase	0	0	0%	0.01%	N/A	On Demand
Working Cash	PFM Investments	2,747,759	2,743,060	6%	see below	N/A	Various
Liability, Protection and Settlement	Illinois Funds	0	0	0%	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	0	0	0%	see below	N/A	On Demand
Liability, Protection and Settlement	PFM Investments	1,930,053	1,926,130	4%	see below	N/A	Various
	Total	\$46,723,980	\$41,479,813	100%			

Interest Revenue

Interest Revenue

College Fund	Sep-15	Fiscal YTD
Education	\$41,424	\$69,571
Operations & Maintenance	2,361	\$3,961
Operations & Maintenance (Restricted)	28,054	\$47,056
Working Cash	4,846	\$8,128
Liability, Protection and Settlement	4,048	\$6,790
Total	\$80,733	\$135,506

Illinois Fund Rates - September 30, 2015

Annualized rate - Money Market	
Low	0.038%
High	0.062%
Average	0.047%

PFM Investment Rates - September 30, 2015

Range of CD Rates	
Low	0.750%
High	1.250%

Yield to Maturity of Notes

	Short Term	Long Term
At Cost	0.340%	0.880%
At Market	0.250%	0.710%

Ratification for Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$1,100,056.75. Please note that the expenses are not segregated into the respective funds.

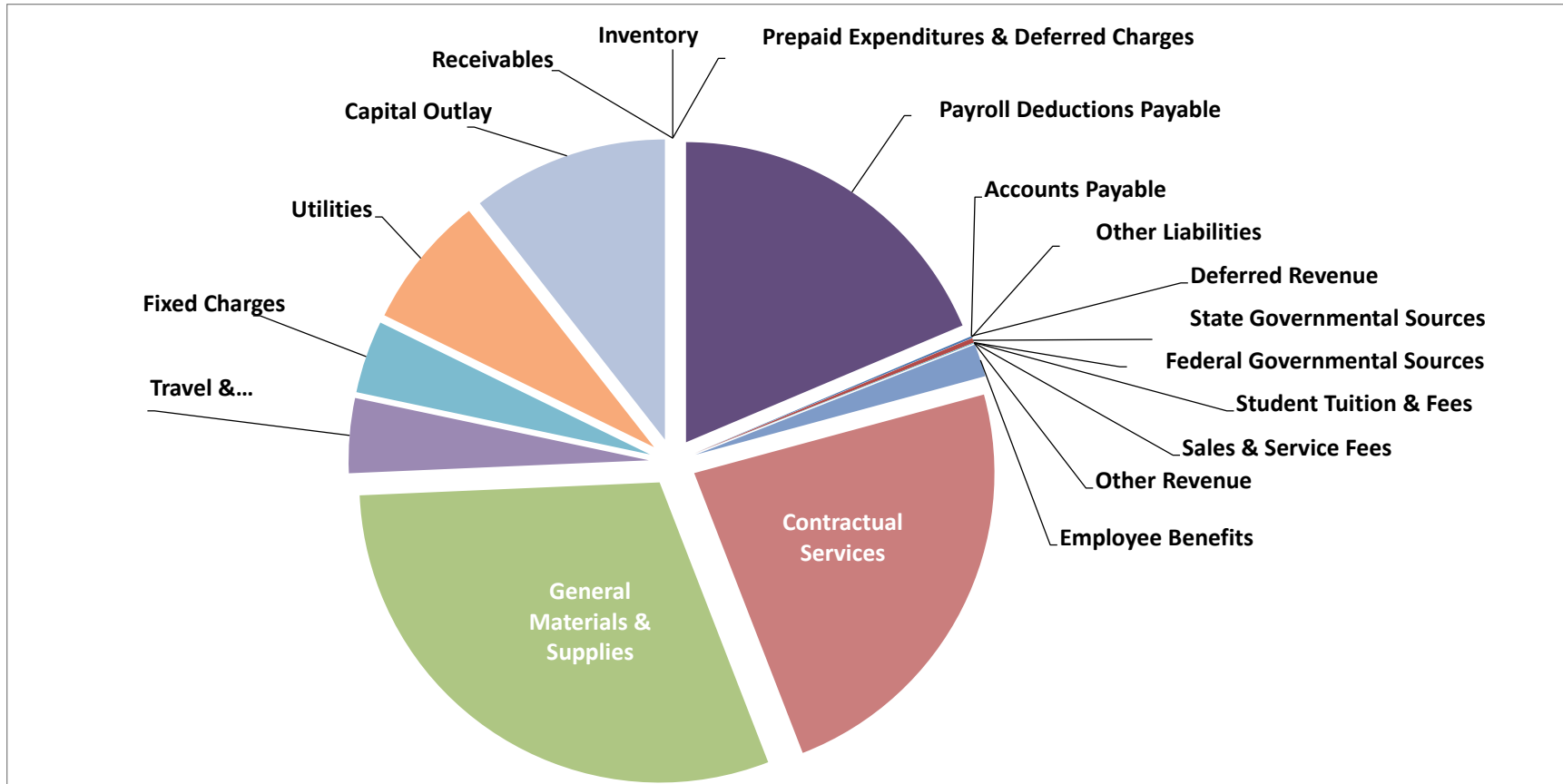
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of September 1- September 30, 2015, totaling \$1,100,056.75.



Vicky Smith
President

Distribution of Monthly Check Register Payments 9/1/15 through 9/30/15



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	390.26	0.04%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	19,394.87	1.76%
Prepaid Expenditures & Deferred Charges	0.00	0.00%	Contractual Services	256,379.85	23.31%
Payroll Deductions Payable	204,811.19	18.62%	General Materials & Supplies	331,927.89	30.17%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	44,167.77	4.02%
Deferred Revenue	0.00	0.00%	Fixed Charges	42,990.78	3.91%
Other Liabilities	1,132.24	0.10%	Utilities	78,972.74	7.18%
State Governmental Sources	2,683.00	0.24%	Capital Outlay	116,197.81	10.56%
Federal Governmental Sources	0.00	0.00%	Other Expenditures	1,019.44	0.09%
Student Tuition & Fees	0.00	0.00%	Total All Categories	1,100,067.84	100.00%

Academic Calendar for 2016-2017

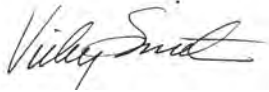
Information

Each year the Office of Academic and Student Affairs, in cooperation with the Faculty Council, 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 2016-2017 academic year.

Recommendation

It is recommended that the Board of Trustees approves the attached Academic Calendar for 2016-2017.

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 2016-2017 ACADEMIC CALENDAR

SUMMER SESSIONS 2016

The College will be closed on Fridays in June and July.

May 16 (Monday)	Summer Semester Begins *
May 30 (Monday)	College closed for Memorial Day
July 4 (Monday)	College closed for Independence Day
Aug. 4 (Thursday)	Summer classes end **

* Number of weeks classes are offered may vary.

** Final exam dates will vary.

FALL SEMESTER 2016

Aug. 18 (Thursday)	New Student Convocation
Aug. 18 (Thursday)	<i>Opening Semester meeting for all employees; full-time and adjunct faculty workshops</i>
Aug. 19 (Friday)	Friday credit classes begin
Aug. 20 (Saturday)	Saturday credit classes begin
Aug. 22 (Monday)	Weekday credit classes begin
Sept. 5 (Monday)	College closed for Labor Day Observance
Oct 10-14 (Monday-Friday)	Mid-term week
Oct. 18 (Tuesday)	College closed – Professional Development Day; No day or night classes
Oct. 19 (Wednesday)	Start of second 8-week credit classes
Nov. 23-27 (Wednesday-Sunday)	College closed for Thanksgiving Recess
Nov. 28 (Monday)	Weekday credit classes resume
Dec. 12-16 (Monday-Friday)	Final exams for credit classes
Dec. 17 (Saturday)	Commencement

WINTER INTERSESSION 2016-2017

Dec. 19 (Monday)	Credit classes begin
Dec. 23, 2016-Jan. 1, 2017 (Fri.- Sun.)	College closed for Winter Recess
Jan. 2, 2017 (Monday)	Offices Reopen
Jan. 11-12 (Wed.–Thurs.)	Final exams for credit classes

SPRING SEMESTER 2017

Jan. 12 (Thursday)	<i>Opening Semester meeting for all employees; full-time and adjunct faculty workshops</i>
Jan. 13 (Friday)	Friday credit classes begin
Jan. 14 (Saturday)	Saturday credit classes begin
Jan. 16 (Monday)	College closed - Martin Luther King, Jr. Day Observance
Jan. 17 (Tuesday)	Weekday credit classes begin
Mar. 6-10 (Monday-Friday)	Mid-term week
Mar. 14 (Tuesday)	Start of second 8-week credit classes
Mar. 26-April 2 (Sunday-Sunday)	Spring Recess, no classes ***
Apr. 3 (Monday)	Weekday credit classes resume
May 9-12 (Tuesday-Friday)	Final exams for credit classes
May 13 (Saturday)	Commencement

***Most College offices remain open until 4:30 p.m. Dates/times may vary per institutional policy.

NOTE: Workforce and Community Development offerings have open enrollment. For more information call Registration (815) 455-8588 or visit <http://www.mchenry.edu/workforce>

Certificate in Paralegal Studies

Information

McHenry County College is seeking approval from the Illinois Community College Board (ICCB) to offer a Certificate in Paralegal Studies. The new certificate is a part of the Associate in Applied Science degree in Paralegal Studies and will be taught within the Administrative Office Management Department (AOM), which is part of the Education, Career and Technical Education Division.

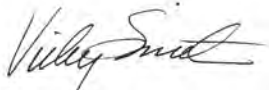
The Certificate in Paralegal Studies is a 27-credit hour program and is designed to train students in the area of legal services. The Paralegal certificate program will target students who currently hold a Baccalaureate or Associate's degree and are interested in beginning legal studies while preparing them for entry level employment as paralegals working with lawyers and judges in law firms, corporations, legal aid offices and government agencies.

Nationally, the U.S. Bureau of Labor Statistics projects employment for paralegals to grow 17% by the year 2022. In Illinois, according to the Illinois Department of Employment Security (IDES) the job market for paralegals in the Chicago metropolitan area is projected to grow by 23.5% by the year 2022. According to the IDES 2014 occupational wage data, an entry level paralegal earned an annual wage of \$46,990.00, the median annual wage for a paralegal is \$51,840.00 and an experienced paralegal can earn \$62,000.00 annually.

The Certificate was developed with the assistance of adjunct faculty and professionals in the legal field. The curriculum was then vetted by advisory committee members that were comprised of McHenry County judges, lawyers, lawyers from the State Attorney's office and paralegals, and approved by faculty in the Education, Career, and Technical Education Division, the College's Curriculum Development and Review committee and administration.

Recommendation

It is recommended that the Board of Trustees approves the Paralegal Studies Certificate.



Vicky Smith
President

Application for Reasonable and Moderate Extension

(submit one copy)

COLLEGE NAME:	McHenry County College	5-DIGIT COLLEGE NUMBER:	52801
CONTACT PERSON:	Jim Falco	PHONE:	815-479-7728
EMAIL:	jfalco@mchenry.edu	FAX:	815-479-7550
PROPOSED REASONABLE AND MODERATE EXTENSION TITLE:	Paralegal Studies Certificate		
CREDIT HOURS:	27		
EXISTING /PARENT PROGRAM TITLE:	Associate in Applied Science in Paralegal Studies		
PREFIX	OCC	NUMBER	
PLEASE ATTACH THE FOLLOWING ITEMS:			

- 1. Employment objectives/program purpose.** Provide for both the parent and the proposed extension.
- 2. Catalog description.** Provide a description of the program as it will appear in the college's catalog.
- 3. Curriculum.** Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension.
- 4. Educational alignment.** Describe how the proposed extension illustrates a Program of Study. Provide the Career Cluster for the proposed Extension and the existing Parent program. See [ICCB's Programs of Study](#) website for more information.
- 5. Approval/accreditation.** Provide a description of accreditation requirements/procedures if this extension requires approval or review by other agencies or professional or regulatory entities.
- 6. Labor market need.** Provide information including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.
- 7. Information for the ICCB Master Files.** Completed form 22 (in duplicate) for the proposed new curriculum. Completed Form 11 (in duplicate) for each new course included in the proposed program.

VERIFICATION	
SIGNED	
	<i>Required- Chief Administrative Officer Signature</i> <i>Date</i>

ICCB USE ONLY:	
REVIEWED BY:	Date:
APPROVED BY:	Date:

Please note: ICCB Use only Box must remain on front page of Application Form.

1. Employment objectives/program purpose. Provide for both the parent and the proposed extension.

Parent Degree: The Paralegal Studies Associate of Applied Science degree prepares students for a productive paralegal or investigative assistant career. The AAS program serves as a foundation for students who may later pursue baccalaureate or professional degrees in law.

Proposed Certificate: The Paralegal Studies Certificate prepares students with a baccalaureate or Associate of Art, Associate of Science, or some Associate of Applied Science degrees that include general education courses similar to those in the Associate of Applied Science in Paralegal Studies degree for a productive paralegal or investigative assistant career. The program may also serve as a foundation for students who may later pursue a baccalaureate degree in paralegal studies or professional degree in law.

2. Catalog description. Provide a description of the program as it will appear in the college's catalog.

The Paralegal Studies certificate program prepares students for a productive paralegal or investigative assistant career. Students pursuing the certificate must have already earned an associate's degree or a bachelor's degree which includes general education courses equivalent to those required in the associate in applied science paralegal studies program at Mchenry County College. The program serves as a foundation for students who may later pursue a baccalaureate degree in paralegal studies or professional degrees in law.

3. Curriculum. Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension.

Paralegal Studies Certificate	Credit Hours	Courses
First Semester	12	(3) PAR 101 – Introduction to Paralegal Studies (3) PAR 102 – Legal Research and Writing (3) PAR 103 – Civil Litigation and Discovery (3) PAR 110 - Law Office Technology
Second Semester	12	(3) PAR elective* (3) PAR elective* (3) PAR elective* (3) PAR elective*
Third Semester	3	(3) PAR elective*
Total	27 credit hours	

*PAR electives may include but are not limited to: PAR 120 Torts and Insurance Law, PAR 121 Contract Law, PAR 122 Real Property Law, PAR 123 Family Law, PAR 124 Intellectual Property Law, PAR 125 Estate Planning and Probate Law, CRJ 115 Criminal Law, AOM 255 Paralegal Internship

Associate in Applied Science Paralegal Studies	Credit Hours	Courses	
First Semester	15	(3) PAR101 Introduction to Paralegal Studies (3) CDM 110 Computer Literacy (3) PAR 102 Legal Research and Writing	(3) ENG 151 Composition I (3) PAR 103 Civil Litigation and Discovery
Second Semester	15	(3) PAR 110 Law Office Technology (3) PAR 125 Estate Planning and Probate Law (3) PAR 123 Family Law	(3) PAR 121 Contract Law (3) ENG 152 Composition II
Third Semester	15	(3) PLT 155 State and Local Government (3) Math/Science Gen Ed Requirement	(3) CJS 115 Criminal Law (3) SPE 151 Introduction to Speech (3) PAR 120 Torts and Insurance Law
Fourth Semester	15-18	(3) PHI 251 Introduction to Ethics (3) PLT 151 United States Government	(3) PAR 124 Intellectual Property Law (3) PAR 122 Real Property Law (3-6) AOM 255 Paralegal Internship
Total Credits	60-63		

4. Educational alignment. Describe how the proposed extension illustrates a Program of Study. Provide the Career Cluster for the proposed Extension and the existing Parent program. See ICCB's Programs of Study website for more information.

- 1) Academic/Curricular Alignment. Describe the alignment of content between secondary and postsecondary coursework and curricula. Include opportunities for dual credit or articulated credit in both academic and career/technical areas between high school and community college. How will the college ensure a smooth transition for students entering the program, whether from high school, adult education, or other workforce training pipelines?**

Paralegal Studies Certificate students will receive advising and be invited to an open house to introduce them to the Paralegal Studies program. The open house will include faculty teaching in the program. The faculty will discuss program requirements and expectations with students. Students will receive information on attending McHenry County College and will learn how their prior education may apply to the McHenry County College Paralegal Studies certificate program. Students will need to submit a transcript to MCC to verify that they have completed an associate or baccalaureate degree prior to beginning the Paralegal Studies Certificate program.

Half of the students pursuing the Paralegal Studies certificate are expected to be adult students with an associates or baccalaureate degree who are returning to higher education after being in the workforce for several years. This certificate will help them increase their opportunities in the workforce through promotions or employment with new organizations that take advantage of their new paralegal skills. The other half of the students enrolling in the certificate program are expected to be students coming directly out of other associate degree

programs or baccalaureate degree programs who want to expand their options for employment. McHenry County College's transfer degree programs (Associate in Arts Degree, Associate in Science Degree, or the Associate in General Education Degree) as well as some Associate in Applied Sciences programs may lead students to pursue the certificate to expand their opportunities in the workforce. In addition, students with baccalaureate degrees that do not easily lead to post-secondary positions may choose to pursue the certificate immediately following graduation with a bachelor's degree to further their employment opportunities.

The certificate is not designed to be part of a dual credit career pathway for high school students, although high school students may take courses that are in both the certificate and the Associate in Applied Science in Paralegal Studies program while completing their high school degree. These students may then pursue higher education at a community college or four-year institution after high school graduation and some may return to finish the certificate after completing associate or baccalaureate programs elsewhere that were not focused on Paralegal Studies.

- 2) **Relationship to existing curricula at the college:** Indicate how this program(s) may provide educational laddering opportunities between short- and long-term certificates and degree curricula.

Educational laddering would be available to students who have already completed an associates or baccalaureate degree. Students will be able to move seamlessly into the Paralegal Studies certificate program without duplication of courses in the certificate program. There are associate degree programs at MCC that would easily ladder into the Paralegal Studies certificate program, especially those degree programs focused on skill development in areas of word processing, accounting and budgeting, office management, and research skills. The Paralegal Studies certificate would expand on the foundational skill sets learned in these associate degree programs. The Paralegal Studies certificate will be directly laddered into the Paralegal Studies Associate in Applied Science program for students who decide to get that additional credential.

- 3) **Articulation.** Specify how the program is structured or articulated to provide educational opportunities for students beyond community college (i.e. baccalaureate capstone programs). If applicable, include information on the specific programs and baccalaureate institutions with which the college has been working towards articulation.

The Paralegal Studies certificate program is structured to be foundational to further legal studies degrees at four-year institutions or law school as students will have already completed an associate or baccalaureate degree prior to enrolling in the certificate program. Lawyers, judges and other educational partners serving on the Paralegal Studies Advisory Committee have helped McHenry County College develop a curriculum that will move students through the certificate program and seamlessly on to four year institutions with whom MCC develops articulation agreements. The student wanting to pursue further studies will be advised taking into consideration the degree program the student completed prior to pursuing the Paralegal Studies Certificate.

Articulation agreements will be shared with students through the advising processes at McHenry County College and will be made available to students through Paralegal Studies courses.

5. Approval/accreditation. Provide a description of accreditation requirements/procedures if this extension requires approval or review by other agencies or professional or regulatory entities.

The American Bar Association (ABA) accredits Paralegal programs ensuring that industry standards are met through the courses and educational rigor in which the students engage. The college will pursue ABA accreditation once McHenry County College has completed the required two years of producing graduates from the program, the minimum ABA requirement for first seeking ABA accreditation. McHenry County College faculty and administration have been working closely with the local American Bar Association in Chicago, IL to ensure that the McHenry County College program and courses in the program have sufficient rigor and the requisite educational outcomes for these entry level professionals in the Paralegal field.

6. Labor market need. Provide information including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.

- 1) Nationally, the U.S. Bureau of Labor Statistics projects employment for paralegals to grow by 17% by 2022 (Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook handbook, 2014-15 edition) www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm)
- 2) There were 11,932 paralegals and legal assistants in Illinois in 2012 and the number of positions are expected to rise to 14,022 in 2022 or a 17.52% increase by 2022. (ides.illinois.gov)
- 3) Within a 25 mile radius from our campus, as of 8/26/15, there were 67 job listings for paralegals/legal assistants. Within a 50-mile radius of our campus, there were 526 current job listings for paralegals and 584 positions within 100 miles of our campus. The majority of positions were in the Chicagoland area (www.indeed.com is a website that combines various job search engines).
- 4) Salaries for paralegals on www.indeed.com included full- and part-time positions ranging from \$30,000 to over \$110,000 within 50 miles of the campus.
- 5) Paralegal positions were ranked in the top 100 best jobs in America by CNN. Money opportunities in the paralegal field are plentiful. Factors contributing to growth in the paralegal field include job attrition and a healthy legal market. Due to rising legal fees, more clients are demanding the use of paralegals over high-priced attorneys when possible. Increasing caseloads have encouraged lawyers to delegate tasks formerly reserved for attorneys and professional staff, creating more opportunities for paralegals.
- 6) Employment in Illinois in the Chicago, Joliet, Naperville areas in 2014 includes 10,170 Paralegals/Legal assistants with an annual mean wage of \$49,430. For those employed further north, in Lake County and Kenosha County in Wisconsin, an additional total of 310 Paralegals/Legal Assistants had an annual mean wage of \$60,570. (http://www.bls.gov/oes/current/oes_16980.htm#23-0000)
- 7) Because the mean paralegal salary in Illinois is \$49,020, there is a good deal of competition for jobs. Experienced, formally trained graduates of a paralegal program who have strong research, writing and computer skills will have the best job prospects. (The U.S. Bureau of Labor Statistics).

1. b) Occupational Chart. List occupational titles related to the proposed program(s) and corresponding employment projections and completer data.

Soc Job Titles & Codes * (and other Job titles if alternate date also submitted)	Annual District Openings*	Employment Projections: Annual Program Completers ** (indicate from which surrounding districts)
Paralegal and Legal Assistants, 23-2011	526	285 students completed Paralegal Studies programs in the Northern Illinois district (Chicago City Colleges and Chicago-suburban schools including COD, CLC, ECC, Harper, Oakton, and South Suburban College). The largest graduating classes are from College of DuPage, College of Lake County and Harper College.

*SOC (Standard Occupational Classification) Job titles/codes & AAJO (Average Annual Job Openings) by Community College district can be found through the IDES [Illinois Dept. of Employment Security website](#).

**Program completer data can be used from the most current ICCB Data and Characteristics Report or completer data provided by the college.

There is a need for a Paralegal Studies certificate program at McHenry County College. The completion rate of students in paralegal studies programs at all community colleges in Illinois has grown over the past five years but has not increased sufficiently to keep pace with the expected growth for graduates needed by 2022.

**Legal Assistant/Paralegal Completers at all Illinois Community Colleges*
2009 through 2014**

Year	Legal Assistant/Paralegal Completers	Percentage Growth
2009	289	NA
2010	292	1%
2011	327	11%
2012	381	16.5%
2013	413	8%
2014	403	-2.4%

*Data obtained from ICCB Annual Enrollment and Completion reports, Tables III-9 for years 2009 through 2014

McHenry County College district residents with baccalaureate or associates degrees have indicated that they are interested in completing the Paralegal Studies certificate program.

7. Information for the ICCB Master Files. Completed form 22 (in duplicate) for the proposed new curriculum. Completed Form 11 (in duplicate) for each new course included in the proposed program.

Destruction of Closed Session Recordings

Information

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

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

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

- Committee of the Whole, January 14, 2014
- Regular Board Meeting, January 24, 2014

Recommendation

It is recommended that the Board of Trustees approves the destruction on October 22, 2015 of the recordings of the following closed sessions: Committee of the Whole, January 14, 2014 and Regular Board Meeting, January 24, 2014.



Vicky Smith
President

Fiscal Year 2015 Audit

Information

Sikich LLP has completed their independent audit of McHenry County College for FY 2015. The auditor's opinion is unmodified (formerly known as "unqualified" or "clean") audit opinion. An unmodified opinion is where an independent auditor expresses an opinion that the financial statements are presented, in all material respects, in accordance with Generally Accepted Accounting Principles. The Audit was presented to the Board at the Committee of the Whole on October 13, 2015. The auditors discussed the FY 2015 Comprehensive Annual Financial Report (CAFR) and copies of the FY 2015 CAFR have been provide to the Board.

Recommendation

It is recommended that the Board of Trustees accepts the FY 2015 Audit 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

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

Information

When the annual audit is complete, 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.


Following are the Calendar Year 2016 rates that will be charged based upon FY 2015 audited figures:

	<u>Current - 2015</u>	<u>Proposed - 2016</u>
Out-of-district Illinois residents without an approved chargeback	\$346.06	\$347.21
Out-of-district (audit courses)	\$440.41	\$431.93
Out-of-state residents	\$440.41	\$431.93

The rates are based on the per capita cost calculation on the Certification of Chargeback Reimbursement. The Fiscal Year 2016 Certification of Chargeback Reimbursement was unable to be completed by the audit due date this year because the FY 2016 average grant rate for ICCB grants was unavailable, since the State of Illinois budget has not yet been approved. The Certification of Chargeback Reimbursement is needed to calculate the actual rate for Out-of-district tuition. Therefore, the proposed rate of \$347.21 for out-of-district Illinois residents is an estimate and will need to be recalculated once the College receives the FY 2016 average ICCB grant rate. The out-of-district and out-of-state rates are not affected by the ICCB grant rate.

Recommendation

It is recommended that the Board of Trustees approves the above 2016 out-of-district and out-of-state tuition and fees rates effective Spring Semester, 2016.



Vicky Smith
 President

Foundation Scholarship Update

Spring 2016 Scholarships

Scholarships for the Spring 2016 semester are currently available online and will remain available until the deadline of Friday, October 30. The Foundation Scholarship Committee and Foundation staff are working hard to help inform and encourage McHenry County College (MCC) students to view the list of over 60 scholarships that are currently available and advise them to apply today. Scholarship categories include: Alumni, Anthropology, Art, Athletics, Business, Construction Management, Culinary, Diversity/Cultural Diversity, Education/Early Childhood Education, Fire Science/EMT, First Generation, Fitness/Fitness Training, GED, General, Graphic Arts, Healthcare, Horticulture/Plant Science, Humanities, Journalism/Writing, Manufacturing/Manufacturing Engineering, Nursing, Science and Mathematics, Special Needs, and Women in College.

Scholarship Recipient Spotlight

John and Marilyn Krenger Scholarship

The Friends of McHenry County College is proud to announce the first two recipients of the John and Marilyn Krenger Scholarship: Ms. Alexis S. and Ms. Amanda C. The John and Marilyn Krenger Scholarship was established in Fall 2014, and it provides full tuition of up to \$4,000.00 for the year awarded. The applicant must be pursuing a degree in science, technology, engineering, or math (STEM), have financial need, must have a cumulative GPA of 3.0, and must be a resident of McHenry County.

- **Alexis S.** is a resident of Marengo, Illinois and is currently attending her first semester at MCC. She graduated with honors from Huntley High School. She is pursuing an Associates of Science degree from MCC. Alexis plays on the MCC women's volleyball team and enjoys doing volunteer charity work to raise money for children suffering from cancer. Alexis is extremely thankful to Mr. and Mrs. Krenger for the scholarship, which will allow her to follow her dream of becoming a pediatric oncologist.
- **Amanda C.** is a sophomore at MCC pursuing an Associate of Engineering Science degree with a focus on chemical engineering, and she plans to transfer in Fall 2016. Amanda is currently working part time at a local store and is also a chemistry tutor at MCC's Sage Learning Center. Her education is extremely important to her, and she takes it very seriously. She appreciates the opportunity to earn this scholarship that will help her further her academic career.

Education to Empowerment

Education to Empowerment currently has 59 members and has collected more than \$122,000.00. All monies raised are to be used toward scholarships for the Education to Empowerment recipients. The next Education to Empowerment event will be a breakfast on November 5, 2015 at 31 North Banquets in McHenry. The keynote speaker will be Victoria Cook, a marketing coach with the Center for Guilt Free Success, and co-author of the newly released book *Plans to Prosper: Strategies, Systems & Tools for Small Business Marketing Success*.

Portrait in Print Collection

There are currently 12 prints from the Portrait in Print collection at the Chicago Conservation Center. The conservator estimated that the prints will be completed by the end of October. A grant from the McHenry County Community Foundation will be used to pay for the conservation of the prints.

New Employees

Information

The following lists new employees to McHenry County College. Those marked with an * have transferred to a new position or have accepted an additional position. This list includes information from September 11, 2015 through October 12, 2015.

Classification	Start Date	Employee	Position	
Administration	10/5/2015	Donald Schmidt	Director of Physical Therapy Assistant Program	
Classified	9/14/2015	Valerie King	Food Production Service, Grill Cook	*
	10/1/2015	Kathleen Wood	Enrollment Processor	*
Professional	9/14/2015	Deborah Locascio	Student Development Advisor	*
	9/14/2015	Maurice Nelson	Student Development Advisor	
	9/14/2015	Noel Umbricht	Lead Cook/Food Production	
	10/12/2015	Christina Lorence	Financial Aid Technical Specialist	

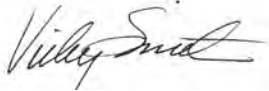


Vicky Smith
 President

Resignation

Information

Kelsie Campbell, Biology Lab Assistant, submitted her resignation effective September 25, 2015.

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 approaches for every project and campaign, while managing individual initiatives that require a mix of, or all, services. Services often include, but are not limited to:

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

The following information highlights a portion of the current marketing and communication efforts underway to grow MCC's enrollment and population, strengthen MCC's identity in the community, and share MCC's stories.

- *Publications:* OMPR is currently working on these important publications:
 - Fall 2015 *Building Futures* Newsletter—Friends of MCC Foundation
 - Spring 2016 Noncredit Schedule
 - *Catalyst*—Workforce, Community and Business Programs at Shah Center
 - Trips and Tours Sneak Peek
- *Integrated Marketing Campaigns:* Efforts are underway to promote a variety of programs and events that are important to student success, as well as increase enrollment and retention efforts. These campaigns are all focused on providing critical information about time-sensitive processes and activities:
 - Sponsored Content Campaign with NW Herald (monthly editorial about MCC via print, online, social media, and video)
 - "Did You Know..." Social Media Campaign (featuring regular factoids about faculty and staff to reinforce the quality and innovation through the employees of MCC)
 - 2015 Print and Billboard Campaign
 - Fall 2015 Digital and Cable Campaign
 - Joint agreement promotional efforts, including new partnerships with Northern Illinois University and Aurora University
 - Fall 2015 noncredit programs and events promotion
 - Spring 2016 early advising and priority registration campaigns

- Spring 2016 twofer promotion (Learning Communities)
 - Multicultural program and event promotions
 - 2015-2016 Fine Arts Calendar
 - Development of updated materials and video to promote Art department
 - Development of updated materials to promote Nursing program
 - Development of updated materials to promote Robotics and Industrial Maintenance Technician programs
 - Paralegal promotional efforts
 - Sweet Scots Bakery fall promotion
 - Automotive department promotion
 - Health Information Technology information sessions promotion
 - College Fair promotions and online form
 - MCC Night 2015 creative, marketing, promotion and event management
 - Fall Job Fair promotions
 - 2015 Family Violence Symposium on Cyber-Security—promotion and materials
 - 2015 Green Expo promotion and materials
 - Summer 2016 marketing campaign to increase enrollment
 - Video and interactive content for specific target programs
 - Fall 2015 theatre production, Hot L Baltimore promotion
 - Fall 2015 Employee Giving Campaign promotion and materials
 - MCC alumni efforts (in conjunction with the Friends of MCC Foundation)
 - Education to Empowerment fall event support
 - Spring 2016 scholarship promotion
- *MCC Brand Identity Efforts:* The following efforts are underway to support a timely follow-up and measurement of MCC’s brand implementation success to date:
 - MCC website development project
 - Collection of success stories for MCC alumni to be used in “your success continues” campaign
 - MCC signage and monument sign work (includes audit of internal wayfinding signage)
 - Submission of branded work and materials to national award competitions
 - Updates to brand standards manual and style guide (ongoing)
- *Outreach Efforts:* These efforts specifically focus on community outreach and collaborative partnerships:
 - Publicity and communications for Presidential Search process
 - Event planning for MCC 50th Anniversary (for 2017)
 - Layout and printing of updated *Portrait in Print Collection* book
 - MCC Story Search Committee – internal committee to gather “hot topics” and story ideas from faculty

Monthly Releases and Features

the following releases and feature stories have been distributed to local and regional media outlets from September 12—October 5, 2015.

- McHenry County College to Offer Free College Information Sessions for Adult Learners
- McHenry County College Seeks Exhibitors for Annual Craft Fair October 18
- McHenry County College to Offer Home Decorating Classes
- McHenry County College to Host Financial Aid Nights October 20, 22, 28
- McHenry County College to Offer Continuing Education Cooking Classes
- McHenry County College to Offer New, Fun Baking Series For Everyone
- McHenry County College to Offer Workshops For Resume Writing, Interviewing Tips
- McHenry County College Fair 2015 to Feature 100+ U.S. Colleges, Universities
- Spring Scholarships Available Through Friends of McHenry County College Foundation
- Second Sunday Concert Series Opening to Feature Chicago Brass Band Players
- National, State, Local Experts to Present at Cyber Safety Symposium October 23 at MCC
- McHenry County College's Literary Magazine Wins Third Place in National Competition
- McHenry County College Seeks Literacy Volunteers, Orientation Sessions Available
- McHenry County College to Offer Trip to Dancing Horses Theatre Holiday Performance
- Essential Oils Classes at McHenry County College to Focus on Pets, Home Cleaning
- McHenry County College to Host Fall Job Fair October 30
- Quickbooks® Accounting Software Training Available at MCC Shah Center
- McHenry County College to Host Fall Child's World Conference
- McHenry County College to Host Veterans Administration Open Forum

**Note: The above list does not include all interviews/stories initiated by the press. 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

Focus on...MCC Alumnae, Jill Scott

MCC alumna Jill Scott (Class of 2004) was among a group of about 30 international early-career scientists chosen to analyze skull remains from the Rising Star Cave System in South Africa last year. She and her colleagues became the first people to study thousands of fossil fragments belonging to a newly discovered species in human ancestry, called *Homo Naledi*. She also co-authored an article in the journal, *e-Life*.



Jill is currently living in Denver while she finishes writing her Ph.D. dissertation in anthropology through the University of Iowa. She plans to continue conducting anthropological research and teaching anthropology and anatomy at the postsecondary level.

She was inspired to pursue an anthropology career path after taking her first anthropology course -- Introduction to Anthropology -- with Judi Cameron, Ph.D. at MCC.

“It was a great overview of the four subfields of anthropology – cultural, linguistic, and archaeology – it showed me how broad the field of anthropology is and inspired me to major in it when I transferred to the University of Illinois at Urbana-Champaign,” Jill said.

She has stayed in touch with her former instructor over the years and received moral support and career guidance.



“Dr. Cameron discussed with me the process of applying to grad school, and she has helped me with my professional development,” Jill said, referring to teaching techniques, research methods, and the importance of networking.

“MCC was a great option for me because it allowed me to pursue my undergraduate general education at an affordable price. The smaller class sizes and the emphasis that MCC places on teaching made it less intimidating to talk to and seek guidance from my instructors.”

At MCC, Jill participated in Phi Theta Kappa, which she said played a major role in her life, where she connected with honors students not only on campus, but across the country. She also was a member of the Honors Program, which allowed her and another student to participate in a week-long dinosaur paleontology dig in Montana with the Burpee Museum of Natural History in Rockford. Through her mentor contacts at Burpee, she has been invited to give a talk about her *Homo Naledi* project at the Burpee Museum 2016 Paleofest symposium in March 2016.

Office of Resource Development
Fiscal Year 2015 Year End Report

The purpose of this Year End Report is to provide an overview of grant efforts at McHenry County College during Fiscal Year 2015 (July 1, 2014 – June 30, 2015). The Office of Resource Development worked with all areas of the college, including the Friends of MCC Foundation, to obtain grant funding through federal, state, and private sector sources.

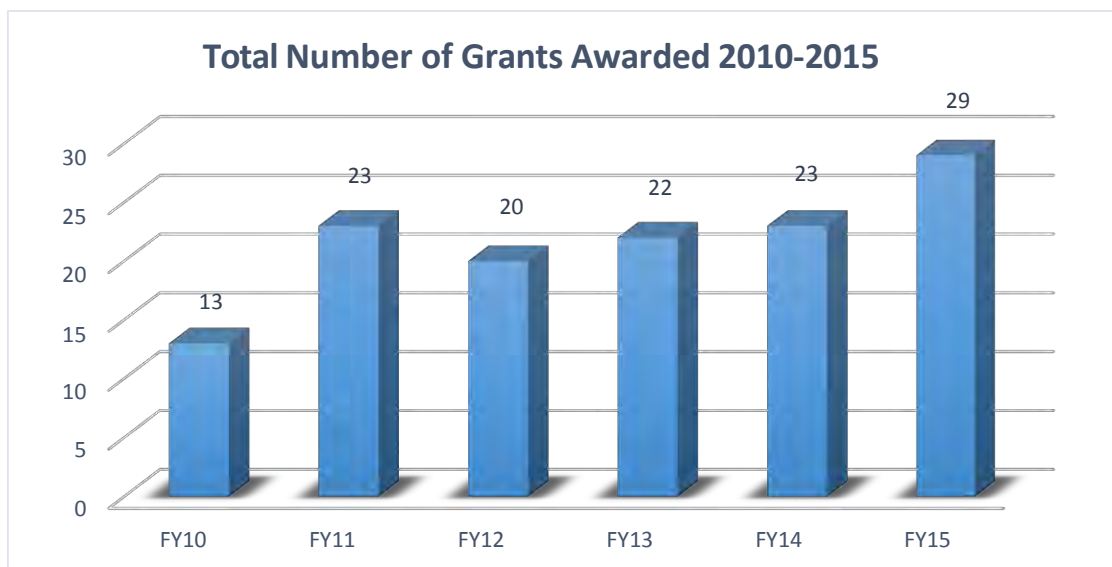
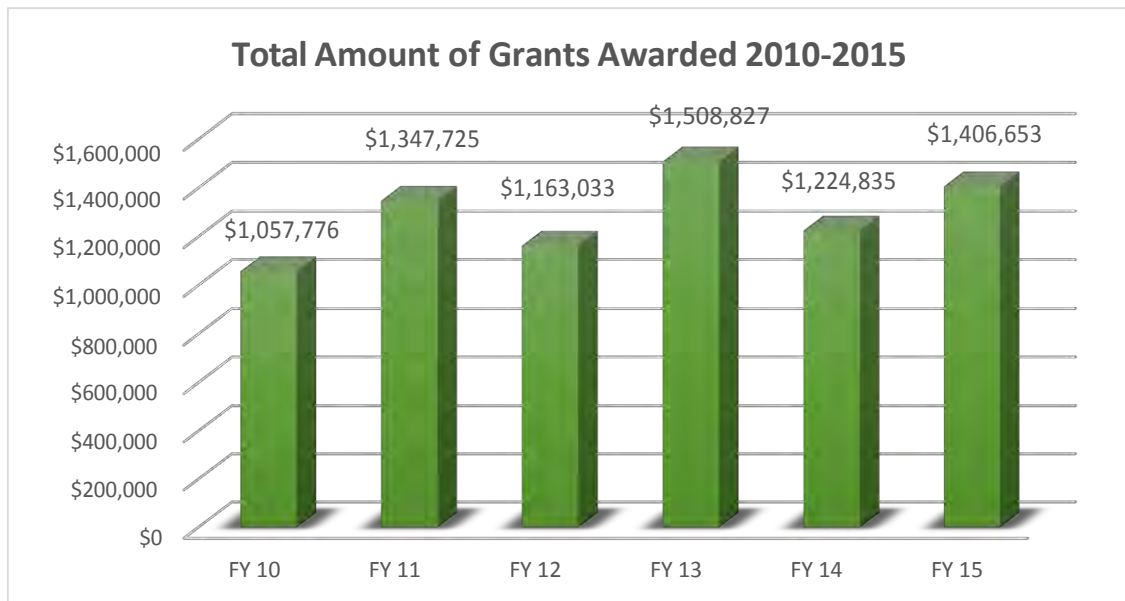
Grant funding is a resource to help further MCC's mission and strategic goals. The Office of Resource Development (ORD or Grants Office) collaborates with administrators, faculty, and staff to identify strategic initiatives that would lend themselves to external sources of support. Specifically, the ORD is responsible for the following:

- **Researching Funding Opportunities:** The Grants Office conducts ongoing research regarding grant opportunities that meet MCC's strategic priorities and disseminates information about new grants that become available.
- **Analyzing Proposals for Strategic Fit:** The Office of Resource Development works closely with faculty and staff to ensure that project ideas and proposals are consistent with College priorities and match the requirements of the funding source.
- **Facilitating Grants Development Process:** The ORD assists in the proposal development process from conceptualization to final proposal submission. The level of assistance varies based on the complexity of the grant proposal and the need for a team approach to develop the proposal. The ORD coordinates proposal planning, data gathering (with Institutional Research), development of goals/objectives/outcomes, budget preparation, securing letters of support, finalizing and submitting proposals.
- **Writing and Editing Proposals:** It is the function of the Grants Office to ensure that proposals are well-written and complete, with information that is compelling to the funding source. ORD staff review and edit, if necessary, all proposals submitted by the College. For many grants, the ORD serves as the primary authors of the proposal.
- **Managing Internal Approvals:** The ORD will secure approval as needed from the appropriate Executive Dean, V.P for Academic and Student Affairs, or the President, including securing letters of commitment from same.
- **Processing Grant Submissions:** Final submission of grants is conducted by the Grants Office to ensure that forms are accurately completed; all required documentation, such as 501(c)(3) and audit information, are included and that submission deadlines are met.
- **Grant Administration:** The ORD has a limited role in the administration of grant-funded projects. The project director, usually a faculty member or administrator, is responsible for managing the grant-funded project. Financial management of grants is administered by the Business Office, and Human Resources is responsible for hiring new employees supported by grant funds. As time permits, the Grants Office can help grant project directors interpret grant administration guidelines, assist with budget or program modifications, and provide feedback on reports.

In FY 2015, 45 grant requests were submitted totaling \$5,607,695. Of those, 29 grants were awarded totaling \$1,406,653, 7 proposals were denied totaling \$1,877,992, and 9 proposals were pending as of June 30th, totaling \$2,323,050. This compares to FY 2014 where 38 proposals were submitted totaling \$2,833,435. Of those, 23 were funded totaling \$1,224,835, 6 proposals were denied totaling \$856,179, and 9 proposals were pending, totaling \$752,421.

The Grants Office Budget for FY 2015 was \$179,426. Therefore **MCC's Return on Investment was 7.8 to 1:** for every dollar MCC allocated to the operation of the Grants Office, nearly eight dollars was generated in grants. The ORD has two full-time staff: Mark Dougher, Director of Resource Development, and Wendy Lauen, Resource Development Specialist.

The following charts highlight MCC's grant award totals over the last six years:



McHenry County College

Grant Requests Approved in Fiscal Year 2015

Type	Funding Source	Brief Description	Amount	Project Director	Status
Private	Aptar Foundation	To support the MCC Veterans Adopt a Laptop Program.	\$5,000	Lori Keller, Associate Dean, Humanities & Social Sciences	Funded
Private	Chicago Community Trust	To support the MCC Veterans Adopt a Laptop Program.	\$4,100	Lori Keller, Associate Dean, Humanities & Social Sciences	Funded
Private	Castle Bank	Castle Bank awarded two grants to assist small businesses with training and professional services through the Illinois Small Business Development Center at MCC's Shah Center.	\$12,000 \$3,000	Kristi Patterson, Director, ISBDC	Funded
Private	Aptar Foundation	The Friends of McHenry County College Foundation will be dedicating scholarships to support students pursuing careers in STEM.	\$2,000	Brenda Stiff, Development Coordinator, FMCCF	Funded
Private	McHenry County Community Foundation	MCC was awarded a grant to help support the restoration of select prints in the Portrait in Print collection – a collection of 260 fine art limited edition prints donated by Mary and Charles Liebman which is housed in MCC's Library.	\$7,500	Sandra Lang, Art Instructor and Gallery Curator	Funded
Private	McHenry County Community Foundation	MCC was awarded a grant to help fund the Summer Math Academy – to provide academic remediation to eighth grade students who score low on the EXPLORE test, a predictor for future college success.	\$3,750	Tony Capalbo, Associate Dean of College and Career Readiness	Funded
Private	Illinois Clean Energy Community Foundation (ICECF)	The grant provided partial funding to upgrade (89) lighting heads for Parking Lots E & F and the Ring Road. The total project cost is estimated at \$117,417. The new LED lights are estimated to generate 124,357 kilowatt hours per year in energy savings, which translates into a cost savings of \$11,863 per year.	\$20,282	Todd Wheeland, Director of Facility Projects and Contracts	Funded
State	Illinois Community College Board	The funding will be used to continue the Accelerated Opportunities model, which aims to increase the number of adult students who transition from noncredit to credit-bearing certificates and degrees.	\$20,000	Tom Pierce, Executive Director of Adult Education	Funded
State	Illinois Community College Board (ICCB) – Bridging the Gap	The purpose of this grant was to assist community colleges with secondary to postsecondary curriculum alignment efforts, focused on the New Illinois Learning Standards (Common Core State Standards) in English Language Arts and Math. The goal is to promote student readiness for college level coursework and the seamless transition from high school to college.	\$10,000	Tony Capalbo, Associate Dean for College and Career Readiness	Funded

McHenry County College

Type	Funding Source	Brief Description	Amount	Project Director	Status
State	Illinois Community College Board (ICCB) – Programs of Study	The purpose of this grant was to assist community colleges in reviewing processes that contribute to the success of Career and Technical Education Programs of Study utilizing the Pathways to Results (PTR) process.	\$5,000	Dr. Amy Maxeiner, Executive Dean of Math, Science and Health Professions	Funded
State	Illinois Community College Board – CTE Externship Grant	The grant supported the costs for two MCC CTE faculty members to obtain real world work experience in the fields in which they teach. They were able to observe and perform work duties at area businesses in order to keep abreast of current industry standards and practices.	\$5,000	Heather Zaccagnini, Faculty; Bob Mihelich, Chair of Applied Technology	Funded
State	Illinois Community College Board – Dual Credit Enhancement Grant	The grant supported the costs for MCC to develop and align curriculum for a dual credit computer literacy course in collaboration with the area high schools, as well as prepared and credentialed high school faculty to teach the course at all 15 high schools in McHenry County.	\$10,000	Tony Capalbo, Associate Dean College and Career Readiness; Meri Winchester, Chair of Digital Media; Marianne Wood, Adjunct	Funded
State	Illinois Secretary of State Adult Volunteer Literacy	This grant was devoted to increasing adult students’ skills in reading, writing, math and/or English language, and increasing the ability of volunteer tutors to provide effective adult literacy instruction.	\$48,460	Marie Day, Coordinator of Adult Volunteer Literacy under the direction of Tom Pierce, Executive Director of Adult Education	Funded
State	Illinois Community College Board - Adult Education and Family Literacy	This grant assisted adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency, and it assisted adults in the completion of a secondary school education.	\$ 418,268	Tom Pierce, Executive Director of Adult Education	Funded
State	Illinois Community College Board – Career and Technical Education Program Improvement Grant	In order to keep career and technical programs current and reflective of the highest quality practices in the workplace, ICCB awarded grant funds dedicated to enhancing instruction and academic support activities. The purpose is to strengthen and improve career and technical programs and services.	\$172,312	Diana Sharp, Interim Executive Dean for Math, Sciences & Health Professions	Funded
State	Illinois Criminal Justice Information Authority – Arrest Grant	MCC served as the implementing agency for the Arrest Grant with the 22 nd Circuit Court Family Violence Coordinating Council. The purpose of the Council is to serve as a forum for promoting a coordinated response to family violence.	\$8,260	Beverly Thomas, Coordinator, 22 nd Circuit Family Violence Coordinating Council	Funded
State	Advance Illinois	MCC partnered with Huntley High School to implement new strategies for placing high school students into the appropriate level of college courses.	\$10,000	Tony Capalbo, Associate Dean for College and Career Readiness	Funded

McHenry County College

Type	Funding Source	Brief Description	Amount	Project Director	Status
State	Illinois Department of Commerce and Economic Opportunity - Illinois Talent Pipeline Management Grant	MCC's Workforce and Community Development Division and the McHenry County Workforce Investment Board partnered in the submission of a grant application to provide Industrial Maintenance training for dislocated workers and for incumbent workers at risk of layoff.	MCC Portion: \$100,000	Julie Courtney, McHenry County Workforce Investment Board Terri Berryman, Executive Dean of Workforce and Community Development - Project coordination Jim Falco, Executive Dean, Education, Career and Technical Education – Project coordination	Funded
State	Illinois State Board of Education - Illinois Mathematics and Science Partnerships, I-STEM Network Area Partnership	The Illinois Math and Science Partnership Program funded collaborative partnerships between STEM departments at institutions of higher education, and high-need school districts, with the goal of improving classroom instruction and, ultimately, student achievement in math and science. MCC science faculty provided professional development for K-12 teachers from Harvard Community School District 50 through workshops conducted in the summer.	\$250,000/ year for three years MCC Portion: \$22,000/ year 1	Ranell Blue, Harvard Community Unit School District 50 – Project Manager Amy Maxeiner, Executive Dean for Math, Science, Health Professions – Project Coordination Tony Capalbo, Associate Dean for College and Career Readiness – Project Coordination	Funded
State	Illinois Board of Higher Education – Cooperative Work Study Grant	MCC was funded to continue the work study program for students in MCC's Education, Career and Technical Education division.	\$9,648	Jim Falco, Executive Dean, Education, Career and Technical Education	Funded
State	Illinois Department of Commerce and Economic Opportunity – Building Industry Training and Education Program	In partnership with IGEN, MCC received a grant to fund the installation of sub-metering dashboards that will be used to monitor electrical and gas usage in all five buildings on MCC's main campus. Provide educational experiences for students related to all the above.	\$22,450	Kim Hankins, Sustainability Center Director Todd Wheeland, Director of Facility Projects and Contracts – Project Coordination	Funded

McHenry County College

Type	Funding Source	Brief Description	Amount	Project Director	Status
State	Illinois Department of Commerce and Economic Opportunity	MCC received a competitive grant to provide renewed support for the Small Business Development Center at the Shah Center.	\$80,000	Kristi Patterson, Manager, Illinois Small Business Development Center	Funded
State	Illinois Criminal Justice Authority	MCC received renewed funding in support of the 22 nd Judicial Circuit Family Violence Coordinating Council, whose purpose is to engage in prevention, education, and the coordination of intervention and services for victims and perpetrators of child abuse, domestic violence, and elder abuse. A goal of the Council is to contribute to the improvement of the legal system and the administration of justice.	\$17,000	Bev Thomas, Coordinator, 22 nd Judicial Circuit Family Violence Coordinating Council	Funded
Federal	National Science Foundation – Advanced Technological Education Grant	The Computers and Digital Media (CDM) Department was awarded funding to develop a program on mobile design and development, leading to a new AAS degree and two new certificates. Elements include updating instructor skills, creating high school pathways, and increasing women and minority enrollment in the program.	\$199,612	CDM Faculty: Meri Winchester, PI Thom Beggs, Co-PI Bill Skrzypczak, Co-PI	Funded
Federal	National Science Foundation – Advanced Technological Education	MCC partnered with Stevens Institute of Technology, New Jersey, and three community colleges to develop an online fully transportable course that community colleges across the nation can use as a resource to offer spatial skills training to their students with a nominal investment of resources from the institution.	\$82,036	Bob Mihelich Faculty, Co-Principal Investigator	Funded
Federal	Internal Revenue Service – Volunteer Income Tax Assistance	A renewal application was approved to provide free tax preparation assistance for low-moderate income individuals and those having limited English proficiency.	\$18,000	Ann Esarco, Faculty, Accounting	Funded
Federal	National Science Foundation Sub-Award	Southern Methodist University and Bryn Mawr College awarded a stipend of \$3,000 to faculty at educational institutions (college-level and high school) interested in adopting the computational art and creative coding approach using Processing at their institutions.	\$3,000	Meri Winchester, Chair of Digital Media; Marianne Wood, Adjunct Faculty	Funded
Federal	U.S. Dept. of Health and Human Services – Health Professions Opportunity Grant	The fifth and final year of funding was approved for HPOG. The grant provides education and training to low-income individuals for well-paying occupations in the health care field that are expected to either experience labor shortages or be in high demand.	\$87,975	Dr. Amy Maxeiner, Executive Dean of Math, Sciences, and Health Professions	Funded
29 grants were approved in FY 2015, totaling \$1,406,653					

McHenry County College

Grant Requests Denied in Fiscal Year 2015

Type	Funding Source	Brief Description	Amount	Project Director	Status
Private	Dr. Scholl Foundation	To provide climate control renovations to the greenhouse that will enhance Hydroponics production.	\$20,000	Bruce Spangenburg, Chair of Horticulture Dept.	Denied
Private	JCCC Foundation	The Friends of McHenry County College Foundation requested support for scholarships to send 24 fifth through eighth grade low-income students to MCC Tech Camp in the summer 2015.	\$4,600	Laura Beaupre, Coordinator of College and Career Readiness	Denied
Private	Illinois Tool Works Foundation	The proposed project intended to implement two strategies for MCC's Welding Program: (1) To increase and accelerate student skill development by utilizing newer technologies available in welding equipment; and (2) To improve work readiness skills among entry-level and transitioning workers by providing tailored training on topics including problem solving, computer literacy, teamwork, and other self-management skills.	\$395,809	Dori Sullens, Continuing Education	Denied
State	Illinois Arts Council	MCC's Music Department proposed to host a clinic and performance by the professional choral ensemble, <i>Cor Cantiamo</i> , on Sunday, November 2, 2014.	\$1,800	Mike Hillstrom, Music	Denied
Federal	Department of Agriculture – Higher Education Challenge	MCC partnered with Loyola University to develop an undergraduate program in Food Systems & Sustainable Urban Agriculture in the Chicago Metropolitan Area.	\$75,000	Bruce Spangenburg, Chair of Horticulture Dept.	Denied
Federal	U.S. Department of Labor-Trade Adjustment Assistance Community College and Career Training	MCC was partnered with the Accelerate Illinois (AI) consortium, which was comprised of seventeen community colleges in Illinois. Elgin Community College was the lead applicant.	\$801,000	Tom Pierce, Executive Director of Adult Education	Denied
Federal	U.S. Department of Labor -Trade Adjustment Assistance Community College and Career Training	Northern Illinois University lead a consortium to establish the Bridges to Manufacturing Leadership (B2ML) Initiative, a project to develop advanced manufacturing educational pathways between industry, community colleges, and universities in Illinois & Indiana.	\$579,783	Jim Falco, Executive Dean, Education, Career and Technical Education	Denied
Seven grant requests were denied in FY 2015, totaling \$1,877,992					

McHenry County College

Grant Requests Pending in Fiscal Year 2015

Type	Funding Source	Brief Description	Amount	Project Director	Status
Private	Gene Haas Foundation, National Institute for Metalworking Skills	The proposal would provide scholarships to help fund the cost of the National Institute for Metalworking Skills (NIMS) credentialing tests for CNC students.	\$5,000	Jim Falco, Executive Dean, Education, Career and Technical Education	Pending
Private	JCCC Foundation	The proposal will provide full scholarships and lunch vouchers for 24 low-income 5 th -9 th grade students to attend the very popular MCC Tech Camp, part of the Kids and College summer program. MCC Tech Camp engages campers in hands-on activities and experiments to enhance their STEM skills.	\$4,728	Laura Beaupre, Coordinator, College and Career Readiness	Pending
State	Illinois Community College Board	Proposed renewal of MCC's Adult Education and Family Literacy Programs: <div style="text-align: right; margin-left: 100px;"> English Literacy/Civics \$19,000 Federal Basic Adult Education \$143,000 State Basic Adult Education \$169,000 State Performance <u>\$110,000</u> Total <u>\$441,000</u> </div>		Tom Pierce, Executive Director of Adult Education	Pending
State	Illinois Secretary of State -Adult Volunteer Literacy Grant	The Adult Volunteer Literacy (AVL) program provides high-quality literacy services to students throughout the county. Currently, 82 volunteer tutors assist 319 students with their English, reading, or math skills, positively impacting their quality of life and ability to find gainful employment.	\$47,566	Marie Day, Coordinator of Adult Education and Literacy Supportive Service	Pending
Federal	Internal Revenue Service, Volunteer Income Tax Assistance Program	A renewal application was submitted to provide free tax preparation assistance for low to moderate income individuals and those with limited English proficiency.	\$31,909	Ann Esarco, Faculty, Accounting	Pending
Federal	U.S. Department of Education, Title III – Strengthening Institutions Program	This was a five-year grant request that proposed to address the following goals: 1) Improve academic and student services that will lead to increased enrollment, persistence, and completion among adult and veteran learners at MCC; 2) Improve data tracking and outcome assessment related to retention, persistence, and academic success in order to make timely managerial decisions based on valid and accessible data.	\$1,792,847	Juletta Patrick, Assistant Vice President for Academic and Student Affairs	Pending
Nine grant requests were pending in FY 2015, totaling \$2,323,050					

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.

GRANTS AWARDED:

Funding Source	Brief Description	Amount Funded	Project Director
Internal Revenue Service, Volunteer Income Tax Assistance Program	A renewal application was approved to provide free tax preparation assistance for low to moderate income individuals and those with limited English proficiency.	\$18,000	Ann Esarco, Faculty, Accounting
Aptar Foundation	The Aptar Foundation provided renewed support for the MCC Veterans Adopt a Laptop Program.	\$5,000	Lori Keller, Associate Dean, Humanities and Social Sciences

PENDING APPLICATIONS:

Funding Source	Brief Description	Amount Requested	Status	Expected Notification Date
National Science Foundation, Scholarships in STEM	<p>ORD collaborated with MCC faculty to submit a National Science Foundation grant to provide scholarships for academically talented but financially needy students pursuing STEM disciplines, with emphasis on recruiting and retaining women, first generation college students, persons with disabilities, and underrepresented people of color.</p> <p>Over a five year project period, at least 40 program participants will be recruited from within MCC's current student body and from area school districts, particularly those with a high percentage of minorities and low-income students. Annual scholarships up to \$5,000 will be awarded to eligible students.</p> <p>Student scholarship recipients will receive support services as a cohort, including tutoring, advising, an introductory STEM</p>	\$649,928	Pending	March, 2016

Funding Source	Brief Description	Amount Requested	Status	Expected Notification Date
	<p>success course, and personalized mentoring from MCC faculty. Students will also take part in career exploration and transfer information activities, and will have the opportunity to conduct research or participate in service learning or internships. By using proven methods to increase student retention and success, the program will prepare students to earn a STEM degree and succeed in a STEM career.</p>			
<p>Autism Speaks, a nonprofit organization that is the world’s leading autism science and advocacy organization.</p>	<p>MCC’s Office of Access and Disability Services submitted a proposal to train existing tutors to incorporate academic coaching into their tutoring session with students with Autism Spectrum Disorder whose struggles with executive functioning is negatively impacting their successful transition to, and completion of, college classes.</p>	<p>\$4,914</p>	<p>Pending</p>	<p>January 2016</p>
<p>Illinois Department of Commerce and Economic Opportunity</p>	<p>MCC’s Illinois Small Business Development Center submitted a renewal proposal to continue its efforts as an advocate and resource for small businesses in McHenry County.</p>	<p>\$80,000</p>	<p>Pending</p>	<p>January 2016</p>
<p>National Endowment for the Humanities, Humanities Initiatives at Community Colleges Grant</p>	<p>The proposed project will involve creating a series of courses, written and oral histories, and educational partnerships focused on the veteran experience, particularly the transition from soldier to civilian.</p> <p>The key element of the project will involve the development of two new fully-integrated Learning Community courses under the title of "The Journey Home." These course pairings will provide historical circumstance and context to the literary subject matter and will bring to the traditional curriculum a focus on war’s effect on nations and their peoples.</p> <p>To enrich the student experience, MCC will engage in a collaborative partnership with researchers and historians from the Chicago-based Pritzker Military Museum & Library.</p>	<p>\$99,926</p>	<p>Pending</p>	<p>March 2016</p>

Funding Source	Brief Description	Amount Requested	Status	Expected Notification Date										
	<p>The final phase of "The Journey Home" course series will allow the students to engage in an independent study project to develop the humanities topic of their choice.</p>													
<p>National Endowment for the Humanities, Enduring Questions Grant</p>	<p>Veterans are entering the community college classroom in large numbers and bringing with them a set of skills and experiences that differ from the traditional student. The reality of the increasing number of student veterans and the need for a better understanding of the veteran experience has led to a number of questions.</p> <p>How does the long legacy of expression of the veteran experience in the humanities transform our ideas, our decisions and our connections to each other? A new humanities course will explore that question through a wide variety of media.</p> <p>The Joining Forces initiative led by the White House has established "8 Keys to Success" for student veterans in higher education, including "creating a culture of trust and connectedness across the campus community to promote well-being and success for veterans."</p> <p>The new course will benefit student veterans as well as traditional students by bridging the experience gap and creating a space for trust to build.</p>	<p>\$19,173</p>	<p>Pending</p>	<p>March 2016</p>										
<p>Illinois Community College Board</p>	<p>Proposed renewal of MCC's Adult Education and Family Literacy Programs:</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">English Literacy/Civics</td> <td>\$19,000</td> </tr> <tr> <td style="padding-right: 20px;">Federal Basic Adult Education</td> <td>\$143,000</td> </tr> <tr> <td style="padding-right: 20px;">State Basic Adult Education</td> <td>\$169,000</td> </tr> <tr> <td style="padding-right: 20px;">State Performance</td> <td><u>\$110,000</u></td> </tr> <tr> <td style="padding-right: 20px;">Total</td> <td>\$441,000</td> </tr> </table>	English Literacy/Civics	\$19,000	Federal Basic Adult Education	\$143,000	State Basic Adult Education	\$169,000	State Performance	<u>\$110,000</u>	Total	\$441,000		<p>Pending</p>	<p>Soon after the State approves the budget</p>
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Funding Source	Brief Description	Amount Requested	Status	Expected Notification Date
Illinois Secretary of State, Adult Volunteer Literacy Grant	The Adult Volunteer Literacy (AVL) program provides high-quality literacy services to students throughout the county. Currently, 82 volunteer tutors assist 319 students with their English, reading, or math skills, positively impacting their quality of life and ability to find gainful employment.	\$47,566	Pending	Soon after the State approves the budget

APPLICATIONS DENIED:

Funding Source	Brief Description	Estimated Amount	Reason
Japanese Chamber of Commerce of Chicago Foundation	The proposal requested full scholarships and lunch vouchers for 24 low-income 5th-9th grade students to attend the MCC Tech Camp, part of the Kids and College summer program. MCC Tech Camp engages campers in hands-on activities and experiments to enhance their STEM skills.	\$4,728	The JCCC Foundation received 57 proposals and were not able to fund all applicants. MCC was encouraged to re-apply.
U.S. Department of Education, Title III – Strengthening Institutions Program Grant	This was a five-year grant request that proposed to address the following goals: 1) Improve academic and student services that will lead to increased enrollment, persistence, and completion among adult and veteran learners at MCC, and 2) Improve data tracking and outcome assessment related to retention, persistence, and academic success in order to make timely managerial decisions based on valid and accessible data.	\$1,792,847	The proposal was declined on technical grounds. In the interim, the College will be developing plans to implement some of the low-cost strategies contained in this proposal, and look to re-submit the next round.

Office of Sustainability Update

Monthly Highlight

McHenry County College Shah Center hosted the Clean Jobs Forum on October 1, 2015, in partnership with the Illinois Environmental Council, Environmental Law and Policy Center (ELPC), Environmental Defenders of McHenry County, Illinois Sierra Club, and the Illinois Solar Energy Association. During the event, participants heard from Sara Wochos of the ELPC and Jack Darin of the Illinois Sierra Club about the Clean Jobs Bill. Illinois State Senator Pam Althoff, along with Illinois State Representatives Mike Tryon and Barb Wheeler, shared their perspectives on the positive impact the Clean Jobs Bill would have on McHenry County. Over 65 community members attended and were given tours of the solar energy installation and energy dashboard at Shah Center.

Ongoing Initiatives*Green Community:*

- The MCC director of Sustainability was invited to be on the Steering Committee for the 2016 Conservation Congress with the McHenry County Conservation District. This committee is planning a county-wide event that will focus on conservation in and around McHenry County for the next 50 years. The event will be held at MCC in February 2016.
- The Sustainability Center hosted the second-annual member meeting for the McHenry County Food Shed Food Co-op on September 30, 2015. Over 100 people met in the Luecht Conference Center for a status report and next steps.

Green Campus:

- The Sustainability Office fielded 55 calls from the public for assistance recycling and properly disposing of various items during the month of September. *Note: Due to the high cost of disposing leaded glass, televisions are only accepted for recycling at two places in McHenry County: Best Buy and the monthly Defenders recycling drives.*
- The MCC director of Sustainability joined sustainability professionals, David Husemoller from the College of Lake County and Amy Bandman from Harper College, on a tour of Gateway Technical College's campus in Kenosha, WI on September 1, 2015. Gateway Technical College has a Center for Sustainable Living on its campus that provides the college and its community with many ways to incorporate sustainability into classrooms and daily life.
- The Sustainability Center and IT have been meeting to formulate printing and paper procedures for the campus.
- Procedures for green events on campus are in development with input from Student Life, Conference Center staff, Physical Facilities, and Food Services.
- The director of Sustainability attended a workshop on September 18, 2015, sponsored by Siemens on "Campus as a Living Lab" with sustainability professionals from Triton Community College and Kankakee Community College.
- The Sustainability Center staff collaborated with the Office of Marketing and Public Relations to create an online office swap. This resource gives MCC employees the opportunity to reuse unwanted office supplies. The online office swap is located on myMCC under the Services tab.

Green Curriculum:

- The Sustainability Center has contracted with Sustainability Professional, Stephenie Presseller, to provide a one day workshop for faculty titled “Greening Your Curriculum: Integrating Sustainability Across Disciplines”, on November 7, 2015. This workshop will run concurrently with the Green Living Expo, and participants will use the Expo as research for possible curriculum ideas.

Save the Date: 8th Annual Green Living Expo

MCC Board of Trustees are invited to attend the 8th Annual Green Living Expo on Saturday, November 7 from 10 a.m.-3 p.m. in the MCC Gym/Multi-purpose Room. This year’s event will have a special focus on student projects from MCC, Loyola, Northern Illinois University, University of Illinois, and Northwestern University. Other highlights include:

- Smart Grid Interactive Exhibit
- Super mileage cars
- Electric car exhibit including 4 Teslas and a Leaf
- Fly fishing, snowshoeing demonstrations
- A model “Tiny House”
- Over 60 green vendors, organizations and exhibits to enjoy

Upcoming Events
October—November 2015Information

The following is a list of upcoming October—November 2015 events offered at McHenry County College (MCC) or in the community.

DATE	EVENT	LOCATION	TIME	NOTES
Tuesday, October 27	MCEDC Annual Dinner	Holiday Inn, Crystal Lake	5 p.m. start	Register: http://www.mchenrycountyedc.com/event/5/mchenry-county-edc-annual-dinner-2015
Wednesday, October 28	October Membership Meeting- McHenry County Council of Governments	TBA	5:30 p.m.	
Friday, October 23	2015 Family Violence Symposium: Cyber-Safety in the Home and Community	Luecht Conference Center	8:15 a.m.	
Wednesday, October 28	Multi-Chamber Mixer	Elgin Community College	5-7:30 p.m.	http://huntleychamber.chambermaster.com/events/details/2015-october-multi-chamber-business-after-hours-ecc-3824
Friday, October 30	Fall Job Fair	MCC Multi-purpose Room/Gym	10 a.m.-1 p.m.	
Saturday, November 7	MCC Green Living Expo	MCC	10 a.m.-3 p.m.	www.mchenry.edu/greenexpo
Sunday, November 8	Brian Torosian Classical Guitarist	Luecht Conference Center	3-5 p.m.	
Wednesday, November 11	Crystal Lake Chamber Forum for Business Support	Crystal Lake Chamber of Commerce	7:30-8:30 a.m.	
Wednesday, November 11	MCC Night 2015	MCC	5:30-7:30 p.m.	www.mchenry.edu/mccnight
Saturday, November 14	Practical Ideas for the Child's World Conference	Luecht Conference Center	7:30 a.m.-1 p.m.	www.mchenry.edu/childsworld
Wednesday, November 18	It's Your Life Adult Information Session	Room A361	6-8 p.m.	

DATE	EVENT	LOCATION	TIME	NOTES
October	MCC Women's Tennis	Varies	Varies	Women's Tennis Schedule: http://www.mchenry.edu/athletics/wtennis/schedule.asp
October-November	MCC Volleyball	MCC Multi-purpose Room/Gym	Varies	Volleyball Schedule: http://www.mchenry.edu/athletics/volleyball/schedule.asp
October-March	MCC Basketball	MCC Multi-purpose Room/Gym	Varies	Basketball Schedule: http://www.mchenry.edu/athletics/mbasketball/schedule.asp
October-March	MCC Women's Basketball	MCC Multi-purpose Room/Gym	Varies	Women's Basketball Schedule: http://www.mchenry.edu/athletics/wbasketball/schedule.asp

For a full calendar of events at McHenry County College, please visit www.mchenry.edu/events.

To watch home games for the MCC Scots, visit www.mchenry.edu/athletics. Most home games are streamed.